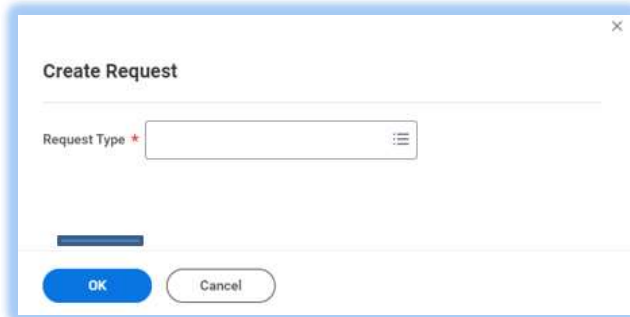


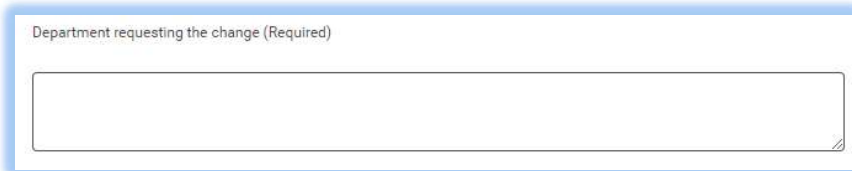
Process Workday Worktag Change Request

***if you are requesting changes to multiple worktags, you can attach a worksheet to the request that identifies all of the requested worktag changes. In this case, in the field "Worktag to Change" please note "See Attached." Do not create a request for each individual worktag change.**

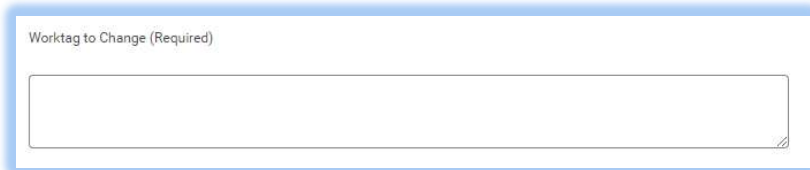
1. Create Request



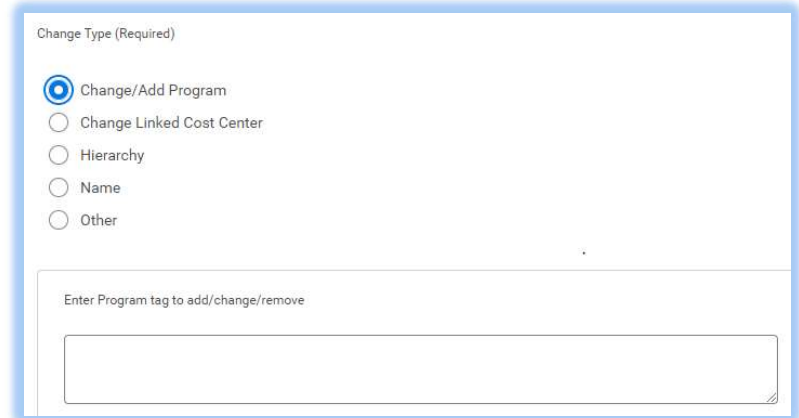
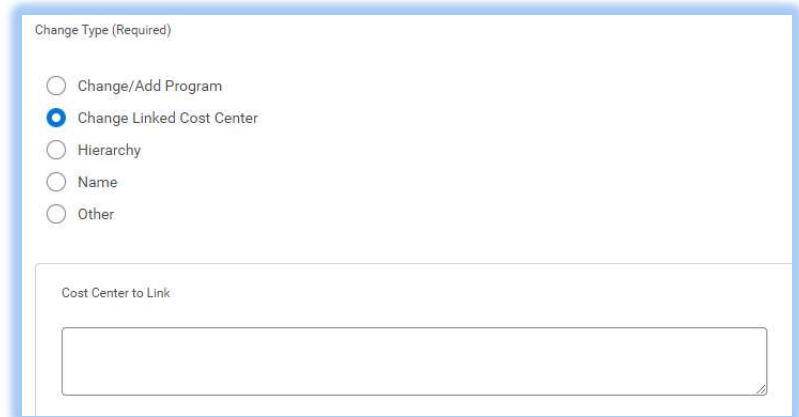
2. Identify the department requesting the change.



3. Identify the worktag that is to be to changed



- Identify the type of change requested. Note: Depending on your selection in the Change Type prompt, an additional field will appear requesting more information. See below

Change Type (Required)

- Change/Add Program
- Change Linked Cost Center
- Hierarchy
- Name
- Other

New Worktag Hierarchy

Change Type (Required)

- Change/Add Program
- Change Linked Cost Center
- Hierarchy
- Name
- Other

Please detail changes requesting


5. Identify the effective date of the change, and who is requesting the change.

Change Type (Required)

- Change/Add Program
- Change Linked Cost Center
- Hierarchy
- Name
- Other

New Worktag Name

Effective Date (Required)

MM/DD/YYYY 

Requested By (must be worktag manager i.e., cost center mgr.; program mgr.; project manager) (Required)

6. Attach backup supporting the change(s) that have been requested if the requester is not the worktag manager. The backup should contain an approval from the manager of the worktags being changed. In most cases, an e-mail correspondence is sufficient.

If employee filling out request form is other than the tag manager, please attach an email showing manager's approval. (Required)

Drop files here

or

Select files