This Knowledge Builder will walk through the steps necessary to submit a job change request specific to the RN Clinical Ladder. This process should be used once the RN Clinical Ladder Committee has approved the request and notified the manager and employee.

**Try It Out**

1. In Workday, click **My Team**.

2. Under the **Actions** section, click **Transfer, Promote or Change Job**.

3. Choose the employee you would like to move up or down the RN Clinical Ladder. You can type the employee’s name directly into the **Employee** field and press **Enter**.

   Or you can click on the **Worker** field, select **My Team**, and find the employee through a list.
4. Click **OK**.

5. **Start Screen.** Click on the **Pencil Icon** to enter **Edit Mode**.

6. *When do you want this change to take effect?* To select the effective date, either click the calendar icon or type the date (MM/DD/YYYY).
   **Note:** The effective date should be at the **beginning** of the next or a future pay period.

7. *Why are you making this change?* – Click the field.

8. Select **Clinical Ladder** category.

9. Select **Clinical Ladder**.
10. **Who will be the manager after this change?** – Leave this field as the default of your name.

11. **Which team will this person be on after this change?** – Leave this field as the default of your name and supervisory organization.

12. **Where will this person be located after this change?** – Leave this field as the default of the current location.

13. **Do you want to use the next pay period?** – This will update automatically based on the effective date.

14. Click Start.

15. **Job Screen.** Proceed to the **Job Profile** section and click on the **Pencil Icon** to enter **Edit Mode**.

16. **Job Profile:** Click on the field.

17. Enter the appropriate job profile from one of these options:
   
a. **JOB_9551 - R.N. I**
   b. **JOB_9552 - R.N. II**
   c. **JOB_9553 - R.N. III**
   d. **JOB_9554 - R.N. IV** (**Note:** Requires an Education Background Check)
18. Press Enter.

19. Click Next. Note: No additional changes should be made.

20. Click Next until you get to the Summary Screen.

21. Summary Screen. Review the details of the change. In the Comments field, enter any business-appropriate comments as needed.

22. Click Submit.

23. You will receive a notification upon completion of job change process.

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Remember

This process is only used if you are moving an employee from one RN Clinical Ladder job profile to another. The only change should be to the job profile.

RN Clinical Ladder job profiles:
- JOB_9551 - R.N. I
- JOB_9552 - R.N. II
- JOB_9553 - R.N. III
- JOB_9554 - R.N. IV