Changing your work space location is a simple process. You or your manager can initiate the process, then it is routed for approval by the manager of whoever initiated the process. Once approved, the changes are updated in Workday and then updated in Outlook. The steps for an employee to request a change to their work space are outlined below.
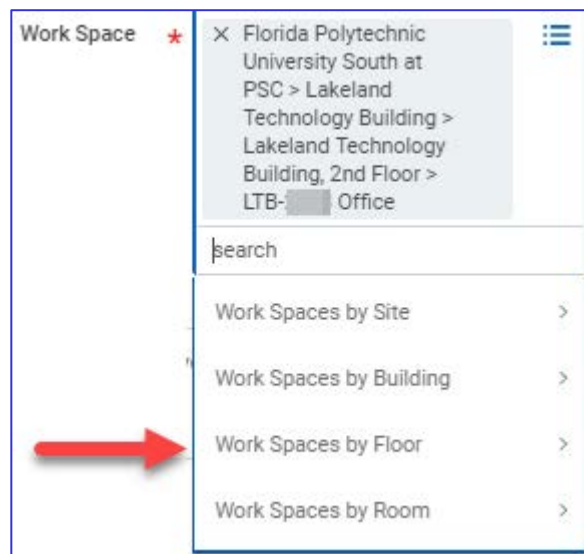
1. Locate in the search box located at the top of your screen.
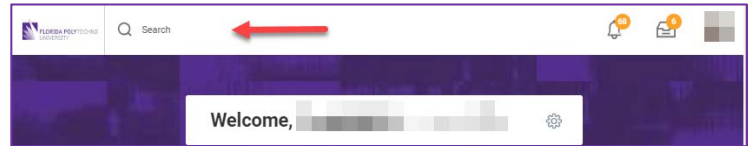
2. Enter Change **My Work Space** and Workday displays the link to the task. Click on the task
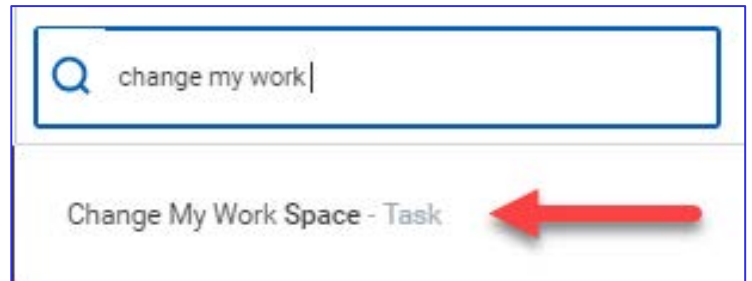
3. Workday will default your current work location in the form of **Site Name> Building Name> Floor Number> Office/Cubicle Number**.

4. Select Work Spaces by Floor to view the available selections.

5. At this time, Workday will display the full address in the form of Site Name> Building Name> Floor Number> Office/Cubicle Number. You will have to scroll through the list to locate the new location.

a. If you work at Poly South Campus, scroll to the bottom of the list to find the correct **Building Name> Floor Number> Office/Cubicle Number** from which to select.
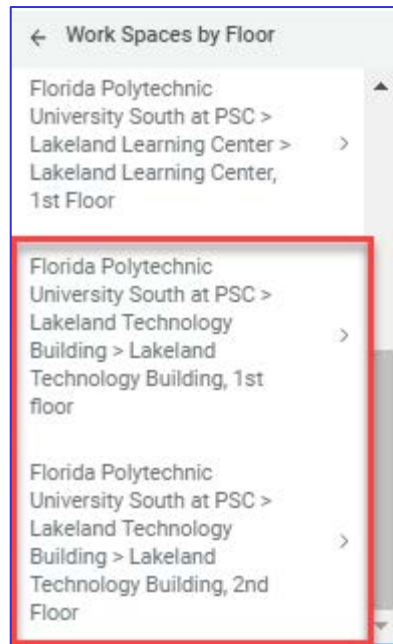
b. If you work at Main Campus, scroll through the entire list to find the correct **Building Name> Floor Number> Office/Cubicle Number** from which to select.

c. If you work at FIPR, scroll through the entire list to find the correct **Building Name> Floor Number> Office/Cubicle Number** from which to select.

Managers also have the ability to request a change the work space on behalf of their employee. The request will route to their manager for approval. The steps for a manager to request a change of work space for an employee are outlined below.

1. Locate in the search box located at the top of your screen. Enter **Change Work Space** and Workday displays the link to the task. Click on the **Change Work Space** link.
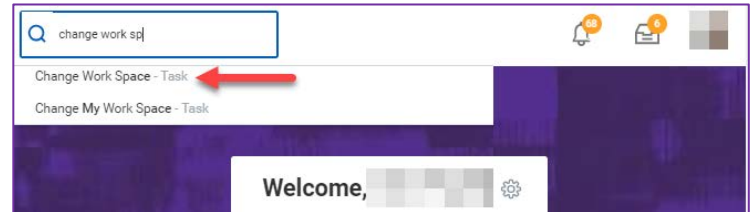
2. Workday displays multiple options for selecting your employee. Selecting My Team displays a list of the people who directly report to you. Select the option that best fits your organizational structure.
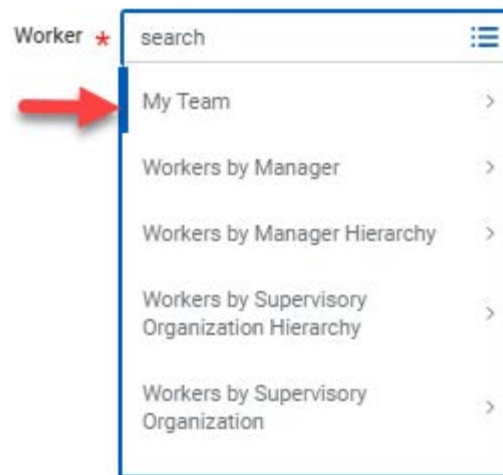
3. Select the name of the employee for whom you are requesting a change of workspace. Workday will display the current location for that employee and prompt you to search for the new location information.

4. Refer to the information in Steps 4-5 above to select the appropriate work space location.