

Job changes, to include demotions, must be completed through accepting the new position from an offer letter. The offer includes the new pay rate, and position title. It will be effective on their “Hire Date” which is the date they move into their new position.

Process Steps

The Demotion process includes the following steps:

1. Manager confirms the position is posted internally- partner with Recruiting for support, if needed.
2. Team member applies in Workday, **NOT** the career site.
3. Manager creates an offer with “Demotion” (reason) and offer letter.
4. Team member accepts demotion offer.
5. Manager or Recruiting completes “Make Offer Decision” Task by moving team member to “Ready for Hire”
6. Payroll processes the job change, replacement requisition automatically sent to Recruiting.

Confirm the position is posted internally in Workday

To begin the demotion process, the employee must complete the Workday application.

Please ensure that the job you are demoting them in to is posted internally, this can be view on the Job Postings section of your requisition. You can also access a link to send them to apply, this will require them to be logged in to Workday already.

The screenshot shows the Workday interface for requisition JR103223 Team Sales Lead (Open). The 'Job Postings' tab is selected. A table lists two job postings:

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	04/23/2024			Example effective 09/19/2023, 12:56 PM	0		Actions
<input type="checkbox"/>	External	04/23/2024			Example effective 09/19/2023, 12:56 PM	0	https://rallyhouse.wd5.myworkdayjobs.com/Rally_House_External_Career_Site/job/Rally-House-College-Mail/Team-Sales-Lead_JR103223	Actions

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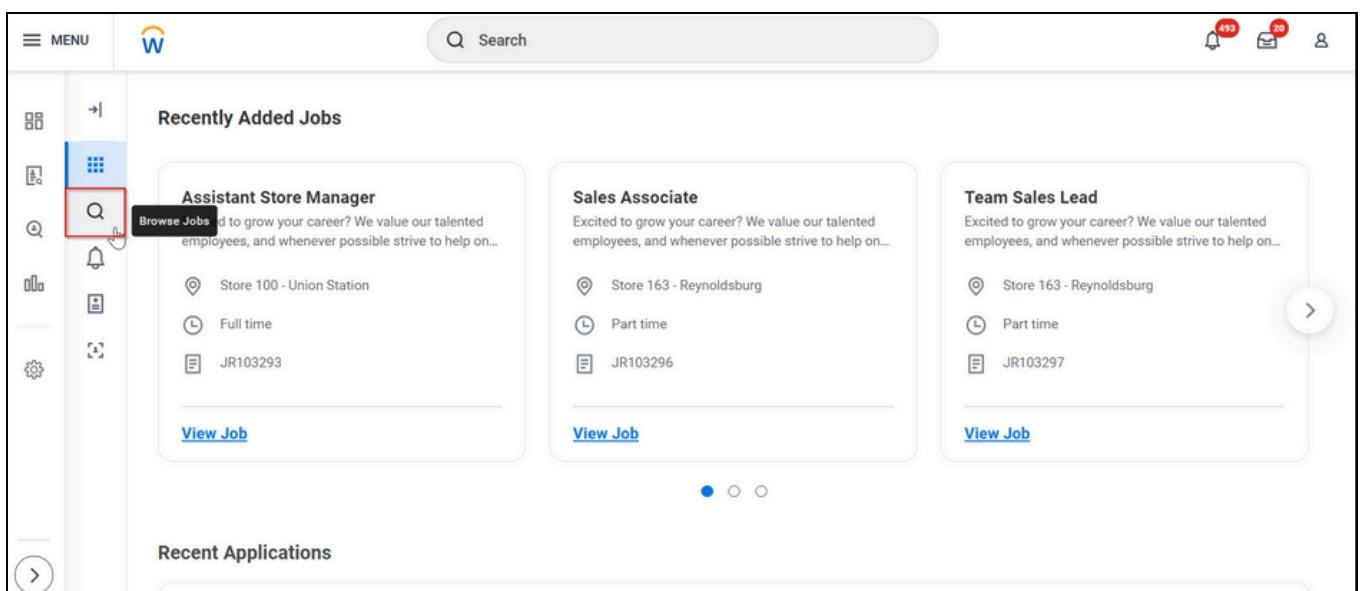
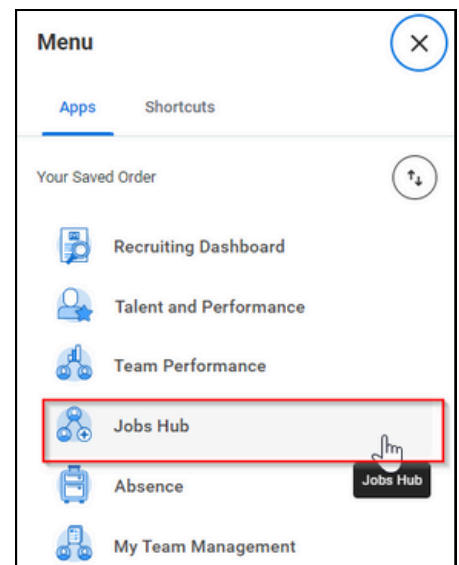
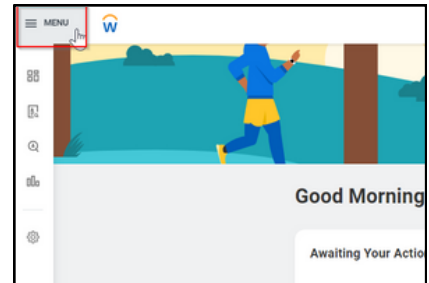
Confirm the employee has applied in Workday, NOT the career site.

