

HOW TO CHANGE POSITIONS

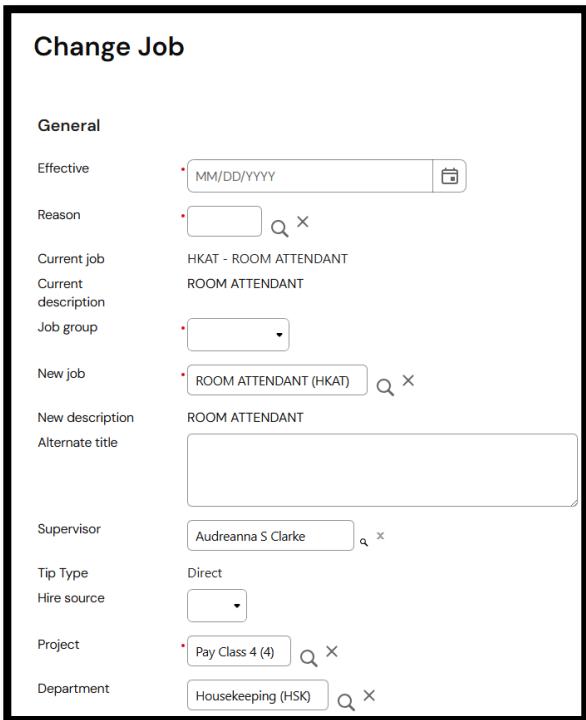
Managers can make changes to positions at any time.

My Team > Team Overview

- Click on the **Employee's Name** and click on the  in the top left corner
- Select the **Jobs** drop-down and select **Job Summary**



- Click on the pencil tool  in the top right corner to **Edit**
- Update the necessary information on the **Change Job** page as needed and click **Save**.



It is crucial that the Effective Date is documented correctly for payroll purposes

