

Manage Assignment Status: Demotion

Lesson Objective:

Upon completion of the Manage Assignment Status: Demotion lesson, you will be able to:

Objective

- Process an employee demotion by updating assignment change details and submitting transaction accurately.



The demotion process begins by selecting employee, choosing effective start date, and selecting Demotion as assignment change type. The reason must be identified as either Voluntary Demotion or Involuntary Demotion based on business scenario.

Position synchronization determines whether assignment values remain unchanged or align with position. When synchronization is disabled, Coordinators can retain existing values or match them to position as required.

Required assignment and salary details must be carefully reviewed before submission. Special attention is required when updating salary basis, as this may clear existing pay values. Once verified, transaction is submitted to complete demotion.

Focus



- Initiating an assignment change for Demotion, including employee selection, start date, and correct classification (Voluntary/Involuntary).
- Selecting correct demotion reason to ensure accurate records. Managing position synchronization and completing all required assignment fields.
- Handling salary details, with attention to Salary Basis and its impact on salary values.
- Reviewing current salary before submitting to ensure payroll and assignment updates are precise.

Navigation

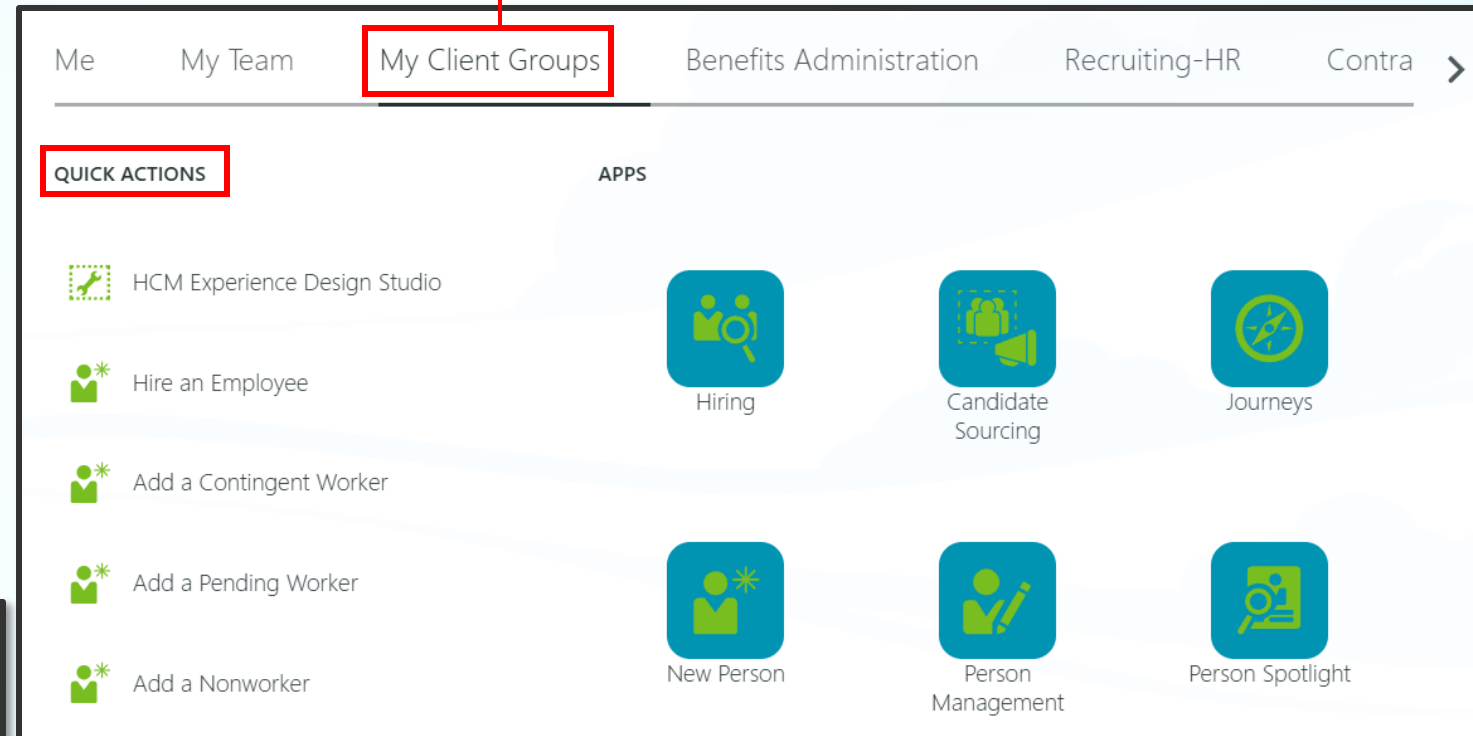


My Client Groups →
Quick Actions →
Show More →
Employment →
Change Assignment

Manage Assignment Status: Demotion

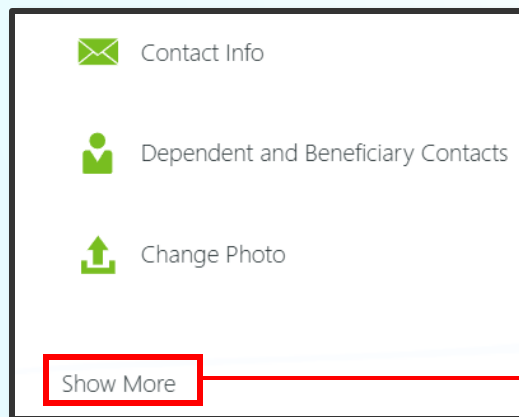
1

Select My Client Groups tab



2

From Quick Actions section, select Show More link from drop-down list



Manage Assignment Status: Demotion

3

Locate Employment section

Employment



Add Assignment



Additional Assignment Info



Additional Person Info



Allocate Checklists



Areas of Responsibility



Cancel Work Relationship



Change Assignment



Change Legal Employer Dashboard



Change Location



Change Manager



Change Photo



Change Working Hours

4

Select Change Assignment under Employment section

Manage Assignment Status: Demotion

5

In Search field, key in employee's name, person number, or assignment number.

< Change Assignment

Business Title

Assignment Status

Effective As-of Date

Include Terminated Work Relationships

Worker Type

Filters

Sort By Relevance ▾

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email	Work Phone
evonya jones Augustin	9004 - Polling Place Clerk *			Active - Payroll Eligible	Employee		
