



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

The screenshot shows a software interface with a main menu on the left and a sub-menu on the right. The main menu is titled 'Actions' and has a close button (X). It contains the following items: Time Management, Job and Personal Information, Compensation, Development, Performance Management, and Forms. The 'Job and Personal Information' item is selected, and its sub-menu is open. The sub-menu is titled 'Job and Personal Information' and has a close button (X). It contains the following items: 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. A pink arrow points from the text in step 2 to the 'Transfer Employee' option in the sub-menu.

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 action: 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

Name
Job Title
Employee ID

3. Employee information – redacted here for privacy

1
Job Detail

2
Compensation Detail

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

3

Return to Questionnaire

Next >

Work and Job Information

*Effective Date: 03/21/2022

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

Reason

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

New Information

Current Information

*Position Title: Employee Data Specialist 10035790

6. If the current position will be displayed under new information.

Employee Data Specialist 10035790

Business Unit: Kennesaw State University 43000

Employee Data Specialist 10035790

Department: HRS-Human Resources 1060416

HRS-Human Resources 1060416

Location: Kennesaw State University 430

Kennesaw State University 430

Job Title: Employee Data Specialist 647X11

Employee Data Specialist 647X11

Standard Hours: 40.00

40.00

FTE: 1.000000

Full/Part Time: Full-Time

Full-Time

Reports To: Mgr. Employee Data Service 10035789

Mgr. Employee Data Service 10035789

Manager Name

Related Information

Compensation Guidelines >

FAQ >

Lookup

Cancel

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

Position Number
(begins with)

Position
(begins with)

Department Number
(begins with)

Job Code
(begins with)

Reports To Position Number
(begins with)

Manager Name
(begins with)

Search

Clear

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

Click on the arrow next to search criteria to search for the new position

Name
Job Title
Employee ID

Job Detail

Compensation Detail

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

Current 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	[Redacted]	

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

- Max [Redacted] Resource Guide
- Facilities Information
- Compensation Guidelines
- FAQ

Changes Made
Required Field

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

Compensation Details

Current Rate	Currency Code	Type	Frequency
41,600.00	USD	Hourly	Hourly

41,600.00 Current Rate
58,926.54 Minimum 84,190.77 Midpoint 109,435.00 Maximum

New Information		Current Information	
Hourly Salary	20.00 USD	Hourly Salary	18.47 USD
Annual Rate	41,600.00 USD	Annual Rate	38,313.00 USD

Related Information

- Add Analytics
- Manager Role
- Facilities Information
- Compensation Guidelines
- FAQ

14. Navigate to next step

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 displayed annual rate is the correct new rate.

Name
Job Title
Employee ID

1
Job Detail

2
Compensation Detail

3
Review & Submit

16. Click

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
Current Information		
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	10034719
Hourly Salary	20.00 USD	18.42 USD
Annual Rate	41,600.00 USD	38,313.60 USD

15. Review the transaction one more time for accuracy and a fairly appropriate comments and attachments.

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

Related Information

- Activity
- Decision Support
- Manager Resource Guide
- Facilities Information
- FAQ

Request Summary

New Information			Current Information		
Position Title	Mgr, Employee Data Service	10035789	Employee Data Specialist		10035790
Business Unit	Kennesaw State University	43000	Kennesaw State University		43000
Department	HRS-Human Resources	1060416	HRS-Human Resources		1060416