The Change Job function on Direct Input (DI) allows you to change the assignment information when a person is:-

* changing their job;
* has had a change of grade as a job evaluation;
* or their primary organization (cost code) is changing.

**Note**: you only have permission to change job information for your project/section cost codes. If an employee is changing job or moving to another organisation please contact your local HR/People team.

## Changing Job Details

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| * Select **People Admin** from the available items in the Navigator. |  | |
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| * If you have an Admin login, go to **My List**. * If you manage the employee, they will be listed in the panel at the bottom of the screen. * However you find the employee, click on the **Action**  button to change their job. | | |
| * Select **Change Job** from the list of actions * Click on the **Start** button. | |  |
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| * Select the date from which the change should be effective using the  button to the right of the **Effective Date** field. * Click **Continue**. | | |
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**Note:** Make changes on this page in order down the page, as many of the fields are linked to the choices made in the fields above them.

## Change Job: Organisation section

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| * To change the Organization (i.e. the department/cost centre that the person works in), click on the search  button to the right of the **Organization** field. |  |
| * To change the selected person’s job, delete the current job title. Type a % in the empty field and click on the search  button to the right of the **Job Title** field. * Tick the **Worker is a Manager** tick-box beneath the Job Title field if required. |  |
| * A list of job titles will now be available for the organization you have selected. * **Note:** Do not select jobs which have are suffixed with (M). These job titles are no longer used. * Select the job title given to you by the Direct Input Team. |  |
| * Notice that once the correct job title has been selected, the **Job Title** Field and the **Grade Name** will automatically be populated based on the job code selected. * The **Grade Point** will automatically default to the bottom of the scale. If this is changed then a **Step Reason** needs to be added. |  |
| * To enter a **Step Reason** click the down arrow and select from the list of options |  |
| * The **Appointment Type** field should match the Grade Name prefix and reflect the full time hours for the job. To change the value displayed, replace the current value with % and click on the search  button, then select the correct value from the list displayed. |  |
| * If the job is for a fixed term, enter the end date using the calendar  button to the right of the **End Date** field, otherwise leave blank. |  |
| * Type % in the **Reason for Change in Job** field then click the search  button to the right of the field to select a suitable reason. |  |
| * If the job is **not** full time, choose the appropriate category from the Employee Category drop-down list. |  |
| * Click **Next**. |  |

## Change Location

If necessary, change the person’s location.

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| * Enter % into the **Location** field then click the search  button to find the relevant location. * Click **Next**. |
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## Change Job: Change Manager

This screen allows you to edit:

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| * The selected person’s manager (i.e. the person they report to). * The selected person’s direct reports (i.e. the people that report directly to them).   **Note:** This screen works in exactly the same way as described in the separate user guide entitled [**Change Manager**](http://livelink.barnardos.org.uk/livelink91/livelink.exe/227472043/Change_Manager.pdf?func=doc.Fetch&nodeid=227472043). |
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| * When you have completed all the necessary edits, click **Next**. |

