Job Change
This job aid will provide step by step instructions on the hiring process when an employee is changing jobs. A Job Change occurs when a current employee promotes, demotes or has a lateral transfer within the same agency or to a different agency.

	The employee has moved through the recruiting process, including the Offer step, and is now **Ready for Hire**. The recruiting process used for this example was internal/external.

Step 1: The **HR Partner** will receive a **Ready for Hire** inbox item.

Step 2: Click on the staffing **Action** menu (1), and select **Change Job** (2).

After *Change Job* is selected, the **Position** field will auto populate with the position the employee is *leaving*.

Step 3: The **HR Partner** will click the **Inbox** or **Refresh** once more. This will bring up the **Job Change** task.

Promotion:

1 minute(s) ago - Effective 10/07/2019

PERS Class Plan will need to be entered based on information obtained during the PERS Status check conducted by the PERS authorized representative for your agency. Information needed for the status check will be available here.

Click on the *pencil* icon (1) to revise the job change. Enter the effective date (2), and the reason for the change (3). The process will flow differently depending on the reason for the job change. Click **Submit**.

> ⚠️ For Temporary employees who are changing to a new employee type, select a *Lateral* reason code. The data will reflect a change in status. Temporary employees moving to another temporary position will update to the union for the new position, however ACA eligibility/designation will need to be looked at.

> 💡 ***Sending agency:*** Agency the employee is currently at before job change
>
> ***Receiving agency:*** Agency the employee is moving to after job change

Step 4: The sending agency Manager will receive a **Review Promotion** task. Review the dates of the change, and verify if the soon to be vacant position is to be recruited for. Click **Approve**.

Promotion: ▓▓▓▓▓▓▓▓▓▓
7 minute(s) ago - Effective 10/07/2019   ☆

Start Details

Employment Agreement
● Offer for Job Application ▓▓▓▓▓▓ (Internal) - REQ-22298 Principal Executive/Manager B (CAND-▓▓▓) added

Initiated From
● Job Application: ▓▓▓▓▓▓ (Internal) - REQ-22298 Principal Executive/Manager B (CAND-▓▓▓) on 09/13/2019 added

When do you want this change to take effect? ★
● 10/07/2019 added

Why are you making this change? ★
● Employee Promotes to Other Agency added

Who will be the manager after this change?
● Rachel ▓▓▓ added
✕ LaShanda ▓▓▓ removed

Which team will this person be on after this change?
● 8401 Sunset Reg - ODOT added
✕ APD Field Svcs District 16 Hillsboro / Washington Co 3 - DHS removed

Where will this person be located after this change?
● 📍 Lake Oswego / DMV - ODOT added
✕ 📍 Beaverton / Griffith Drive - DHS removed

Move   Guide Me

Opening

What do you want to do with the opening left on your team? ★
● I plan to backfill this headcount added

Is this position available for overlap?
● added

Step 5: The receiving agency **Manager** will receive an *Inbox* task to *Review Promotion.* Click on the pencil icon in each section to update as appropriate. Click **Approve**.

Step 6: The receiving agency **HR Partner** will receive an **Inbox** task to *Review Promotion*. Review each section and make any necessary edits (Step 6: continues on the next page).

⚠️	The receiving Manager **and** HR Partner should review the following: • *Location* • *Date of Hire* • *Position information* • *Job Classifications* • *Compensation Guidelines*

The example below for the ***Review Change Job*** is for both the **Manager** and **HR Partner**. If you would like assistance, click on the "***Guide Me***" icon in each section.

Start

Start Details

Employment Agreement
• Offer for Job Application: ████████ (Internal) - REQ-22298 Principal Executive/Manager B (CAND-████) added

Initiated From
• Job Application: ████████ (Internal) - REQ-22298 Principal Executive/Manager B (CAND-████) on 09/13/2019 added

When do you want this change to take effect? ★
• 10/07/2019 added

Why are you making this change? ★
• Employee Promotes to Other Agency added

Who will be the manager after this change?
• Rachel ████ added
✕ LaShanda ████ removed

Which team will this person be on after this change?
• 8401 Sunset Reg - ODOT added
✕ APD Field Svcs District 16 Hillsboro / Washington Co 3 - DHS removed

Where will this person be located after this change?
• ⦿ Lake Oswego / DMV - ODOT added
✕ ⦿ Beaverton / Griffith Drive - DHS removed

Job   [Guide Me]

Position

Position
• Principal Executive/Manager B was Human Services Case Manager

Job Requisition
• REQ-22298 Principal Executive/Manager B (Open) added

Job Profile

Job Profile ★
• Principal Executive/Manager B - SR26 - Exempt added
✕ Human Services Case Manager - SR21 - Non Exempt removed

Job Title
• Principal Executive/Manager B - SR26 - Exempt was Human Services Case Manager

Business Title

Business Title
• Principal Executive/Manager B - SR26 - Exempt was Human Srvcs Case Mgr

Location   [Guide Me]

Location Details

Location ★
• ⦿ Lake Oswego / DMV - ODOT added
✕ ⦿ Beaverton / Griffith Drive - DHS removed

Scheduled Weekly Hours
40

Work Shift
(empty)

Do not use the "X" to remove the current **Location**, instead use the menu prompt or type in the search field to select the new location. Clicking on the X will remove the job classifications.

