Purpose: This document informs HRPs how to make data changes to student positions.

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

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.
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.
5 – **Modify Details (as necessary)**

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

![Attachments](image)

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 Coating 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.*