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

- 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
• No changes are made on this screen for Position, Job Profile and Business Title
• Next
• No changes are made on this screen for Location
• Next
• No changes are made to Job Classifications and Administrative
• Annual Work Period and Disbursement Plan Period should be changed to reflect their new period
  o Example: A 12 month could be changed to 9 month
  o Example: A 9 month could be changed to 12 month
• Next
• No changes are made on this screen for Company and Other
• Next
● No changes are made to Employee Visibility Date, Total base Pay, Guidelines
● See Next page for Salary
• Reinstate the salary by clicking on the back arrow (notice the red marks)

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