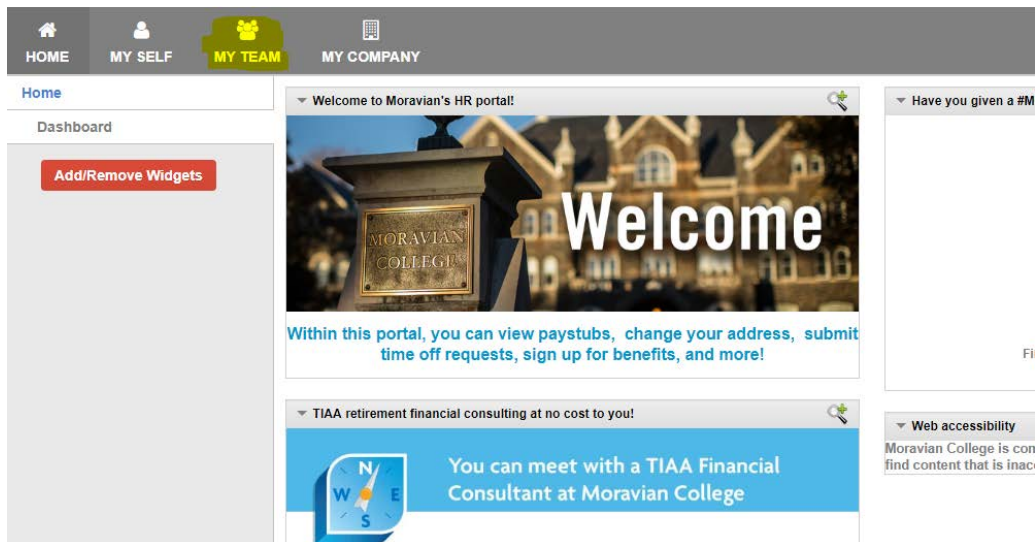


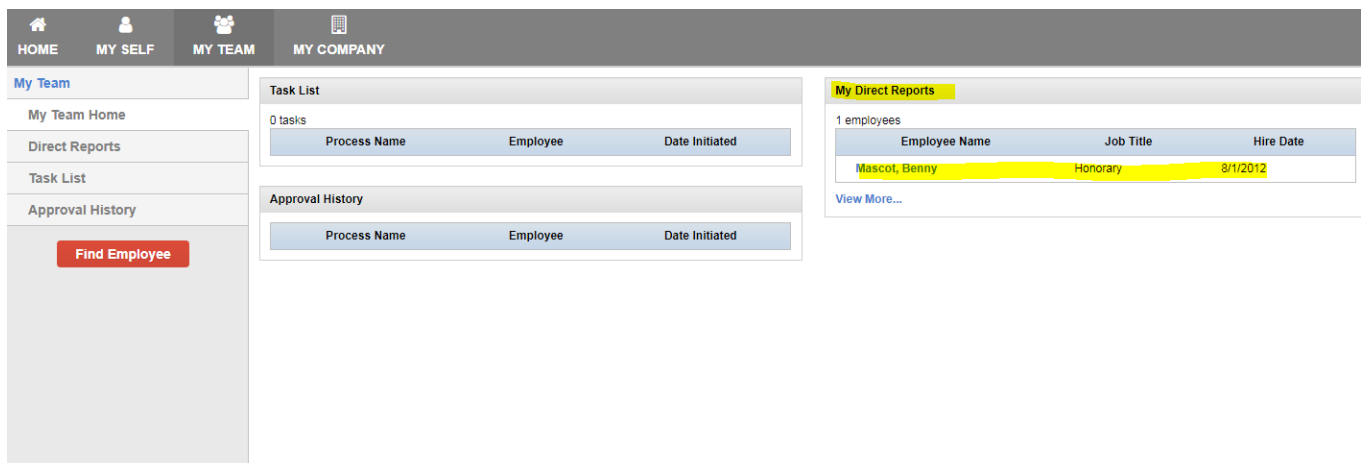


HOW TO CHANGE AN EMPLOYEE'S JOB INFORMATION

1. Click on "MY TEAM" tab



2. Click on the employee you would like to change under the "My Direct Reports" tab




Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.



3. Click on "Job" tab


Mascot, Benny

Personal	
Employment	
Compensation	
Job	
Job Information	

Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

4. Click on "Job Information"

Mascot, Benny

Personal	
Employment	
Compensation	
Job	
Job Information	

Employee ID: 520984
Job Title: Honorary
Employment Status: Active/Full Time/Regular
Work Phone Number: (610) 861-1300
Work Email:

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

5. Click on “Add New”

Mascot, Benny - Job Information

Job Information

Supervisor: **Mo Mascot** Change Supervisor


Start Date:	Employee Type:	Department:	Job Title:
08/01/2012	Administration - 12	President	Honorary

Start Date: **08/01/2012** Employee Type: **Administration - 12**

Department: **President** Job Title: **Honorary**

Comments: Add Comment


Add New Close



6. Change necessary information *(NOTE: In order to update the full, Moravian job title, you will need to reach out to Human Resources. The job title listed here is a concise version of an employee’s job title. New job titles cannot be added to the job title drop down.)*

Mascot, Benny - Job Information

Job Information

*Start Date: 05/31/2018 

Employee Type: Administration - 11

Department: President

Job Title: Honorary


Please enter all fields having a red label and *

Save Cancel

7. Click "Save"

Mascot, Benny - Job Information

Job Information

*Start Date: 05/31/2018 


Employee Type: Administration - 11

Department: President

Job Title: Honorary

Please enter all fields having a red label and *

Save Cancel



8. You will now see your pending job information change in orange

Mascot, Benny - Job Information

Job Information

Pending change in orange

Supervisor: Mo Mascot Change Supervisor

Start Date:	Employee Type:	Department:	Job Title:
05/31/2018	Administration - 11	President	Honorary
08/01/2012	Administration - 12	President	Honorary

Start Date: 05/31/2018 Employee Type: Administration - 11

Department: President Job Title: Honorary

Comments: Add Comment

Add New Close



9. Refresh your “My Team” page and you will see your “Job Information” change has been initiated. You can find your status of your pending job information change by clicking on the “Job Information” under the “Approval History” on the “My Team” home screen. (All job information changes need to be approved by Human Resources)

Process Name	Employee	Date Initiated
Job Information - Add	Mascot, Benny	5/31/2018

10. You will then be able to see the status and who is the next person to approve the process. Once approved, the status will be changed to “Approved”

Field Changed	Old Value	New Value
Start Date	8/1/2012	5/31/2018
Employee Type	Administration - 12	Administration - 11

Cancel