
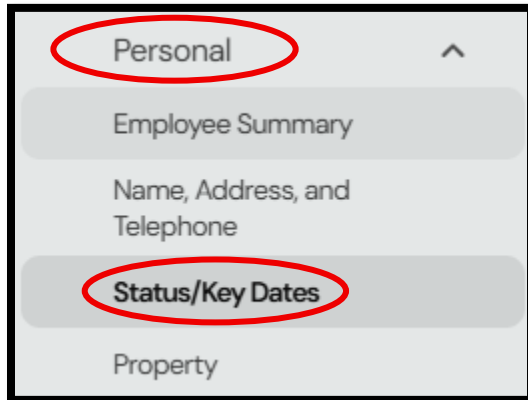



HOW TO CHANGE START DATE

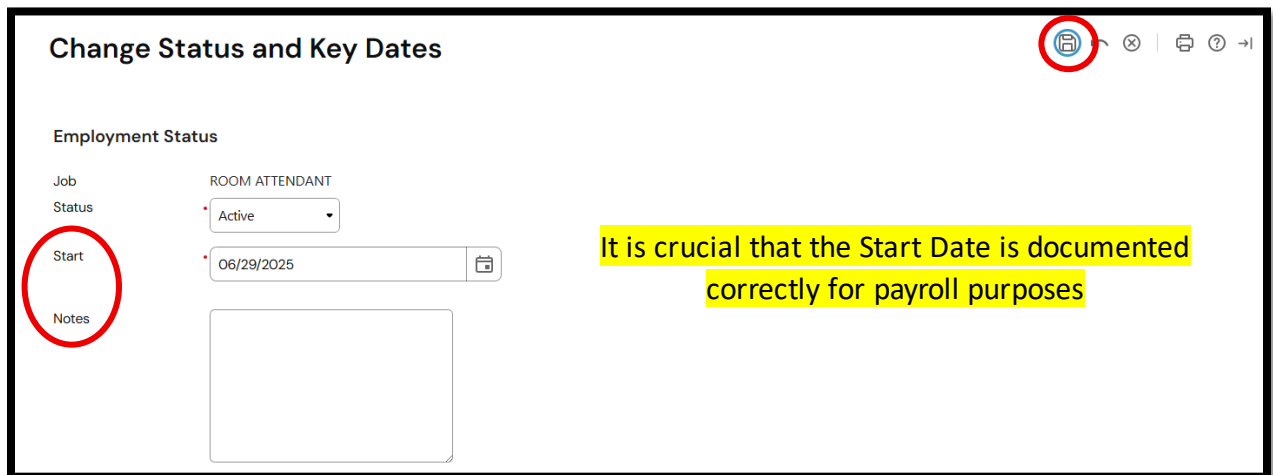
Managers can adjust the start date accordingly – this **must** be accurate for payroll purposes.

My Team > 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 a form titled 'Change Status and Key Dates'. In the top right corner, there is a toolbar with icons for save, close, print, help, and navigation; the save icon is circled in red. The form has a section for 'Employment Status' with a job title of 'ROOM ATTENDANT'. It contains three fields: 'Status' (a dropdown menu showing 'Active'), 'Start' (a date field showing '06/29/2025' with a calendar icon), and 'Notes' (a large text area). The 'Start' field is circled in red. To the right of the form, there is a yellow text box that reads: 'It is crucial that the Start Date is documented correctly for payroll purposes'.