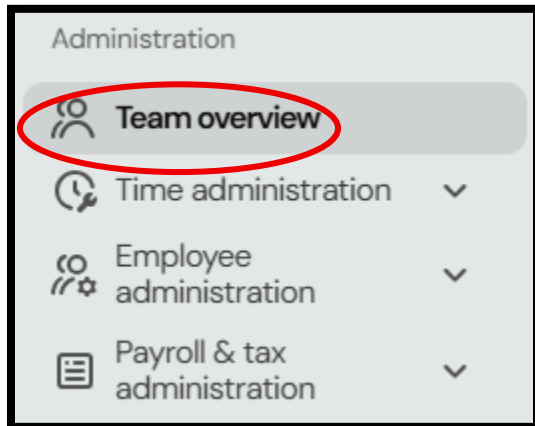



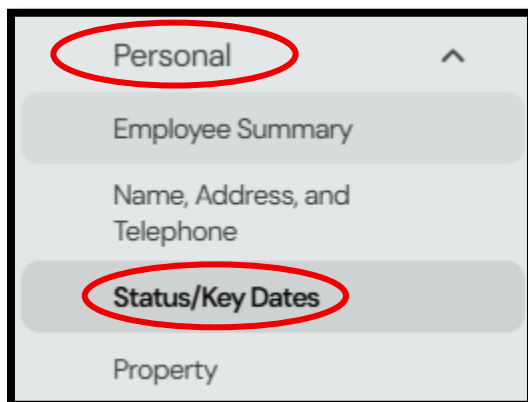
HOW TO CHANGE START DATE


Managers can adjust the start date accordingly – this **must** be accurate for payroll purposes.

Administration > Team Overview



- Click on the **Employee's Name** and click on the  in the top left corner
- Then select the **Personal** drop-down and select **Status/Key Dates**



- Select the pencil icon in the top right corner  to **Edit**. Change the **Start Date** and add a **Note** for the change, for documentation purposes. Then click **Save**

A screenshot of the 'Change Status and Key Dates' form. The title is at the top left. In the top right corner, there is a toolbar with icons for save, close, print, help, and navigation. The 'Employment Status' section contains a 'Job' field with 'ROOM ATTENDANT' selected, a 'Status' dropdown menu with 'Active' selected, a 'Start' date field with '06/29/2025' and a calendar icon, and a 'Notes' text area. The 'Start' label and the date field are circled in red. A yellow highlighted box on the right contains the text: 'It is crucial that the Start Date is documented correctly for payroll purposes'.