



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 sidebar menu on the left and a main content area on the right. The sidebar menu is titled 'Actions' and contains several categories: Time Management, Job and Personal Information, Compensation, Development, Performance Management, and Forms. The 'Job and Personal Information' category is expanded, showing a list of actions: Request Demotion 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 box highlights the 'Job and Personal Information' category, and a pink arrow points from it towards the right side of the slide.

2. Choose Job and Personal Information from the Business Actions menu and then click the appropriate application: 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

[Redacted]

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: [Dropdown]

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

Kennesaw State University 43000

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: [Redacted]

[Redacted]

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

Name  
Job Title  
Employee ID

Job Detail

Compensation Detail

Review &amp; Submit

10. Navigate  
to next step

Return to Questionnaire

Next &gt;

## Work and Job Information

\*Effective Date 03/06/2022

Reason Begin Acting Position

## 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

Location Kennesaw State University 430

Kennesaw State University 430

Job Title Mgr. Employee Data Service 315X89

Employee Data Specialist 647X11

Standard Hours 40.00

40.00

FTE 1.000000

1.000000

Full/Part Time Full-Time

Full-Time

Reports To Deputy CHRO, HR Operations 10034719

Mgr. Employee Data Service 10035789

Manager Name

## Related Information

Add Analytics

## Decision Support

Mgr. Resource Guide

Facilities Information &gt;

Compensation Guidelines &gt;

FAQ &gt;

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**

Hourly Salary	20.00 USD
Annual Rate	41,600.00 USD

**Current Information**

Hourly Salary	18.47 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		
<b>New Information</b>		<b>Current Information</b>	
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	
Location	Kennesaw State University 430	Kennesaw State University 430	
Job Title	Mgr, Employee Data Service 315X89	Employee Data Specialist 647X11	
Standard Hours	40.00	40.00	
FTE	1.000000	1.000000	
Full/Part Time	Full-Time	Full-Time	
Reports To	Deputy CHRO, HR Operations 10034719	Mgr, Employee Data Service 10034719	
Manager Name	[Redacted]	[Redacted]	
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

Decision Support

Manager Resource Guide

FAQ

Request Summary

<b>New Information</b>		<b>Current Information</b>	
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	