

Making Job Changes

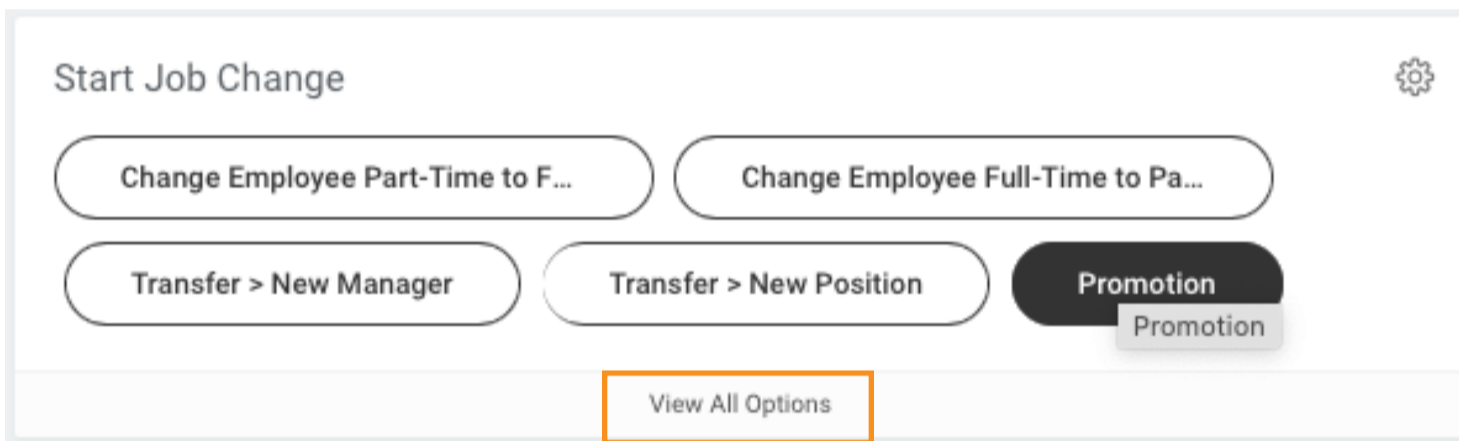
This document is interactive . When you see the star icon, click on your selection to find the relevant steps



1. Open **My Team Management** from the **Menu**.



2. Use the Start Job Change widget in the upper left corner to select the Job Change you're making.



Note: if the job change type you need isn't here, choose **View All Options**.

Job Change Types

★ **Status Change:**

- Change Employee Part-Time to Full-Time - move from 20 hrs/week to 40 hrs/week
- Change Employee Full-Time to Part-Time - move from 40 hrs/week to 20 hrs/week

★ **Transfers:**

- > New Manager
- > New Position
- > New Department
- > New Location

★ **Promotion** - moving to a position with a higher pay grade

★ **Lateral Move** - move to a new position on my team

★ **Demotion** - moving to a position with a lower pay grade

Status Change

Read the text before beginning the Job Change

Start Job Change

Please be aware that the following restrictions apply to promoted and transferred team members. You will need District Manager or Director approval to make any exceptions:

- Team member has been with GCNA at least 90 days
- Team member has not received a corrective action within the last 90 days
- Team member does not have a "Needs Improvement" score on a performance review in the last 6 months

Type the team member's name

Worker *

Do not change

Note: if you made the wrong selection, you can change this reason using the drop down menu

What do you want to do? *

Change Employee Part-Time to Full-Time

Location Details: Note Scheduled Weekly Hours (40 = FT, 20=PT)

Choose **OK**

OK Cancel

Choose the date the change will start

Start

Start Details

When do you want this change to take effect? *

03/10/2024 added

Why are you making this change? *

Part-Time to Full-Time added

Do you want to use the next pay period?

Yes added

Use the pencil to make changes

Choose **Start**

Start Cancel

Make sure all of the details are correct.

Start

Start Details

When do you want this change to take effect? *

03/19/2024 added

Why are you making this change? *

Part-Time to Full-Time added

Do you want to use the next pay period?

added

Job

Position

Job Requisition

(empty)

Job Profile

Job Profile *

Job Title

Location

Location Details

Choose **Submit**.

Submit Save for Later Cancel

Note: If you are interrupted, you can **Save for Later** and come back to this from **My Tasks**.

The Job Change will now go through the approval process. All updates will be in **My Tasks**.

Transfer

- > New Manager
- > New Position
- > New Department
- > New Location



- You can choose any of these types for a transfer as they all go through the same approval process.
- Choose the one that makes the most sense for the type of transfer that your team member is making

Read the help text before beginning the Job Change.

Start Job Change

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- Team member has been with GCNA at least 90 days
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- Team member does not have a "Needs Improvement" score on a performance review in the last 6 months

Type the team member's name

Worker *

Use the drop down menu to change this if you made the wrong selection.

What do you want to do? *

x Transfer > New Position

Choose **OK**.

OK Cancel

Use the pencil to edit the form with the appropriate information.

Start

Start Details

When do you want this change to take effect? *

Why are you making this change? *

- New Position added

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? *

Do you want to use the next pay period?

- Yes added



Choose **Start**

Start Cancel

Make sure all of the details are correct.

