

# Getting Started: Change My Work Space

## Type *Change My Work Space* in the Search bar

To change a work space for yourself, type Change My Work Space in the search bar and open the task.

**Change My Work Space** Healthy Simmons

If the Work Space field is blank, you can type in the room number, for example A-250. If you have difficulty finding the room in this fashion, you can search by selecting *Work Spaces by Building*, pick the building in question (i.e. Main College Building) and scroll until you find the room you seek.  
If the current work space is no longer valid, you can click the x in the Work Space field to remove it and then type in the new one or search using the method described above.  
If you are unable to find the room number, please email [workdaysupport@simmons.edu](mailto:workdaysupport@simmons.edu) for assistance.

Effective Date \* 09/28/2021

Position HRIS Analyst - Healthy Simmons

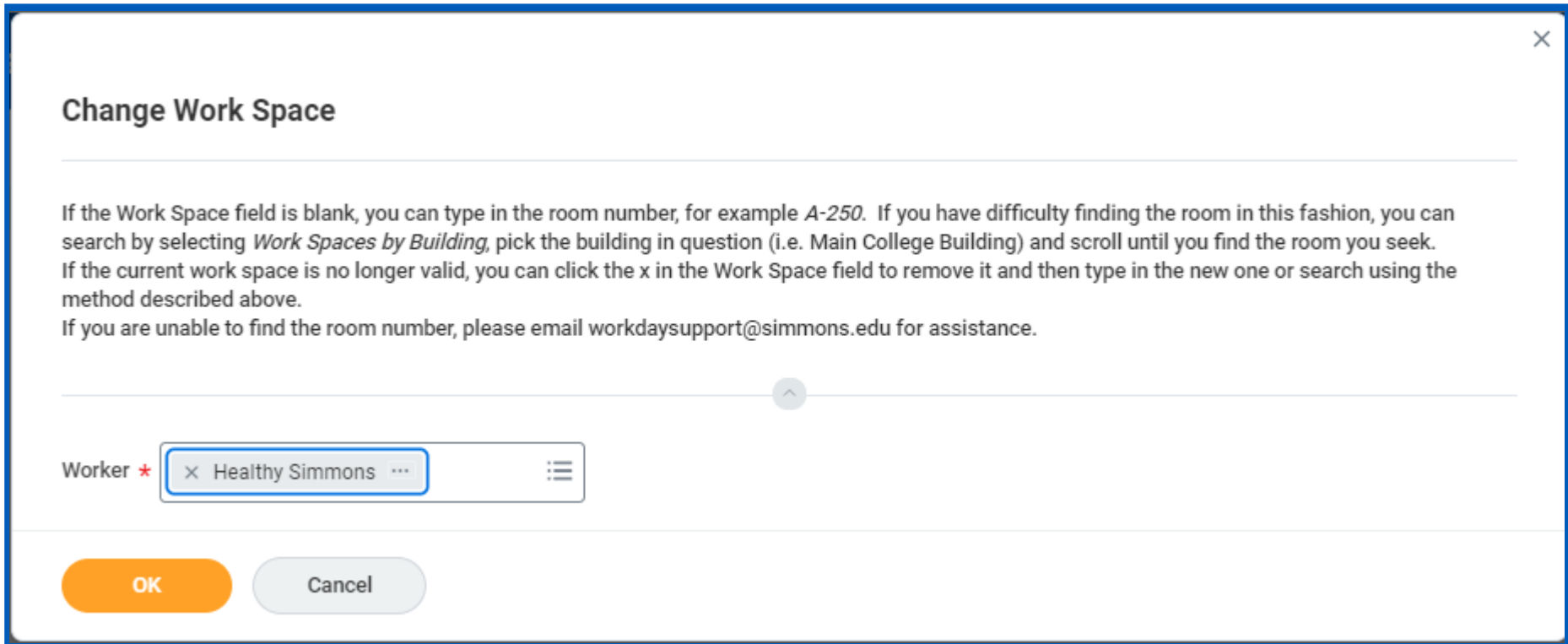
Location Main Campus

Work Space \*  
x Main Campus > Main College Building - Main Campus > Main College Building - A-250

- If the field is blank, you can type in the room number, for example A-250. If you have difficulty finding the room in this fashion, you can search by building.
- If the current Work Space is no longer valid, you can click the x in the Work Space field to remove it and then type in the new one or search using the method described above.
- If you are unable to find your room number, please email [workdaysupport@simmons.edu](mailto:workdaysupport@simmons.edu) for assistance.
- Click **Submit** to save your changes.

## CHANGE WORK SPACE

If you have a new employee or are in the process of moving staff offices, the Manager can change the employee's work space on their behalf or correct it if it is entered incorrectly.



**Change Work Space**

If the Work Space field is blank, you can type in the room number, for example *A-250*. If you have difficulty finding the room in this fashion, you can search by selecting *Work Spaces by Building*, pick the building in question (i.e. Main College Building) and scroll until you find the room you seek. If the current work space is no longer valid, you can click the x in the Work Space field to remove it and then type in the new one or search using the method described above. If you are unable to find the room number, please email [workdaysupport@simmons.edu](mailto:workdaysupport@simmons.edu) for assistance.

Worker \*

**OK** **Cancel**

- In the Search box, type Change Work Space and click the task.
- You can type in the employee name or use any of the search methods to find the employee you seek. Click OK after the employee is selected.
- Follow the instructions for making the change by typing the room in the Work Space field or by removing the existing room and entering the correct room. If the desired room cannot be found reach out to [workdaysupport@simmons.edu](mailto:workdaysupport@simmons.edu) for assistance.
- Click **Submit** to save your change.