
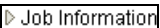
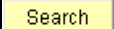


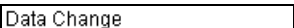

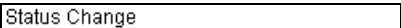







## Part-time Status Change

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Job Information</b> link. 
3.	Click the <b>Job Data</b> link.
4.	Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the <b>Search</b> button.  If multiple employee records are listed, click on the appropriate employee record to continue. 
6.	Click the <b>Plus (+) key</b> to add a new job row. 
7.	Enter <b>Effective Date</b> of the status change.
8.	The <b>Sequence</b> field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change.
9.	Click the drop down arrow to select from the <b>Action</b> list. 
10.	Click the <b>Data Change</b> list item. 
11.	Click the Drop Down Arrow to select from the <b>Action/Reason</b> list. 
12.	Click the <b>Status Change</b> list item. 
13.	If information on the Position Data Table has been updated, the position number must be deleted and re-entered to populate the changed into the appropriate fields in Job Data. This is a three-step process:  Step 1: Blank out the position.
14.	Step 2: Tab out of the Position Number field.
15.	Step 3: Re-enter the Position Number.

16.	Click the <b>Job Information</b> tab. 
17.	Review information on the panel for accuracy.  <b>Standard Hours</b> defaults from Position Data. To change this field, it must first be first be opened for editing by clicking the <b>Override Position Data</b> button on the Work Location panel.  
18.	Click the drop down arrow to select from the <b>Part-Time Status</b> list. 
19.	Click the <b>Ben Reg</b> list item.  <b>NOTE:</b> The information in the Benefit Program Participation section of this page will update programmatically after the benefit event has been closed. 
20.	Click the <b>Save</b> button. 
21.	<b>End of Procedure.</b>