

 In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.



 Choose Job and Personal Information from the actions menu and then choose the appropriate transaction – Transfer Employee, Promote Employee, or Submit Demotion Request.

## < My Team Transfer Employee 2. Employee

1. Type of transaction

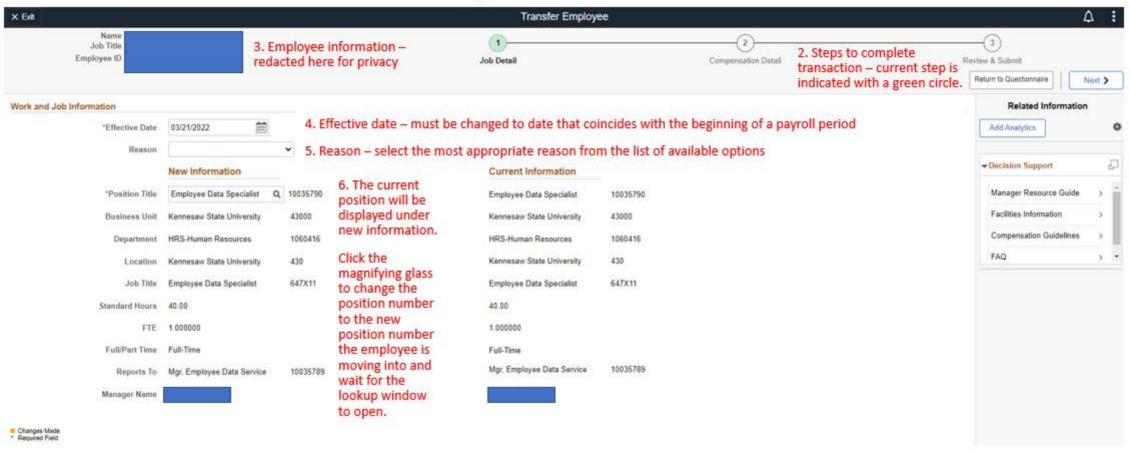
4. Navigate here for privacy to next step Questionnaire Select the information you would like to change.

information - redacted

Are you changing Salary Information? Yes 3. Are you changing salary information? If yes, leave slider button as is on YES. If no,

move slider button to the left to change to NO.

## 1. Type of transaction

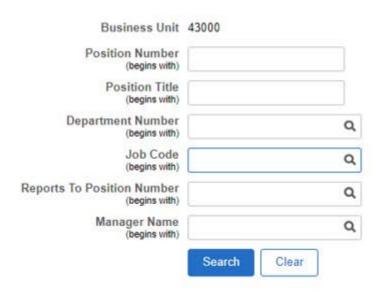


|                            | 111.00 (AM2) |   |
|----------------------------|--------------|---|
| Search for: Position Title |              |   |
| ▶ Search Criteria          |              |   |
| ▼ Search Results           |              |   |
|                            |              | Only the first 300 results can be displayed |

Lookup

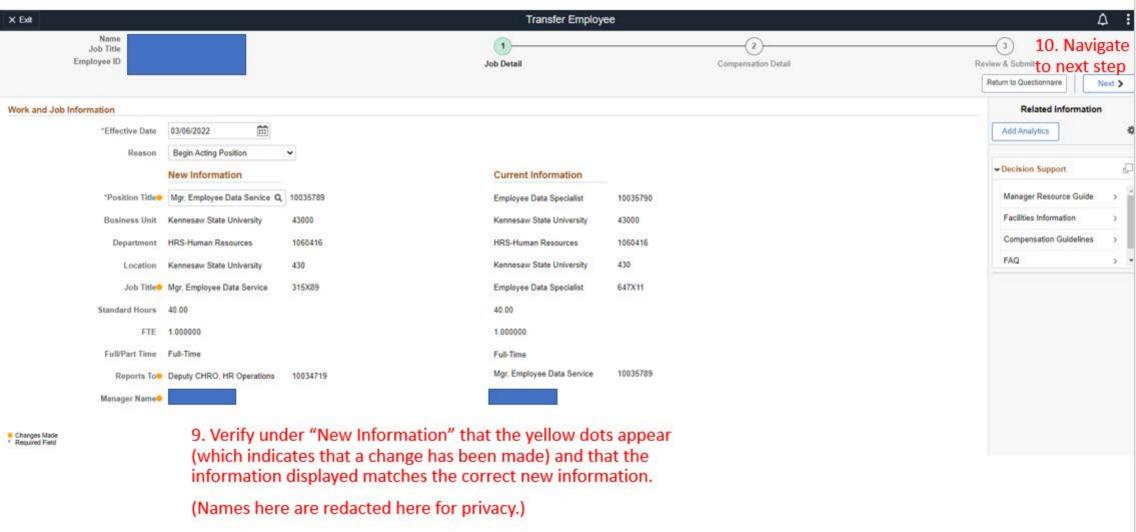
7. Click the arrow next to search criteria to search for the new position

Cancel

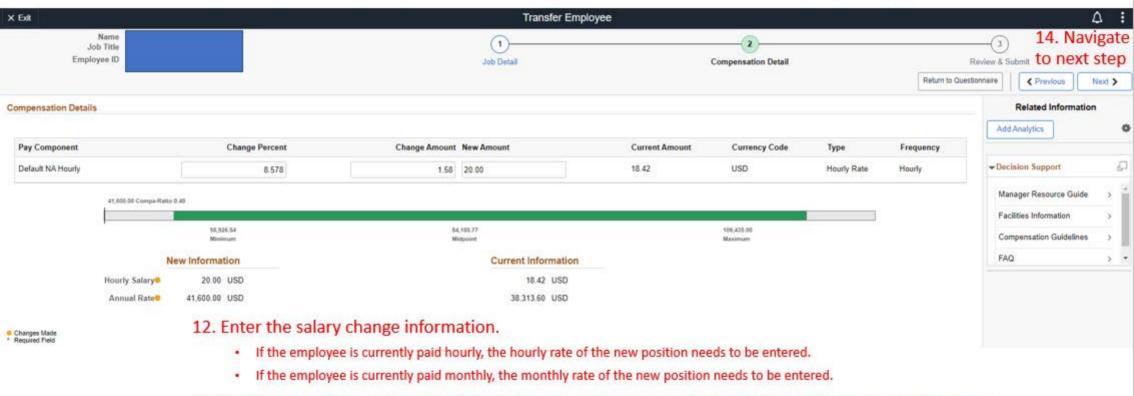


8. Search for a new position using any combination of the fields provided

Once the appropriate position is located, click on it to select it.



11. If you chose to change salary at the beginning of the transaction, this page will be next. If you chose not to change salary at the beginning of the transaction, the transaction will automatically skip this page.



13. Verify under "New Information" that the yellow dots appear (which indicates that a change has been made) and that the rate displayed matches the correct new rate.

