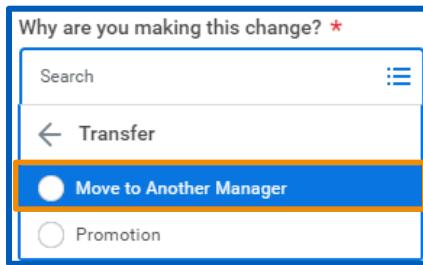


## MOVE WORKERS (SUPERVISORY)

### From the Employee's Worker Profile:

1. Click **Actions**.
2. Hover over **Job Change**.
3. Click **Transfer, Promote or Change Job**.
4. Select the applicable effective date.
5. Select "Transfer > Move to Another Manager" as the reason for the employee's move.



Why are you making this change? \*

Search

← Transfer

Move to Another Manager

Promotion

6. Replace your name with the name of the receiving manager.
7. Ensure the team auto populates correctly based on the receiving manager.



Note: If a team does not auto populate, the receiving manager more than likely manages more than one team; in this case, manually select the correct team within the data field.

8. Ensure the location is correct and manually update the data field, if necessary.
9. Click **Start**.
10. Select what to do with the opening left on your team.



Note: Do not close the headcount. If you plan to backfill the headcount, the position on your team the employee vacates will be left unfilled until it is either filled by another employee or HR closes the headcount. If you move this headcount to the new manager, your team's headcount will be reduced by one position and the receiving manager will have one position added to their team's headcount. More than likely, you will plan to backfill the headcount. Please reach out to HR with any of your questions about this step in the process.

11. Click **Next**.
12. Uploading supporting **Documents**, if applicable.
13. Click **Next**.
14. Review the move details and click the pencil icon to edit data fields that can be edited within that respective section.
15. Click **Submit**.



Note: At this point, HR takes additional action to complete the business process.