



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.

Actions x

- Time Management >
- Job and Personal Information >**
- Compensation >
- Development >
- Performance Management >
- Forms >

Job and Personal Information x

- Request Beneficial 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
- 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

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

Related 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

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

Compensation Guidelines >

FAQ >

Lookup

Cancel

Search for: Position Title

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

Name: [Redacted]
 Job Title: [Redacted]
 Employee ID: [Redacted]

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 Amount	Currency Code	Type	Frequency
41,600.00	USD	Hourly	Hourly

41,600.00 Current
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 amount is the correct new rate.

Name
Job Title
Employee ID

1
Job Detail

2
Compensation Detail

3
Review & 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
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	10035789
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 Log

Decision Support

Manager Resource Guide

Facilities Information

FAQ

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
Business Unit	Kennesaw State University	43000
Department	HRS-Human Resources	1060416