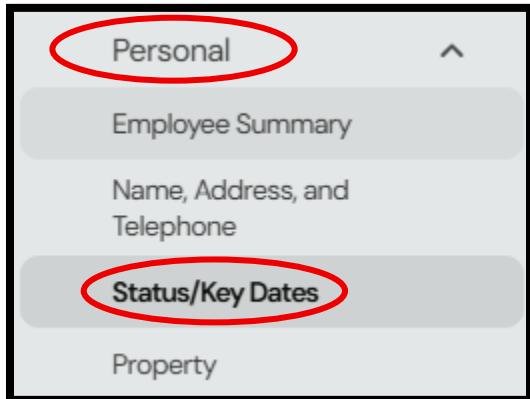


HOW TO CHANGE START DATE

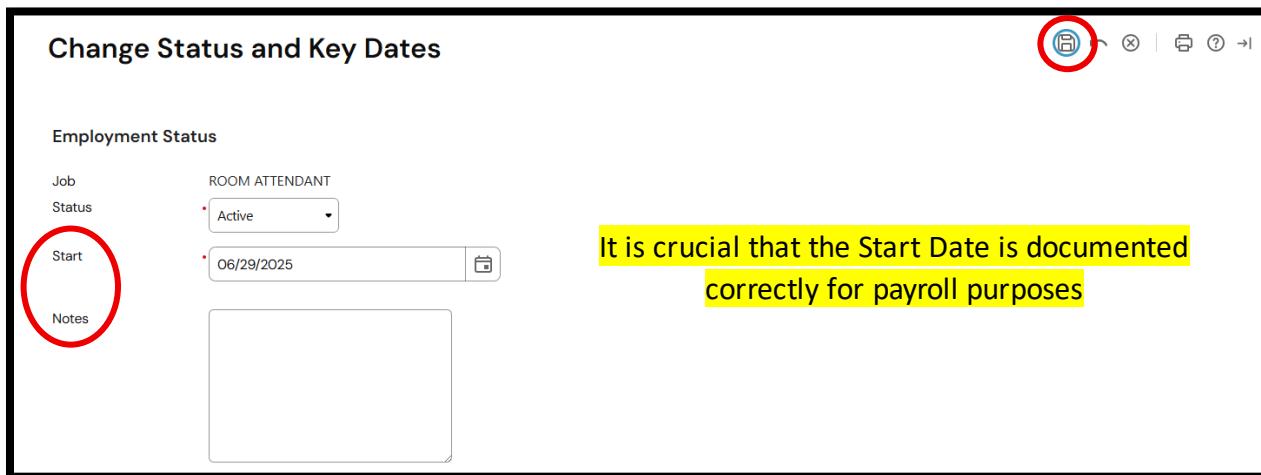
Managers can adjust the start date accordingly – this **must** be accurate for payroll purposes.

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**.



Change Status and Key Dates

Employment Status

Job Status: ROOM ATTENDANT

Start: Active (dropdown menu)

Start: 06/29/2025 (date input field)

Notes: (text area)

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