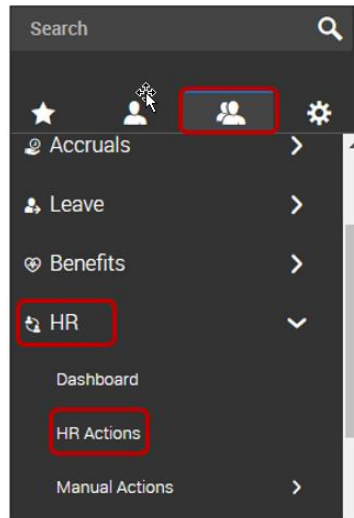


HR Action – Submitting a Job Change

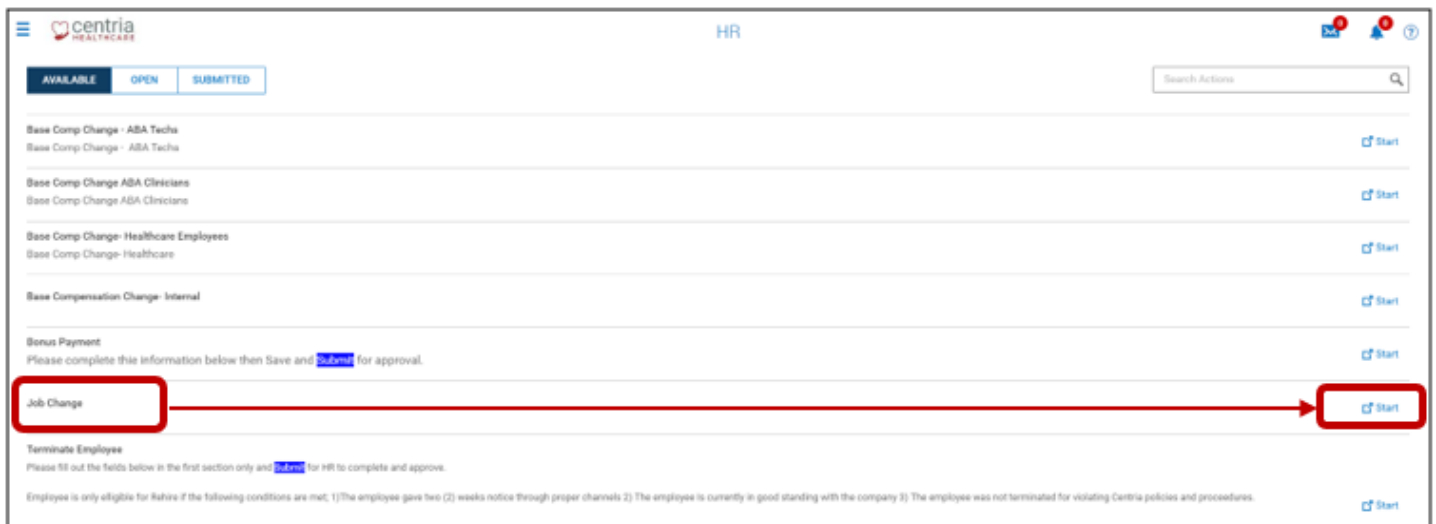
1. Click the **Main Menu** link



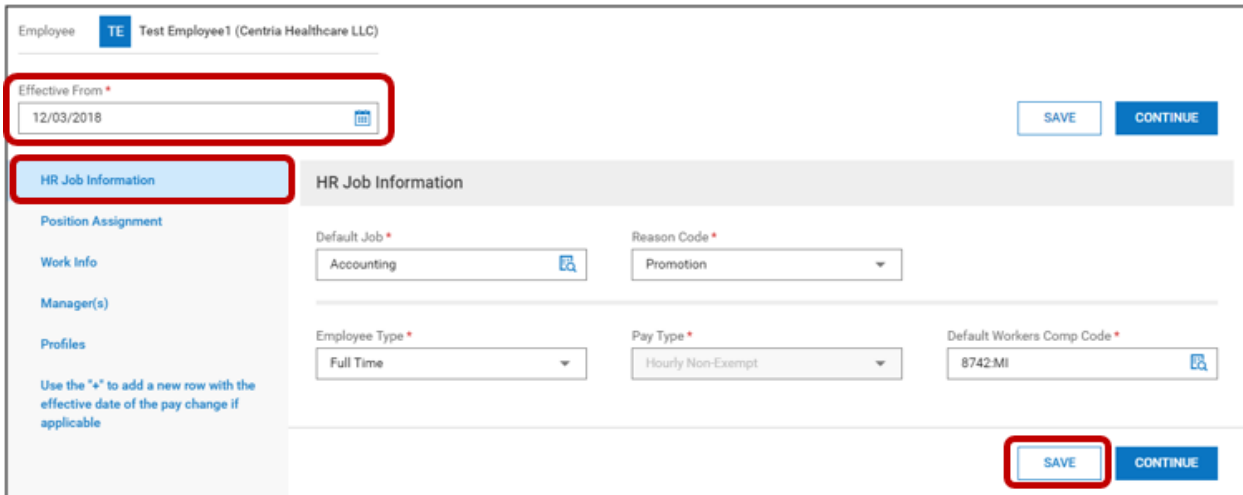
2. Click the **Team** tab
3. Expand the HR section, and then click **HR Actions**



