

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type)

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PURPOSE

The Change Job Business Process (B.P.) is used to Transfer, Promote, or Demote a person within an agency or between agencies, Change Location for an employee, Change FTE (Scheduled Weekly Hours), Pay Rate Type, Employee Type, and/or Time Type. Transfers between agencies can be initiated either by the “losing” agency HR Partner or by the “receiving” agency HR Partner. Following is a step-by-step guide on how to do a Change Job action in EWC.

CHANGE JOB CHECKLIST

You will need the following pieces of information to process this action:

- | | |
|---|---|
| <input type="checkbox"/> Employee Name or Employee ID Number | <input type="checkbox"/> Pay Rate Type (Hourly Exempt, Hourly Non-Exempt, Salary Exempt, Salary Non-Exempt) |
| <input type="checkbox"/> Effective Date | <input type="checkbox"/> Pay Guidelines/Range for this job from the Pay Plan |
| <input type="checkbox"/> Reason (transfer within agency, transfer between agencies) | <input type="checkbox"/> Cost Center (home business unit) |
| <input type="checkbox"/> Supervisory Organization (Supervisor’s Name or Employee ID Number) | <input type="checkbox"/> Security Business Unit |
| <input type="checkbox"/> Location of Position | <input type="checkbox"/> Pay Group (Bi-Weekly 10-day lag, Monthly 15-day lag, etc.) |
| <input type="checkbox"/> Position number and title | <input type="checkbox"/> Employee’s Organization Roles (HR Partner, Security Partner, etc.) |
| <input type="checkbox"/> Employee Type (Regular, Intern, SOS Temporary, etc.) | <input type="checkbox"/> To Do’s (Change benefit elections, create event for retirement & leave plans, and review deductions) |
| <input type="checkbox"/> Job Profile (Job Code) | |
| <input type="checkbox"/> Time Type (full time/part time) | |

LOG IN TO THE EMPLOYEE WORK CENTER

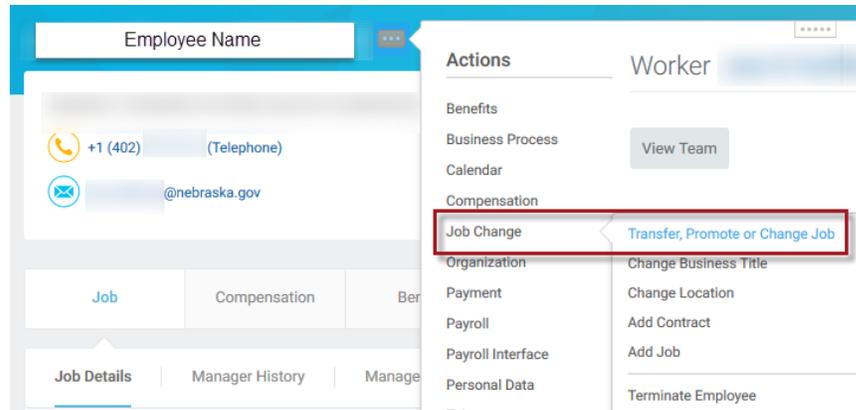
1. Type your User Name, press tab and then type your password.
2. Click Sign In (or press Enter).

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

TRANSFER – WITHIN AGENCY

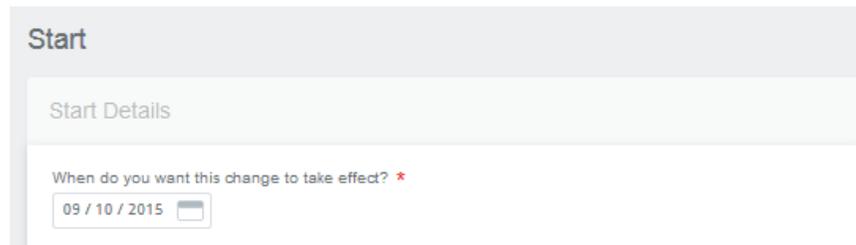
FIND THE EMPLOYEE AND START THE BUSINESS PROCESS

1. Search for the employee, using the employee name or the Employee ID. Press enter to select the employee, or, click the link for the employee record in the drop down box.
2. Click the related actions icon to the right of the employee's name and then go to Job Change > Transfer, Promote or Change Job.



START

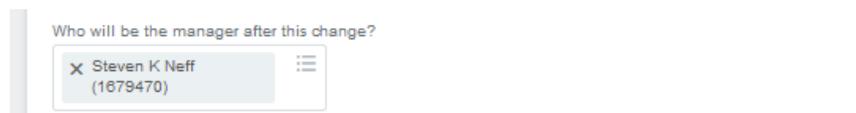
1. "When do you want this change to take effect?" The system defaults the date to the first day of the next pay period ... if you need a different date, you need to click in the field to change it.



2. "Why are you making this change?" ... select from the list of reasons.

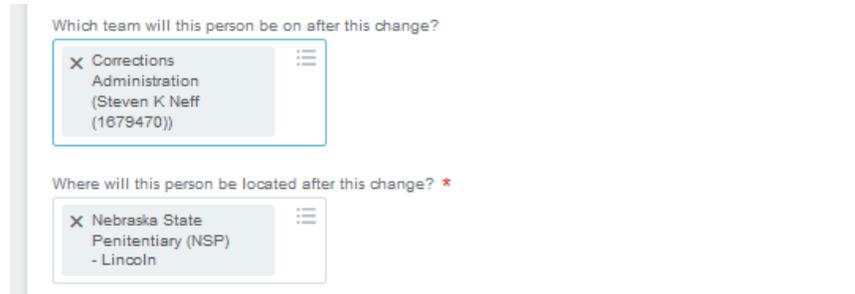


3. "Who will be the manager after this change?" ... type all or part of the new manager's name, and then click the name of the new manager.



Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

- The next two fields should auto populate based on the manager you selected above. If it does not, click the Prompt icon in each field and select the appropriate information. (If the supervisor has multiple supervisory organizations, be sure to select the correct supervisory org.) “Manager” means supervisor and “team” means supervisory organization.



