HCM: End Temporary Assignment – Remaining in Position

Use this job aid to initiate an End Temporary Assignment for your Team Members that will no longer be temporarily covering in an "acting" capacity and will be remaining in the position **permanently**.

The only change that can be made within this transaction is to remove the Temporary Assignment classification.

Job Change

Navigate to the search bar > type End Temporary Assignment
 – Remaining in Position. Select End Temporary Assignment

- Remaining in Position from Tasks.
 Q
 End Temporary Assignment Remain

 Image: End Temporary Assignment - Remaining in Position 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**

will default as	×
End	Start Job Change
Temporary	If you are unsure of which reason to choose, select a reason from the drop down and help text will guide on you 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.
Assignment	Refer to the <u>Start Job Change Job Aid</u> or <u>Start Job Change Video</u> for additional details. Additional job aids are available on the <u>Workday Page on BJa</u> Connect-
– Remaining	For Club Promotions and Demotions (excluding Optical), please use the <u>Change Job Calculator</u> for Compensation.
in Position.	•
Click the OK	Worker ★
Dutton. I his	What do you want to do? *
will move to	× End Temporary Assignment - III Remaining in Position
the Start	Used to indicate the end date for when a worker is no longer temporarily covering for another position in an 'acting' capacity and are remaining in the po- sition permanently. The only change that can be made within this transaction is to remove the Temporary Assignment job classification.
F9	OK Cancel



NOTE: A red asterisk \star 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.



	X
Changes default to Sunday and should	
	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 the change to take effect when the Temporary Assignment will take effect. All job changes are required to start on a Sunday.



defaults to **End Temporary Assignment – Remain in Position** from the previous page.



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- 4. **Click** the **Start** button to continue. **Note:** The Job Change screen will refresh.
- 5. In the Job **Classifications** section, the classification for Temporary Assignment is listed and must be removed as the team member is no longer acting in a temporary capacity. If the Temporary Assignment classification is not removed, an error message will appear when the transaction is submitted.



6. **Click** the **Submit** button. This submits the transaction to the next approver. The review and approval process varies based on the reason and compensation details of the job change. The Current Manager, Receiving Manager, HR Partner, and Compensation Partner are commonly involved in job change processes.

