

# Change Job – Student Employment

## Quick Reference Guide

**Purpose:** This document informs HRP's how to make data changes to student positions.

- The Change Job business process allows HRP's to make data changes to student positions, including extending an end employment date, change in weekly hours, and change in work location.



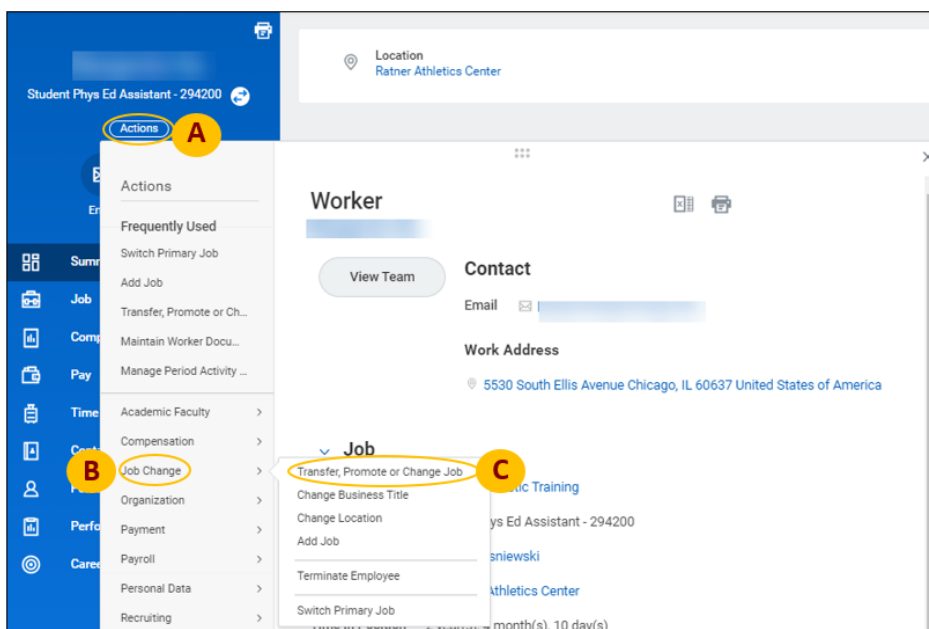
**Supporting Training:**

*Foundations of Student Employment for HRP's*

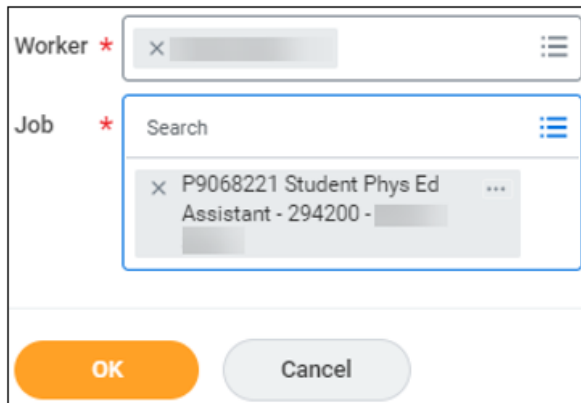
[Click here to register.](#)

### 1 – Initiate Change Job


- A. Click on the Related Action button
- B. Click Job Change
- C. Click Transfer, Promote or Change Job

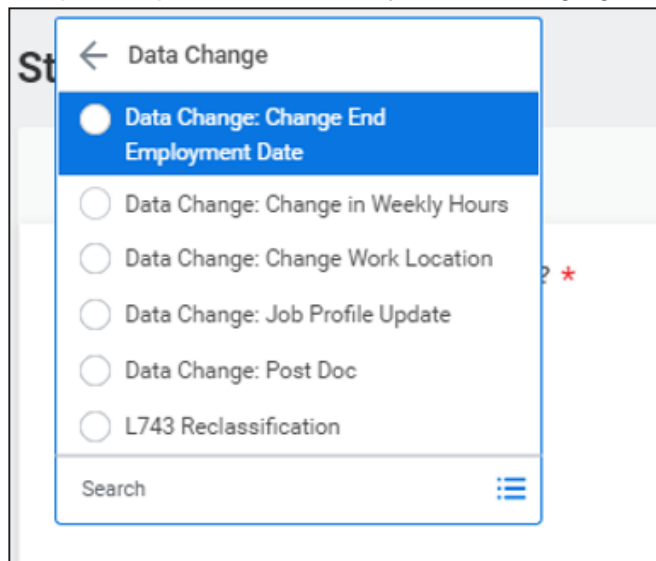


- D. The Worker's name will auto-populate
- E. Click on the prompt to select the appropriate job.
- F. Click OK



## 2 – Complete Start Job Details

- A. Click the edit icon .
- B. **When do you want this change to take effect?:** The next pay cycle date will auto-populate.
- C. **Why are you making this change?:** Select Data Change, then select the specific aspect of position data that you are changing.



