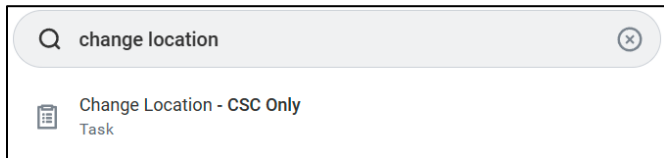


HCM: Change Location - CSC Only

Use this job aid to change the location of a CSC or Remote Team Member between CSC and Remote locations only. **No other changes can be made with this reason.**

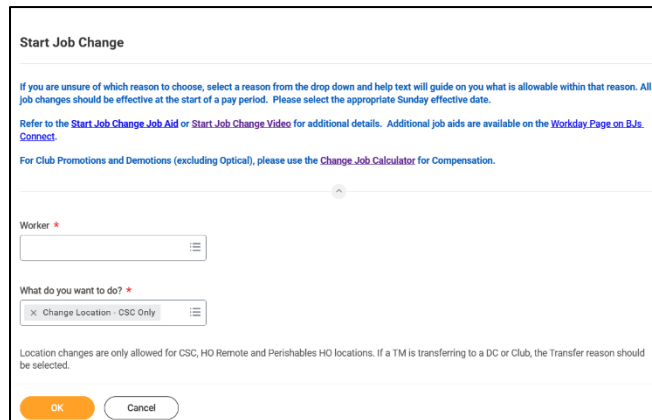
If you need to move the Team Member to a non-CSC or Remote location, use the **Transfer** job aid for instructions.

1. Navigate to the search bar > type **Change Location**. Select **Change Location – CSC Only** from the tasks.




A search bar containing the text "change location" with a magnifying glass icon on the left and a close button on the right. Below the search bar, a dropdown menu is open, showing a single item: "Change Location - CSC Only" with a document icon to its left.

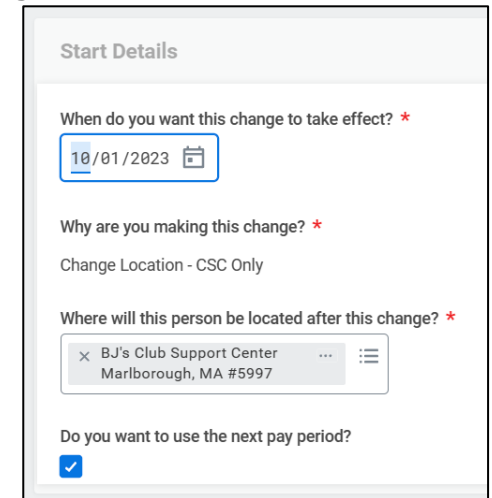
2. This will open the **Start Job Change** page. In the **Worker** field, enter the **Team Member's name**. The **What do you want to do** will default as **Change Location – CSC only**. **Click the Ok** button. This will move to the **Start** page.



The "Start Job Change" form contains the following elements: a title bar "Start Job Change"; a paragraph of instructions: "If you are unsure of which reason to choose, select a reason from the drop down and help text will guide you on what is allowable within that reason. All job changes should be effective at the start of a pay period. Please select the appropriate Sunday effective date. Refer to the Start Job Change Job Aid or Start Job Change Video for additional details. Additional job aids are available on the Workday Page on B.J.s Connect. For Club Promotions and Demotions (excluding Optical), please use the Change Job Calculator for Compensation."; a "Worker" field with a red asterisk and a dropdown menu; a "What do you want to do?" field with a red asterisk and a dropdown menu showing "Change Location - CSC Only"; a note: "Location changes are only allowed for CSC, HO Remote and Perishables HO locations. If a TM is transferring to a DC or Club, the Transfer reason should be selected."; and "OK" and "Cancel" buttons at the bottom.

4. In the **Start Details** section, the questions will be pre-populated with the below. Click the pencil icon  to edit information.

- a. **When do you want this change to take effect?** when the Location Change will take effect. All job changes are required to start on a Sunday. Choose the appropriate Sunday date.
- b. **Where will this person be located after this change?** Defaults to the Team Member's current location. Update the location to the CSC or a Remote Location only. No other location changes can be made within this transaction.



The "Start Details" form contains the following elements: a title bar "Start Details"; a question "When do you want this change to take effect?" with a red asterisk and a date picker showing "10/01/2023"; a question "Why are you making this change?" with a red asterisk and the answer "Change Location - CSC Only"; a question "Where will this person be located after this change?" with a red asterisk and a location dropdown menu showing "BJ's Club Support Center Marlborough, MA #5997"; and a question "Do you want to use the next pay period?" with a checked checkbox.

5. Click the **Start** button to continue. Note: The Job Change screen will refresh.
6. In the **Location Details** section, review the location to ensure accuracy.

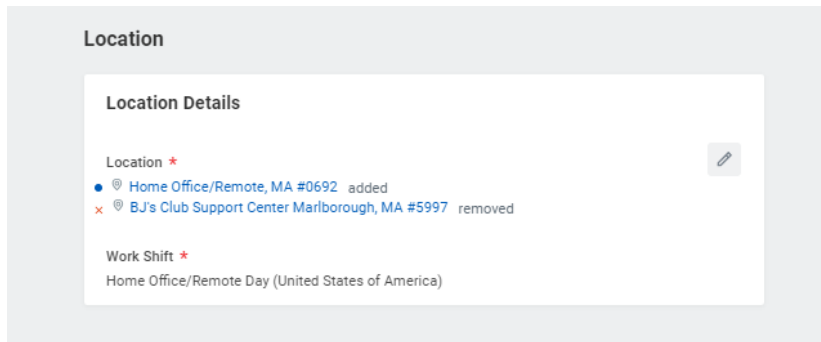


NOTE: A red asterisk * indicates the field must be completed.

HCM: Change Location - CSC Only

a. **Location** – location of the Team Member after the change,

this will default from the location entered in the previous screen.



Location

Location Details

Location *

• Home Office/Remote, MA #0692 added

× BJ's Club Support Center Marlborough, MA #5997 removed

Work Shift *

Home Office/Remote Day (United States of America)

The updated

location will display a blue circle next to it and the previous location will display a red x. Confirm the location is correct.

Click the pencil icon to make any further changes.

b. **Work Shift** – should not be changed with this reason.

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.