Change Organization Assignments

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The organization assignments are automatically populated from when the position was created. However, occasionally, they need to be modified or new Organization Assignment information needs to be added.

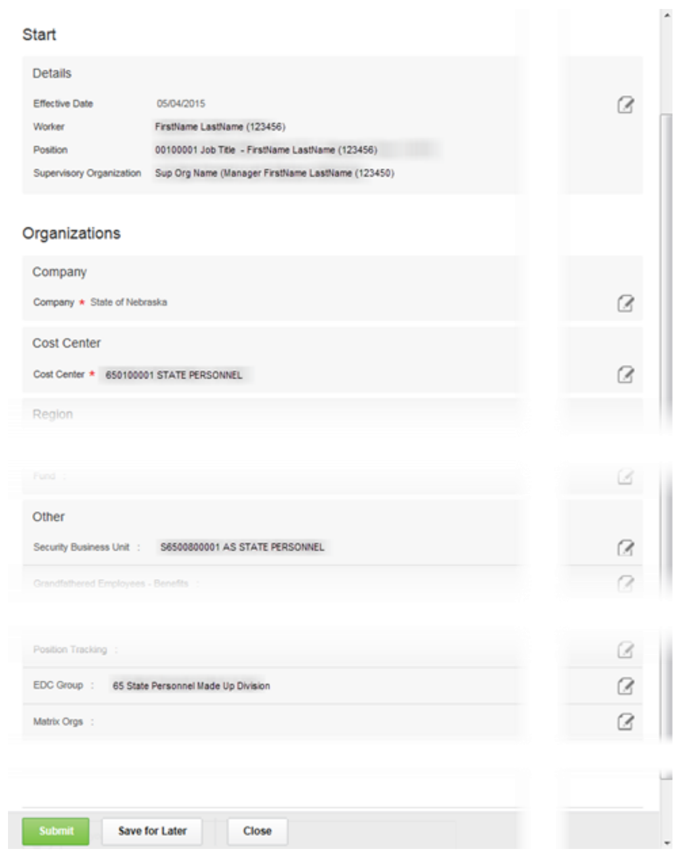
Modify or Add Organization Assignments

On an employee record:

1. Search for and click the employee record.
2. From the related actions icon, go to Organization → Change Organization Assignments.
3. Enter the Effective Date for this change.
4. Click OK.
5. Scroll to and click in the field(s) that need to be changed/added; enter the new data.
6. Click Submit.

On a position record:

1. Search for and click on the position number.
2. From the related actions icon, go to Organization > Change Organization Assignments.
3. Enter the Effective Date for the change.
4. Scroll to and click in the field(s) that needs to be changed/added; enter the new data.
5. Click Submit.



Link Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

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