To begin the demotion process, the team member must have completed the Workday application. Please ensure that your job is posted internally. Internal applications can be accessed via the Jobs Hub on the main menu.

Internal Application

Includes the following steps:

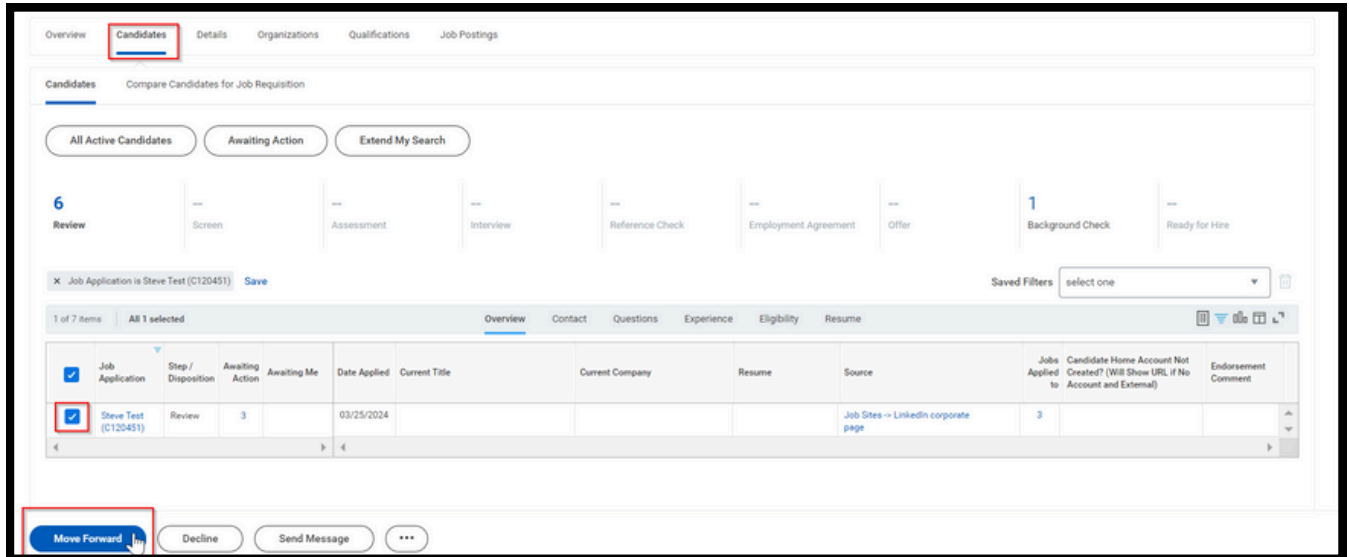
1. Employee logs in to Workday.
2. Select Menu and then “Jobs Hub”
3. Select “Browse Jobs
4. Search for the Location
5. Select the Position
6. Fill in/confirm Application data
7. Click Submit