Which team will this person be on after this change?

X Corrections Administration (Steven K Neff (1679470))

Where will this person be located after this change? *

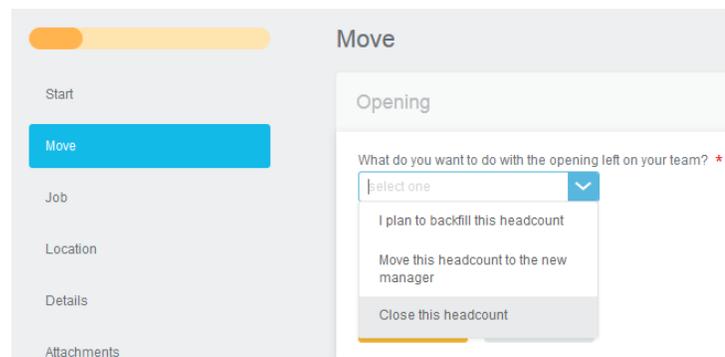
X Nebraska State Penitentiary (NSP) - Lincoln

- If you are moving the employee to another position number, make sure you select the correct supervisory organization (where that new position is located).
- Click Start in the lower left corner, which will advance you to the Move tab. The Move tab is only available if you are changing supervisory organizations.

MOVE

You will notice there is now an orange Progress Bar in the upper left corner.

- Indicate what you want to do with the position being vacated. Click the drop down arrow to see the list of items.



Move

Start

Move

Job

Location

Details

Attachments

Opening

What do you want to do with the opening left on your team? *

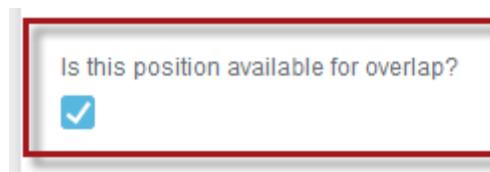
Select one

I plan to backfill this headcount

Move this headcount to the new manager

Close this headcount

- The overlap feature is only available if the effective date for the transfer is future-dated. If you are going to hire a replacement before the effective date for this transfer, check the box for “Is the current position available for overlap?”



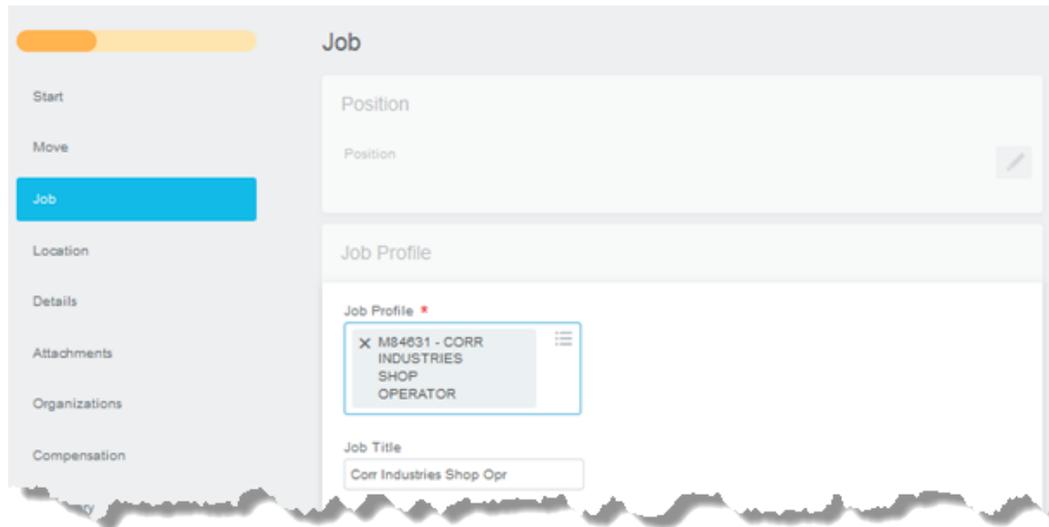
Is this position available for overlap?

- Click Next in the lower left corner, which will advance you to the Job tab.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

JOB

1. In the Job Profile field, enter the new job code or click the prompt icon to find/select the new job code. When you enter/select the new job code, the Job Title will auto populate in the next field.
2. In the Business Title field, the Job Title will auto populate. However, this is a free text field so you can click in the field and enter whatever working title you wish to use.

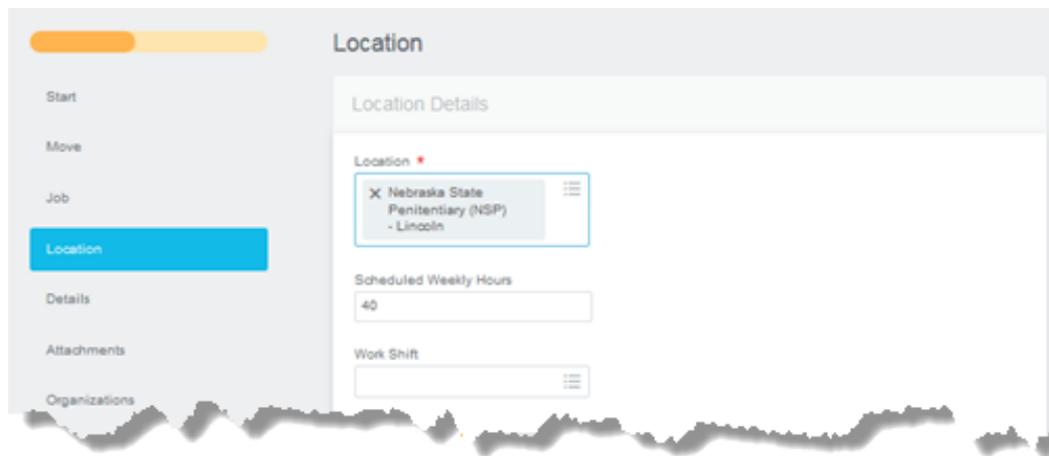


The screenshot shows the 'Job' configuration screen. On the left is a navigation menu with options: Start, Move, Job (highlighted in blue), Location, Details, Attachments, Organizations, and Compensation. The main content area is titled 'Job' and contains two sections. The first section, 'Position', has a 'Position' field with a prompt icon. The second section, 'Job Profile', has a 'Job Profile' dropdown menu with a selected item: 'M84631 - CORR INDUSTRIES SHOP OPERATOR'. Below this is a 'Job Title' field with the text 'Corr Industries Shop Opr'.

