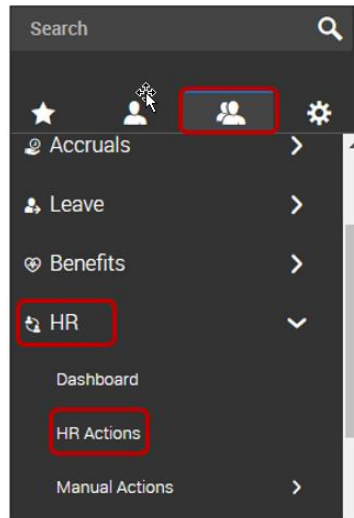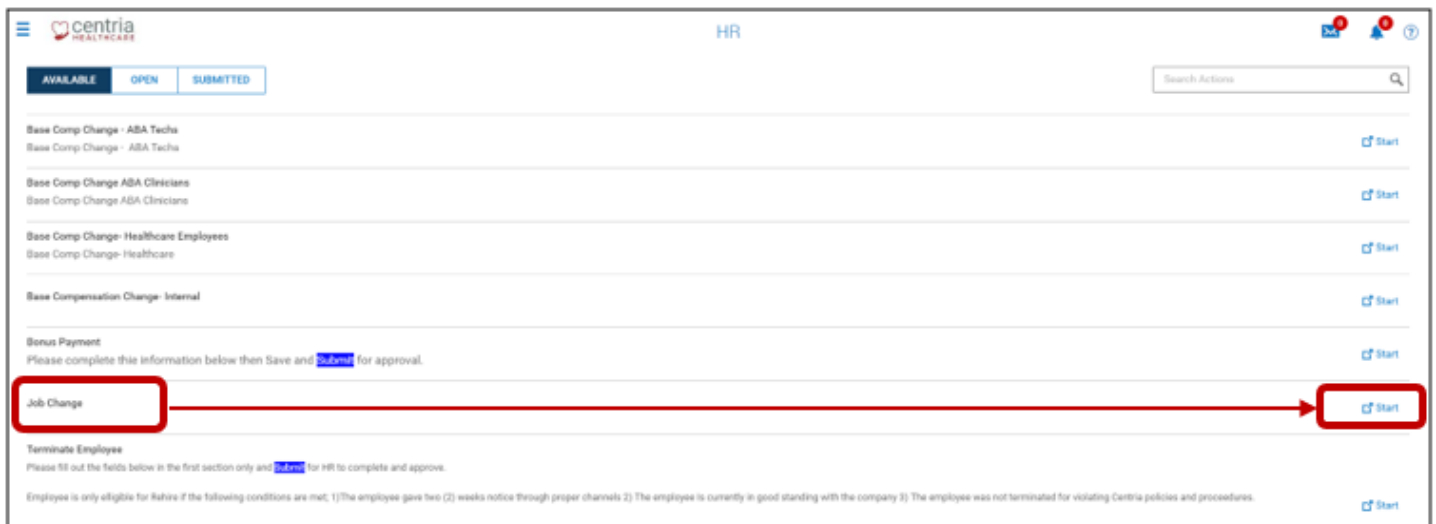## HR Action – Submitting a Job Change

