

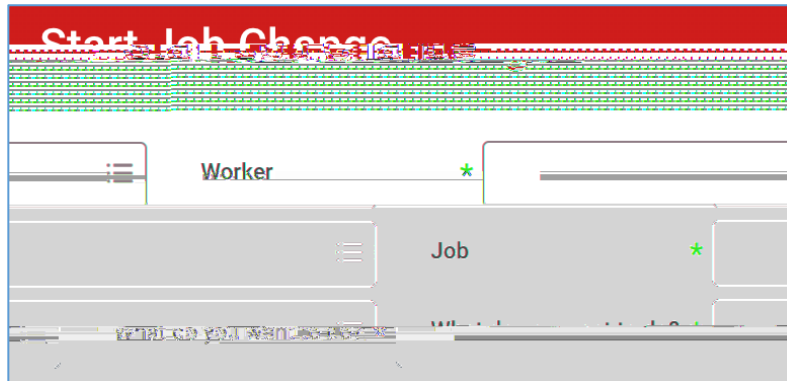


## Appro

- 1) Initiation of process by Admin
- 2) Approval by Human Resources
- 3) Approval by Manager (this step is s

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2) Fill in the blank prompts.



**Worker:** If it is not already populated, search for and select the worker/employee.

**Job:** If not already populated, select the job/position you want to change.

**What do you want to do?:** Select the type of job change you want to initiate.

1. [Move the worker to another supervisory organization that I support](#) (p.4)
2. [Change the Job Title/Business Title for the job/position](#) (p.5)
3. [Extend the job/position end date](#) (p.6)
4. [End the job/position early](#) (p.8)
5. [Change the organization assignment AND costing allocation for the job/position](#) (p.9)
6. [Make multiple changes to the job/position](#) (p.12)





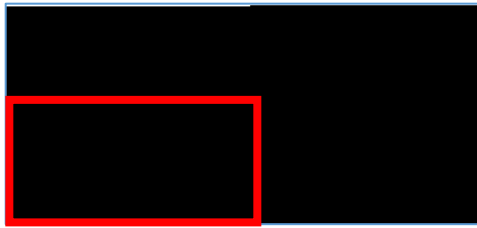
## Extend the job/position end date

1. Change effective date if needed.

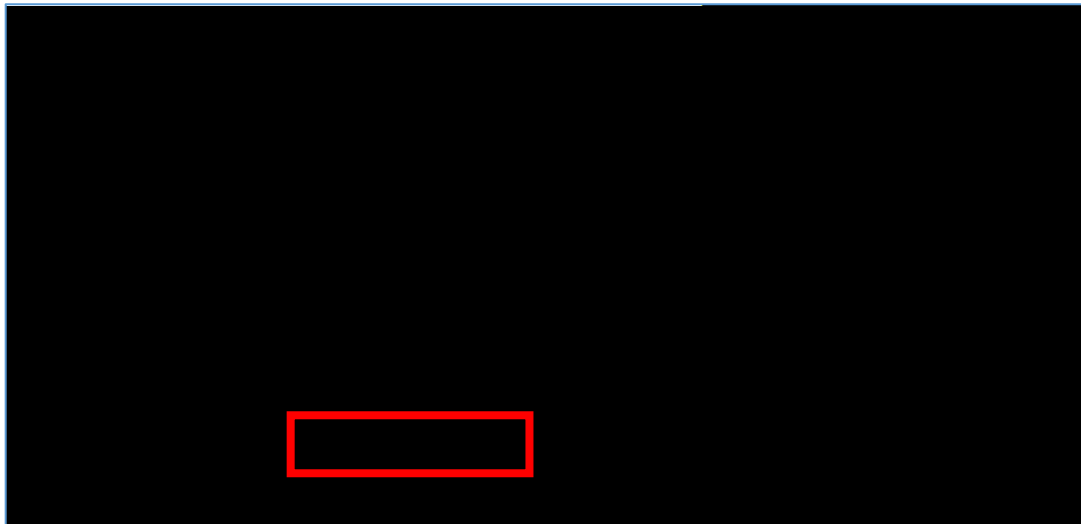
2. Click **Start** at the bottom of the page.

3. Scroll down to the section labelled **Administrative**.

4. Up 0 612 791GmsW\*T/F4 12 Tf1 0 0 1 108.05 456.9 Tm0 g0 (U)-6(p 0 612 791Gm 0 612 792 re



Under Costing Allocation Level select **Worker and Position**.



