


Employee Maintenance

Position Change

Log in to your Manager Portal and go to **My Employees / HR / Action / Position Change**.

Position Change

Employee 

Current Employment Status

Current Employment Type

Current Position Code

Current Position Start Date

New Position Code

New Position Start Date

New Position Reason Code

Based on recent review date of

1. Enter the **Employee** by either typing the name or ID to display a pop-up list of matching employee records, or by clicking the field label to open the search window. The *Current Employment Information* displays.
2. Enter the **New Position Code** for the employee. Contact your Payroll Specialist to add new codes.
3. Enter the **New Position Start Date** the new position goes into effect.
4. Select the **New Position Reason Code** that best describes the reason for the position change.
5. Enter the Based on Recent Review Date that caused this position change to occur, if applicable.
6. Save.