- **Change End Employment Date** is the most common reason used to change a student position. This option is used to extend a student position.  
**Note:** When extending a job, the HRP should use the date of the next day after the job ended or the date of the next time the student logs hours on the position.
- **Change in Weekly Hours** may be used to adjust the number of hours a student is assigned to work per week for a specific job.



**Note:** A student should not have more than 20 scheduled hours per week. If a student will be assigned more than 20 hours per week, permission must be granted from the student's area Dean of Students (Graduate Students) or Enrollment & Student Advancement (Undergraduate Students) via email.

- **Change Work Location** may be used as necessary.
- D. **Who will be the manager after this change?:** The manager's name will auto-populate.
- E. **Which team will this person be on after this change?:** The supervisory organization will auto-populate.
- F. **Where will this person be located after this change?:** The location will auto-populate.
- G. **Do you want to use the next pay period?:** Make sure the box is checked.
- H. Select the Start button.


### 3 – Review Job Details

- A. Review Position, Job Profile and Business Title information for accuracy.
- B. Select the Next button.



**Job**

**Position**


Position   
P9068221 Student Phys Ed Assistant - 294200

Do you want to create a new position?  
 added

Close the current position?  
 No added


Is the current position available for overlap?  
 No added

**Job Profile**

Job Profile \*   
Student Phys Ed Assistant - 294200

Job Title  
Student Phys Ed Assistant - 294200

**Business Title**



Business Title   
Student Phys Ed Assistant - 294200

#### 4 – Modify Location Details (as necessary)

- A. If you are changing the position location, click the edit icon to change.
- B. If you are changing the scheduled weekly hours, click the edit icon to change.
- C. Work Shift: Do not address this area.
- D. Click Next.

**Location**

Location Details

Location \*  

Scheduled Weekly Hours

Work Shift




## 5 – Modify Details (as necessary)

- A. If you are changing the End Employment Date, click the edit icon to change.
- B. Select Next

### Details


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#### Job Classifications

Additional Job Classifications (empty) 

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#### Administrative

Employee Type \*   
Student (Fixed Term)

Time Type \*  
Part time

Pay Rate Type  
Hourly

Location Weekly Hours  
0

Default Weekly Hours  
40

FTE  
15%

Job Exempt


Job Category  
(empty)


Job Classifications  
09 - Service Workers (EEO-1-United States of America)  
27-0000 - Arts, Design, Entertainment, Sports and Media Occupations (SOC-United States of America)  
9A - Service & Maintenance (AAP-United States of America)  
M - Maintenance (PEDS-United States of America)

Company Insider Types  
(empty)

Workers' Compensation Code from Job Profile  
8868 - College Professional Employees & Clerical (United States of America)

Workers' Compensation Code Override  
(empty)

End Employment Date \*   
04/04/2020





## 6 – Add Attachments (as necessary)

- A. Click the Add button to attach any documentation, as necessary.
  - Note: Documentation is not necessary for typical Student Employment Job Change situations. However, if you are extending a Federal Work Study position an updated Federal Work Study Form would need to be uploaded.
- B. Select Next.

The screenshot shows a user interface for adding attachments. At the top, the word "Attachments" is displayed in a bold, dark font. Below this, there is a light gray rectangular area containing the word "Documents" in a bold, dark font. Underneath "Documents", there is a single, rounded rectangular button with the word "Add" centered on it.

## 7 – Summary

- A. Review all information for accuracy.
- B. Select Submit.
- C. Select the Open button to move to the next business process, propose compensation change.

## 8 – Propose Compensation Change

- A. Review the hourly or salary compensation for the student position. Make any changes if necessary.
- B. Select Submit.
- C. Select the Open button to move to the next business process, assign costing allocation for change job.

## 9 – Assign Costing Allocations

- A. For Costing Allocation Level, select **Worker and Position**.
- B. Select Submit.
- C. Select Done.

*You have completed the change job process. This information now routes to a Student Employment Administrator for approval.*