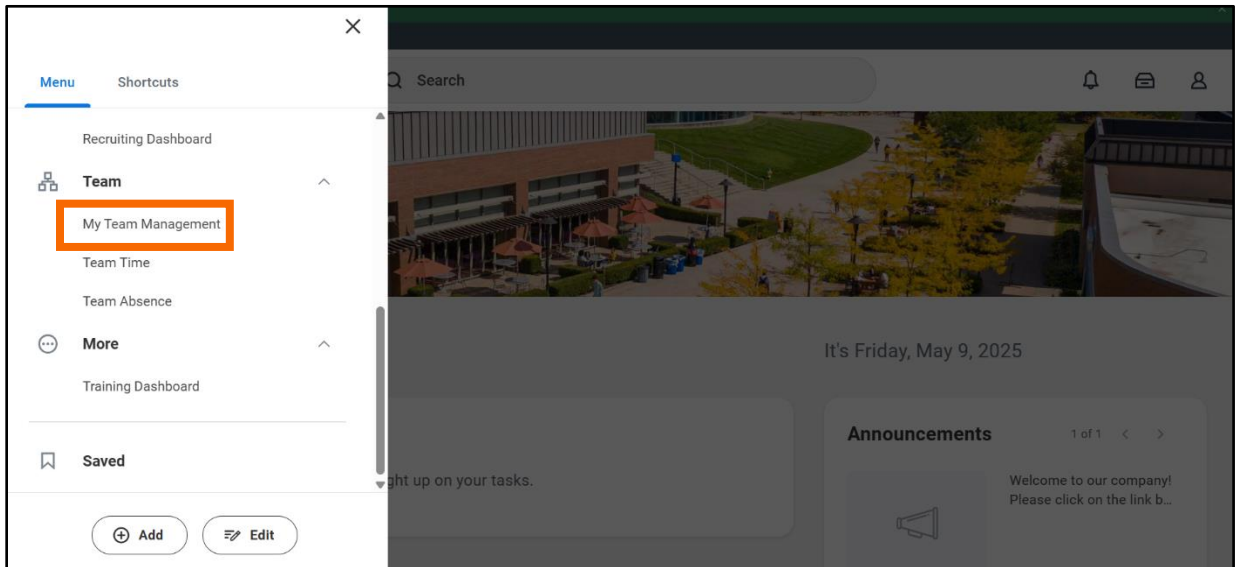


Change Job for Student Worker

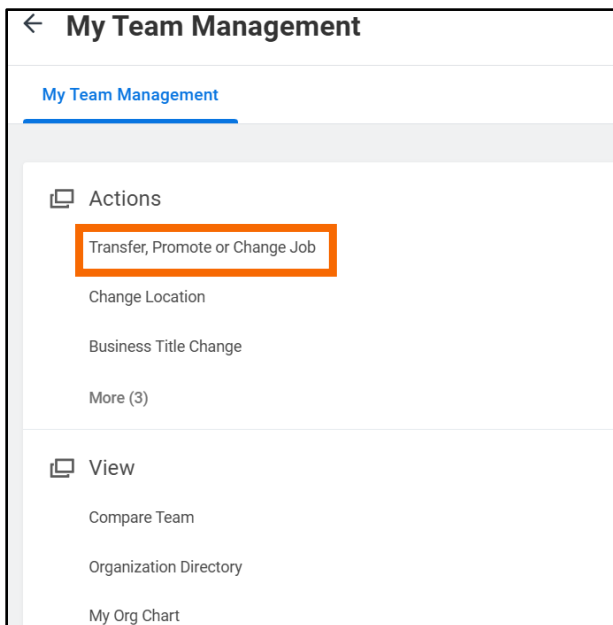
1. From the homepage, select the navigation **Menu** at the top left corner of the toolbar.



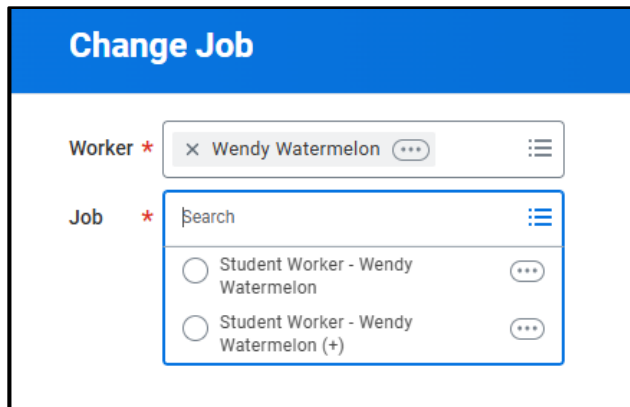
2. Select **My Team Management**.



