

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Manager Self Service - Change Business Title

Show More

BlueSky Help

1/12 x

Click 'My Team'

Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
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Show More

BlueSky Help


Good morning, Line Manager!


Me My Team Procurement Tools Others


2/12
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

5

Created by Me

Yesterday

FYI

Feedback request for the interview questionnaire Interview Feedback...

4 days ago

ACTION REQUIRED

Task Create Problem Analysis Allocated for Exempt Staff, 8653488 Was Assigned to You...

4 days ago

ACTION REQUIRED

Task Create Problem Analysis Allocated for Exempt Staff, 8653488 Was Assigned to You...

1 week ago

FYI

Complete the interview questionnaire Interview Feedb

My Team

Overview

Compensation

Overview

Search Person

Show Filters

Actions

View By Assignment

3/12
In this section, click '...' for the employee you would like to manage.

Workers

ES	Exempt Staff Senior Research Associate	1 Directs, 1 Total	...
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

1 Directs, 1 Total

Department Name
Human Resources - Operating

NS Nonexempt Staff
Benefits Coordinator

Department Name
Human Resources

In this section, 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

ES Change Assignment
Exempt Staff

5/12
Select any of these fields that you would like to include in this Assignment Change.
If you would not like to include any of these sections, click 'Next'

Continue Cancel

What info do you want to manage?

Comments and Attachments

ES Change Assignment
Exempt Staff

6/12 x
Click 'Continue'.
[Continue](#) [Cancel](#)

What info do you want to manage?

Comments and Attachments

Change Assignment

Exempt Staff

Submit Cancel

ES

1 When

Select the start date of this assignment change.

*When does the assignment change start?

*What's the way to change the assignment?

Why are you changing the assignment?

Continue

2 Assignment

Seniority Dates

Need Help? Contact Us.

BlueSky Help

Change Assignment
Exempt Staff

Submit Cancel



1 When and Why

*When does the assignment change start?
11/10/2020

*What's the way to change the assignment?
Assignment Change

Why are you changing the assignment?
Business Title Change

Continue

8/12 Expand this section.

2 Assignment

Seniority Dates

Need Help? Contact Us.

Change Assignment

Exempt Staff

Submit Cancel



1 When and Why

*When does this change take effect?

*What's the way to change the assignment?

Why are you changing the assignment?

Continue

9/12
This will stay 'Assignment Change'.
Click 'Next' to continue.

2 Assignment

Seniority Dates

Need Help? Contact Us.



1 When and Why

*When does the assignment change start?

Why are you changing the assignment?

*What's the way to change the assignment?

10/12
 Click 'Continue'

Continue

2 Assignment

Seniority Dates

Need Help? Contact Us.



1 When and Why Edit

2 Assignment

*Business Unit DePaul University	Department Human Resources - Operating
Job Senior Rese	Location Loop Campus
Business Title Senior Research Associate	

11/12 x
Enter the new title here.

Seniority Dates

Need Help? Contact Us.



Change Assignment

Exempt Staff

Submit Cancel

12/12
Include any additional fields necessary. When you are satisfied with your changes, click 'Submit' to continue.
You can also click 'Cancel' to discard your changes.

1 When and Why

2 Assignment

*Business Unit DePaul University	Department Human Resources - Operating
Job Senior Research Associate	Location Loop Campus
Business Title Senior Research Associate	

Seniority Dates

Need Help? Contact Us.

1 When and Why Edit

2 Assignment

*Business Unit	Department
DePaul University	
Job	
Senior Research Associate	
Business Title	
Senior Research Associate	

Congratulations, you have requested a business title change.

To view this walkthrough again, search 'Change Business Title' from BlueSky Help.

Seniority Dates

Need Help? Contact Us.