How to Change the Work Space for Workers You Support

The following describes the process of adding or updating the work space for a worker that you support. The Workday term "work space" is referring to the office location.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).
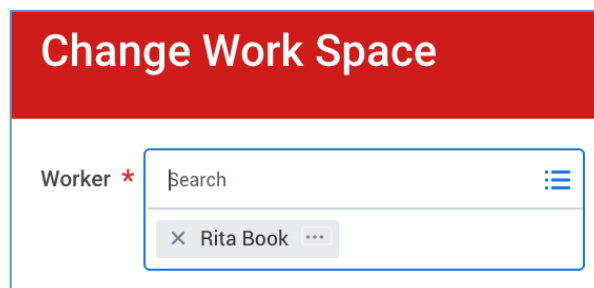
WHO CAN INITIATE this process?

- Administrative Assistant and Division Administrative Assistant
- Manager, Unit Head, Alternate Unit Head, and Vice President

Instructions

1) Search for the term "Change Work Space" in the Workday search bar.
   Click on the task.
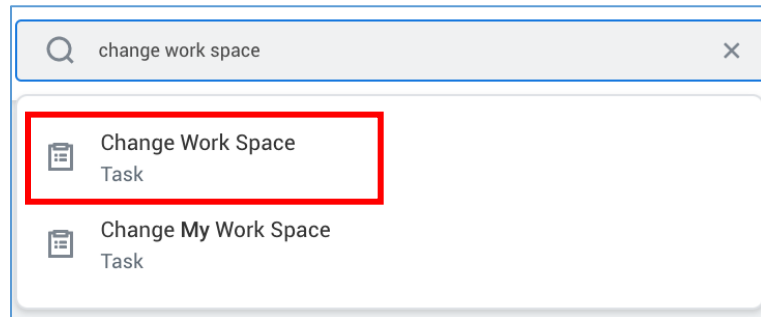
2) Search for the worker in the worker prompt.

3) Click **OK** at the bottom of the page.
4) You can change the effective date but it is not necessary.
   You will see the worker, position, and main location listed below the effective date.

   NOTE: If you need to change the main location for a worker you need to email WCCSupport@montclair.edu.

Change Work Space

Rita Book (Actions)

Effective Date *	09/20/2020 📅
Worker	Rita Book
Job	P1027970 HR Assistant - Rita Book
Location	Main Campus
Work Space *	☰

5) Click on the **Work Space** prompt and a menu will appear. You can locate the work space by clicking through the menu options or by searching for the office/room number. We suggest you search for the office/room number by typing the number into the prompt and hitting the **Enter** key on your keyboard.

Menu Option:

Work Space *	Search	☰
	Work Spaces by Building	>
	Work Spaces by Room	>

Search Option:

Work Space * 204 ✕

Search Results (15)

⦿ Main Campus > Conrad J. Schmitt Hall > Room 204

◯ Main Campus > Dickson Hall > Room 204

◯ Main Campus > Legge House (860 Valley Rd) > Room 204

◯ Main Campus > Maintenance Building > Room 204

◯ Main Campus > Morehead Hall > Room 204

6) Select the work space and click **Submit** at the bottom of the page.

NOTE: Work spaces are sent to Workday from Archibus and only specific types of work spaces are allowed in Workday. You can open a ticket by emailing WCCSupport@montclair.edu if you cannot find a specific work space in Workday.