SUMATI Hodge King	9012 - Election Worker *			Active - Payroll Eligible	Employee		

The Coordinator can select employees directly from **Change Assignment** page instead of using search.

Apply filters under search bar to simplify search to find an employee.

Manage Assignment Status: Demotion



< Change Assignment

Q 052465 — Lakethia Mccray

Lakethia Mccray

6

Select the **Employee** from search result

Manage Assignment Status: Demotion

7

Check boxes for sections to be included in process on Info to Include page

Change Assignment

LM

Info to include

Lakethia Mccray, 32130 - Detention Sergeant

Managers

Add or remove managers, and change manager relationship for a worker.

☒

Payroll details

Update payroll details such as overtime period, time card required, and so on.

☒

Salary

Update details such as salary basis, salary amount, and next salary review date.

☒

Compensation

Add compensation plans for a worker.

☒

Direct reports

Add direct reports and other report types.

☒

Comments and attachments

Add additional comments and attachments for approver.

☒

Cancel

Continue

Submit

1 | 12

Info to include

When and why

Position override

Assignment

Managers

Payroll details

Salary

Compensation

8

Click on **Continue** to move to next section

Manage Assignment Status: Demotion

10

Select Demotion from What's the way to change the assignment? drop-down list

9

Select appropriate Assignment Change Start Date in When does the assignment change start? field

Change Assignment

LM

When and why

Lakethia Mccray, 32130 - Detention Sergeant

When does the assignment change start?
11/30/25

What's the way to change the assignment?
Demotion

Why are you changing the assignment?
Voluntary Demotion

Business Unit
DeKalb County

Position
04158 - Detention Sergeant

Cancel

Continue

Submit

2 | 12

Info to include

When and why

Position override

Assignment

Managers

Payroll details

Salary

Compensation

Direct reports

Manage Assignment Status: Demotion

11

Select Reason in Why are you changing the assignment? drop-down list. Select Continue button

Change Assignment

LM When and why
Lakethia Mccray, 32130 - Detention Sergeant

When does the assignment change start?
11/30/25

What's the way to change the assignment?
Demotion

Why are you changing the assignment?
Voluntary Demotion

Business Unit
DeKalb County

Position
04158 - Detention Sergeant

Cancel Continue Submit

2 | 12

Info to include

When and why

Position override

Assignment

Managers

Payroll details

Salary

Compensation

Direct reports

Select either **Voluntary Demotion** or **Involuntary Demotion** from the **Why are you changing the assignment?** drop-down list

