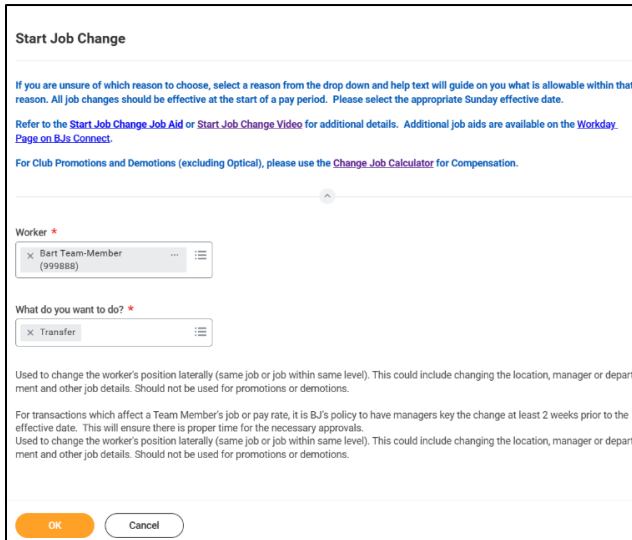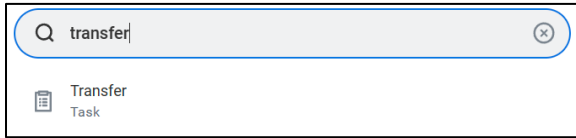# **HCM**: Transfer

Use this job aid for lateral changes for a Team Member. Common lateral changes include the same job at a different location, the same job with a new manager, or a different job that is the same level of responsibility.

Transfer

1. Navigate to the search bar > type **Transfer.** Select **Transfer** from Tasks and Reports.

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 Transfer. **Click** the **OK** button. This will move to the **Start** page.

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.
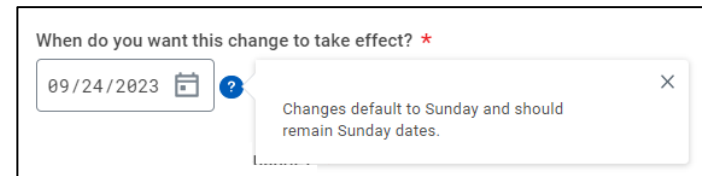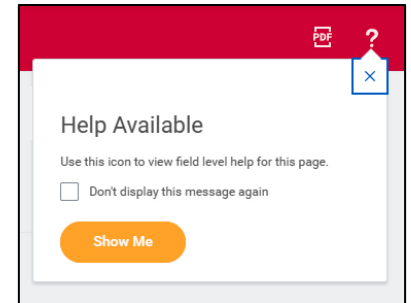
3. In the **Start Details** section, the questions will be pre-populated with the below.
   Click the pencil icon 🖉 to edit information.
   a. **When do you want the change to take effect?** is when the Transfer will take effect. All job changes are required to start on a Sunday. Choose the appropriate Sunday date.
   b. **Why are you making this change** defaults to **Transfer** from the previous page.
   c. **Who will be the manager after this change?** This is the team member's new manager after the Transfer. This will default once the team is selected in the next field.
   d. **Which team will this person be on after this change?** For clubs, enter the club number and search for the correct team. For CSC or DC, enter the manager's name to select the team. For teams

with a vacant manager, the team will display with 'inherited' at the end. Ensure the correct team is selected.

e. **Where will this person be located after this change?** If the team member is changing locations, ensure the correct location is entered.

Start Details

When do you want this change to take effect? *
● 10/01/2023 added

Why are you making this change? *
● Transfer added

Who will be the manager after this change?
● Chris Club Manager (123456) added
✕ Mark Meat Manager (111222) removed

Which team will this person be on after this change?
● Club 0303 Club Manager (Chris Club Manager (123456)) added
✕ Club 0303 Meat Manager (Mark Meat Manager (111222)) removed

Where will this person be located after this change? *
⊙ Oneonta, NY #0303

Do you want to use the next pay period?
● Yes added

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4. **Click** the **Start** button to continue. **Note:** The Job Change screen will refresh.
5. In the **Move** section, indicate what to do with the position the team member is currently in.
   a. **What do you want to do with the opening left on your team**? **I plan to backfill this headcount** defaults automatically. This should not be changed for the clubs or DCs.
   b. **Is this position available for overlap**? This defaults to **Yes** and should not be changed. This allows for

another team member to move into the position once the Transfer has been processed.

6. If the team member is moving to a new manager with this Transfer, no other sections are required. **Click the Submit button** to send the transfer to the receiving manager.

   If the team member is <u>not</u> moving to a new manager, **continue with the remaining steps** below.

7. In the **Job** section review the **Position** information.
   a. **Select** the available position the team member is moving into. Positions with a Job Requisition cannot be used in this transaction and will result in an error message. Select a position without a job requisition or a filled position available for overlap.

Positions with Job Requisitions   >

Positions without Job Requisitions   >

Current   >

Filled Positions Available for Overlap   >

Search   ☰

✕ P149031 Meat Clerk ⋯

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b. Ensure the **position** and job profile are correct. The job profile cannot be edited within this transaction. The job profile defaults from the selected position. If the job profile is incorrect, select another position. If the position needs to be created, use the Create Position job aid.

Job

Position

Position
● P135220 Meat Clerk   was P157901   Meat Clerk

Close the current position?
● No   added

Is the current position available for overlap?
● Yes   added

Job Profile

Job Profile *
● Meat Clerk

Job Title
● Meat Clerk

8. In the **Location** section, the hours and shift the team member will be working are selected.

a. **Scheduled Weekly Hours** are the hours the team member is scheduled to work each week.

Location

Location Details

Location *
⌖ Oneonta, NY #0303

Scheduled Weekly Hours
37.5

Work Shift *
Club (United States of America)

b. **Work Shift** is the shift the team member will be working.

9. **Administrative Details** populate based on the position.
   a. **Employee Type** Choose Regular or Temporary

b. **Time Type** Choose Full-Time or Part-Time

c. **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.

Details

Administrative

Employee Type *
Regular

Time Type *
Part time

Pay Rate Type
Hourly

Default Weekly Hours
40

10. **Organizations and Cost Center** populates based on the position details.
   a. **Company –** Defaults from the supervisory organization. PDCs use the company of BJ's Logistics, LLC if needed. Otherwise, no change is needed.
   b. **Cost Center –** Defaults from the supervisory organization. Ensure the correct cost center is entered.

Organizations

Company

Company *
BJ's Wholesale Club, Inc.

Cost Center

Cost Center *
000145 Meat

11. Compensation

a. For Clubs only, use the **Change Job Calculator** to determine the new pay amount after the job change. To access the Change Job Calculator, click on the link in the help text at the top of the screen.

b. Edit the **Salary** or **Hourly** section depending on if the Team Member will be paid hourly or salaried after the job change.

c. Enter the new amount in the **Amount** field or the percent change in the **Percent Change** field.

d. **Currency** populates USD. Do not change.

e. **Frequency** populates **Annual** or **Hourly** depending on if the Team Member will be paid salary or hourly. Do not change.

12. Click the **Submit (current manager)** or **Approve (receiving manager)** 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.

Hourly

Compensation Plan
Hourly Plan

Total Base Pay Range
16.00 - 19.20 - 22.40 USD Hourly

Amount *
17.25

Amount Change
0.75

Percent Change
4.55

Currency *
× USD

Frequency *
× Hourly