1. Click the **Main Menu** link
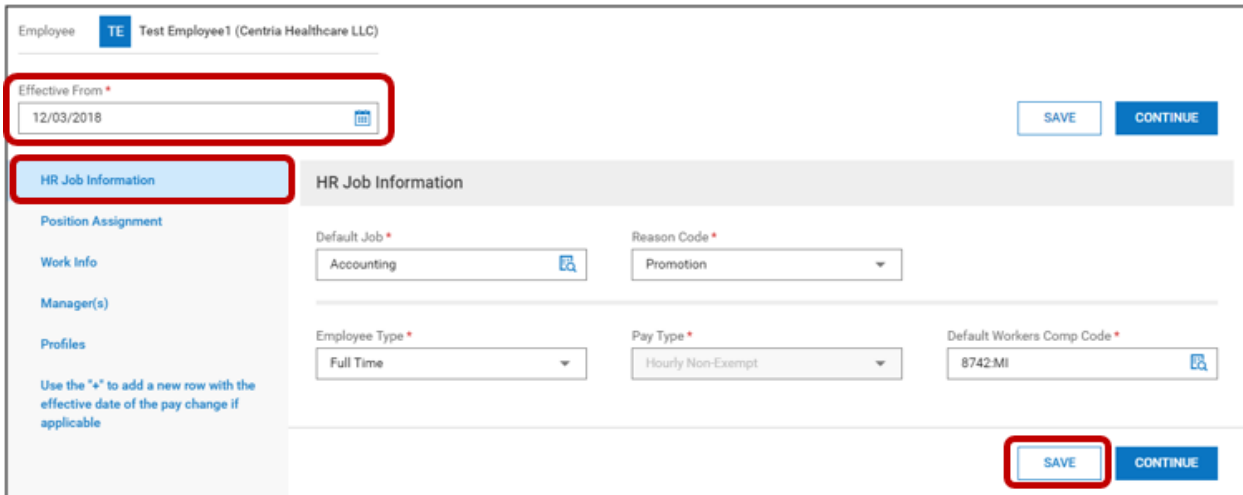
2. Click the **Team** tab

3. Expand the HR section, and then click **HR Actions**

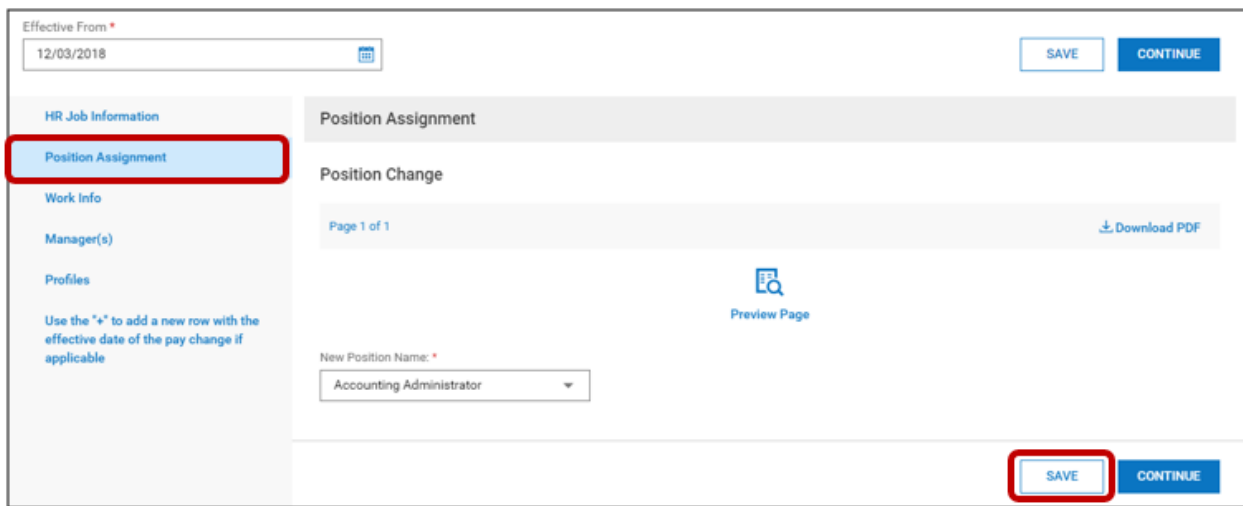4. Click the **Start** link to the right of the Job Change action

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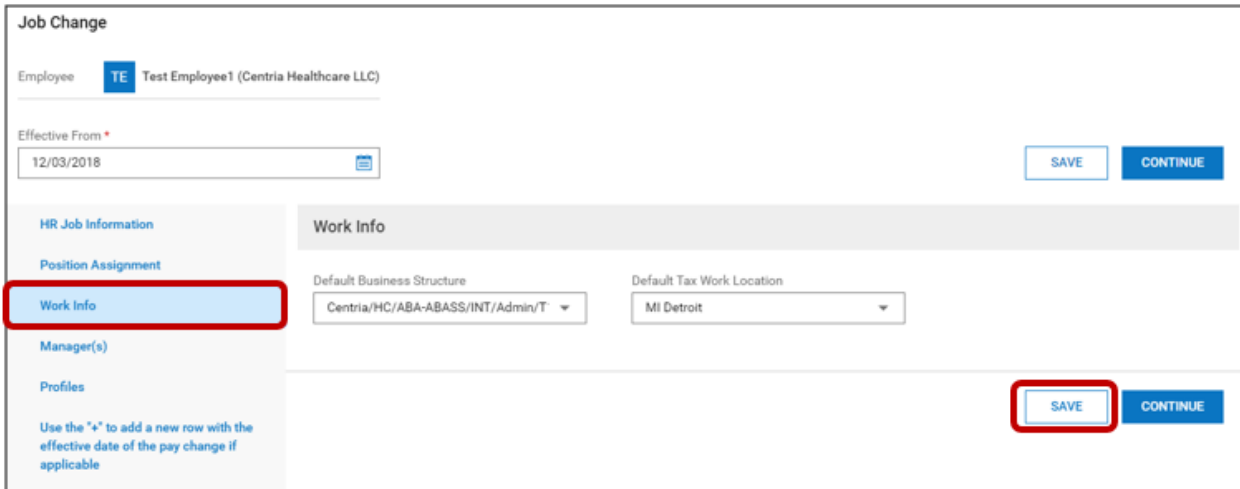5. Complete all of the required fields, and then click **SAVE**