If costing allocation details **do not** exist then you can click **Submit** at the bottom of the page after selecting **Worker and Position**.

**NOTE:** Costing allocation details should only be entered if the job/position is funded by a grant or gift OR the job/position is split funded (funded by more than one cost center). If the job/position does not fit these criteria then you will only select "Worker and Position" and you will not enter any costing allocation details.

If costing allocation details **do** exist then you may need to update the end date to match the new end employment date. You can also choose to leave the end date blank. Click **Submit** at the bottom of the page.



## **End the job/position early**

- 1.



## **Change the organization assignment AND costing allocation for the job/position**

NOTE: If you only need to make an organization assignment change then we suggest you just use the





- e. If the job/position is split funded you can click the plus sign button to the left to add another line.

- f. Click **Submit** at the bottom of the page.

## **Make multiple changes to the job/position**

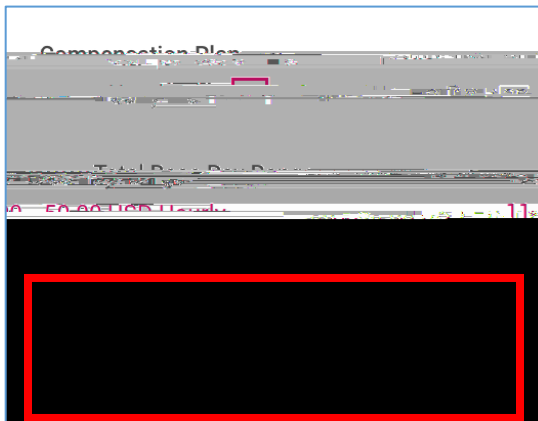
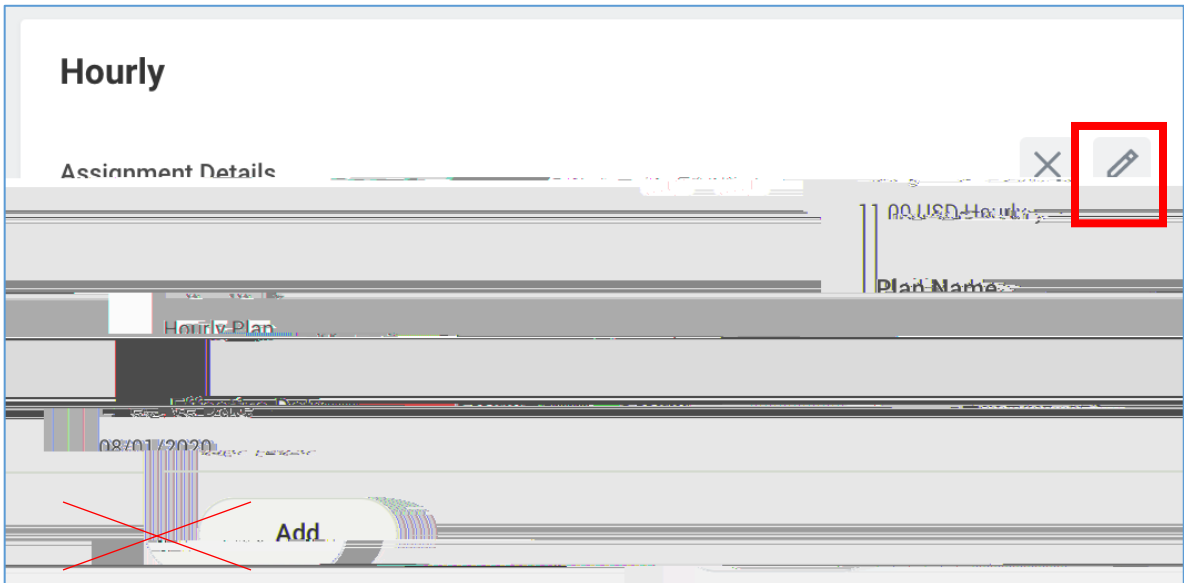
1. Change the effective date if ne/F4 12 54(e)-6( )-2(c)-6(h)17(a)-6dq0.070.00000912 0 612 792 r

3. Scroll down to the section labelled **Job**

6. Scroll down to the section labelled **Attachments**.  
You can upload attachments related to the changes you are making to the position.