3. Click Next in the lower left corner, which will advance you to the Location tab.

LOCATION

1. Change the Location, Scheduled Weekly Hours and/or Work Shift fields, as necessary.



The screenshot shows the 'Location' configuration screen. On the left is a navigation menu with options: Start, Move, Job, Location (highlighted in blue), Details, Attachments, and Organizations. The main content area is titled 'Location' and contains a 'Location Details' section. It has a 'Location' dropdown menu with a selected item: 'Nebraska State Penitentiary (NSP) - Lincoln'. Below this are two text input fields: 'Scheduled Weekly Hours' with the value '40' and 'Work Shift'.

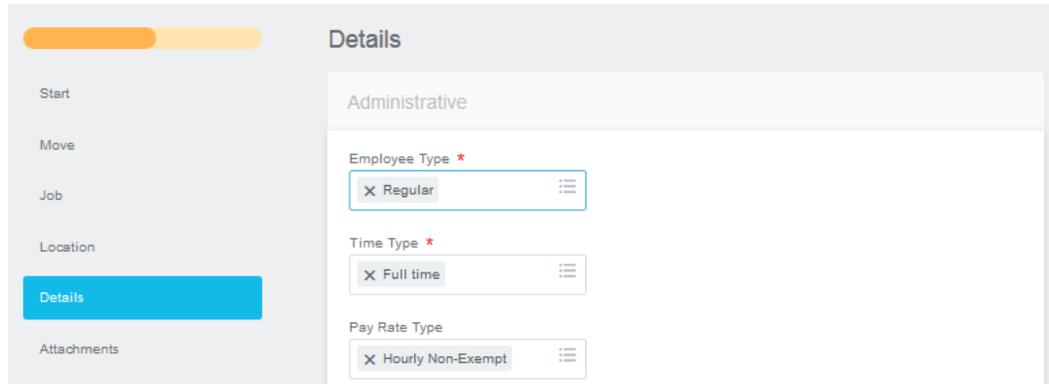
2. Click Next in the lower left corner, which will advance you to the Details tab.

DETAILS

1. Employee Type – click the prompt icon to change the type
2. Time Type – click the prompt icon if employee is changing from full-time to part-time or vice versa.

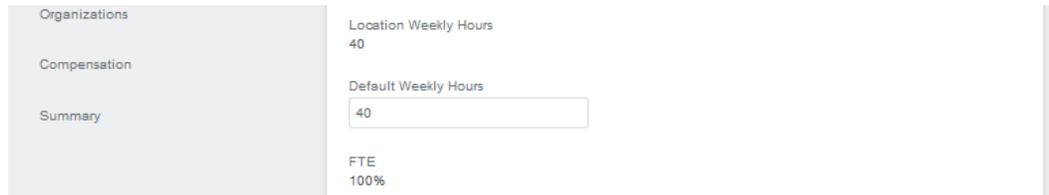
Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

3. Pay Rate Type – click the prompt icon if this needs to be changed. Pay Rate Type and Compensation Plan must match to avoid payroll problems. If you change this field from Hourly to Salary, then you must also change the compensation plan to match.



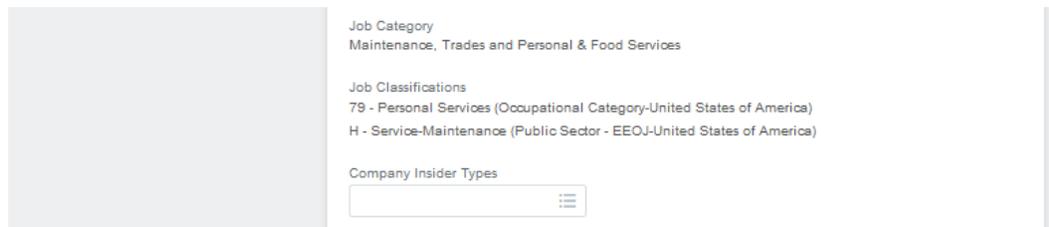
The screenshot shows a 'Details' page with a sidebar on the left containing 'Start', 'Move', 'Job', 'Location', 'Details' (highlighted in blue), and 'Attachments'. The main content area is titled 'Administrative' and contains three fields: 'Employee Type' with a dropdown menu showing 'Regular', 'Time Type' with a dropdown menu showing 'Full time', and 'Pay Rate Type' with a dropdown menu showing 'Hourly Non-Exempt'. Each dropdown menu has a small icon to its right.

4. Location Weekly Hours – you cannot change this field.
5. Default Weekly Hours – **Do Not** change this field.



The screenshot shows a 'Summary' page with a sidebar on the left containing 'Organizations', 'Compensation', and 'Summary' (highlighted). The main content area shows three fields: 'Location Weekly Hours' with a value of 40, 'Default Weekly Hours' with a value of 40, and 'FTE' with a value of 100%.

6. Job Category – defaults based on the job profile; cannot be changed.
7. Job Classifications – defaults based on the job profile; cannot be changed.
8. Company Insider Types – we do not use this field; leave blank.



