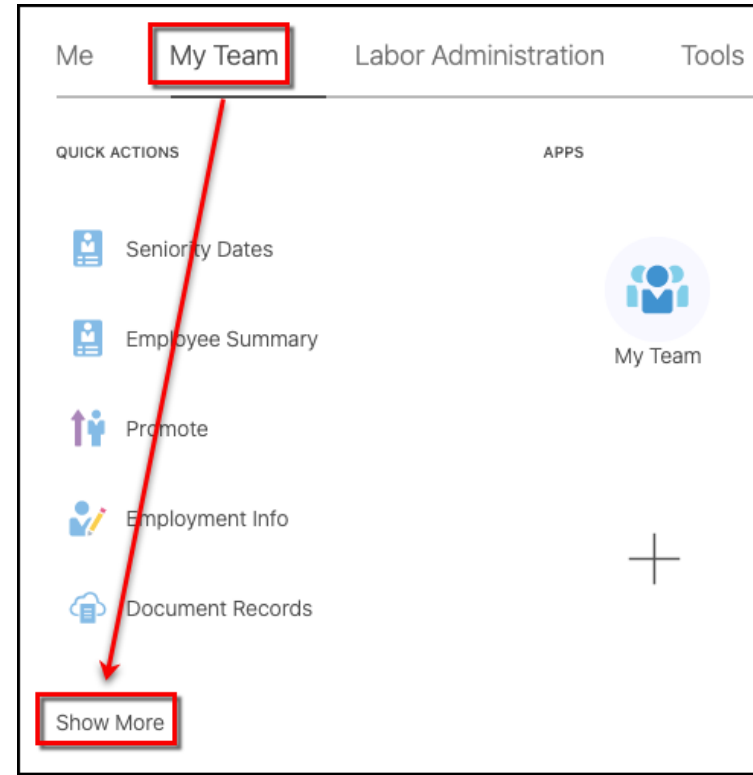
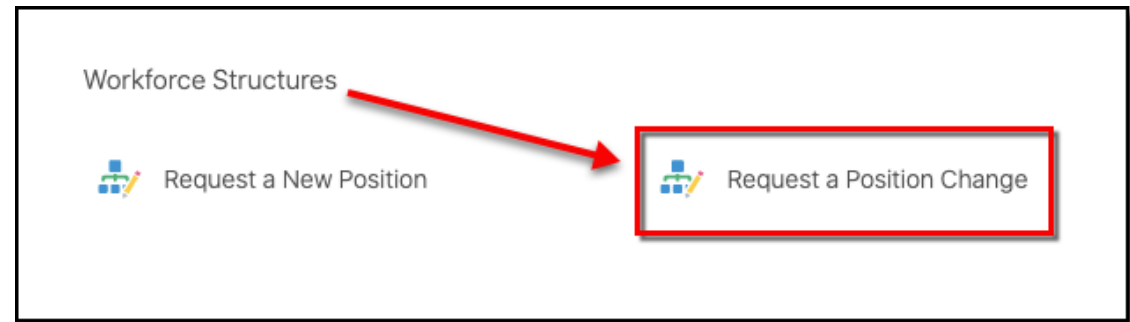


1. From the **My Team** tab, click **Show More**



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



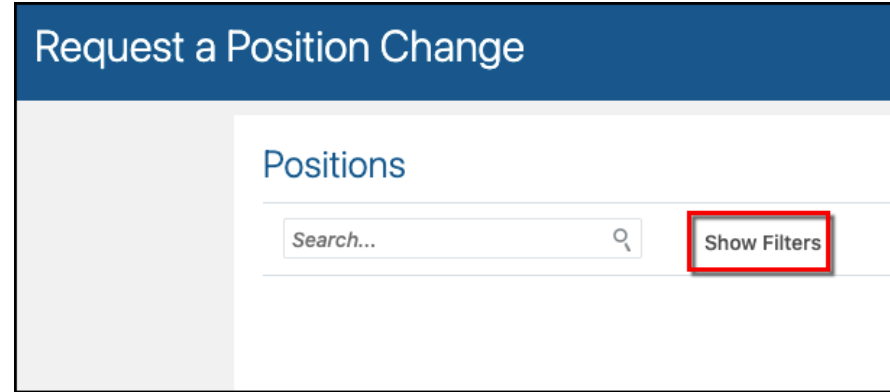
3. **Search** for the position

OR

Click **Show Filters**


4. Use any of the filters to identify the **position** being changed

Note: The example to the right illustrates a search for the position using **Position Code**.

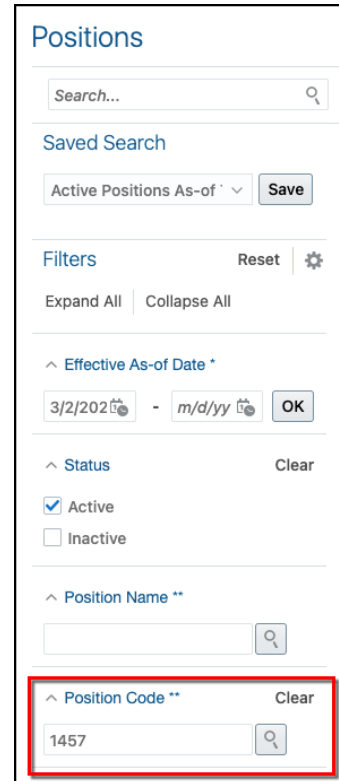


Request a Position Change


Positions

Search... 


Show Filters





Positions

Search... 



Saved Search


Active Positions As-of  Save

Filters  

Expand All | Collapse All

^ Effective As-of Date *


3/2/2022  - m/d/yy  OK


^ Status  Clear


☒ Active

☐ Inactive

^ Position Name **



^ Position Code **  Clear

1457 

5. Click into the position title


Positions

Search... Hide Filters | Effective As-of Date On or after 3/2/21 Status Active X >>

Saved Search Sort By Name - A to Z

Active Positions As-of Save

Client Services Spclst Ba 1457

Filters Reset 

Expand All Collapse All

Parent Position Coordinator 2A Incumbents Bengal, Amber

Effective As-of Date * 3/2/2021 - m/d/yy OK

Status Clear

6. Enter the effective **date** of the position name change

7. Enter the **reason** for the change request (**Position Data Change**)

8. Click **Continue**

1 When and Why

*When does the position change start? 3/5/21

*What's the reason for this request? Position Data Change

Continue

9. Click in the **Name** field and update the position name accordingly
10. Complete any other updates needed for the position change
11. Click **Submit**

End of Procedure

Position Change

Submit

Cancel

Position Ba (1457)

1 When and Why

Edit

2 Position Details

Status

Active

Parent Position

Coordinator 2A

*Name

Client Services Spclst Ba

*Department

FF Supportive Services

Entry Step

Step 2

Full Time or Part Time

Full time

Standard Working Hours

40

Weekly

Working Hours

40

Weekly