

## Status Change Functions in Connect

<b>Function</b> (that was in previous Status Change system)	<b>Who Initiates in Connect</b>	<b>Where in Connect</b>	<b>Description in Connect</b>	<b>Resources</b>
<b>New Hire Re-hire Transfer Promotion</b>	Applicant	Me/Current Jobs (For external applicants, link will be on CMHA-CEI public web site)	Applicants apply for the opening. Connect guides the process, including gathering information, approvals and notifications. The open position and applicant records are updated as approved.	-Searching for and Applying to a Job (pdf)  Note: Before applicants can apply, Manager needs to email HR-Hiring-Staff@ceicmh.org to request the posting and identify who it will be replacing.
<b>Temporary Assignment: Out of Class Increase Hours</b>	Manager	Out of Class: My Team/Show More – Compensation/Individual Compensation Increase Hours: My Team/Show More – Absences/Work Schedule Assignment	Connect guides the process, including gathering information, approvals and notifications.	Out of Class: -Maintaining my Team Member's Individual Compensations (pdf) Increase Hours: Updating a Team Members' Work Schedule Assignment (video)
<b>Leave of Absence LOA Extension Return to Work</b>	Manager or HR	My Team/Show More – Absence/Add Absence	Connect guides the process, including gathering information,	-Requesting an Absence on Behalf of a Team Member (video)

		Note: Approvals for intermittent leave can be found on the employee's Skills & Qualifications	approvals and notifications. Return to work is automatic based on the leave or extension end date.	
<b>Reclass</b>	Manager	Contact HR		
<b>Termination</b>	Manager	My Team/Quick Actions/Terminations	Connect guides the process, including gathering information, approvals and notifications.	
<b>Position Control: New Position Change Position</b>	Manager	My Team/Show More – Workforce Structure- Request a New Position or Request a Position Change	Connect guides the process, including gathering information, approvals and notifications.	-Requesting a new Position (video) -Manager Driven Reclassification (video)
<b>Non-Employees: New Hire Termination</b>	Manager	My Team/New Person- Add Non-Worker My Team/Quick Actions/Terminations	Non-employees will follow the same process as employees for onboarding and termination.	