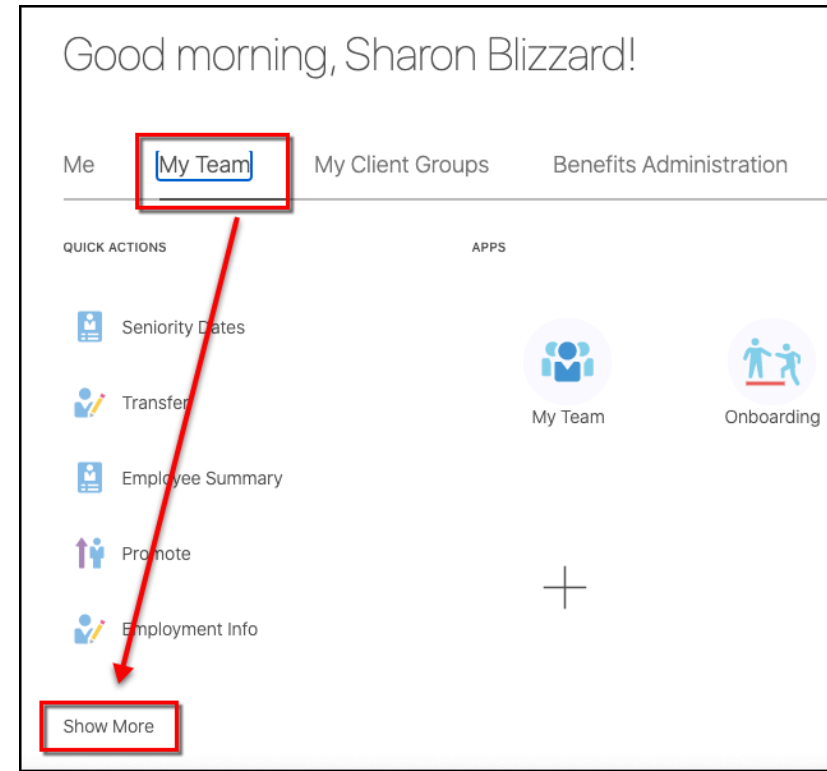
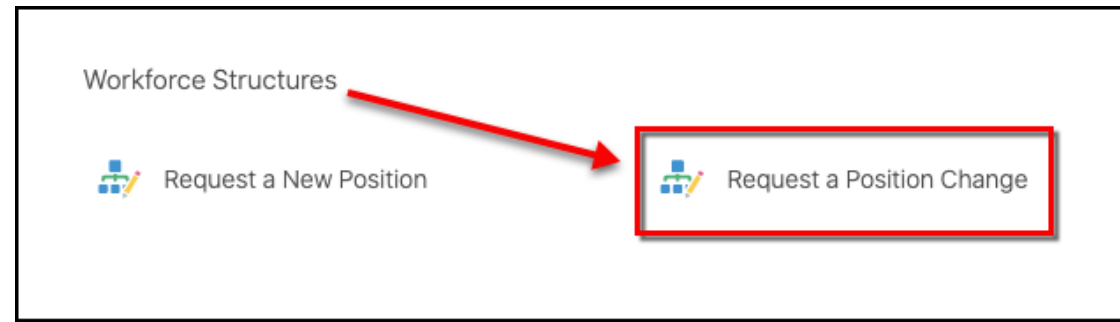


Note: To enable **On-Call Paycodes** for DBT and TFCO staffed positions, the position's department will need to be changed to **Dialectical Behavior Treatment and Satellite** or **Treatment Foster Care Oregon** respectively

1. From the **My Team** tab, click **Show More**



2. Under **Workforce Structures**, click **Request a Position Change**



3. Search for and select the desired position to be updated

Request a Position Change

Positions

× 🔍

Show Filters
Effective As-of Date
On or after 12/31/20
Status
Active
×

Sort By Name - A to Z ▼

Mental Health Ther - Ma 1695		
Parent Position Coordinator 2A	Incumbents	▼
Mental Health Ther - Ma 1898		
Parent Position Coordinator 2A	Incumbents	▼