Click on Continue to move to next section

12

Manage Assignment Status: Demotion

Change Assignment

LM

Position override

Lakethia Mccray, 32130 - Detention Sergeant

Information

The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
☒	Synchronize from Position	-	-
☐	Job	32130 - Detention Sergeant	32130 - Detention Sergeant
☐	Grade	ENF2_E16	ENF2_E16

Change Assignment

LM

Position override

Lakethia Mccray, 32130 - Detention Sergeant

Information

The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
☐	Synchronize from Position	-	-
☒	Job	32130 - Detention Sergeant	32130 - Detention Sergeant
☒	Grade	ENF2_E16	ENF2_E16
☒	Department	03220 - SHERIFF'S OFFICE - JAIL	03220 - SHERIFF'S OFFICE - JAIL

Cancel

Continue

Submit

When position synchronization is **enabled** for an attribute, switch is **disabled**.

- If position synchronization is **disabled** and you want to keep the assignment's current value, set switch to **off**.
- If position synchronization is **disabled** and you want assignment's value to match value on position, set switch to **on**.
- Click **Continue** to move to next page.

Manage Assignment Status: Demotion

Change Assignment

LM

Assignment

Lakethia Mccray, 32130 - Detention Sergeant

Assignment Number 	Assignment Status Active - Payroll Eligible
Person Type Employee	Primary Assignment Yes
Position 04158 - Detention Sergeant	Job
Business Title 32130 - Detention Sergeant	Grade ENF2_E16
Reporting Establishment DeKalb County GA	Assignment Category Full-time regular

Cancel

Continue

Submit

Complete necessary actions in required fields on Assignment page.

13

Click on **Continue** to move to next section



Position is only changed on the When and Why page.

In the Position field, key in Position name. All Position names start with a code and then description. When entering code, system will intuitively provide a list of Positions that match data that has been entered. Select correct Position from drop-down list.

Manage Assignment Status: Demotion

Change Assignment

LM Salary

Lakethia Mccray, 32130 - Detention Sergeant

Salary Basis
42.5 Hourly Salary Basis



+ Add Component

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount
Base salary	29.411790	0.000000	0.00		29.411790
Longevity (Base salary)	0.808824	0.000000	0.00	2.75	0.808824

Cancel

Continue

Submit



If payroll coordinators select "Salary Basis" (**drop-down at top of Salary Details page**), it will blank out all values (including base pay, longevity, hazard, paramedic, etc.). The only time the drop-down would need to be selected is an FLSA non-exempt (hourly) employee promotes to FLSA exempt or if you are changing the standard hours (i.e., 40-to-53, 40-to-42.5, etc.).

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Compa-Ratio
102.73

Quartile
3

Next Salary Review Date

Current Salary and Range Info

30.220614 USD Hourly

+1.457478 (+5.067175%)

22.542080

36.292310

Proposed Salary and Range Info

30.220614 USD Hourly

+0.000000 (+0.00%)

22.542080

36.292310

Show Current Salary Details

Hide Current Salary Details

Salary Basis
42.5 Hourly Salary Basis

Adjustment Amount
1.457

Annual Salary
66,787.556940 USD (FTE 1)

Grade
ENF2_E16

Quartile
3

Salary
30.220614 USD Hourly

Adjustment Percentage
5.067

Annualized Full-Time Salary
66,787.556940 USD

Compa-Ratio
102.73

Component Name	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	1.418470	5.067173		29.411790	65,000.055900
Longevity (Base salary)	0.039008	5.067185	2.75	0.808824	1,787.501040
Hazardous Duty	0.000000			0.000000	0.000000
Paramedic (Base salary)	0.000000		0.00	0.000000	0.000000

Cancel

Continue

Submit

Click **Show Current Salary Details** to view more about current salary. Click Continue after reviewing salary details on salary page to move to next page.

Troubleshooting



Complete required actions on remaining page sections and remember to click Continue on each page to move to next page.

Conclusion



- The learner can now identify employee and apply Assignment Change Start Date for a demotion. They can correctly select Demotion as assignment change type. This ensures the demotion is effective on correct date.
- The learner can now select appropriate Demotion Reason and classify it as Voluntary or Involuntary. They understand how this impacts the assignment change record. This ensures correct demotion classification.
- The learner understands how position synchronization affects assignment values during demotion. They know when assignment values are retained or matched to the position. This ensures controlled assignment updates.
- The learner can now review salary details, understand impact of Salary Basis selection, and submit transaction. They understand when Salary Basis should or should not be selected. This ensures accurate salary handling during the demotion process.