Changing Chairs in Workday

This document provides you with the various processes and considerations associated with changing Department Chairs in Workday. You will need to complete some or all of the steps below depending on the structure of your department’s supervisory organization. Steps do not need to be completed in the sequence listed below. Your unit should determine your preferred workflow based on security role assignments and distribution of responsibility.

# Add/End Academic Appointments (Required)

* End the current Chair’s administrative academic appointment. – [End Academic Appointment Track user Guide](https://isc.uw.edu/user-guides/end_academic_appointment_track/)
* Add an administrative academic appointment for the incoming Chair. – [Add Academic Appointment Track User Guide](https://isc.uw.edu/user-guides/add_academic_appointment_track/)

# Update Compensation (Required)

* End the administrative supplement for the existing chair to end their Administrative Supplement. [Request Compensation Change User Guide](https://isc.uw.edu/user-guides/request_comp_change_ap/)
* Add an administrative supplement for the incoming chair. Be sure to enter an end date for the allowance. [Request Compensation Change User Guide](https://isc.uw.edu/user-guides/request_comp_change_ap/).

# Request a Move Workers and Security Role Update (Generally needed)

For many units, a change in department chairs will also require moving the outgoing and incoming chairs into different supervisory organizations and updating to their security roles. To initiate this request, please send an email to [ischelp@uw.edu](mailto:ischelp@uw.edu) with the subject line. “Move Workers: Changing Department Chairs.” Please include the following information in your request: information:

* **For the existing Chair**: name, employee ID, and Organization ID for their new supervisory organization (if moving)
* **For the incoming Chair**: name, employee ID, and Organization ID for their new supervisory organization (if moving)
* **List any security role changes**. Generally, chairs will have Manager, Time and Absence Approver, and Chair security roles.
  + **Tip**: Workday allows us to copy a person’s security roles onto another user. If the new chair should have all the same roles as the old one, simply tell us to copy them over and remove them from the outgoing Chair.
  + If you need to provide more specific guidance, you can use the “Role Assignments for Worker Position” report to get a list of your current chair’s security role assignments. That way, you can indicate superficially which roles should b see a person’s security roles assignments.

If you have any questions or need support, please feel free to submit a ticket by emailing [ischelp@uw.edu](mailto:ischelp@uw.edu), or working with your Named Support Contact to reach out to your HCM Service Partner.