The screenshot shows a 'Summary' page with a sidebar on the left containing 'Organizations', 'Compensation', and 'Summary' (highlighted). The main content area shows three fields: 'Job Category' with the value 'Maintenance, Trades and Personal & Food Services', 'Job Classifications' with the values '79 - Personal Services (Occupational Category-United States of America)' and 'H - Service-Maintenance (Public Sector - EEOJ-United States of America)', and 'Company Insider Types' with a dropdown menu that is currently blank.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

9. Worker's Compensation Code from Job Profile – we do not use this field; leave blank.
10. End Employment Date – this relates to temporary employees and is only populated if you entered an end date during the original hire process.
11. First Day of Work – this will default to the effective date that you entered on the Move screen but is editable. However, if you change this field you will get an error message.
12. Notify By – this also defaults to the effective date entered previously.

Workers' Compensation Code from Job Profile
(empty)

Workers' Compensation Code Override

End Employment Date

First Day of Work
09 / 10 / 2015

Notify By
09 / 10 / 2015

Save Cancel

13. Click Next in the lower left corner, which will advance you to the Attachments tab.

ATTACHMENTS

1. If you want/need to include an attachment, click Add.
 - a. On the next screen, click Attach to find and select your document.

Attachments

Documents

File
Attach

Document Category *

Comment

Updated By
(empty)

Upload Date
(empty)

Save Cancel

- b. Click the prompt icon in the Document Category field. This is a required field so you must select the "best fit" category.
 - c. Comment – it's always a good idea to add additional detail regarding the document uploaded.
2. Click Next in the lower left corner, which will advance you to the Organizations tab.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

ORGANIZATIONS

1. The organization assignments automatically default first from the proposed position restrictions, if available; then from the proposed supervisory organization, if available; otherwise, from the current position. The Change Organization Assignments screen will not display if organization assignments are attached to the proposed position and/or supervisory organization.
2. The following fields need to have information entered, if blank:
 - d. Company.
 - e. Cost Center.
 - f. Security Business Unit.
 - g. EDC Group.
3. If any fields are blank that are supposed to have information, enter it here. For example, some agencies use the following fields: Position Tracking, Budget Program Number, and Organization Element.

Position Tracking

EDC Group
● 25 CFS Economic Assistance was 46 HS Behavioral Health

Matrix Orgs

Budget Program Number
● 025-286 Economic and Family Support was 046-370 Central Office

Organization Element

4. Click Next in the lower left corner, which will advance you to the Compensation tab.

COMPENSATION

1. Compensation information is entered ONLY on the Salary line.
2. If a Salary does not exist (based on information entered when the position was created), click add (green rectangle) to add a salary line.
3. If there is already salary information showing, click Assignment Details to make changes (yellow rectangle; click the pencil icon in the red square to make changes to this line).

Attachments

Organizations

Compensation

Summary

Pay Range
23.89 - 35.18 USD Hourly

Salary

Assignment Details
26.341 USD Hourly

Plan Name
Hourly Plan

Effective Date
07/01/2015

Add

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

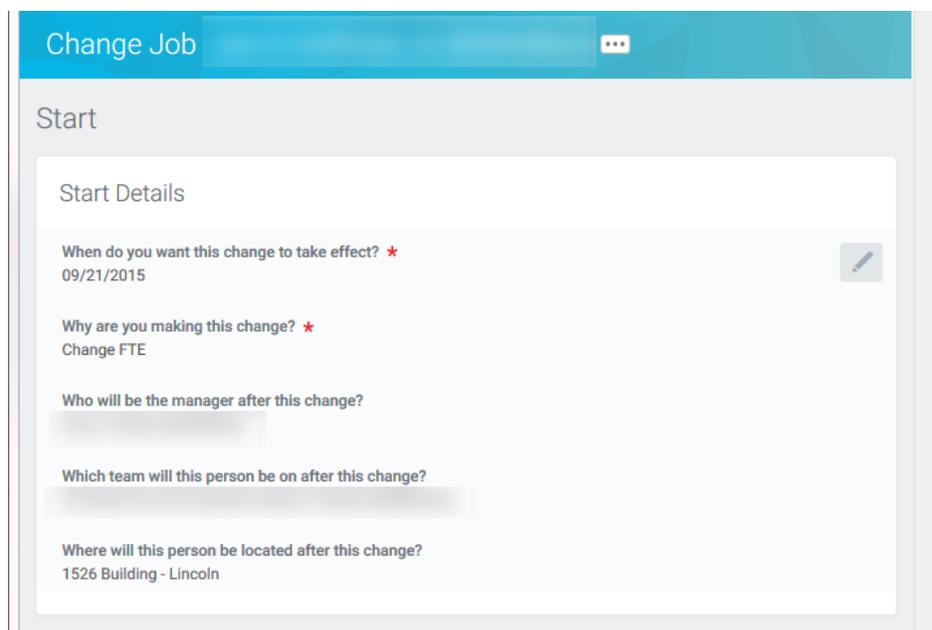
4. Enter the new pay rate in the Amount field. Make sure the frequency matches the amount type entered (hourly for hourly rate or annual for annual rate).
5. If the Compensation Plan needs to be changed from Hourly to Salary or vice versa, click the X icon to Remove the current plan and then click Add to enter the new plan information.
6. Click Next in the lower left corner, which will advance you to the Summary tab.

SUMMARY

1. On the Summary screen, you will see a number of sections to show all of the changes you made in this business process. Review the information carefully to make sure it is correct, and that it includes all of the information that needs to be entered/changed for this business process. Screenshots of each section are shown on the next few pages.
2. Review the information entered for accuracy, change from this screen, if necessary and then click Submit.