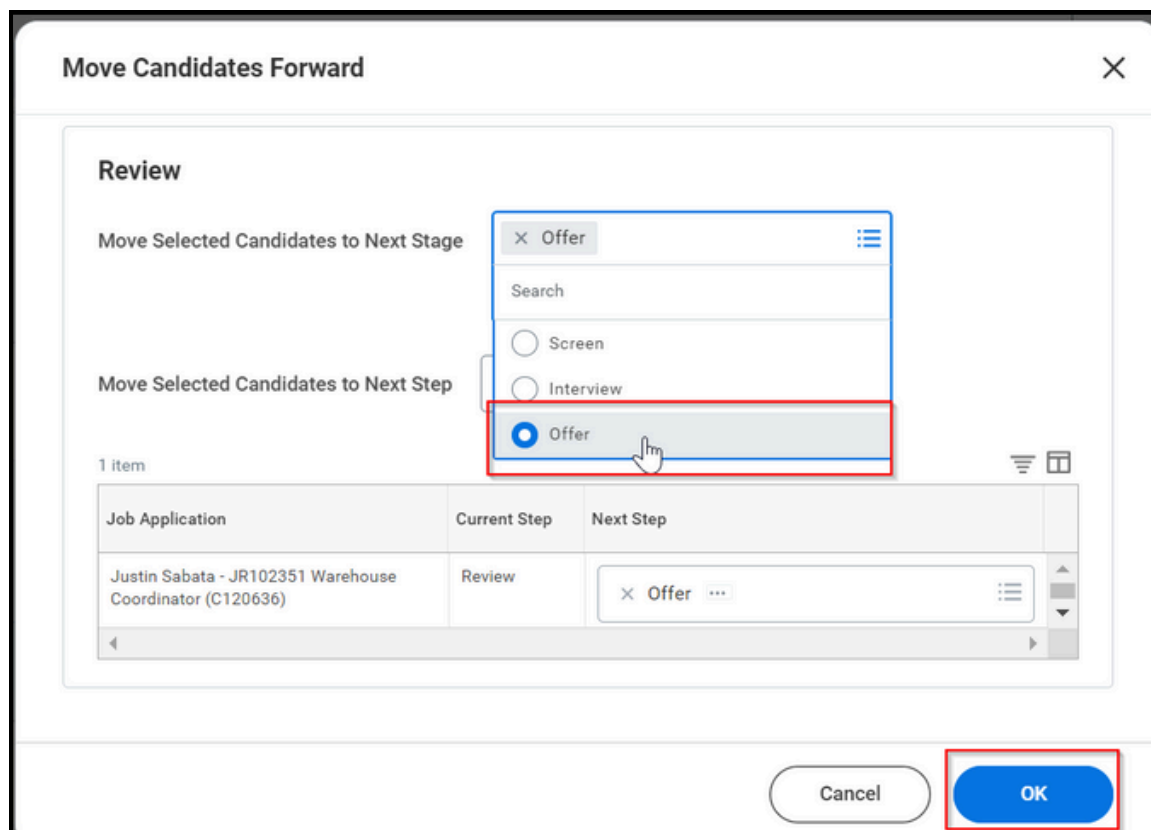
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Move Candidate to Offer Stage

Select the candidate within your requisition and select “Move Forward”



Select Offer and click “OK”



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Initiate Offer - 4 steps

1) Enter the first day the team member will work in in their new job as “Hire Date“ and select ”Data changes“ for ”Hire Reason.” The Hire Date must be the beginning of a new pay period.

Confirm Location and click “Next.”