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

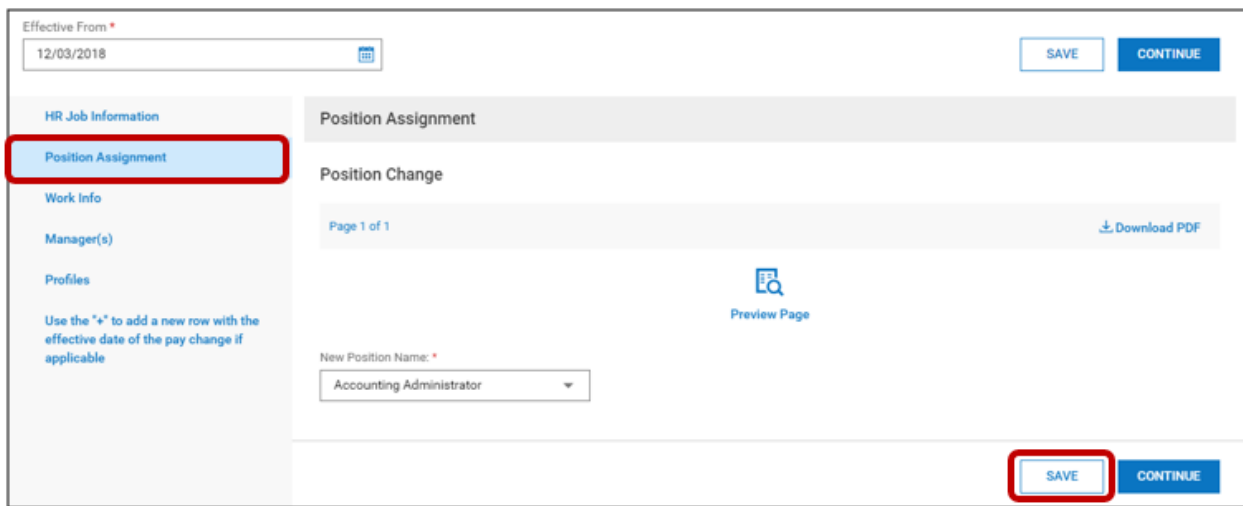


- a. The HR Action Job Information page displays
5. Complete all of the required fields, and then click **SAVE**



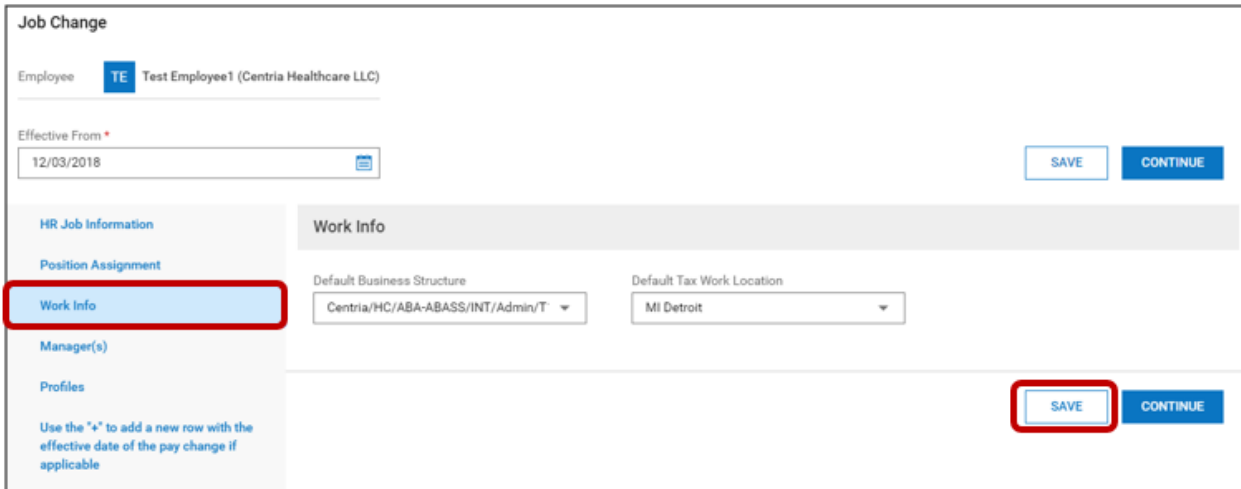
The screenshot shows the 'HR Job Information' page for 'Test Employee1 (Centria Healthcare LLC)'. The 'Effective From' field is set to '12/03/2018'. The 'Default Job' is 'Accounting', 'Reason Code' is 'Promotion', 'Employee Type' is 'Full Time', 'Pay Type' is 'Hourly Non-Exempt', and 'Default Workers Comp Code' is '8742:MI'. The 'SAVE' button is highlighted with a red box.