SUMMARY PAGE SCREENSHOTS

START



The screenshot shows a web interface for a 'Change Job' process. At the top, there is a teal header with the text 'Change Job' and a three-dot menu icon. Below the header, the word 'Start' is displayed. The main content area is titled 'Start Details' and contains several fields with red asterisks indicating required information:

- 'When do you want this change to take effect? *' with the value '09/21/2015' and a pencil icon for editing.
- 'Why are you making this change? *' with the value 'Change FTE'.
- 'Who will be the manager after this change?' with a blurred input field.
- 'Which team will this person be on after this change?' with a blurred input field.
- 'Where will this person be located after this change?' with the value '1526 Building - Lincoln'.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

JOB

Job

Guide Me

Position

Position
06580502 IT BUSINESS SYSTEMS ANALYST/COORDINATOR

Close the current position?
No

Is the current position available for overlap?
No

Job Profile

Job Profile *
K07082 - IT BUSINESS SYSTEMS ANALYST/COORDINATOR

Job Title
IT BUSINESS SYSTEMS ANALYST/COORDINATOR

Business Title

Business Title
IT BUSINESS SYSTEMS ANALYST/COORDINATOR

LOCATION

Location

Guide Me

Location Details

Location *
1526 Building - Lincoln

Scheduled Weekly Hours
40

Work Shift

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

DETAILS

Details

Guide Me

Administrative

Employee Type *
Regular

Time Type *
Full time

Pay Rate Type
Hourly Non-Exempt

Location Weekly Hours
40

Default Weekly Hours
40

FTE
100%

Job Category
Information & Telecommunications Technologies

Job Classifications
7 - Information Technology (Occupational Category-United States of America); B - Professionals (Public Sector - EEOJ-United States of America)

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

End Employment Date

First Day of Work
09/21/2015

Notify By
09/21/2015

ATTACHMENTS

Attachments

Guide Me

Documents

Add

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

ORGANIZATIONS

Organizations		Guide Me
Company		
Company *	State of Nebraska	
Cost Center		
Cost Center *	65080002 PERSONNEL SYSTEM	

ORGANIZATIONS - OTHER

Other	
Security Business Unit	
S650080000 AS STATE PERSONNEL	
Grandfathered Employees - Benefits	
Health Fitness	
Active Health Fitness Participant	
Business Unit	
Position Tracking	
EDC Group	
65 State Personnel Organizational Dev	
Matrix Orgs	
Budget Program Number	
Organization Element	

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

COMPENSATION

The screenshot shows a 'Compensation' panel with a 'Guide Me' button in the top right corner. The panel is divided into three sections: 'Total Base Pay', 'Guidelines', and 'Salary'.
- **Total Base Pay:** Shows 'Total Base Pay' as 26.341 USD Hourly.
- **Guidelines:** Shows 'Pay Range' as 23.89 - 35.18 USD Hourly with a pencil icon for editing.
- **Salary:** Shows 'Assignment Details' as 26.341 USD Hourly with 'x' and pencil icons. Below this, it shows 'Plan Name' as 'Hourly Plan' and 'Effective Date' as '07/01/2015'. An 'Add' button is located at the bottom of the panel.

ASSIGN PAY GROUP

1. Open Assign Pay Group. Change if necessary, then click Submit.

The screenshot shows the 'Assign Pay Group' form with a blue header. The form contains the following fields:
- **Event:** Assign Pay Group for Promotion: Jack T Hunter (126624)
- **Proposed Supervisory Organization:** Corrections Administration (Steven K Neff (1679470))
- **Effective Date:** 09/10/2015
- **Current Pay Group:** Biweekly-10 day lag
- **Proposed Pay Group:** * Biweekly-10 day lag (with a dropdown menu icon)
At the bottom, there is a comment box with a cloud icon and the placeholder text 'enter your comment'.

2. Click Done.

The process now goes to State Personnel for approval and then State Budget Office (if you are a classified agency). After State Budget has approved it, you will get another item in your Workfeed to Enter Retirement and Leaves.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

ENTER RETIREMENT AND LEAVES

1. As this is a To Do, you will need to pull up the employee record to complete this. Refer to the Changing Benefit Elections for Employee user guide to set up the employee's retirement and leave accruals.
2. When finished, open this To Do in your Inbox and click Submit to move the process to the next step. If you do not click submit on this step, the process will not advance to the next step and will be on hold until this is completed.

BENEFIT CHANGE

1. If the employee is changing from full-time to part time, vice versa, or increasing or decreasing hours, you must complete the Change Benefits action to ensure correct benefit elections/premiums. Refer to the Changing Benefit Elections for Employee user guide.
2. When finished, open this To Do in your Inbox and click Submit to move the process to the next step.

REVIEW DEDUCTIONS

1. Depending on the effective date of transfer/benefit change, you may need to make adjustments to the insurance deductions on the next paycheck. Follow instructions in the Changing Benefit Elections for Employee user guide to complete this.
2. When finished, open this To Do in your Inbox and click Submit to mark this step completed.

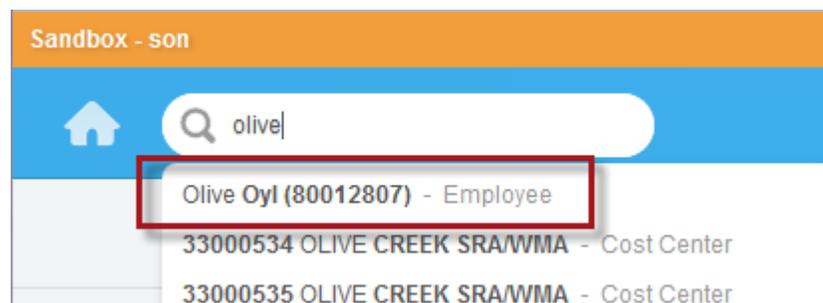
The Change Job process is now complete.

TRANSFER – TO A DIFFERENT AGENCY

If an employee is transferring from one agency to another, either agency (losing or receiving) may initiate the transfer.