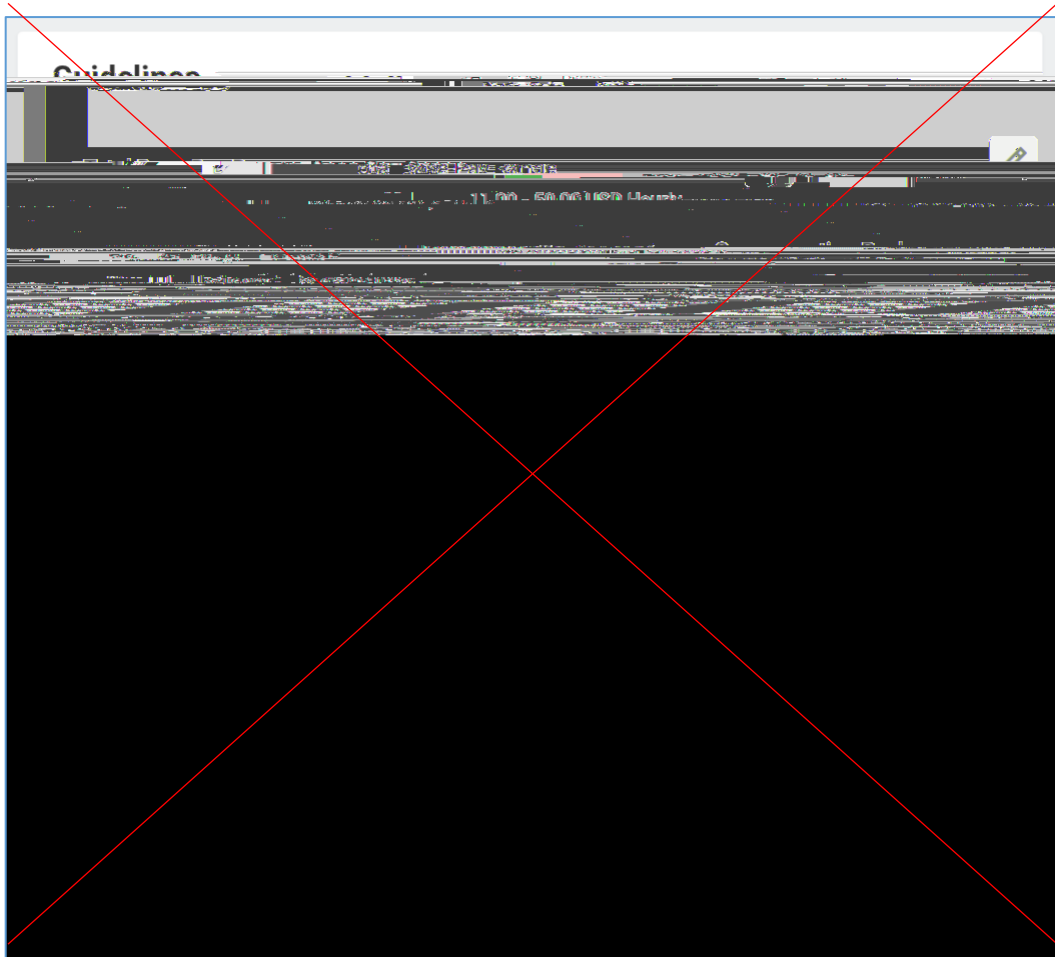


7. Scroll down to the section labelled **Compensation**.  
To change the hourly rate, you will click the edit pencil in the subsection labelled **Hourly**. You need to provide a justification in the comments at the bottom of the page if the hourly rate increase is greater than \$1/hour.



**\*NOTE: If you are increasing the hourly rate by more than \$1/hour you need to provide a justification in the comments at the bottom of the page.**

**\*NOTE: Do not edit any other area under the Compensation section and do not click the Add buttons.**



8. Click **Submit** at the bottom of the page.
9. (If applicable, this step may not always appear)  
**Open** the costing allocation step.



Under Costing Allocation Level select **Worker and Position**.

If costing allocation details **do not** exist then you can click **Submit** at the bottom of the page after selecting **Worker and Position**.

**NOTE:** Costing allocation details should only be entered if the job/position is funded by a grant or gift OR the job/position is split funded (funded by more than one cost center). If the job/position does not fit these criteria then you will only select "Worker and Position" and you will **not** enter any costing allocation details.

If costing allocation details **do** exist then yo