Start

Start Details

When do you want this change to take effect? *

Why are you making this change? *

- New Position added

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?

Do you want to use the next pay period?

- Yes added

Job

Position

Job Requisition

- (empty)

Job Profile

Job Profile *

Retail Merchandise Processor

Job Title

Retail Merchandise Processor

Business Title

Business Title

Retail Merchandise Processor

Choose **Submit**.

Submit Save for Later Cancel

Note: If you are interrupted, you can **Save for Later** and come back to this from **My Tasks**.

The Job Change will now go through the approval process. All updates will be in **My Tasks**.



Promotion

Read the help text before beginning the Job Change.

Start Job Change

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- Team member has not received a corrective action within the last 90 days
- Team member does not have a "Needs Improvement" score on a performance review in the last 6 months

Type the team member's name

Worker *

Do not change

What do you want to do? *

× Promotion

Note: if you made the wrong selection, you can change this reason using the drop down menu

Employee Visibility Date: What date do you want to display the new compensation rate to the team member?

Merit: Increase amounts are standard but subject to change.

OK Cancel

Use the pencil to edit the form with the appropriate information.

Start

Start Details

When do you want this change to take effect? *

Why are you making this change? *

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? *

Do you want to use the next pay period?

• Yes added

Choose **Start**

Start Cancel

Make sure all of the details are correct. Use the pencils to make any changes.

Start Details

When do you want this change to take effect? *

• 03/10/2024 added

Why are you making this change? *

• Promotion added

Who will be the manager after this change?

Blaine Dishong
Laurie Weber
Sonia Jennings

Which team will this person be on after this change?

75th Ave Store CSM (Blaine Dishong (Inherited), Sonia Jennings (Inherited), +1)

Where will this person be located after this change?

• 110062 - 75th Ave Store

Do you want to use the next pay period?

• Yes added

Job

Job Profile

Job Profile *

Retail Sales Associate

Job Title

Retail Sales Associate

Choose **Submit**.

Submit Save for Later Cancel

Note: If you are interrupted, you can **Save for Later** and come back to this from **My Tasks**.

The Job Change will now go through the approval process. All updates will be in **My Tasks**.

Lateral Move

Read the help text before beginning the Job Change.

Type the team member's name

Do not change

Note: if you made the wrong selection, you can change this reason using the drop down menu

Start Job Change

Please be aware that the following restrictions apply to promoted and transferred team members. You will need District Manager or Director approval to make any exceptions:

- Team member has been with GCNA at least 90 days
- Team member has not received a corrective action within the last 90 days
- Team member does not have a "Needs Improvement" score on a performance review in the last 6 months

Worker *

What do you want to do? *

× Lateral Move

OK Cancel

Choose **OK**.

Use the pencil to edit the form with the appropriate information.

Start

Start Details

When do you want this change to take effect? *

•

Why are you making this change? *

• Move to Another Position on My Team added

Do you want to use the next pay period?

• Yes added

Choose **Start**

Start Cancel

Make sure all of the details are correct. Use the pencils to make any changes.

Start

Start Details

When do you want this change to take effect? *

• 03/10/2024 added

Why are you making this change? *

• Move to Another Position on My Team added

Do you want to use the next pay period?

• Yes added

Job

Job Profile

Job Profile *

Retail Merchandise Processor

Job Title

Retail Merchandise Processor

Location

Location Details

Choose **Submit**.

Note: If you are interrupted, you can **Save for Later** and come back to this from **My Tasks**.

Submit Save for Later Cancel

Demotion

Read the help text before beginning the Job Change.

Start Job Change

Please be aware that the following restrictions apply to promoted and transferred team members. You will need District Manager or Director approval to make any exceptions:

- Team member has been with GCNA at least 90 days
- Team member has not received a corrective action within the last 90 days
- Team member does not have a "Needs Improvement" score on a performance review in the last 6 months

Type the team member's name

Worker *

Do not change

What do you want to do? *

x Demotion

Note: if you made the wrong selection, you can change this reason using the drop down menu

Employee Visibility Date: What date do you want to display the new compensation rate to the team member?

Merit: Increase amounts are standard but subject to change.

OK

Cancel

Choose **OK**.

Use the pencil to edit the form with the appropriate information.

Start

Start Details

When do you want this change to take effect? *

• |

Why are you making this change? *

• Decrease in Responsibility added

Who will be the manager after this change?

Which team will this person be on after this change?

;

Do you want to use the next pay period?

• Yes added

Choose **Start**

Start

Cancel

Make sure all of the details are correct. Use the pencils to make any changes.

Start

Start Details

When do you want this change to take effect? *

• 03/10/2024 added

Why are you making this change? *

• Decrease in Responsibility added

Who will be the manager after this change?

Blaine Dishong

Laurie Weber

Sonia Jennings

Which team will this person be on after this change?

75th Ave Store CSM (Blaine Dishong (Inherited), Sonia Jennings (Inherited), +1)

Do you want to use the next pay period?

• Yes added

Job

Position

Job Requisition

• (empty)

was 75th Ave Store CSM (Blaine Dishong (Inherited), Sonia Jennings (Inherited), +1)

Choose **Submit**.

Submit

Save for Later

Cancel

Note: If you are interrupted, you can **Save for Later** and come back to this from **My Tasks**.