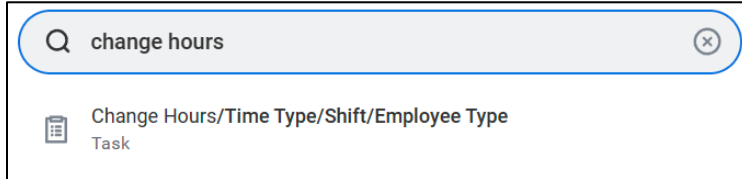


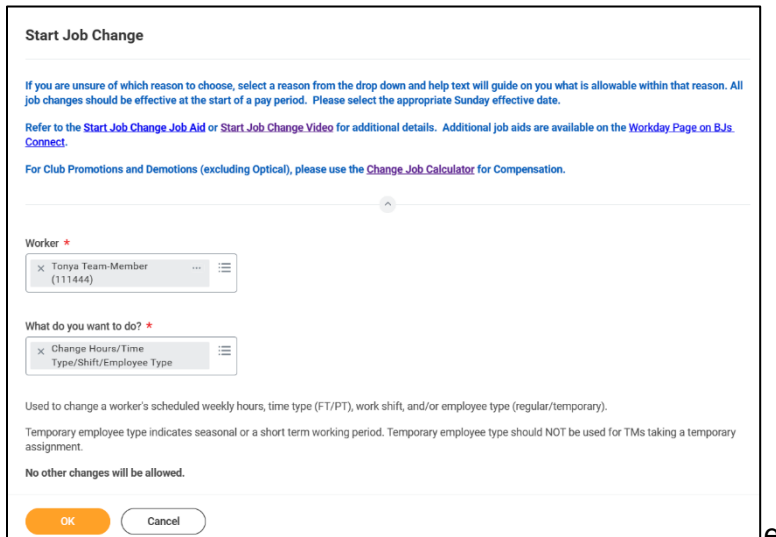
HCM: Change Hours/Time Type/Employee Type


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.**

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

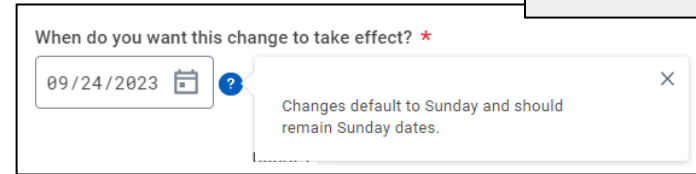
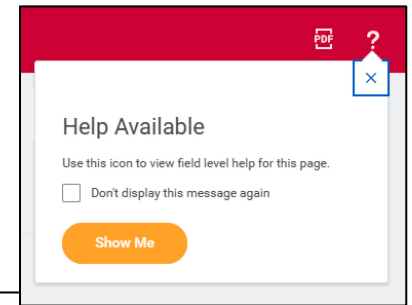



2. This will open the **Start Job Change** page. In the **Worker** field, enter the **Team Member's** name. The **What do you want to do** field will default as Change Hours/Time Type/Shift/Employee Type. **Click the Ok** button. This will move to the **Start** Page.

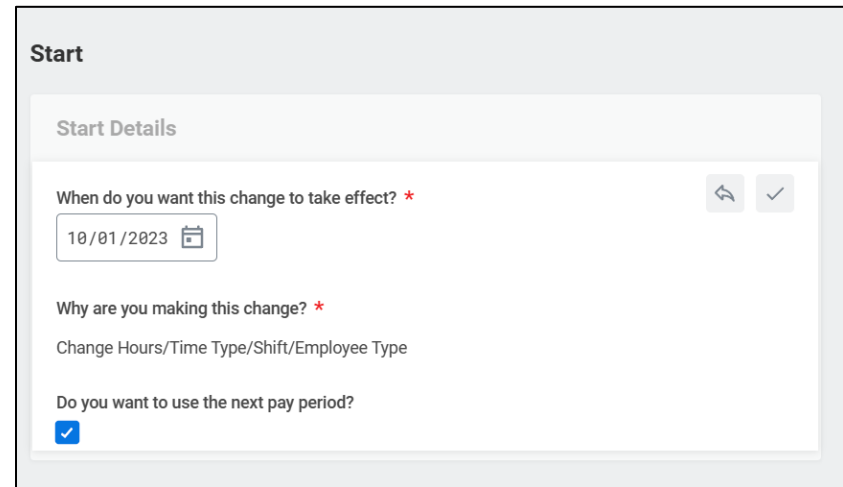


 **NOTE: NOTE: A red asterisk *** indicates the field must be completed.

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.



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.



HCM: Change Hours/Time Type/Employee Type

- 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.

Location

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.

Details

Administrative

Employee Type *

Search

× Regular

Time Type *

× Part time

Location Weekly Hours

40

Default Weekly Hours

40

- a. **Employee Type** - choose Regular or Temporary. Update if needed.
 - b. **Time Type** - Choose Full Time or Part-Time. Update if needed.
 - a. **Default Weekly hours** - The Default Weekly hours should be equal to the scheduled weekly hours if the Team Member is Full Time (36 hours or more per week), or the Default Weekly Hours should be 40 if the Team 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.