
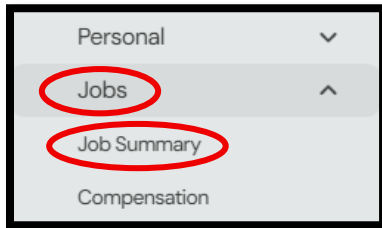



HOW TO CHANGE POSITIONS

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**.

Change Job



General

Effective 



Reason  

Current job HKAT - ROOM ATTENDANT
Current description ROOM ATTENDANT

Job group



New job  



New description ROOM ATTENDANT
Alternate title

Supervisor  

Tip Type Direct

Hire source

Project  

Department  

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

