

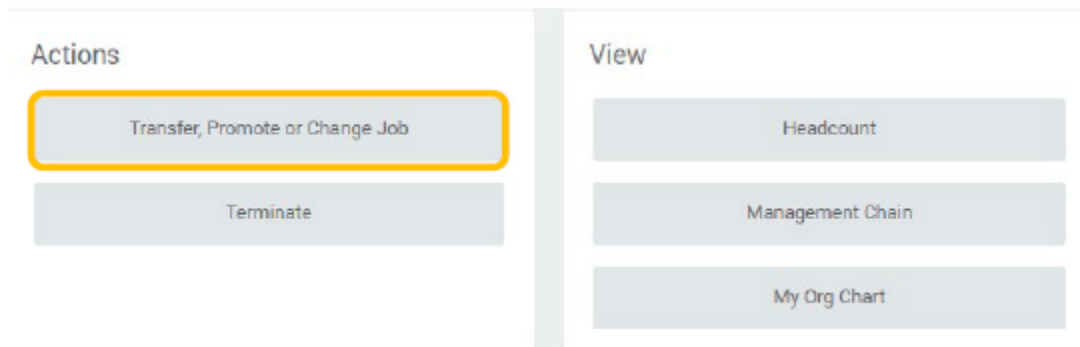
How to job changes (non-FWS to FWS)

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**.



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.

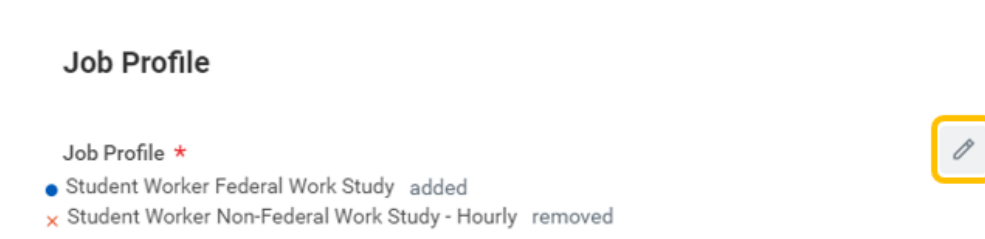


- Click **Next** to move through the various sections.

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



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



- 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.

The screenshot shows a form with three main sections: 'Other', 'Work Study', and 'Furlough'. The 'Other' section contains two entries: 'NACUBO' and 'NACUBO20 Academic Support', each with an edit icon. The 'Work Study' section has a search bar with 'FWS Regular' entered and a dropdown menu showing 'FWS Regular'. Below the search bar is a 'Details' link. The 'Furlough' section has an edit icon.

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

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

The screenshot shows three buttons: 'Submit' (orange), 'Save for Later' (light gray), and 'Cancel' (light gray).

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.

The screenshot shows a confirmation message box with the title 'You have submitted'. Below the title is the text 'Up Next: Summer Villa, Approval by Manager's Manager' and a link 'View Details'.