
Connect

Status Changes

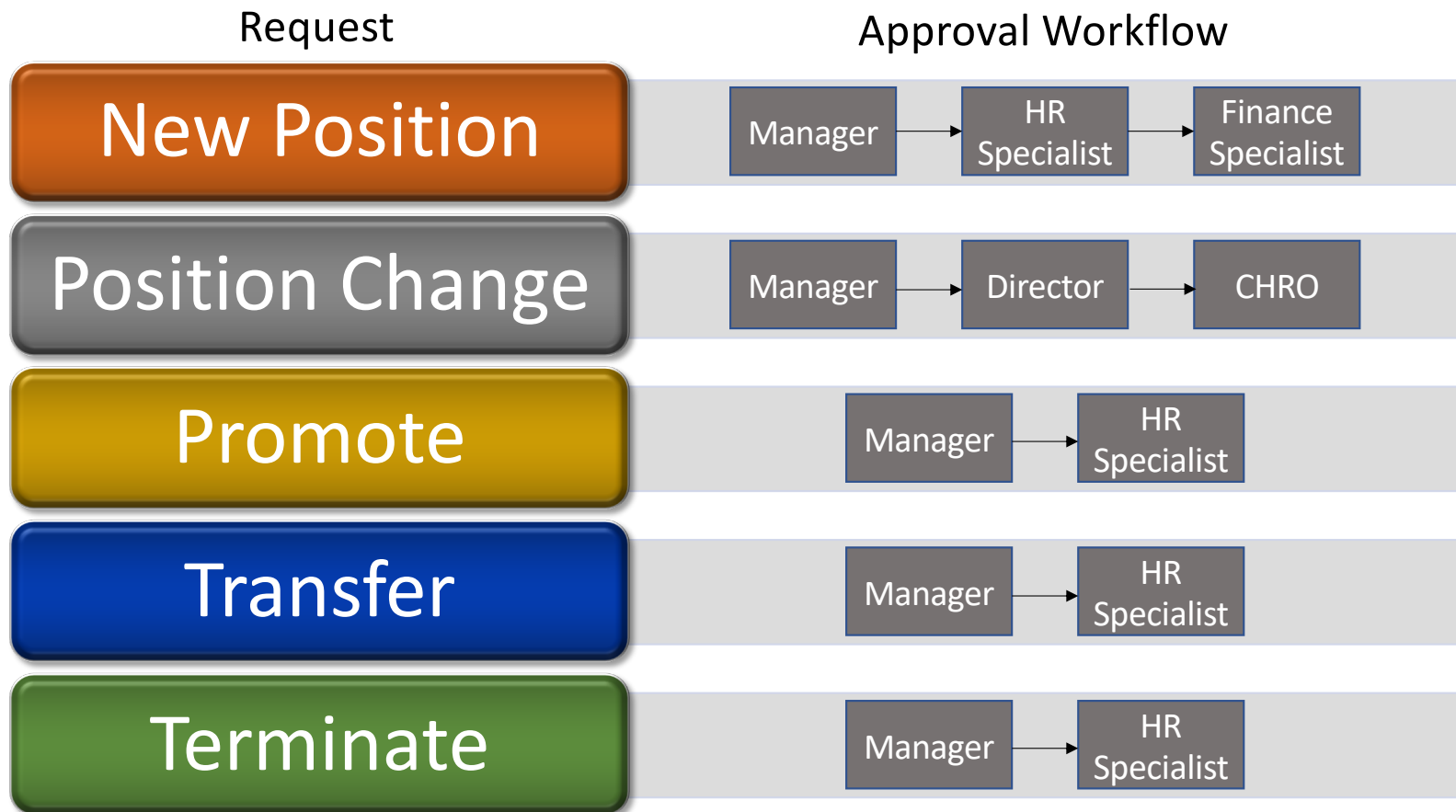


Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

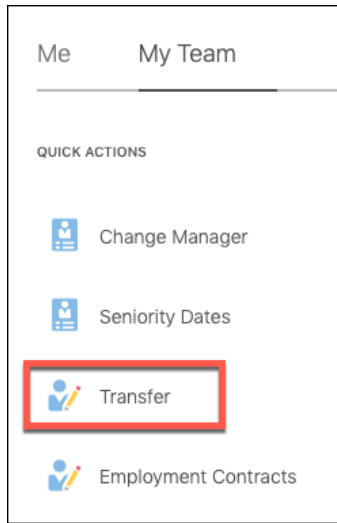
Connect



Manager Status Change Requests

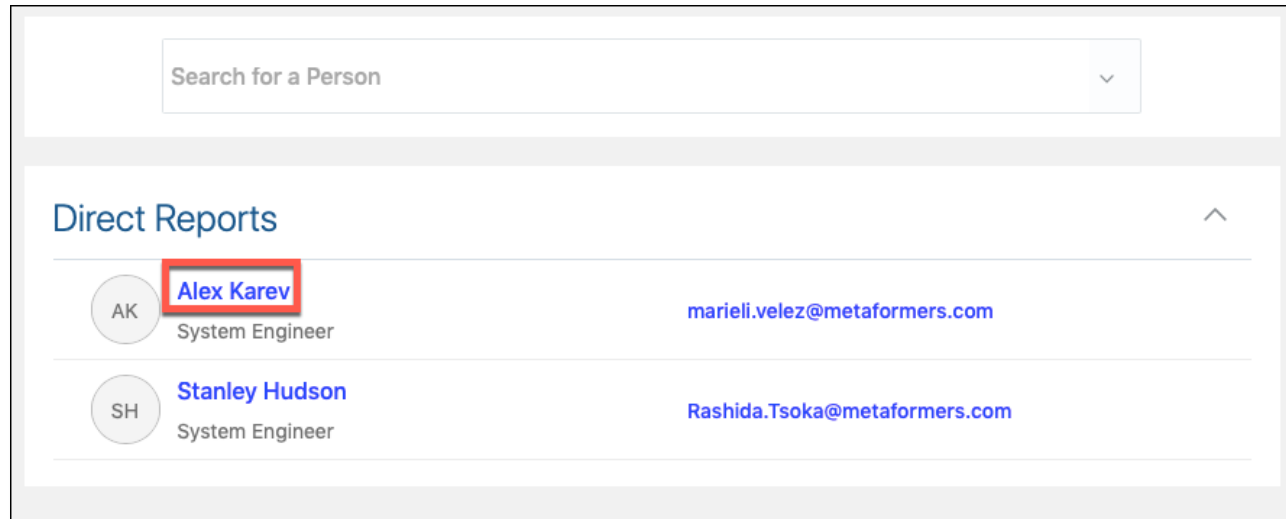


Manager Submits a Transfer Request



1. Logged in as a Manager, select **My Team**, then select the desired Status Change.

2. Select the employee for which the status change will apply.



Manager Submits a Transfer Request Cont.

3. Select the applicable tiles to build the online form that will be filled out to complete the status change.
4. Click Continue.

What info do you want to manage?

☒ Managers	☒ Salary
☒ Compensation	☒ Direct Reports
☒ Comments and Attachments	

Continue Cancel

Manager Submits a Transfer Request Cont.

5. Enter the data into each section of the form.
6. Click Continue to move to the next section.

1 When and Why

*When does the transfer start?

8/13/2020

Why are you transferring Alex Karev?

In Lieu of Layoff

Why are you making changes to direct reports?

Change of Location of Manager

Continue

2 Transfer

3 Managers

4 Salary

Manager Submits a Transfer Request Cont.

① When and Why

② Transfer

***Business Unit**
al Health Authority of Clinton, Eaton, Ingham Counties BU

Job
System Engineer

Business Title
System Engineer

Department
Information Systems

Location
Jolly

Submit Cancel

Continue

③ Managers

④ Salary

⑤ Compensation

⑥ Direct Reports

⑦ Comments and Attachments

7. Complete each section accordingly.
8. When finished, click Submit to send for approval.



Remaining Status Change Functions

Note: Other Status Change transactions function very similarly as Transfer and will be covered in more detail during training.