3. Under **Actions**, select **Transfer, Promote or Change Job**



4. Select a **Worker** and the **Job** to change, then select **OK**.



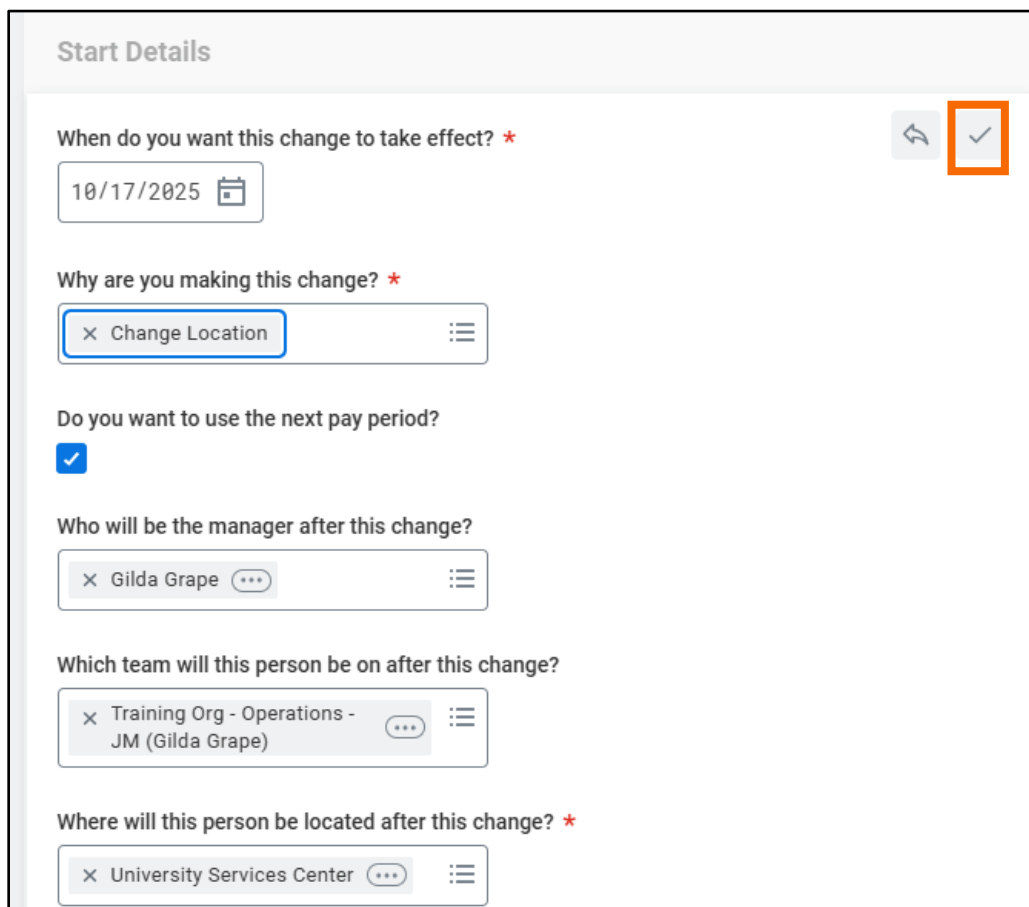
Change Job

Worker *

Job *

- ☐ Student Worker - Wendy Watermelon
- ☐ Student Worker - Wendy Watermelon (+)

5. To update the necessary field, select the pencil icon button.



Start Details

When do you want this change to take effect? *

Why are you making this change? *

Do you want to use the next pay period? ☒

Who will be the manager after this change?

Which team will this person be on after this change?

Where will this person be located after this change? *



Note: To save, select the checkmark icon. To undo, select the back arrow.

6. Select **Start**.
7. Select **Next**.

Note: Compensation wages are updated by the receiving manager.

8. Continue to review the information and proceed to Summary.
9. Review the **Summary** and then click **Submit**.