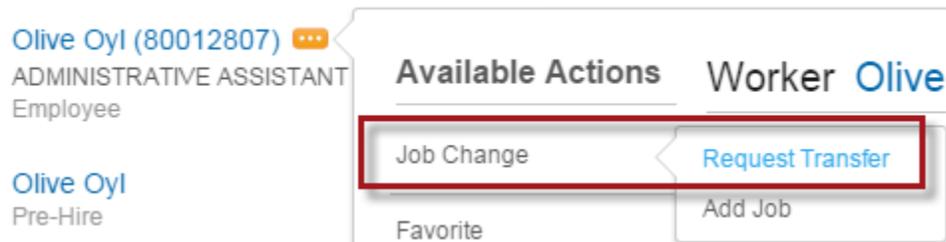
INITIATED BY RECEIVING AGENCY

1. Search for the employee, using the employee name or the Employee ID. Press enter to select the employee, or, click the link for the employee record in the drop down box.



Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

2. On the related actions menu, click Job Change > Request Transfer.



3. Complete the Start Details section. Click the pencil icon to make changes.

START DETAILS

1. Change the date for “When do you want this change to take effect?”, if needed. The system defaults to the first day of the next pay period so you need to click in the field and change it if you want a different date.
2. In “Why are you making this change?” select from the list of reasons.
3. In “Who will be the manager after this change?” type all or part of the new manager’s name, and then click the name of the new manager.
4. The next two fields should auto populate based on the new manager that you selected. If it does not, click the Prompt icon in each field and select the appropriate information. (If the supervisor has multiple supervisory organizations, be sure you pick the right supervisory org.) “Manager” means Supervisor and “team” means supervisory organization.
5. If you are moving the employee to another position number, be sure you select the correct supervisory organization [where the new position is located].

The screenshot shows the 'Start' section of the system. The 'Start Details' form is displayed with the following fields:

- When do you want this change to take effect? ***: 09 / 21 / 2015
- Why are you making this change? ***: Change agency, another job with increase in pay
- Who will be the manager after this change?**: (Empty field)
- Which team will this person be on after this change?**: (Empty field)
- Where will this person be located after this change? ***: Lincoln Correctional Center (LCC) - Lincoln

A 'Details' button is located at the bottom of the form.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

6. Click Start in the lower left corner.
7. You will notice there is now an orange Progress Bar in the upper left corner.

Start

Start

Summary

Start Details

When do you want this change to take effect? *
09/21/2015

Why are you making this change? *
Change agency, another job with increase in pay

Who will be the manager after this change?
Britton J Gabel (4437624)

Which team will this person be on after this change?
DHHS CFS System Design and Analysis (Britton J Gabel (4437624))

Where will this person be located after this change?
Lincoln Correctional Center (LCC) - Lincoln

8. Click Summary. Then enter any comments and click Submit.
9. It moves to the losing agency HR Partner to approve before it comes back to the receiving agency to complete.

If the receiving agency initiates the transfer, that agency should contact the losing agency HR Partner to let them know the transfer request has been submitted; that way the losing agency HR Partner will know to look for the item in their inbox. Communication between agencies is important.

INITIATED BY LOSING AGENCY

1. Search for the employee, using the employee name or the Employee ID. Press enter to select the employee, or, click the link for the employee record in the drop down box.
2. Click the related actions icon to the right of the employee's name and then go to Job Change > Transfer, Promote or Change Job.

Employee Name

+1 (402) (Telephone)

@nebraska.gov

Job

Compensation

Job Details | Manager History | Manage

Actions Worker

Benefits

Business Process View Team

Calendar

Compensation

Job Change Transfer, Promote or Change Job

Organization Change Business Title

Payment Change Location

Payroll Add Contract

Payroll Interface Add Job

Personal Data Terminate Employee

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

START DETAILS

1. Change the date for “When do you want this change to take effect?”, if needed. The system defaults the date to the first day of the next pay period so you need to click in the field and change it if you want a different date.
2. In “Why are you making this change?” select from the list of reasons.
3. In “Who will be the manager after this change?” type all or part of the new manager’s name, and then click the name of the new manager.
4. The next two fields should auto populate based on the new manager that you selected. If it does not, click the Prompt icon in each field and select the appropriate information. (If the supervisor has multiple supervisory organizations, be sure you pick the right supervisory org.) “Manager” means Supervisor and “team” means supervisory organization.
5. If you are moving the employee to another position number, be sure you select the correct supervisory organization [where the new position is located].

The screenshot shows a web form titled "Start" with a sub-section "Start Details". The form contains the following fields:

- "When do you want this change to take effect? *": A date field with a calendar icon, showing "09 / 21 / 2015".
- "Why are you making this change? *": A dropdown menu with a selected option: "Change agency, another job with increase in pay".
- "Who will be the manager after this change?": An empty search field with a prompt icon.
- "Which team will this person be on after this change?": An empty search field with a prompt icon.
- "Where will this person be located after this change? *": A dropdown menu with a selected option: "Lincoln Correctional Center (LCC) - Lincoln".

At the bottom of the form is a "Details" button with a right-pointing arrow.

6. Click Start in the lower left corner.

MOVE

The Move tab is only available if you are changing supervisory organization or agency. The overlap question/checkbox is only available if the effective date for the transfer is in the future.

1. You will notice there is now an orange Progress Bar in the upper left corner.
2. Indicate what you want to do with the position being vacated. Click the drop down arrow to see the list of items.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

3. If you want to be able to hire a replacement before this transfer becomes effective, check the box for “Is this position available for overlap?”

The screenshot shows a web interface for a 'Move' action. On the left is a navigation menu with 'Start', 'Move' (highlighted in blue), 'Attachments', and 'Summary'. The main content area is titled 'Move' and contains an 'Opening' section. It asks 'What do you want to do with the opening left on your team?' with a dropdown menu set to 'I plan to backfill this headcount'. Below that, it asks 'Is this position available for overlap?' with a checked checkbox. At the bottom are 'Save' and 'Cancel' buttons.

