

Change My Work Space Overview

This Quick Reference Guide (QRG) is designed to walk an employee through changing their work space so that the “Deliver-To” location on your profile will properly automatically populate on transactions such as requisitions.

Procedure: Change My Work Space

On the Workday **Home** screen:

1. Type **Change My Work Space** in the search field.
2. Select **Change My Work Space** from the Search Results.

On the Change My Work Space screen:

3. Complete the following required fields:
 - **Effective Date** – will auto-populate to today’s date. Edit as needed.
 - **Work Space** – select your updated work space.

 <p>NOTE</p>	<p>Comment field is optional.</p>
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You have successfully completed this task.

Procedure: Edit “Deliver-To” Location on a Requisition

The “Deliver-To” field on a requisition will auto-populate based on your position/job location. You may receive an error if you use an outdated “Deliver-To” location if it is auto-populated. The error will appear as follows:

<div style="display: flex; align-items: center;"> Deliver-To <div style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;"> x CARRUTHERS HALL ... ☰ </div> </div>
<p>Error: The entered information does not meet the restrictions defined for this field. (Deliver-To).</p>

Use one of the following two methods to remedy this error, or to simply edit the “Deliver-To” location on a Requisition.

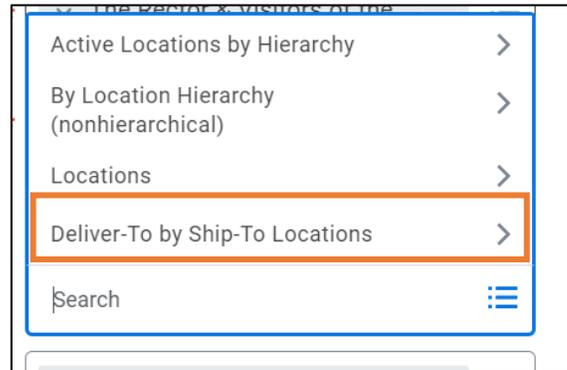
Method 1:

1. Click the **Delivery-To** field to show the dropdown options.

<div style="display: flex; align-items: center;"> Deliver-To <div style="border: 2px solid orange; padding: 2px 5px; display: flex; align-items: center;"> x CARRUTHERS HALL ... ☰ </div> </div>

2. Select **Delivery-To by Ship-To Locations** and click the appropriate building.

Change My Work Space and “Deliver-To” Location – Quick Reference Guide



3. Select either a floor level or a specific room located on a floor.

Method 2:

1. If you know the Location Identifier code for the floor or room to deliver to, type the code in the **Delivery-To** field.

A screenshot of a requisition form. The form has several fields: "Company" with a red asterisk, "Currency" with a red asterisk, "Requisition Type", "Deliver-To", and "Ship-To" with a red asterisk. The "Deliver-To" field contains the text "FM_0580_01_147" and is highlighted with an orange border. A dropdown menu is open over the "Deliver-To" field, showing the same options as the first screenshot, with "Deliver-To by Ship-To Locations" highlighted. Below the dropdown, a selected location is visible: "CARRUTHERS HALL > Floor 01 > 147 OFFICE". The "Ship-To" field contains the address "1001 N Emmet St, CHARLOTTESVILLE, VA 22903, United States of America".

You have successfully updated the “Deliver-To” location.