

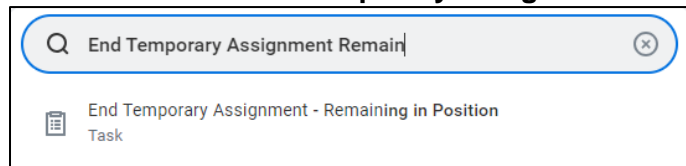
HCM: End Temporary Assignment – Remaining in Position

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**.

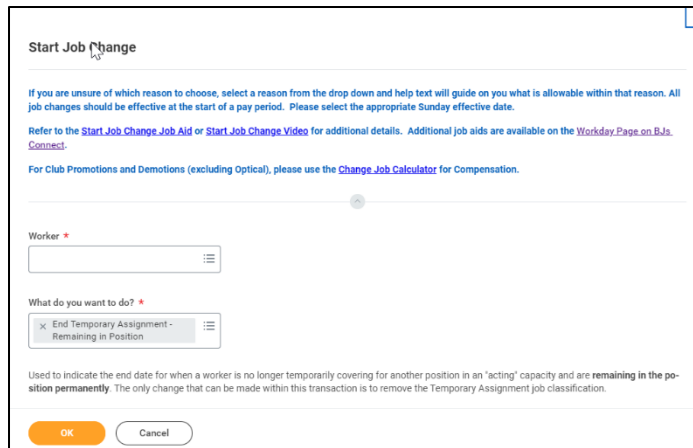
The only change that can be made within this transaction is to remove the Temporary Assignment classification.

Job Change

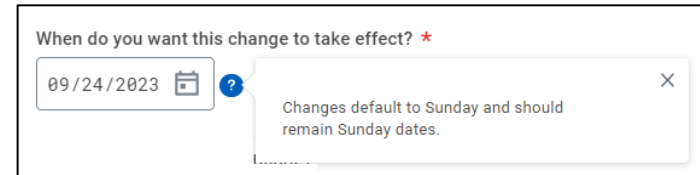
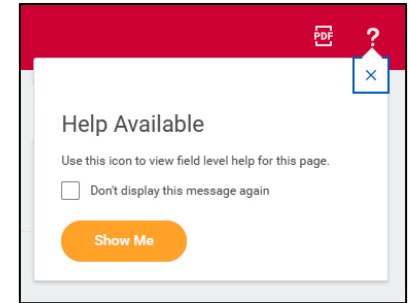
1. Navigate to the search bar > type **End Temporary Assignment – Remaining in Position**. Select **End Temporary Assignment – Remaining in Position** from Tasks.



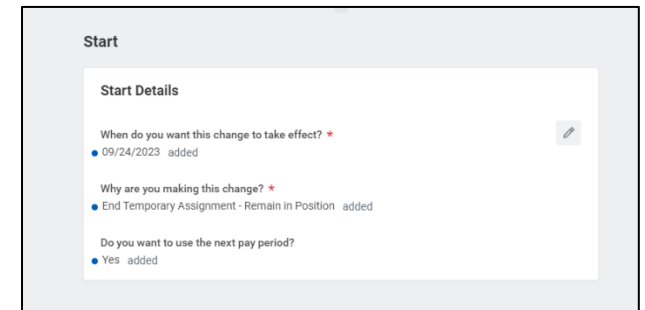
2. This will open the **Start Job Change** page. In the **Worker** field enter the **Team Member’s** name. The **What do you want to do** will default as **End Temporary Assignment – Remaining in Position**. Click the **OK** button. This will move to the **Start** page.



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.



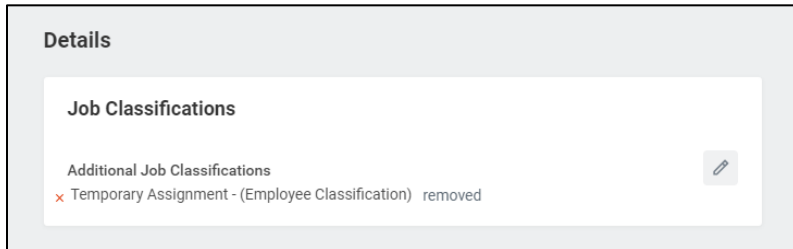
3. In the **Start Details** section, the questions will be pre-populated with the below. Click the pencil icon to edit information.
 - a. **When do you want the change to take effect** when the Temporary Assignment will take effect. All job changes are required to start on a Sunday. Choose the appropriate Sunday date.
 - b. **Why are you making this change** defaults to **End Temporary Assignment – Remain in Position** from the previous page.



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

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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.



The screenshot shows a 'Details' panel with a 'Job Classifications' section. Under 'Additional Job Classifications', there is a red 'x' icon followed by the text 'Temporary Assignment - (Employee Classification) removed'. A pencil icon is visible to the right of the list.

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.