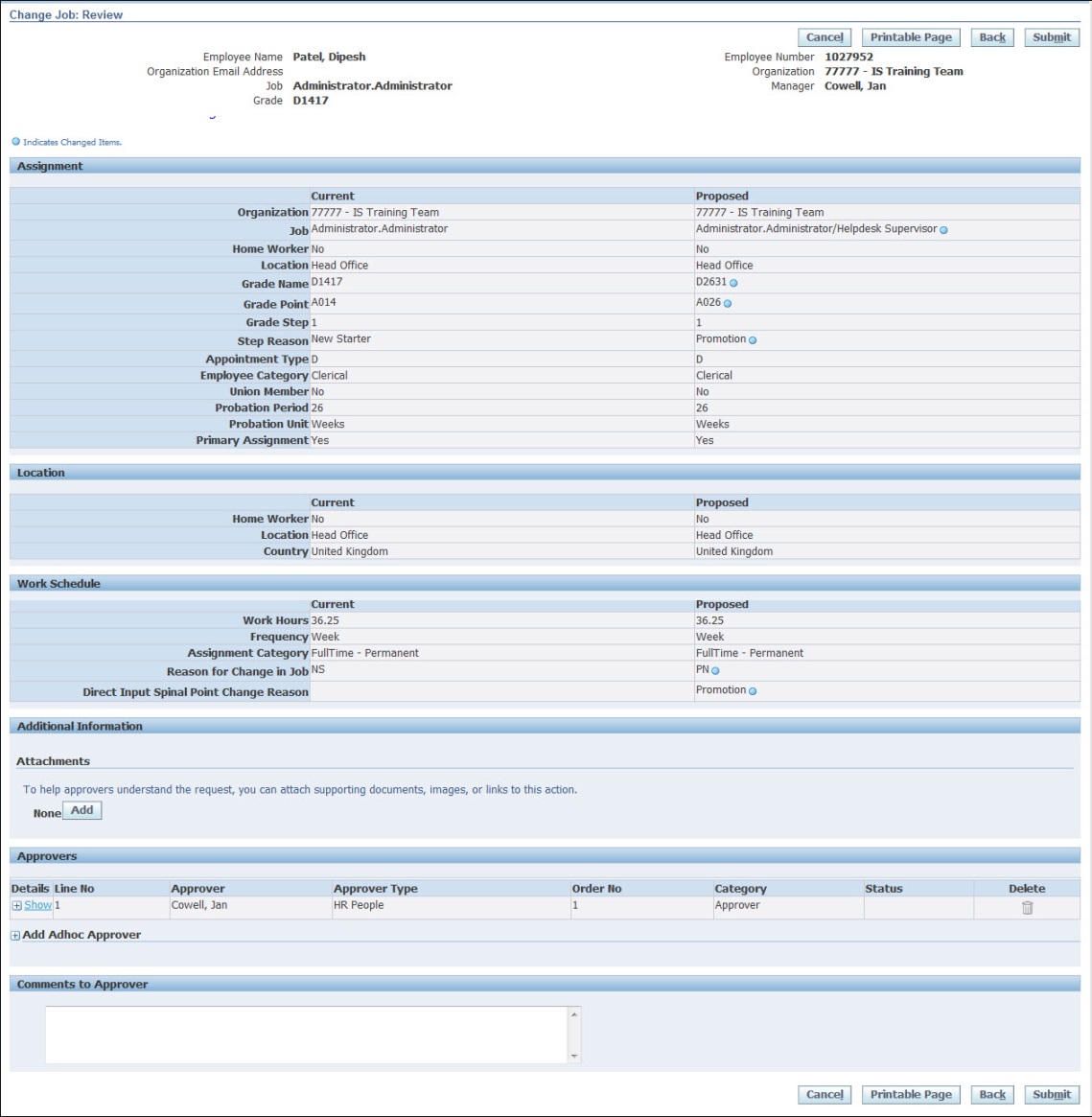
## Change Job: Work Schedule

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| * If the new job has different work hours, edit the contents of the **Work Hours** field. |  |
| * If this is a fixed term job enter the **Fixed Term End Date**. * Click into **Reason for Change in Job** field. To change the value displayed, replace the current value with % and click on the search  button, then select the correct value from the list displayed. |  |

## Enter or Change Assignment Category

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| * If necessary, choose a new **Assignment Category**   **Note**: Only choose from the following four options:  FullTime – Fixed Term;  FullTime- Permanent;  PartTime – Fixed Term;  PartTime – Permanent |
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| * Click **Next**. |

## Change Job: Review



**Note:** The fields that you have updated will be indicated with a blue circle in the **Proposed** column.

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| * If all of the information is correct, click the **Submit** button. (If it is incorrect and you need to make a change, click the **Back** button). | |
| * Click **Home** to return to the Oracle Applications Home Page or use the Navigator to go to another DI screen. |  |

**Important Reminder:** When a job change notification is received by a supervisor for approval, the **supervisor** must ensure that the **Correct Spinal Point** within the grade range is entered in the field named **Grade Point (e.g. A018)** before clicking the Approve Button.

Please bear in mind that if the correct spinal point is not correct, the person will be automatically put on the **Lowest Spinal Point** within the grade range proposed.