

Summer Grad's ONLY that will be changing annual periods (HR Contact instructions)

Change Job Daniel Chavez Actions

Change job is used for promotions, transfers, reclassifications, or changes in hours or work periods.

Discuss the change with department leadership and/or budget office prior to initiating this process. Manager should ensure appropriate approval and/or budget authority was received for a Change Job event.

Use the Edit Position Restrictions business process to update the position details and responsibilities before doing this Change Job if the employee position is being reclassified, promoted or demoted. Remember to consult relevant regulations prior to making the change.

Start

Start Details

When do you want this change to take effect? *

05/01/2018



Why are you making this change? *

Hours or Work Period Change

Who will be the manager after this change?

Marco Palma

Which team will this person be on after this change?

06111200 Agricultural Economics (Marco Palma)

Where will this person be located after this change? *

College Station AL-RSCH

Do you want to use the next pay period?

Yes

- This is only for Summer Grad's that will be changing from 4.5/9/10/11/12
- Start the BP by going to Employee's related actions tab/Job Change/Change Job
- Effective date MUST be 5/1/18
- Why are you making this change should ALWAYS be "Hours or Work Period Change"
- No other changes should be made on this screen
- Start

The screenshot displays a user interface for managing job information. On the left is a vertical sidebar with a progress indicator at the top (a bar with an orange segment on the left and a yellow segment on the right). The sidebar contains the following menu items: Start, Job (highlighted in blue), Location, Details, Attachments, Organizations, Compensation, and Summary. The main content area is titled "Job" and contains three stacked white panels, each with a pencil icon in the top right corner for editing:

- Position**
 - Position: A97749 Graduate Assistant - Research
 - Do you want to create a new position?
 - Close the current position?
No
- Job Profile**
 - Job Profile *: Graduate Assistant - Research
 - Job Title: Graduate Assistant - Research
- Business Title**
 - Business Title: Graduate Assistant - Research

- No changes are made on this screen for Position, Job Profile and Business Title
- Next

Start

Job

Location

Details

Attachments

Organizations

Compensation

Summary

Location

Location Details

Location * 

College Station AL-RSCH

Scheduled Weekly Hours

20

- No changes are made on this screen for Location
- Next

Start

Job

Location

Details

Attachments

Organizations

Compensation

Summary

Details

Job Classifications

Additional Job Classifications 

Administrative

Employee Type * 
Graduate Assistant

Time Type *
Part time

Pay Rate Type
Salaried

Location Weekly Hours
40

Default Weekly Hours
40

FTE
50%

Job Exempt
Yes

- No changes are made to Job Classifications and Administrative

Academic

Annual Work Period

9 Month (September 1 - May 31)



Work Period Percent of Year

75%

Disbursement Plan Period *

9 Month (September 1 - May 31)

- Annual Work Period and Disbursement Plan Period should be changed to reflect their new period
 - Example: A 12 month could be changed to 9 month
 - Example: A 9 month could be changed to 12 month
- Next

Organizations

Start

Job

Location

Details

Attachments

Organizations

Compensation

Summary

Company

Company *

Texas A&M Agrilife Research

Other

TAMUS System Member Part

06 Texas A&M AgriLife Research

- No changes are made on this screen for Company and Other
- Next

Compensation

Start

Job

Location

Details

Attachments

Organizations

Compensation

Summary

Employee Visibility Date

Employee Visibility Date 

Total Base Pay

Total Base Pay

- 0.00 USD Annual (100% FTE: 0.00) was 19,200.00 USD Annual (100% FTE: 38,400.00)

Guidelines

Pay Range

15,120.00 - 20,160.00 - 25,200.00 USD Annual 

Compensation Package

TAMUS Compensation Package

Grade

1

Grade Profile

System Level Structure

Step

(empty)

Progression Start Date

(empty)

- No changes are made to Employee Visibility Date, Total base Pay, Guidelines
- See Next page for Salary

Salary

Assignment Details
✘ 3,200.00 USD Monthly (Prorated: 1,600.00) removed 

Plan Name
Salary

Effective Date
✘ 09/01/2017 removed

- Reinstatement the salary by clicking on the back arrow (notice the red marks)

Salary

Assignment Details
3,200.00 USD Monthly (Prorated: 1,600.00)  

Plan Name
Salary

Effective Date
09/01/2017

- This is the updated view
- Next
- This will take the department to a consolidated review before submitting for approvals
- Submit