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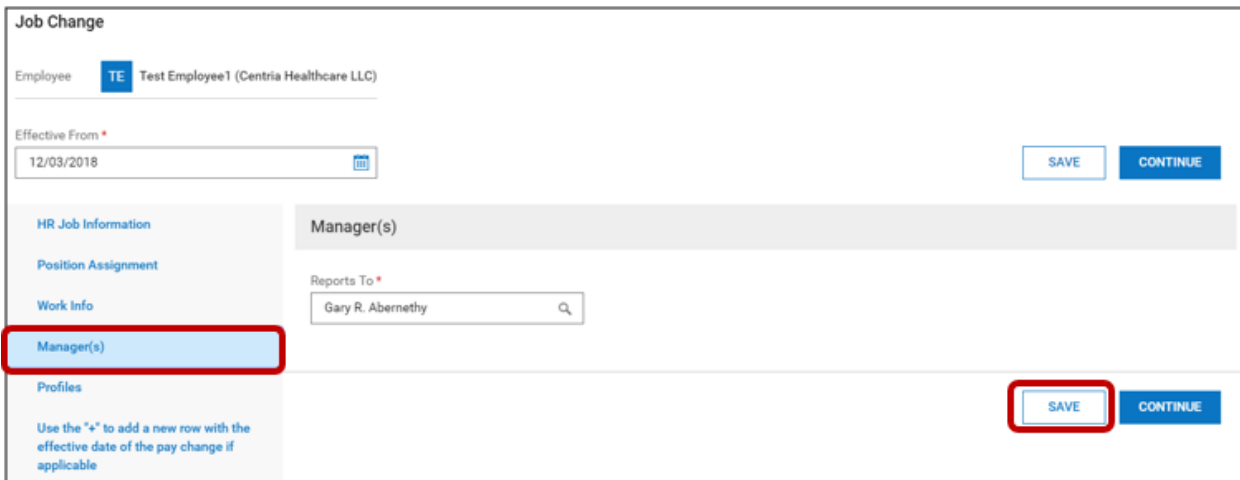7. Complete all of the required fields, and then click **SAVE**

