



1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

The screenshot shows two overlapping dropdown menus. The left menu, titled "Actions", lists several categories: Time Management, Job and Personal Information, Compensation, Development, Performance Management, and Forms. The right menu, titled "Job and Personal Information", lists specific actions: Request Reporting Change, Transfer Employee, Promote Employee, Submit Location Change Request, Request Leave of Absence, Request Paid Leave of Absence, Retire Employee, View Employee Personal Info, Terminate Employee, and Submit Demotion Request.

Actions	Job and Personal Information
Time Management	Request Reporting Change
Job and Personal Information	Transfer Employee
Compensation	Promote Employee
Development	Submit Location Change Request
Performance Management	Request Leave of Absence
Forms	Request Paid Leave of Absence
	Retire Employee
	View Employee Personal Info
	Terminate Employee
	Submit Demotion Request

2. Choose Job and Personal Information from the actions menu and then choose the appropriate transaction – Transfer Employee, Promote Employee, or Submit Demotion Request.

1. Type of transaction



2. Employee information – redacted here for privacy

4. Navigate to next step

Next >

Questionnaire

Select the information you would like to change.

Are you changing Salary Information?

Yes

3. Are you changing salary information? If yes, leave slider button as is on YES. If no, move slider button to the left to change to NO.

1. Type of transaction

Transfer Employee

1 Job Detail 2 Compensation Detail 3 Review & Submit

3. Employee information – redacted here for privacy

2. Steps to complete transaction – current step is indicated with a green circle.

Return to Questionnaire Next >

Work and Job Information

*Effective Date: 03/21/2022
Reason: [dropdown]

4. Effective date – must be changed to date that coincides with the beginning of a payroll period

5. Reason – select the most appropriate reason from the list of available options

New information

*Position Title: Employee Data Specialist 10035790
Business Unit: Kennesaw State University 43000
Department: HRS-Human Resources 1060416
Location: Kennesaw State University 430
Job Title: Employee Data Specialist 647X11
Standard Hours: 40.00
FTE: 1.000000
Full/Part Time: Full-Time
Reports To: Mgr. Employee Data Service 10035789
Manager Name: [redacted]

6. The current position will be displayed under new information.

Click the magnifying glass to change the position number to the new position number the employee is moving into and wait for the lookup window to open.

Current information

Employee Data Specialist 10035790
Kennesaw State University 43000
HRS-Human Resources 1060416
Kennesaw State University 430
Employee Data Specialist 647X11
40.00
1.000000
Full-Time
Mgr. Employee Data Service 10035789

Related Information

Add Analytics

Decision Support

Manager Resource Guide >

Facilities Information >

Compensation Guidelines >

FAQ >

Cancel

Lookup

Search for: Position Title

▶ Search Criteria

▼ Search Results

Only the first 300 results can be displayed.

7. Click the arrow next to search criteria to search for the new position

Business Unit 43000

Position Number
(begins with)

Position Title
(begins with)

Department Number
(begins with) 🔍

Job Code
(begins with) 🔍

Reports To Position Number
(begins with) 🔍

Manager Name
(begins with) 🔍

8. Search for a new position using any combination of the fields provided

Once the appropriate position is located, click on it to select it.

Name
 Job Title
 Employee ID

 1
 Job Detail

 2
 Compensation Detail

 3
 Review & Submit

 10. Navigate
 to next step

Return to Questionnaire

Next >

Work and Job Information

*Effective Date 03/06/2022

Reason Begin Acting Position

New Information

*Position Title Mgr. Employee Data Service 10035789

Business Unit Kennesaw State University 43000

Department HRS-Human Resources 1060416

Location Kennesaw State University 430

Job Title Mgr. Employee Data Service 315X89

Standard Hours 40.00

FTE 1.000000

Full/Part Time Full-Time

Reports To Deputy CHRO, HR Operations 10034719

Manager Name

Current Information

Employee Data Specialist 10035790

Kennesaw State University 43000

HRS-Human Resources 1060416

Kennesaw State University 430

Employee Data Specialist 647X11

40.00

1.000000

Full-Time

Mgr. Employee Data Service 10035789

Related Information

Add Analytics

Decision Support

Manager Resource Guide >

Facilities Information >

Compensation Guidelines >

FAQ >

9. Verify under "New Information" that the yellow dots appear (which indicates that a change has been made) and that the information displayed matches the correct new information.

(Names here are redacted here for privacy.)

11. If you chose to change salary at the beginning of the transaction, this page will be next. If you chose not to change salary at the beginning of the transaction, the transaction will automatically skip this page.

Transfer Employee

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

14. Navigate to next step

Compensation Details

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Default NA Hourly	<input type="text" value="8.578"/>	<input type="text" value="1.58"/>	<input type="text" value="20.00"/>	18.42	USD	Hourly Rate	Hourly

41,600.00 Compa-Ratio 0.45

New Information		Current Information	
Hourly Salary	20.00 USD	18.42	USD
Annual Rate	41,600.00 USD	38,313.60	USD

Changes Made Required Field

Related Information

- Add Analytics
- Decision Support
 - Manager Resource Guide
 - Facilities Information
 - Compensation Guidelines
 - FAQ

12. Enter the salary change information.

- If the employee is currently paid hourly, the hourly rate of the new position needs to be entered.
- If the employee is currently paid monthly, the monthly rate of the new position needs to be entered.

13. Verify under “New Information” that the yellow dots appear (which indicates that a change has been made) and that the rate displayed matches the correct new rate.

Name
Job Title
Employee ID

1
Job Detail

2
Compensation Detail

3
Review & Submit

16. Click Submit

Return to Questionnaire | < Previous | Submit

Review and Submit

Effective Date 03/06/2022
Reason Begin Acting Position

New Information

Position Title Mgr, Employee Data Service 10035789

Business Unit Kennesaw State University 43000

Department HRS-Human Resources 1060416

Location Kennesaw State University 430

Job Title Mgr, Employee Data Service 315X89

Standard Hours 40.00

FTE 1.000000

Full/Part Time Full-Time

Reports To Deputy CHRO, HR Operations 10034719

Manager Name

Hourly Salary 20.00 USD

Annual Rate 41,600.00 USD

Current Information

Employee Data Specialist 10035790

Kennesaw State University 43000

HRS-Human Resources 1060416

Kennesaw State University 430

Employee Data Specialist 647X11

40.00

1.000000

Full-Time

Mgr, Employee Data Service 10035789

18.42 USD

38,313.60 USD

15. Review the transaction one more time for accuracy and add any appropriate comments and attachments.

Make sure to use the scroll bar to scroll all the way to the bottom during review.

Request Summary

New Information

Position Title Mgr, Employee Data Service 10035789

Business Unit Kennesaw State University 43000

Department HRS-Human Resources 1060416

Current Information

Employee Data Specialist 10035790

Kennesaw State University 43000

HRS-Human Resources 1060416

Related Information

- Add Analytics
- Decision Support
 - Manager Resource Guide
 - Facilities Information
 - Compensation Guidelines
 - FAQ