HCM: Change Hours/Time Type/Employee Type

Use this job aid to change a worker's scheduled weekly hours, time type (FT/PT), work shift, or employee type (reg/temp). No other changes can be made with this reason.

 Navigate to the search bar > type Change Hours. Select Change Hours/Time Type/Shift/Employee Type from the tasks.

Q	change hours	\otimes
1	Change Hours/ Time Type/Shift/Employee Type Task	

2. This will open the **Start Job Change** page. In the **Worker** field, enter the **Team Member's** name. The **What do you want to do** field will default as Change Hours/Time Type/Shift/Employee Type. **Click** the **Ok** button. This will move to the **Start** Page.

	the start of a pay period. Please select the appropriate sunday effective date.
Refer to the <u>Start Job Change Job</u> <u>Connect</u> .	Aid or Start Job Change Video for additional details. Additional job aids are available on the Workday Page on BJs.
For Club Promotions and Demotion	is (excluding Optical), please use the Change Job Calculator for Compensation.
	A
Worker *	
× Tonya Team-Member	117 ·
(111444)	
ut - 1	
what do you want to do? *	
Change Hours/Time Type/Shift/Employee Type	
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.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Used to change a worker's schedul	ed weekly hours, time type (FT/PT), work shift, and/or employee type (regular/temporary).
Used to change a worker's schedul Temporary employee type indicate: assignment.	ed weekly hours, time type (FT/PT), work shift, and/or employee type (regular/temporary). s seasonal or a short term working period. Temporary employee type should NOT be used for TMs taking a temporary

NOTE: NOTE: A red asterisk ***** indicates the field must be completed.

In the top right corner, a **Help Available** message appears. Click **Show Me** to display question mark icons next to selected fields throughout the process. Clicking the question mark displays additional instruction/guidance for that field.



When do you want this chan	ge to take effect? *	
09/24/2023 🖬 ?	Changes default to Sunday and should remain Sunday dates.	×

- 3. In the **Start Details** section, the questions will be prepopulated with the below. Click the pencil icon *⊘* to edit information.
 - a. When do you want this change to take effect? when the change will take effect. All job changes are required to start on a Sunday. Choose the appropriate Sunday date.

Start		
Start Details		
When do you want this change to take effect? *	\$ ~	
Why are you making this change? *		
Change Hours/Time Type/Shift/Employee Type		
Do you want to use the next pay period?		



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- b. Why are you making this change defaults to Change Hours/Time Type/Shift/Employee type from the previous page.
- 4. Click the **Start button to continue. Note:** The Job Change screen will refresh.
- 5. In the **Location** section, the hours or shift the team member will be working are selected.

ocation		
Location Details		
Location *		\$ ~
Search	:≡	
× Oneonta, NY #0303 …		
Scheduled Weekly Hours		
37.5		
Work Shift *		
× Club (United States of America)	:=	

- a. **Location** the location cannot be changed with this reason. If you need to change a Team Members location, cancel this transaction, and select Transfer.
 - b. Scheduled Weekly Hours are the hours the team member is scheduled to work each week. Update if needed.
 - c. **Work Shift** is the shift the team member will be working. Update if needed.
- 6. The **Administrative Details** section populates based on the position.

etails	a. Employee Type - choose
	Regular or Temporary.
Administrative	Update if needed.
Feedbauer Tures	b. Time Type - Choose Full
	Time or Part-Time. Update if
search :=	needed.
× Regular	a. Default Weekly hours -
Time Type *	The Default Weekly hours
× Part time :Ξ	should be equal to the
	scheduled weekly hours if the
Location Weekly Hours	Team Member is Full Time
40	(36 hours or more per week),
Default Weekly Hours	or the Default Weekly Hours
40	should be 40 if the Team
	Member is Part Time.
	Member is Part Time.

7. **Click** the **Submit** button. This submits the transaction to the next approver. The review and approval process varies based on the reason and details of the job change.