4. Click Attachments. Add documents if available.
5. Click Summary. Review information; change if necessary.

This screenshot shows the 'Move' form with the 'Start Details' section expanded. It includes fields for 'When do you want this change to take effect?' (09/21/2015), 'Why are you making this change?' (Change agency, another job with increase in pay), 'Who will be the manager after this change?' (Britton J Gabel (4437624)), 'Which team will this person be on after this change?' (DHHHS CFS System Design and Analysis (Britton J Gabel (4437624))), and 'Where will this person be located after this change?' (Lincoln Correctional Center (LCC) - Lincoln). Below this is the 'Move' section with a 'Guide Me' button, and the 'Attachments' section with an 'Add' button. At the bottom, there is a comment box with the placeholder 'enter your comment' and 'Submit', 'Save for Later', and 'Cancel' buttons.

6. Enter Comments and Click Submit.
7. Transfer process now moves to the receiving agency.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

REVIEW

1. Review Start Details for accuracy, then move to Job section.

JOB

1. Click the Position line, and then click the Prompt icon to select the vacant position to be filled.

Job

Position

Position
(empty)

Do you want to create a new position?

2. Click in the box for the Job Profile. Type the new job code, if you know it, and click the Prompt icon. Or, click the prompt icon to search for the job code. The Job Title will auto populate once you enter the job profile code.

Job Profile

Job Profile *

Job Title

IT BUSINESS SYSTEMS ANALYST

3. The Business Title is a free text field and is where you can enter a working title, if needed. This field auto-populates with the Job Title from the previous section. Click in the field to change.

Business Title

Business Title

● IT BUSINESS SYSTEMS ANALYST was CORR UNIT CASEWORKER

LOCATION

1. The Location will default to the location of the position. If you need to change it, click in the location field to change it. Your options are limited to the location information set up on the positions restrictions, if applicable (screenshot next page).

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

2. Change the Scheduled Weekly Hours, if necessary.
3. If you use the Work Shift field, click the prompt icon to make a change.

Location

Location Details

Location *

Scheduled Weekly Hours

Work Shift

DETAILS

1. Click in any field you need to change. All fields default to current information on the employee.
 - a. Employee Type – click the prompt icon to change the type
 - b. Time Type – click the prompt icon if employee is changing from full-time to part-time or vice versa.
 - c. Pay Rate Type – click the prompt icon if this needs to be changed. Pay Rate Type and Compensation Plan must match to avoid payroll problems. If you change this field from Hourly to Salary, then you must also change the compensation plan to match.

Details

Administrative

Employee Type *

Time Type *

Pay Rate Type

- d. Location Weekly Hours – you cannot change this field.
- e. Default Weekly Hours – **Do Not** change this field.

Organizations

Compensation

Summary

Location Weekly Hours

40

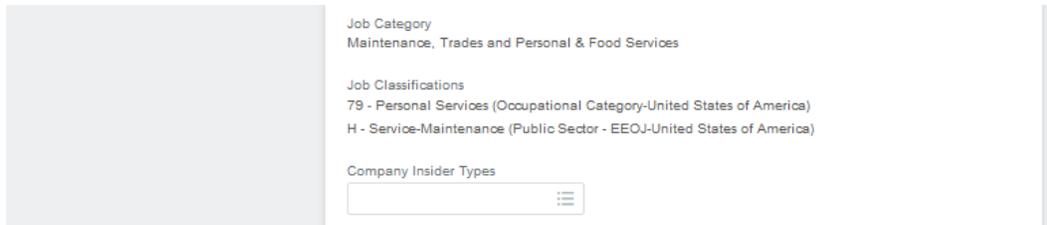
Default Weekly Hours

FTE

100%

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

- f. Job Category – defaults based on the job profile; cannot be changed.
- g. Job Classifications – defaults based on the job profile; cannot be changed.
- h. Company Insider Types – we do not use this field; leave blank.

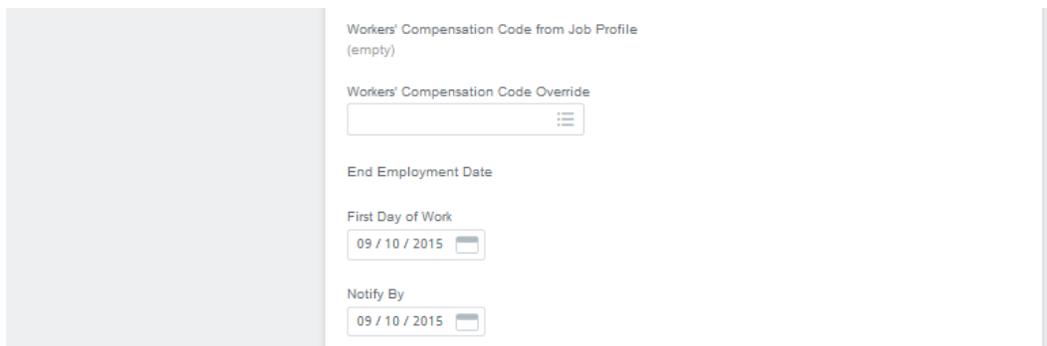


Job Category
Maintenance, Trades and Personal & Food Services

Job Classifications
79 - Personal Services (Occupational Category-United States of America)
H - Service-Maintenance (Public Sector - EEOJ-United States of America)

Company Insider Types

- i. Worker's Compensation Code from Job Profile – we do not use this field; leave blank.
- j. End Employment Date – this relates to temporary employees and is only populated if you entered an end date during the original hire process.
- k. First Day of Work – this will default to the effective date that you entered on the Move screen but is editable. However, if you change this field you will get an error message.
- l. Notify By – this also defaults to the effective date entered previously.



Workers' Compensation Code from Job Profile
(empty)

Workers' Compensation Code Override

End Employment Date

First Day of Work
09 / 10 / 2015

Notify By
09 / 10 / 2015

ATTACHMENTS

- 1. If you want/need to include an attachment, click Add.
 - a. On the next screen, click Attach to find and select your document.

Attachments

Documents

File

Document Category *

Comment

Updated By
(empty)

Upload Date
(empty)

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

- b. Click the prompt icon in the Document Category field. This is a required field so you must select the “best fit” category.
- c. Comment – it’s always a good idea to add additional detail regarding the document uploaded.
- d. Click Next.

