

HR Action – Submitting a Job Change

1. Click the **Main Menu** link



- 2. Click the **Team** tab
- 3. Expand the HR section, and then click **HR Actions**



4. Click the Start link to the right of the Job Change action

≡		HR	<mark>.</mark> 9	ە 🍫
	WARLARLE OPEN SUBMITTED		Search Actiona	Q,
Bao Rao	Comp Change - ABA Techa Comp Change - ABA Techa			C ² Start
Bas Bas	Comp Change ABA Clinicians Comp Change ABA Cliniciane			C [*] Start
Bao Bao	Comp Change-Healthcare Employees Comp Change-Healthcare			C ⁴ Start
Ban	Compensation Change Internal			C ² Start
Bon Plo	as Payment se complete this information below then Save and the second for approval.			C ⁴ Start
dot	Change		C	C [*] Start
Terr	where Employee a fill out the fields below in the first section only and pairing for HR to complete and approve.			
Emp	iyee is only elligible for Rehire if the following conditions are met; 1) The employee gave two (2) weeks notice through proper channels 2) The employee is	currently in good standing with the company 3) The employee was not terminated for violating Centria	policies and proceedures.	C ⁴ Start



- a. The HR Action Job Information page displays
- 5. Complete all of the required fields, and then click **SAVE**

Employee TE Test Employee1 (Centria H	lealthcare LLC)				
Effective From * 12/03/2018					SAVE CONTINUE
HR Job Information	HR Job Information				
Position Assignment	Default Job *		Reason Code *		
Work Info	Accounting	5	Promotion	*	
Manager(s)					
Profiles	Employee Type *		Pay Type*		Default Workers Comp Code *
Use the "+" to add a new row with the effective date of the pay change if applicable	Full Time	Ŧ	Hourly Non-Exempt	¥	8742 3 11
					SAVE

- 6. Click the **Position Assignment** page title
- 7. Complete all of the required fields, and then click SAVE

Effective From * 12/03/2018		SAVE CONTINUE
HR Job Information	Position Assignment	
Position Assignment	Position Change	
Work Info	Page 1 of 1	. Download PDF
Manager(s)		
Profiles	Ei Preview Pace	
Use the + to add a new row with the effective date of the pay change if applicable	New Position Name: * Accounting Administrator	
		SAVE CONTINUE



- 8. Click the Work Info page title
- 9. Complete all of the required fields, and then click **SAVE**

Job Change									
Employee TE Test Employee1 (Centria Healthcare LLC)									
Effective From *									
12/03/2018		SAVE CONTINUE							
HR Job Information	Work Info								
Position Assignment	Default Business Structure Default Tax Work Location								
Work Info	Centria/HC/ABA-ABASS/INT/Admin/T 👻 MI Detroit 💌								
Manager(s)									
Profiles									
Use the "+" to add a new row with the effective date of the pay change if applicable		CONTROL							

10. Click the Manager(s) page title

11. Complete all of the required fields, and then click SAVE

Job Change								
Employee TE Test Employee1 (Centria Healthcare LLC)								
Effective From *								
12/03/2018	SAVE CONTIN	UE						
HR Job Information	Manager(s)							
Position Assignment	Reports To *							
Work Info	Gary R. Abernethy O ₄							
Manager(s)								
Profiles	SAVE CONTIN	UE						
Use the "+" to add a new row with the effective date of the pay change if applicable								



- 12. Click the Profiles page title
- 13. Complete all of the required fields, and then click **SAVE**

Effective From *			
12/03/2018	iii		SAVE CONTINUE
HR Job Information	Profiles		
Position Assignment	Security Profile	Pay Period Profile	
Work Info	Employee	Centria Weekly	
Manager(s)			
Profiles	Benefits		
Use the "+" to add a new row with the	Benefit Profile	Effective Date *	
effective date of the pay change if	Search 🖪	12/31/1900	1
approable	+ Add		
			SAVE

- 14. If the job change includes a change in base compensation, click the blue **+ Add** link a. The Add Base Compensation page opens
- 15. Complete all of the required fields, and then click SAVE

Amount \$		Per	
9.00000		PP	*
Hours		Per	
30.00		Week	Ŧ
PP in Year		Autopay Amount Earning	
26			*
Autopay Type		Effective From *	
Amount	-	12/03/2018	Ē
Reason Code *			
Position Change	-		
			_
		CANCEL	SAVE



b. A confirmation message displays



16. Click SUBMIT

Use the "+" to add a new row with the effective date of the pay change if applicable									
Base Compensation	1								
Current Compensation	1								
Annual	\$	52,000.00 / 2060.00hrs	Pay Period		\$1,000.00 / 40.00hrs Hourly			\$25.00	
Compensation Change	86								
Annual 💌								+ Add	
Effective From	Annual \$	Amount \$	Hours	РР	Autopay Amount Earning	Autopay Type	Actions		
12/31/1900	\$52,000.00	\$25.00 / Hour	2080.00hrs / Year	52		Amount			
							SAVE	SUBMIT	

- a. Kronos prompts with a question
- 17. Click OK



a. The Job Change displays on the SUBMITTED tab and has been routed to HR for review and approval

