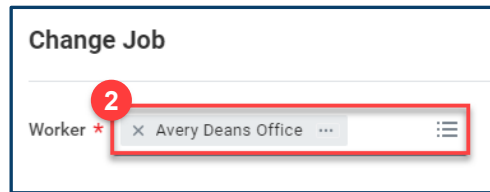


# Change Job – Promotion, Transfer or Change Scheduled Hours (Initiation)

This QRC instructs users to **change job** for a worker. The change job process is used to promote, demote, or move a worker laterally within their supervisory organization or to a different supervisory organization. This event is often occurring during the recruitment process. Change Job is *not* used to add an additional job or end additional jobs.

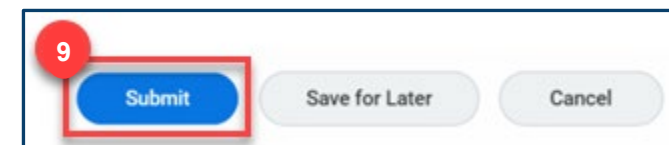
## Change Job - Initiation

1. Search for and select the **Change Job** task using the global search bar.
2. On the **Job Change** pop-up window, select the Worker field and enter the name of the employee or use the drop-down menu to search.



3. Select **OK**.
4. On the next page, select the pencil icon to enable editing of fields in the **Start** section.
  - **When do you want this change to take effect?** Add in the appropriate effective date for the transaction.
  - **Why are you making this change?** Select from the list of reasons available.
  - **Who will be the manager after this change?** Update if the employee's manager will change following the job change.
  - **Which team will this person be on after this change?** Update if the supervisory organization for the employee needs to be changed.
  - **Where will this person be located after this change?** Update if the employee's location changes following the job change.
5. Once the edits have been made, select the checkmark icon to confirm the changes.

6. Select **Start** to continue
7. Navigate through each section (**Job**, **Location**, **Details**, **Attachments**, and **Summary**) and update all fields as necessary to reflect the change being requested. Select the pencil icon to the right of the field to edit the field and select the checkmark to save the updated text.
8. When all the sections are completed, a summary page is displayed. Review the summary and make edits if necessary.
9. Select the **Submit** button at the bottom of the page to submit the job change and the process will be routed to the HR Business Partner for approval. Alternatively, select Save for Later to save the change job as a draft or Select the Cancel button to cancel the change job.



**Next Steps:** Check your **My Tasks** list for additional steps that may be required after submitting this process.