

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee
- Employment
- Change A

APPS

Learning Workforce Compensation Termination

Show More

Things to Finish

Assigned to Me 7

Yesterday FYI Complete the interview questionnaire Interview Feedback...

4 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

Manager Self Service - Change Assignment

BlueSky Help

1/9
Click 'My Team'

Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

Show More

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Workforce Compensation	Termination	+	

Things to Finish

Assigned to Me 7	Yesterday FYI Complete the interview questionnaire Interview Feedback...	4 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...
---------------------	--	---

Good afternoon, Line Manager!

Me My Team

2/9 x
Click 'My Team'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

My Team Onboarding Hiring Performance Overview Performance Learning Workforce Compensation Termination +

Show More

Things to Finish

Assigned to Me 7
Yesterday FYI Complete the interview questionnaire Interview Feedback...
4 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

My Team

- Overview
- Compensation

Overview

Search Person Show Filters

Actions

view by Assignment Sort by Name ascending

3/9
In this field, click '...' for the employee you'd like to manage.

Workers

ES Exempt Staff
Senior Research Associate

Department Name
Human Resources - Operating

NS Nonexempt Staff
Benefits Coordinator

Department Name
Human Resources - Operating

With Offer

Requisitions

Vacancies

My Team

- Overview
- Compensation

Overview

Search Person Show Filters

Actions

View By Assignment Sort By Name ascending

Workers

ES Exempt Staff
Senior Research Associate

Department Name
Human Resources - Operating

NS Nonexempt Staff
Benefits Coordinator

4/9
In this field, click 'Change Assignment'

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Salary
- Document Records
- Employment Info
- Existing Absences
- Individual Compensation
- Transfer

With Offer

Requisitions

Vacancies



Change Assignment
Exempt Staff

Continue Cancel

5/9

If you would like to add comments or attachments to this assignment change, click the check box.

If none are needed, you can leave it unchecked and click **'Next'** to proceed.

Comments and Attachments



Change Assignment
Exempt Staff

6/9

Click 'Continue'

Continue Cancel

What info do you want to manage?

Comments and Attachments

7/9 ×
Fill this field.

1 When and Why

*When does the assignment change start? 10/27/2020	Why are you changing the assignment? <input type="text"/>
*What's the way to change the assignment? Assignment Change <input type="text"/>	

Continue

2 Assignment

3 Comments and Attachments

Seniority Dates

Need Help? Contact Us.



Change Assignment

Exempt Staff

Submit Cancel

1 When and Why

*When does the assignment change start?

10/27/2020

Why are you changing the assignment?

*What's the way to change the assignment?

Assignment Change

Continue

8/9
Click 'Continue'

2 Assignment

3 Comments and Attachments

Seniority Dates

Need Help? Contact Us.



Change Assignment

Exempt Staff

Submit Cancel


1 When and Why

2 Assignment

3 Comments and Attachments

Comments

Attachments

 Drag files here or click to add attachment

Seniority Dates

Need Help? Contact Us.

9/9

If you have any further comments or documents, add them now and then click '**Submit**'

You can also click 'Cancel' to discard changes.



1 When and Why

Edit

2 Assignment

Edit

3 Comments

Comments

Attachments

Seniority Dates



Need Help? Contact Us.



Congratulations, you have just changed an assignment.

To view this walkthrough again search 'Change Assignment' in BlueSky Help.