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



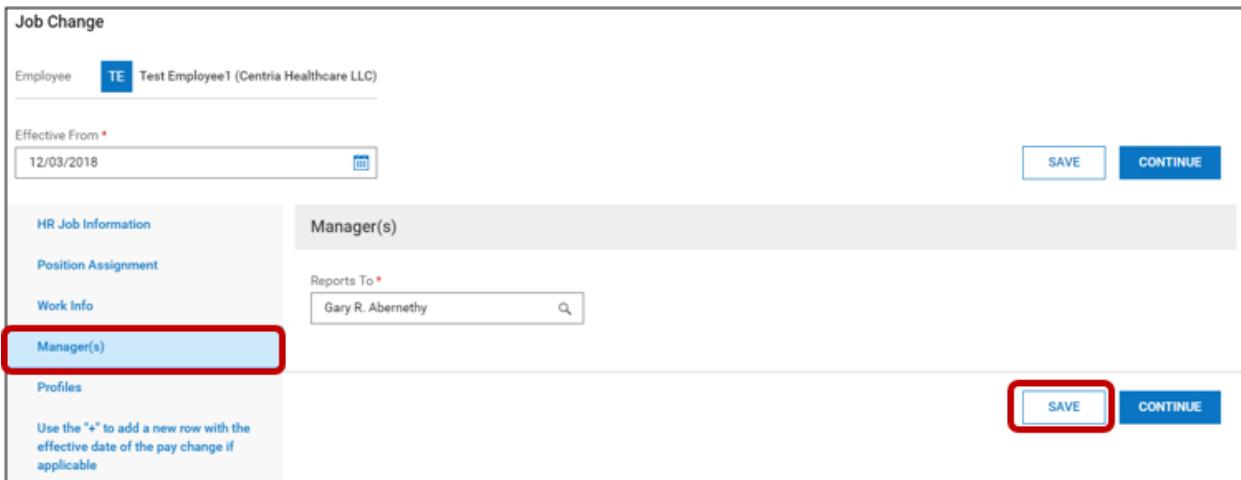
The screenshot shows the 'Position Assignment' page. The 'Effective From' field is '12/03/2018'. The 'Position Change' section shows 'Page 1 of 1' and a 'Download PDF' link. The 'New Position Name' is 'Accounting Administrator'. The 'SAVE' button is highlighted with a red box.

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



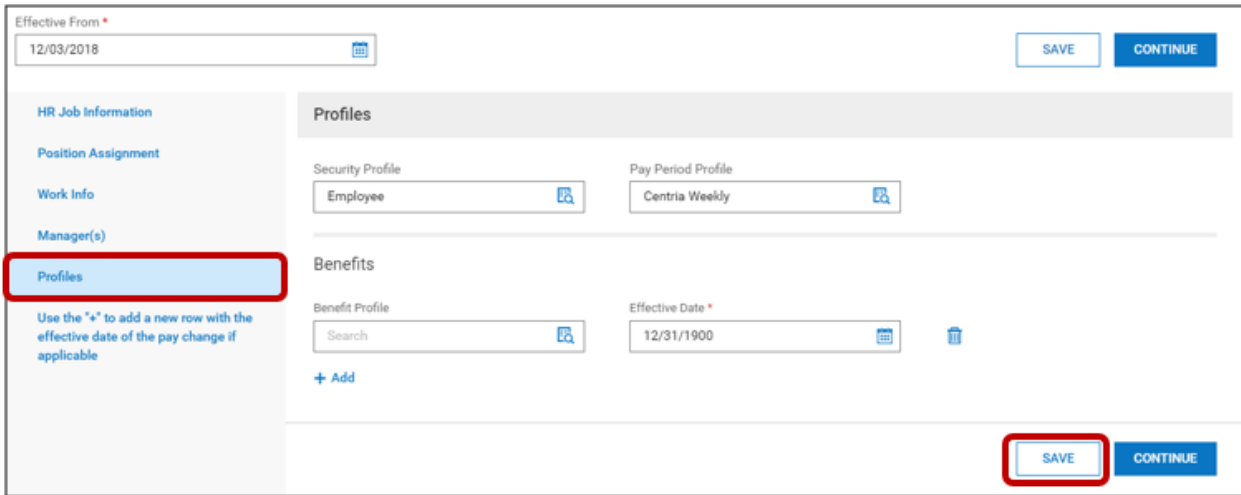
The screenshot shows the 'Job Change' form for 'Test Employee1 (Centria Healthcare LLC)'. The 'Effective From' date is 12/03/2018. The 'Work Info' section is active, showing 'Default Business Structure' as 'Centria/HC/ABA-ABASS/INT/Admin/T' and 'Default Tax Work Location' as 'MI Detroit'. The 'Work Info' tab in the left sidebar is highlighted with a red box. The 'SAVE' button in the bottom right is also highlighted with a red box.

