

Transfer, Promote, or Change Job

About the Transfer, Promote, or Change Job

Perform job changes for employees or contingent workers, ranging from staffing events such as transfers and/or data changes.

1. Type Job Change in the search box
2. Select the Change Job – Task
3. Select the Worker
4. In the Start section, select the date, reason, manager, supervisory organization, and location. Select Change Job Details for all data changes.
5. Select Next to receive the simple step-by-step guide or select the Summary tab to edit everything on one page. Note: Scheduled Weekly Hours is located under the location tab and End Employment Date is located under the details tab.
6. Submit