4. Enter the **start date** for the position change
5. Select **Position Data Change**
6. Click **Continue**

1 When and Why

*When does the position change start?
📅

*What's the reason for this request?
▼

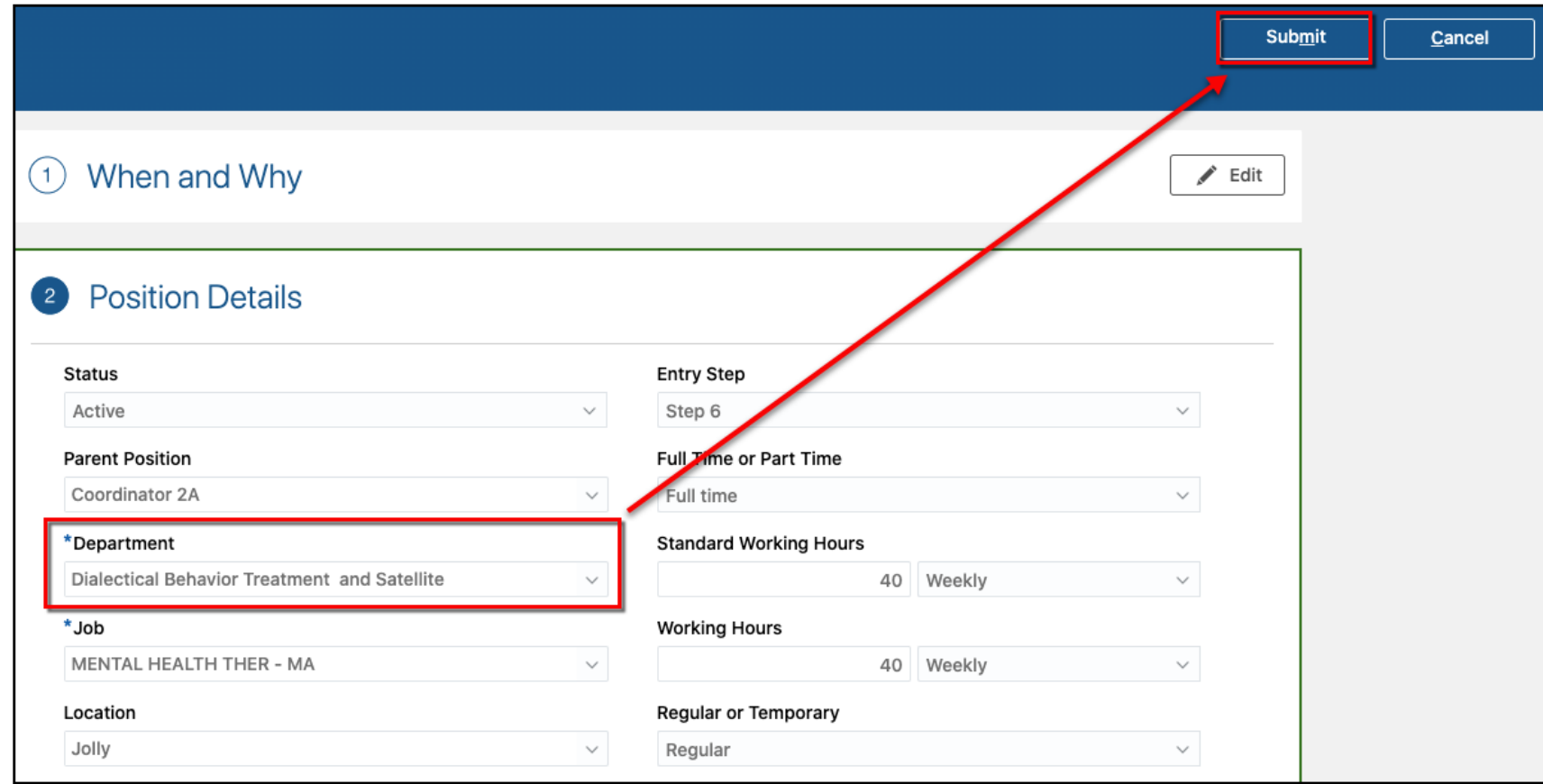
Continue

7. Change the department to either **Dialectical Behavior Treatment and Satellite** or **Treatment Foster Care Oregon** accordingly

8. Click **Submit**

Note: The position change request will be routed to the Director and CHRO for review and approval.

End of Procedure



The screenshot shows the 'Position Details' section of the MSS form. The 'Department' dropdown menu is highlighted with a red box and contains the text 'Dialectical Behavior Treatment and Satellite'. A red arrow points from this dropdown to the 'Submit' button in the top right corner of the form. The 'Submit' button is also highlighted with a red box. The 'Cancel' button is located next to it. The form includes various other fields such as 'Status' (Active), 'Entry Step' (Step 6), 'Parent Position' (Coordinator 2A), 'Full Time or Part Time' (Full time), 'Standard Working Hours' (40 Weekly), 'Working Hours' (40 Weekly), and 'Regular or Temporary' (Regular).