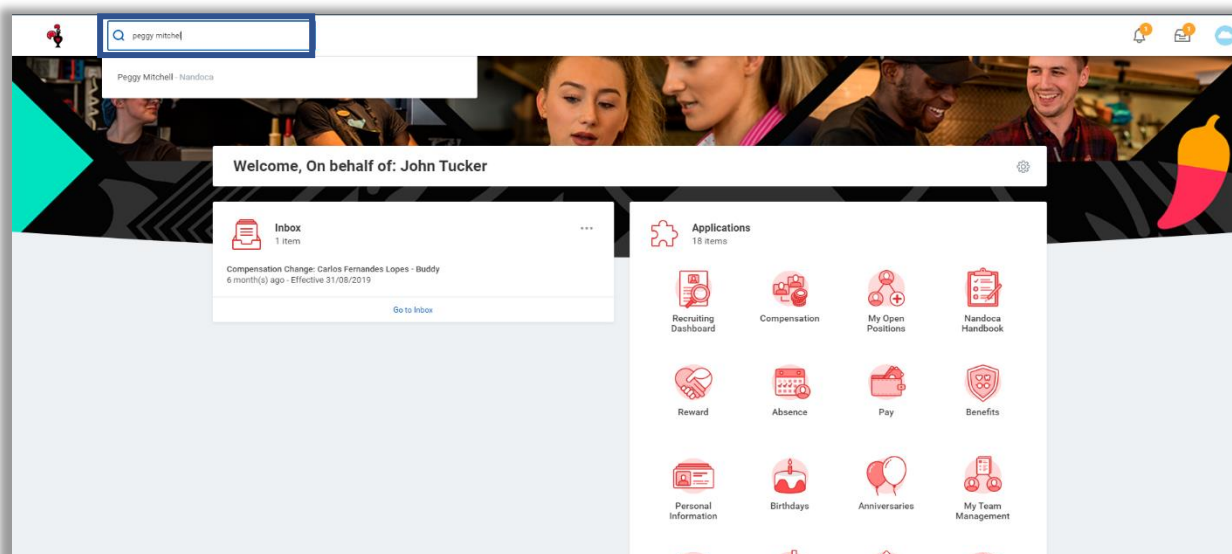
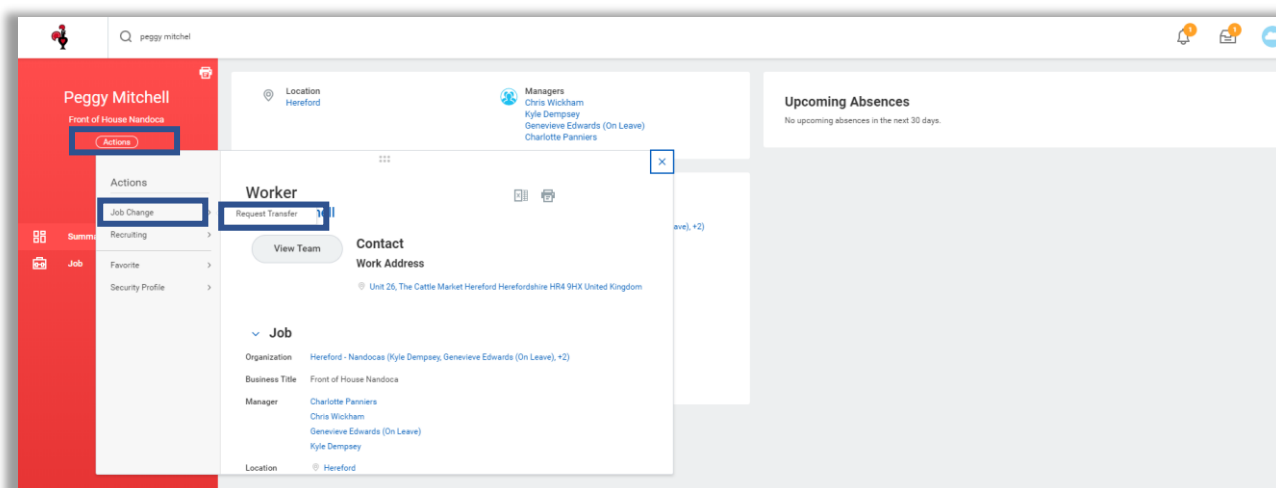


How to request the transfer of a Nandoca who is returning to work in a different restaurant from furlough leave

1. Using the search bar in **Workday**, type in the name of the Nandoca you wish to transfer (move to a different restaurant)



2. Click **Actions > Job Change > Request Transfer**



3. Complete the mandatory fields with the correct information

- Update the **When do you want this change to take effect** with the correct effective date the Nandoca is transferring
- The **Why are you making this change** box will auto populate with **Move to Another Manager**
- Enter the name of the proposed new manager in the **Who will be the manager after this change** field
- The **which team will this person be on after the change** field will auto populate with the team directly reporting to you. Update this field if you need to.
 - If you initiated this process as a Patrao this will auto populate with the Supervisors/AM org, not the Nandocas org.
 - Nandocas must be transferred to another **Nandoca** org. Supervisors and AM's must be transferred to **Supervisor/AM** org.
- Start typing the correct location the Nandoca will be located after the transfer (this should be aligned with the team location from the previous field). Click **Start**

The screenshot shows a web interface for a 'Request Transfer' process. At the top, there is a red header with the text 'Request Transfer' and 'Peggy Mitchell' followed by a small 'Actions' button. Below the header is a large grey area containing a 'Start' dialog box. The dialog box has a title 'Start' and a section 'Start Details'. The details are as follows:

- When do you want this change to take effect? ***: 11/05/2020
- Why are you making this change? ***: Move to Another Manager
- Who will be the manager after this change?**: Carla Dunphy, John Tucker
- Which team will this person be on after this change?**: Beckton - Supervisors / AMs (John Tucker, Carla Dunphy)
- Where will this person be located after this change? ***: Hereford

At the bottom left of the dialog box, there are two buttons: 'Start' (highlighted with a blue border) and 'Cancel'.



4. Click Submit

Change Job
Peggy Mitchell (Active)

Start

Start Details

When do you want this change to take effect? *
11/05/2020

Why are you making this change? *
Move to Another Manager

Who will be the manager after this change?
Ahmed Belidjoudi, Bruno Cassema, Luis Costa Rodriguez, Muhammed Rahman, Mueemibia Stanatowe

Which team will this person be on after this change?
Beckton - Nandocas (Ahmed Belidjoudi, Bruno Cassema, +3)

Where will this person be located after this change?
Beckton

enter your comment

Submit Save for Later Cancel

5. The process has now gone to the Nandocas current manager for approval. **If the current manager is on Furlough leave, PST will approve the transfer. There is nothing you, or the Nandocas current manager need to do.** The transferring Nandoca will receive a letter to inform them of their change in T&C's.

You have submitted
Transfer: Peggy Mitchell (Active)

Up Next
Manager
Manager's Manager
Review: Current Manager
Due Date: 07/05/2020

Do Another
[Change Job](#)
[Request Transfer](#)

[Details and Process](#)

Done

