

When to Use This Event

Use this guide to walk you through the steps for requesting a change to your Workplace Location Category in Workday.

A. Seeing your Category

1. Log into Workday
2. Click on the **cloud/your picture** in the upper right-hand corner
3. Click **View Profile**
4. Click **Job** on the left-hand side
5. Click **Organizations**
6. Review your **Workplace Location Category**

B. Seeing your Work Location

1. Log into Workday
2. Click on the **cloud/your picture** in the upper right-hand corner
3. Click **View Profile**
4. Review your **location**

C. Entering a Request

1. Search for the **Create Request** Task
2. Choose the **TSM Workplace Location Category Change** option as the **Request Type**
3. Click **OK**
4. Read the Instructions
5. Choose the option you are requesting
6. Click **Submit**
7. You will receive an email confirmation that it was submitted
8. Your Manager or HR Business Partner will reach out to you
9. You will receive an email from Workday advising if the request was approved or denied

Note: If you are moving as a part of this change, don't forget to update your address in Workday.