

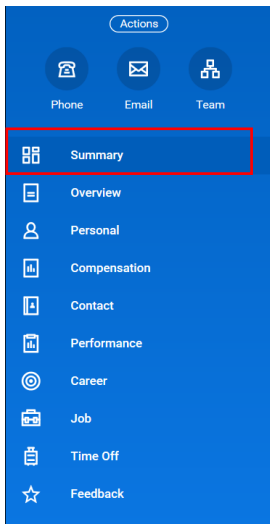
Change Location

This job aid will provide Managers, HR Partners, Compensation Partners, and HR Assistants step by step instructions on how to change a work location for a worker.



Mass Transit codes are tied to locations. When changing the location the Mass Transit code is updated.

Step 1: From the employees profile page click on **Summary**.



Step 2: In the *Job Details* field, click on the related actions icon next to the position (1), hover over **Position** (2), and select **Edit Position** (3).

Job Details

Employee ID	OR0055076
Organization	The People of Oregon >> FMLA/OFLA - ODOC
Position	Human Resource Analyst 1 ⋮ 1
Business Title	Fmla/Ofla Coordinator
Job Profile	Human Resource Analyst 1 - SR23
Job Family	General Government > Human Res
Employee Type	Permanent
Management Level	Non-Management
Time Type	Part time

Actions

- Position** **2**
- Compensation
- Favorite
- Job Change

Position

- Edit Position** **3**
- Edit Position Restrictions
- Manage Position Freeze
- Transfer, Promote or Change Job
- View Job History
- View Position Restrictions

Step 3: Enter the **Effective Date** the worker moved or is moving to the new location. Enter the **Reason** using the menu prompt. Select **Edit Job, Edit Job > Add Additional Data**.

Edit Position

Position: Human Resource Analyst 1

Worker: [Redacted]

Organization: FMLA/OFLA - ODOC

Effective Date * 01 / 09 / 2019

Reason [Menu Icon]

Reason

Job Details

- Employee Type
- Job Profile
- Job Title
- Business Title
- Time Type
- Location
- Pay Rate Type

Menu options:

- ← Edit Job
- Edit Job > Add Additional Data
- Edit Job > Budget Changes
- Edit Job > Employee Type Change Only
- Edit Job > Modify Position
- Edit Job > Pay Basis Code Change
- Edit Job > Reclass Complete

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

Location * [X] Dome Building - ODOC [Menu Icon]

Step 4: Use the menu prompt or type in the search field to select the new location. Do not click the "X." Enter your agency acronym to get a list of your agency locations. Click **Submit**.

Job Details

Employee Type * [X] Permanent [Menu Icon]

Job Profile * [X] Human Resource Analyst 1 - SR23 - Non Exempt [Menu Icon]

Job Title: Human Resource Analyst 1

Business Title: Fmla/Ofla Coordinator

Time Type * [X] Part time [Menu Icon]

Location * [X] Salem South Executive Center - ODOC [Menu Icon]

- All Locations >
- Locations by Location Hierarchy >
- Locations by Country >
- Within Guidelines >
- ODOC [Menu Icon]
- [X] Salem South Executive Center - ODOC