ORGANIZATIONS

1. The organization assignments automatically default first from the proposed position restrictions, if available; then from the proposed supervisory organization, if available; otherwise, from the current position. The Change Organization Assignments screen will not display if organization assignments are attached to the proposed position and/or supervisory organization.
2. The following fields need to have information entered, if blank:
 - a. Company.
 - b. Cost Center.
 - c. Security Business Unit.
 - d. EDC Group.
3. If any fields are blank that are supposed to have information, enter it here. For example, some agencies use the following fields: Position Tracking, Budget Program Number, and Organization Element.

Position Tracking

EDC Group

• 25 CFS Economic Assistance was 46 HS Behavioral Health

Matrix Orgs

Budget Program Number

• 025-286 Economic and Family Support was 046-370 Central Office

Organization Element

COMPENSATION

1. Compensation information is entered ONLY on the Salary line.
2. If there is already salary information showing, click Assignment Details to make changes.

Attachments

Organizations

Compensation

Summary

Pay Range
23.89 - 35.18 USD Hourly

Salary
26.341 USD Hourly

Plan Name
Hourly Plan

Effective Date
07/01/2015

Add

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

3. If a Salary does not exist (based on information entered when the position was created), click add to add a salary line.
4. Enter the new pay rate in the Amount field. Make sure the frequency matches the amount type entered (hourly for hourly rate or annual for annual rate).
5. If the Compensation Plan needs to be changed from Hourly to Salary or vice versa, click the X icon to Remove the current plan and then click Add to enter the new plan information.

SUMMARY

1. On the Summary screen, you will see a number of sections to show all of the changes you made in this business process. Review the information carefully to make sure it is correct, and that it includes all of the information that needs to be entered/changed for this business process. Screenshots of each section are shown on the next few pages.
2. Review the information entered for accuracy, change from this screen, if necessary, and then click Submit.

REVIEW JOB CHANGE

1. This is another review step. We applied a condition rule that says if the current assignee, which is the receiving HR Partner, was either the Initiator or Prior Approver, this step can be skipped. This should virtually eliminate the step. You can also click "Details and Process" to see what steps have been completed, what the next step is and who is responsible.

ASSIGN PAY GROUP

1. Click Open.
2. Proposed Pay Group will default to current pay group. Click the prompt icon to make a change.

Assign Pay Group

Event	Assign Pay Group for Promotion: Jack T Hunter (126624)
Proposed Supervisory Organization	Corrections Administration (Steven K Neff (1679470))
Effective Date	09/10/2015
Current Pay Group	Biweekly-10 day lag
Proposed Pay Group	* <input type="text" value="Biweekly-10 day lag"/>

enter your comment

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

3. Click Submit.

The screenshot shows a blue header bar with the text: "You have submitted Assign Pay Group for Promotion: First Last (EmpID)". Below this is a white box with the heading "Up Next". Under "Up Next", it says "State Personnel Office". Below that, it says "Promotion: First Last (EmpID) - Consolidated Approval by State Personnel Office". Underneath, it says "Due Date 09/11/2015". At the bottom of the white box is a button with a right-pointing arrow and the text "Details and Process".

4. Click Done.

The process now goes to State Personnel for approval and then State Budget Office (if you are a classified agency). After State Budget has approved it, you will get another item in your Workfeed to Enter Retirement and Leaves.

ENTER RETIREMENT AND LEAVES

1. As this is a To Do, you will need to pull up the employee record to complete this.
 - a. Type the employee's name in the Search box, then click the Related Actions icon off the employee's name (using the employee type record), select Benefits > Change Benefits.
 - b. Select Retirement and/or Leave Date Entry – Biweekly (if the employee is on biweekly payroll) or the Retirement and/or Leave Date Entry – Monthly (if the employee is on monthly payroll) from the drop down menu in the Benefit Event Type field.
 - c. Type the actual transfer effective date in the Benefit Event Date field.
 - d. In the Submit Elections By date field, DO NOT enter a date ... it will automatically populate with the last day the employee can open the event.
 - e. Select Open for the Change Benefit Elections next step.
 - f. The Retirement Savings Elections field will automatically be Elected (Education, Post-Secondary Education and State Patrol will have to elect the correct retirement plan since those agencies have two or more plans for which employee's may be eligible). Click Continue.

If the percent field under the Employee Contribution column is blank, you will have to type the percentage amount listed under the Allowed Employee Contribution column to proceed to the next page.

- g. The Vacation and Sick leaves will be automatically populated to Elect, select Continue.

If you do not see the correct leave types for the employee (e.g., Part-time, NAPE, Rules, etc.), there is a problem with the position. It may be that the approval process has not yet been completed or the date you entered to initiate the event may not be the correct date.

- h. Review any changes to the employee's benefit plans, read the message below the Electronic Signature, click the I Agree box, and select Submit.

Change Job (Transfer; Promote; Demote; or Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

- i. On the next screen, select Print or Done.
- j. You will be taken back to your home screen.
- k. Look for the To Do: Enter Retirement and Leaves item in your Inbox and highlight the item to display the information on your screen.
- l. Click Submit to remove this item from your Inbox and move the process to the next step. If you do not click Submit on this step, the process will not advance and will be on hold until this is completed.

BENEFIT CHANGE

1. If the employee is changing from full-time to part time, vice versa, or increasing or decreasing hours, you must complete the Change Benefits action to ensure correct benefit elections/premiums. Refer to the Changing Benefit Elections for Employee user guide.
2. When finished, open this To Do in your Inbox and click Submit to move the process to the next step.

REVIEW DEDUCTIONS

1. Depending on the effective date of transfer/benefit change, you may need to make adjustments to the insurance deductions on the next paycheck. Follow the instructions in the Changing Benefit Elections for Employee user guide to complete this.
2. When finished, open this To Do in your Inbox and click Submit to mark this step completed.

The Change Job process is now complete.

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

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234