10. Click the **Manager(s)** page title
11. Complete all of the required fields, and then click **SAVE**

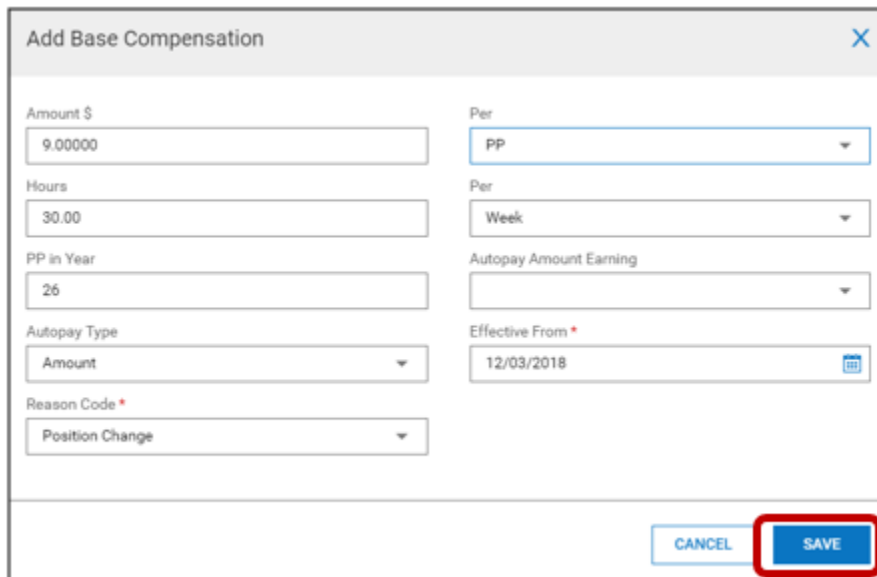


The screenshot shows the 'Job Change' form for 'Test Employee1 (Centria Healthcare LLC)'. The 'Effective From' date is 12/03/2018. The 'Manager(s)' section is active, showing 'Reports To' as 'Gary R. Abernethy'. The 'Manager(s)' tab in the left sidebar is highlighted with a red box. The 'SAVE' button in the bottom right is also highlighted with a red box.

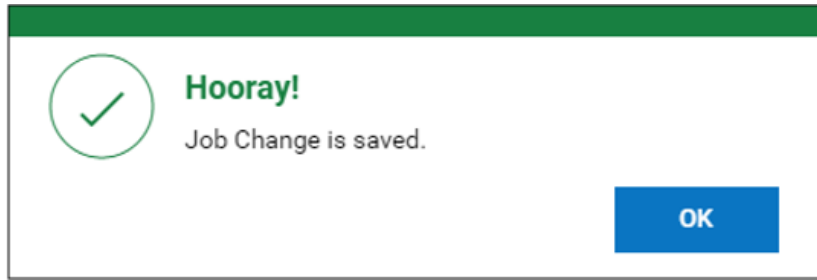
12. Click the **Profiles** page title
13. Complete all of the required fields, and then click **SAVE**



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**

Use the "+" to add a new row with the effective date of the pay change if applicable

Base Compensation
Current Compensation

Annual \$52,000.00 / 2080.00hrs Pay Period \$1,000.00 / 40.00hrs Hourly \$25.00

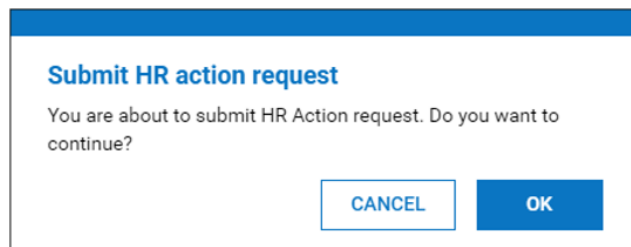
Compensation Changes

Effective From	Annual \$	Amount \$	Hours	PP	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

