



## Request to Move Worker

This form is required to initiate requests to move workers to a different supervisory organization or manager. The form must be completed, approved (by both the releasing and receiving supervisors) and uploaded into Workday using the "Request Move Worker" framework. If multiple employees within the same supervisory organization need to be moved, please attach a list of those employees to this form.

Complete All Fields Below.

Pay Period Start Date:	
Employee Name	M#
From: To:	
Current Supervisor	New Supervisor
Current Organization	New Organization
Current Location	New Location
Current Cost Center Number	New Cost Center Number
Current Program Number	New Program Number
Current Fund Number	New Fund Number
Current Discipline Number (if applicable)	New Discipline Number (if applicable)
Approvals:	
Current Supervisor/Date	New Supervisor/Date