

# How to job changes (non-FWS to FWS)

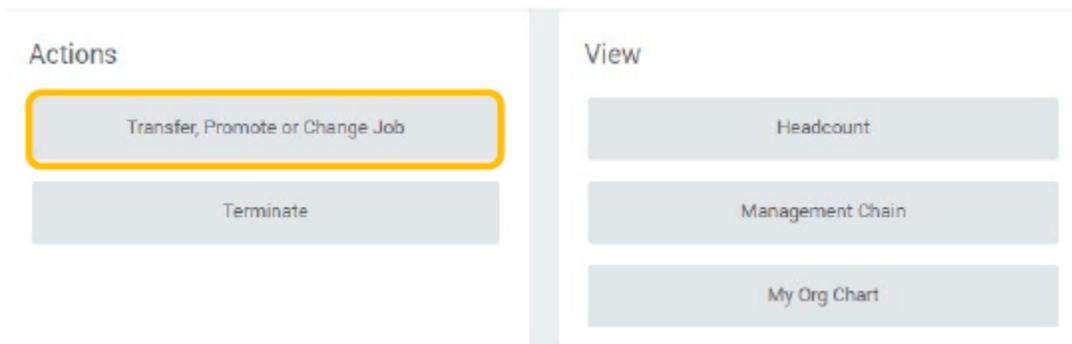
## How to change funding for student employment from Federal Work Study (FWS) to department budget using “Job Change” process

1. From your Applications, click on **My Team**.

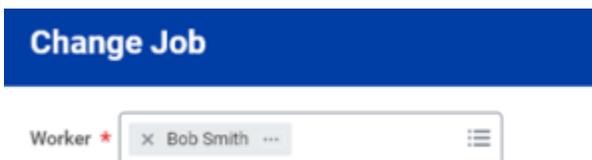


My Team

2. Click **Transfer, Promote or Change Job**.



3. Enter the student employee you are changing.



4. Click **OK**.



5. Click the **Edit** icon to enter or modify information. Red asterisks indicate required fields.

Enter effective date of change.

**IMPORTANT NOTE** - change should be effective the start of current or future pay period.

When do you want this change to take effect? \*

04/19/2021

Why are you making this change? \*

Search

Who will be the manager after this change?

x Marvel Jackson

Which team will this person be on after this change?

x Science Laboratory (Marvel Jackson)

Where will this person be located after this change? \*

x Assaf Academic Center

Do you want to use the next pay period?

6. After entering effective date, select “**Why are you making this change?**”

Select **Data Changes** and then select **Change Job Details**.

Why are you making this change? \*

Search

Data Changes

Lateral Move

Promotion

Transfer

Search

Data Changes

Change Job Details

Change Location

Full Time to Part Time

Part Time To Full Time

7. Click **Start**. A progress bar displays to guide you through the process.

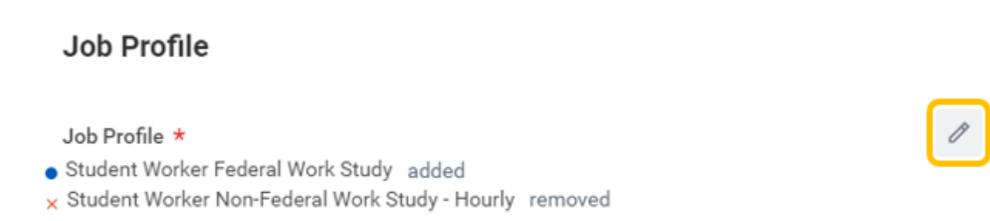


8. Click **Next** to move through the various sections.

Once you navigate to the **Job** section, you will be able to update **Job Profile**.

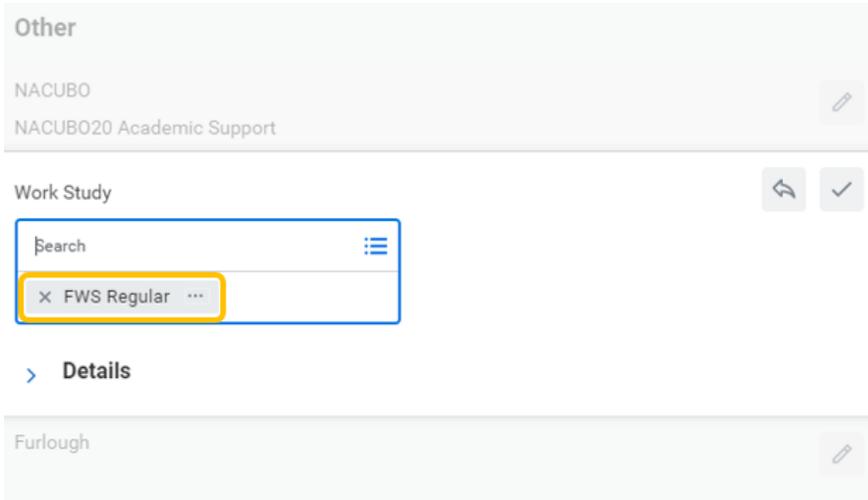


9. Enter **Student Worker Federal Work Study** to replace the existing **Job Profile**.



10. Continue to **Organization** section to update **Work Study** organization.

For student converting from Non-FWS to FWS, add corresponding Work Study organization by selecting organization from dropdown menu. This will change funding from departmental budget to FWS.



11. The **Summary** section will provide a single-page view of all edits.

12. Once all edits are complete and accurate, click **Submit**.



13. Your manager will be up next to approve the job change details you entered. You can also click on the View Details and then the Details and Process tab to view the information you have submitted.

