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.

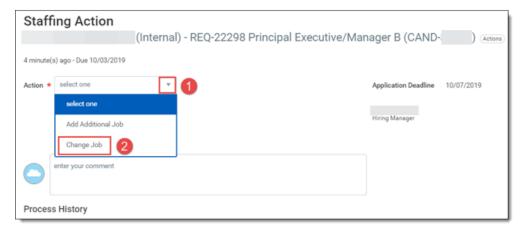


The employee has moved through the recruiting process, including the Offer step, and is now *Ready for Hire*. The recruiting process used for this example was internal/external.

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*.



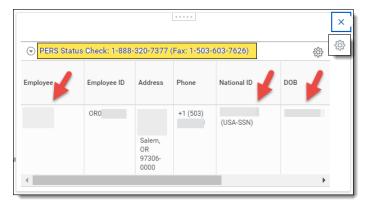


Step 3: The **HR Partner** will click the **Inbox** or **Refresh** once more. This will bring up the **Job Change** task.

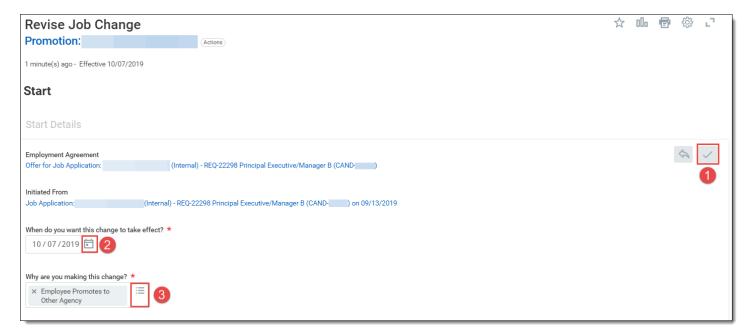




PERS Class Plan will need to be entered based on information obtained during the PERS Status check conducted by the PERS authorized representative for your agency. Information needed for the status check will be available here.



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**.







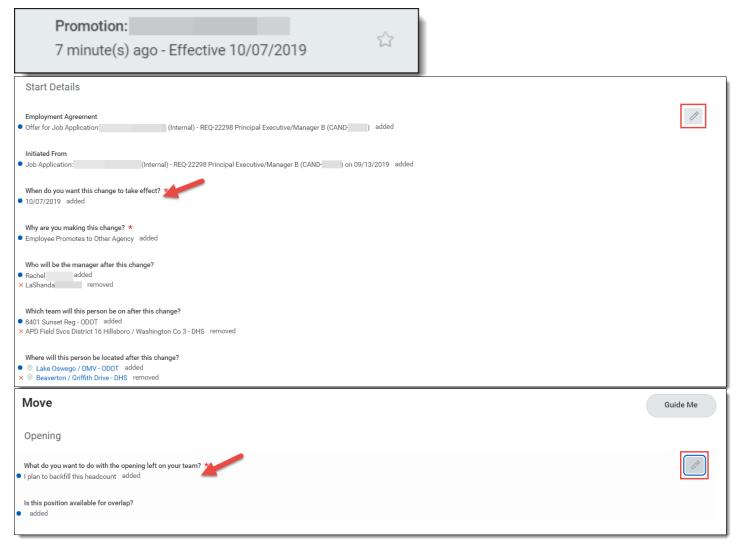
For Temporary employees who are changing to a new employee type, select a *Lateral* reason code. The data will reflect a change in status. Temporary employees moving to another temporary position will update to the union for the new position, however ACA eligibility/designation will need to be looked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