Details

Guide Me

Job Classifications

Additional Job Classifications
.N - Default (Timesheet Code)
C - REPRESENTABLE CLASSIFIED (Service Type Code)
G - General Service - Qualifying - OPSRP (PERS Class Plan)
O - Observed (Holiday Code)
S - Salaried (Pay Basis Code)
Y - Yes (Overtime Eligible)

Job Classification	search	≡
Company Insider Types	Holiday Code	>
Workers' Compensation Code from Job Profile	Job Share	>
Workers' Compensation Code Override	Overtime Eligible	>
Work Shift	Pay Basis Code	>
End Employment Date	PERS Class Plan	>
Difficulty to Fill	PERS Plan	>
Critical Job	Service Type Code	>
Available For Hire	Timesheet Code	>
Hiring Freeze	US Standard Occupational Classifications (SOC)	>

This is the step where you'll enter the PERS Status information you received from PERS for this employee.

Administrative

Employee Type *
Permanent

Time Type *
Full time

FTE
100%

Job Classifications
Y - Yes (Overtime Eligible)
● Officials and Administrators - Middle Management (SR 24-30) (EEO-4 Job Categories) added
● X - EXCLUDABLE MANAGEMENT SERVICE - CONFIDENTIAL (Service Type Code) added
● X - EXCLUDABLE MANAGEMENT SERVICE - MANAGERIAL (Service Type Code) added
● X - EXCLUDABLE MANAGEMENT SERVICE - SUPERVISORY (Service Type Code) added
● Y - EXCLUDABLE EXEMPT/ELECTED OFFICIALS (Service Type Code) added
● Z - EXCLUDABLE UNCLASSIFIED (Service Type Code) added
✕ C - REPRESENTABLE CLASSIFIED (Service Type Code) removed
✕ Professionals - Social Services (EEO-4 Job Categories) removed

End Employment Date
(empty)

Attachments

Guide Me

Documents

Add

Compensation

Guide Me

Total Base Pay

Total Base Pay
● 4,897.00 USD Monthly was 4,002.00 USD Monthly

Guidelines

Total Base Pay Range
● 4,243.00 - 6,249.00 USD Monthly added
✕ 3,482.00 - 5,056.00 USD Monthly removed

Compensation Package
General Compensation Package

Grade
● 26 added
✕ 21 removed

Grade Profile
● MMS-26X-AA added
✕ OAH-21-AP (1) removed

Step
● Step 04 - 4897 USD added
✕ Step 04 - 4002 USD removed

Progression Start Date
● 10/07/2019 was 09/01/2019

Salary

Assignment Details
● 4,897.00 USD Monthly was 4,002.00 USD Monthly

Plan Name
Monthly Salary Pro Rated for Less than Full Time

Effective Date
● 10/07/2019 was 09/01/2019

Add

Allowance

Add

Click **Approve**.

Step 7: If the effective date of the job change is in the future, the task will remain in progress until the day after the effective date. If the effective date is in the past the task will successfully complete.

Up Next

Overall process still in progress
Step completed

Step 8: If this job change is for a temporary worker changing to a permanent worker, the day after the effective date the HR Partner will receive a To Do task in their inbox to *Edit Service Dates*. Click on **Edit Service Dates**.

Edit Service Dates: Promotion:
4 day(s) ago - Effective 09/19/2019

Complete To Do
Edit Service Dates (Actions)

4 day(s) ago - Effective 09/19/2019

For	CW District 16 Washington Beaverton Unit E - DHS
Overall Process	Promotion:
Overall Status	Successfully Completed
Instructions	You are completing a job change for this worker. This worker is moving from a temporary position to a position that is not temporary. Please review the worker's service dates they may need to be adjusted based on your agency's bargaining agreements or CHRO Policy.

Edit Service Dates

Step 9: Enter the **Worker** name and click **OK**.

Edit Service Dates

Worker * [ ] ☰

Step 10: Edit the service dates as needed. Enter a *comment* if you'd like. Click **Submit** and **Done**.

Step 11: You will be returned to the *To Do* task in your inbox where you can again enter a comment if you'd like. Click the **Submit** button on the *To Do* task to signify the *Edit Service Dates* task is complete.