

Sample Scenarios: **Supervisory Org Change**

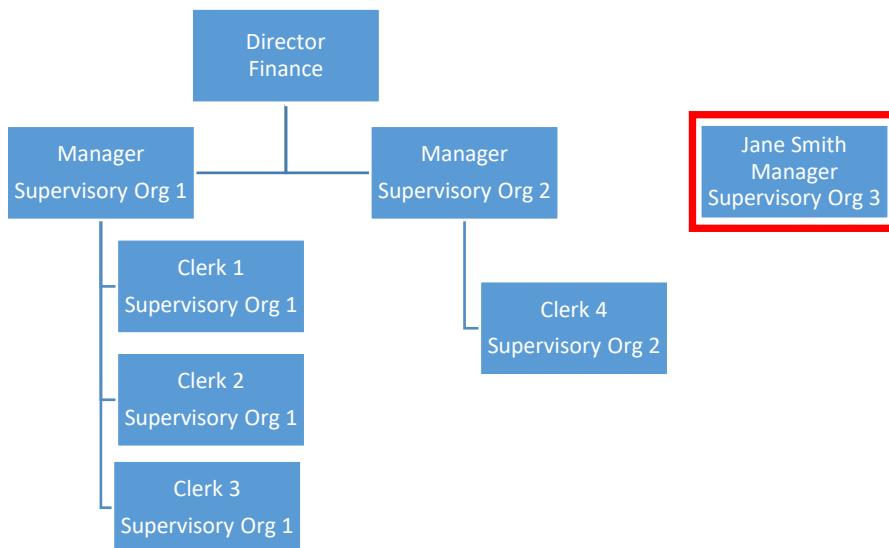
Scenario 1

1. Manager submits a ticket as follows:

"I need to be given Manager access to approve requests for Clerk 1. I need this ASAP."

2. WD Support Receives Ticket.

3. Analysis is completed: Jane Smith has recently been hired as a Manager. Her Job Profile states Manager, Payband 10, her business title is Manager, Finance, with one direct report – Clerk 1. However, when Workday looks into the structure, a Supervisory Org Structure has NOT been set up for her and her current structure looks like the following:).



Analysis

In this scenario, Workday needs to create a new Supervisory Org Structure for Jane.

This is a subordinate of the Supervisory Org Structure of the Director, Finance.

Once this is created, Clerk 1 can be moved by Human Resources to Supervisory Org 3, Jane's newly created Supervisory Org Structure.

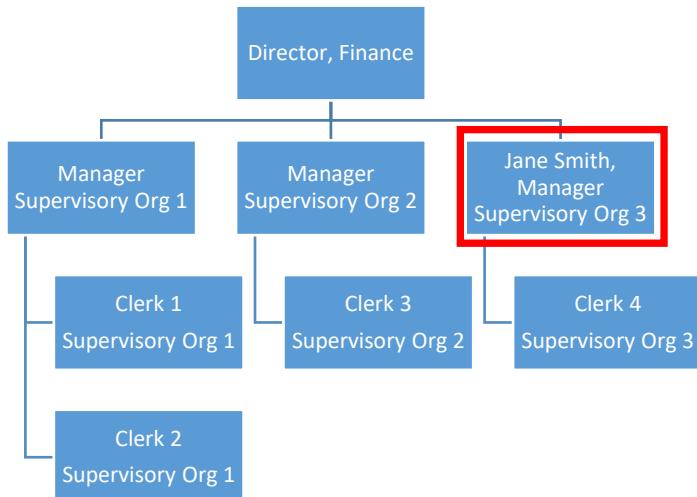
To create a new Supervisory Org, WD requires the following information:

- **Name of Superior Supervisory Org (who it will roll up to)**
- **Name of new Supervisory Org**
- **Manager of new Supervisory Org**
- **Timekeeper of new Supervisory Org**
- **Cost Centres attached to new Supervisory Org**

Once the supervisory org has been created, Manager liaises with Human Resources to have the workers moved to the new Supervisory Org.

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Future Organization Scenario and Diagram



Scenario 2

1. Manager Joe submits a ticket to Workday that states:
“I need access to view and approve items for Cost Centre 444X.”
2. Upon receipt, Workday reviews the manager's Supervisory Org Structure and determines that cost Centre 444X is not in the list of Cost Centres available to Joe under his Supervisory Org Structure.

3. Workday asks for approval from Joe's Manager and then proceeds to add the Cost Center to Joe's Supervisory Org Structure.

Scenario 3

1. Manager Susie submits a ticket to Workday that states:
“I can't approve time for Employee Shelley and Employee John as they are not showing in my organization chart. Please add them so they report to me and I can approve time for them.”
2. Workday determines that Shelley and John are rolling up to another Supervisory Org Structure and are reporting to another Manager.
3. Workday refers Susie to her HR Generalist to have Shelley and John moved to her Supervisory Org Structure by completing the request in Workday.