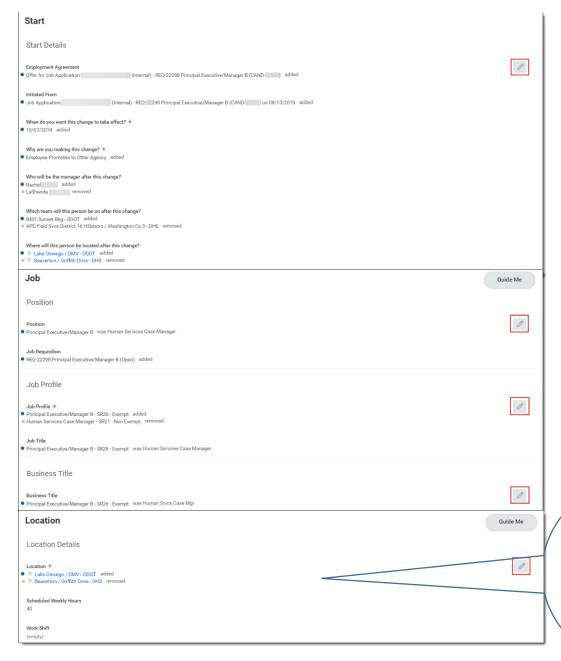
Step 5: The receiving agency **Manager** will receive an **Inbox** task to **Review Promotion**. Click on the pencil icon in each section to update as appropriate. Click **Approve**.

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).



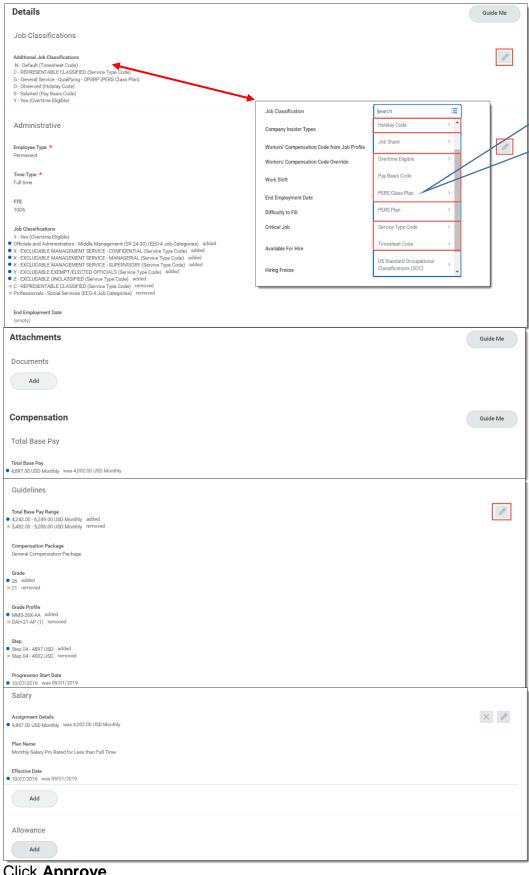
The receiving Manager **and** HR Partner should review the following: • Location • Date of Hire • Position information • Job Classifications • Compensation Guidelines

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.



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.





Click Approve.



received from PERS for this employee.

This is the step where

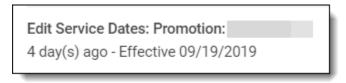
you'll enter the PERS

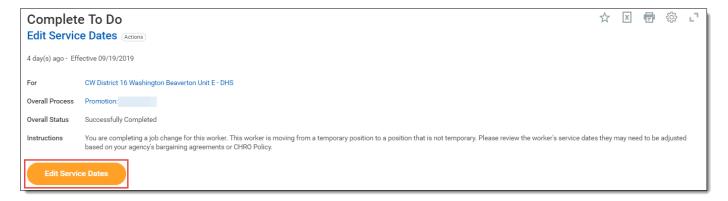
Status information you

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.

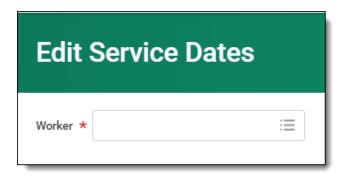


Step 8: If this job change is for a temporary worker changing to a permanent worker, the day after the effective date the HR Partner will receive a To Do task in their inbox to *Edit Service Dates*. Click on **Edit Service Dates**.



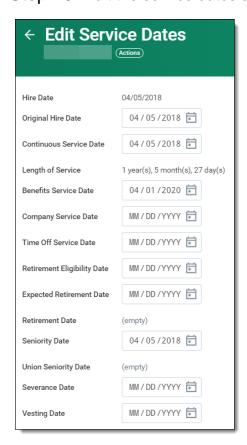


Step 9: Enter the Worker name and click OK.





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.