2) On the Compensation screen, enter pay rate in the “Assignment Details” field and click Next

3) Click Next to skip the One-Time Payment screen



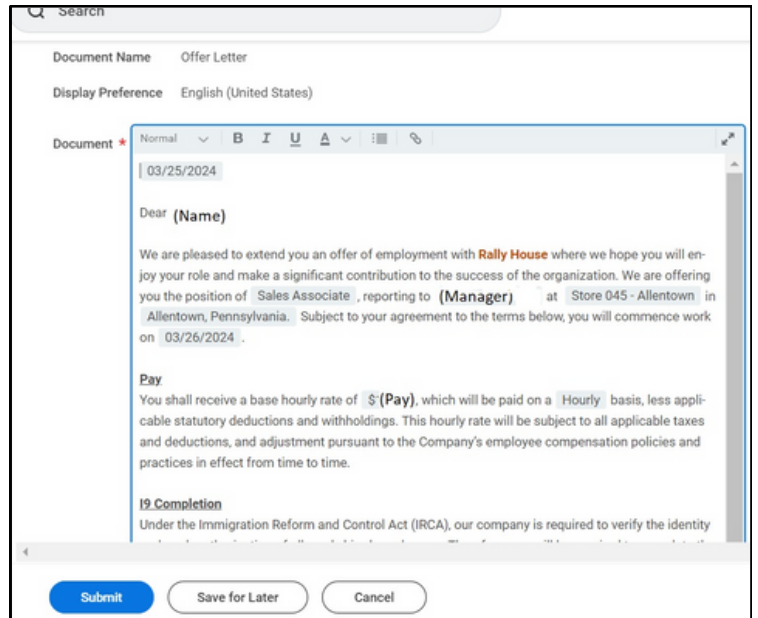
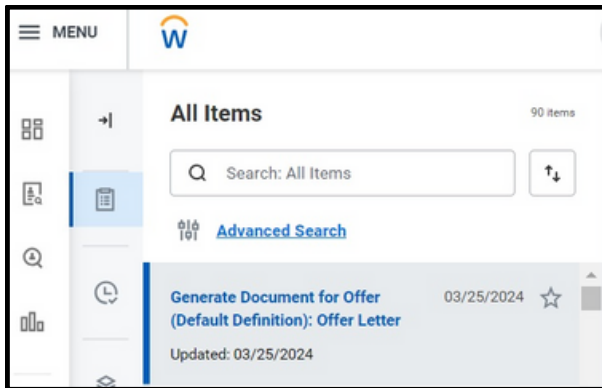
4) Review the information and click Submit to move to the Generate Document step



Generate Document

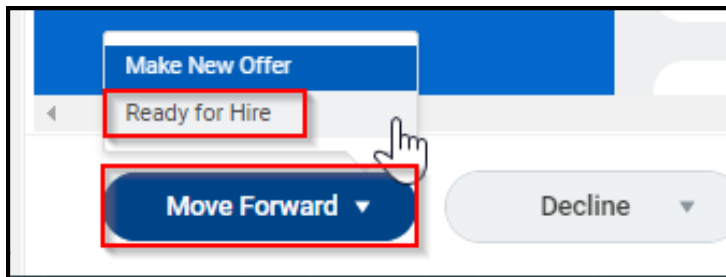
Use the task “Generate Document” for Offer Letter to check the location, pay rate and start date.

Click “Submit” to send the offer letter to the candidate.



Make Offer Decision

After new hire accepts their offer, Manager will receive this task. Selecting “Ready for Hire” completes the offer process.



Email Recruiting@RallyHouse.com with any questions when creating offers.



Revise Job Change

Select the edit button on the top, right corner of the data change task

Revise Job Change Data Change: [REDACTED] [More Options]

Start

Start Details

Employment Agreement [REDACTED] (Internal) - JR104965 Sales Associate (C160405) [Edit]

Offer for Job Application: [REDACTED] (Internal) - JR104965 Sales Associate (C160405)

Initiated From

Job Application: [REDACTED] (Internal) - JR104965 Sales Associate (C160405) on 01/17/2025

When do you want this change to take effect? *

01/20/2025

Why are you making this change? *

Change Job Details

Select the option to use the next pay period

This will correct the effective date to the beginning of the next pay period, if not already set to this date.

Why are you making this change? *

× Change Job Details [More Options]

Do you want to use the next pay period?

Review and Click Submit

The Job change will be sent to the Manager, and then Manager's Manager, to approve. Following the approvals, **Payroll** will process the demotion.

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