8. Click the **Work Info** page title
9. Complete all of the required fields, and then click **SAVE**
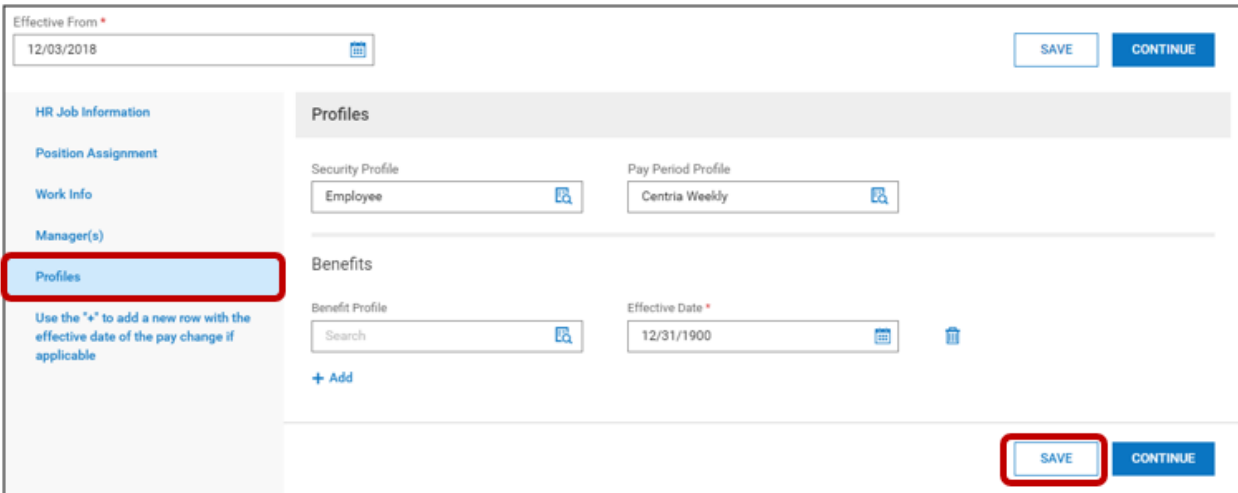
10. Click the **Manager(s)** page title
11. Complete all of the required fields, and then click **SAVE**
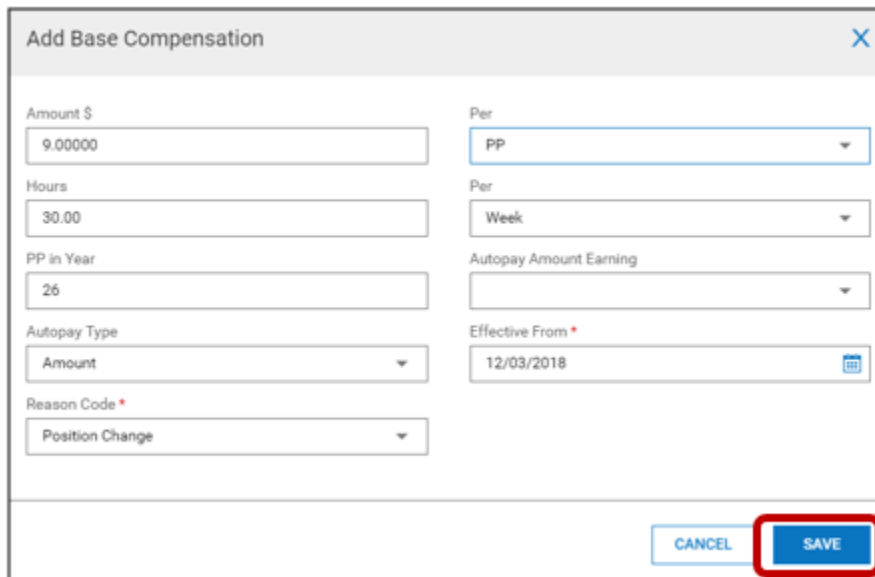
12. Click the **Profiles** page title
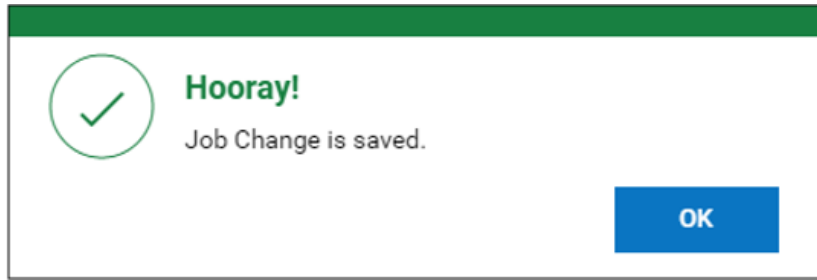13. Complete all of the required fields, and then click **SAVE**

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**

b. A confirmation message displays

16. Click **SUBMIT**

a. Kronos prompts with a question

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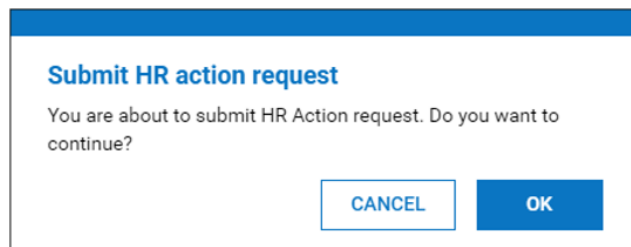
a. The Job Change displays on the SUBMITTED tab and has been routed to HR for review and approval