

Request a Position Change

Lesson Objective:

Upon completion of the Request a Position Change lesson, you will be able to:

Objective

- Request and submit a position change by updating required position details and routing the request for approval.



The position change process starts by selecting the position and confirming which sections need updating. Enter the effective start date and business reason accurately to ensure proper tracking.

Review and update all required position details before submitting. Every field must be correct, as position data drives organizational structure and reporting.

After verifying all information, submit the request for approval.

Process



- Start the position change request by selecting the position and choosing the processing sections needed.
- Enter the effective start date and reason to ensure accurate timing and justification.
- Update and carefully review all position details to maintain data accuracy.
- Review legislative information, add any comments or attachments, and submit the request for approval.



This position request flow should only be used for position hierarchy (manager), interchangeable positions, and/or standard hour changes.

Navigation

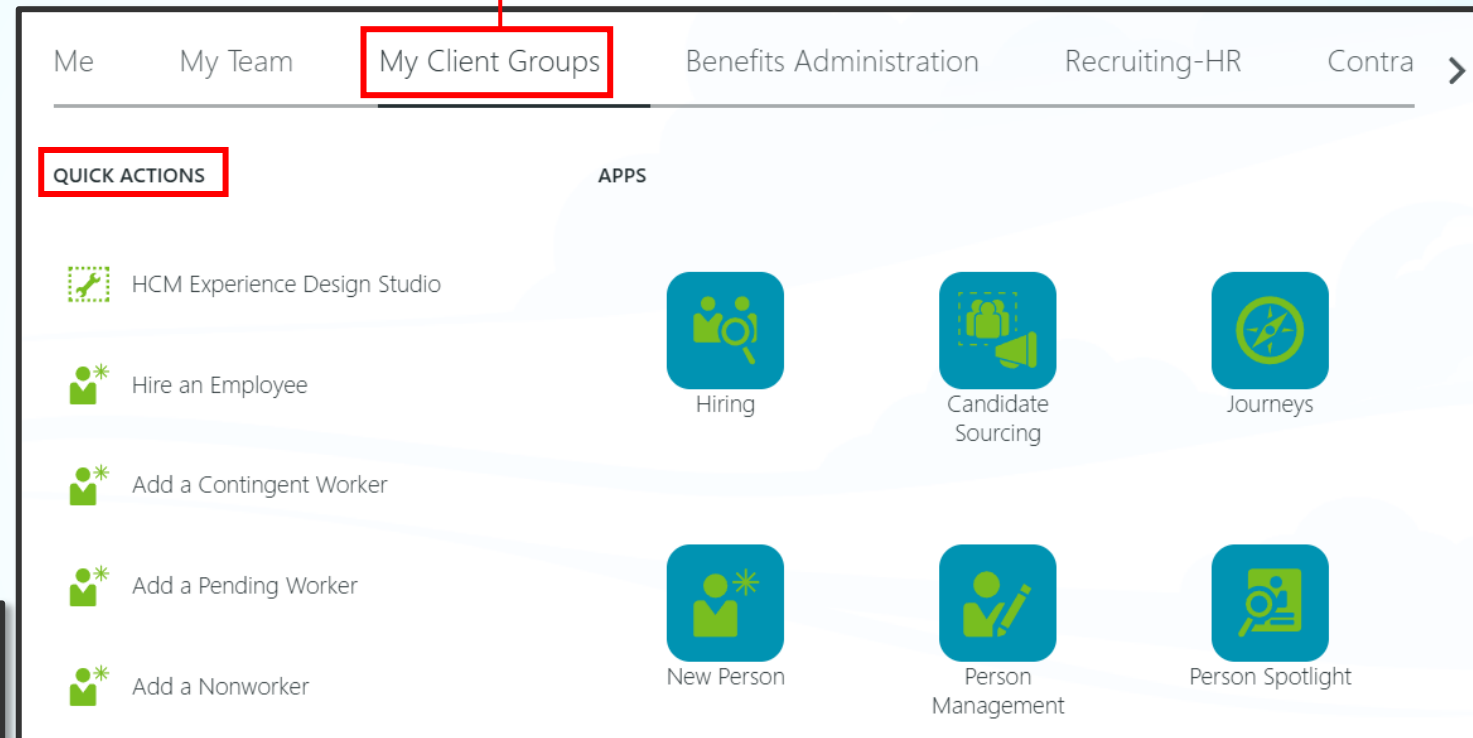


My Client Groups →
Quick Actions →
Show More →
Workforce Structures →
Request a Position Change

Request a Position Change

1

Select the My Client Groups tab



-  Contact Info
-  Dependent and Beneficiary Contacts
-  Change Photo

Show More

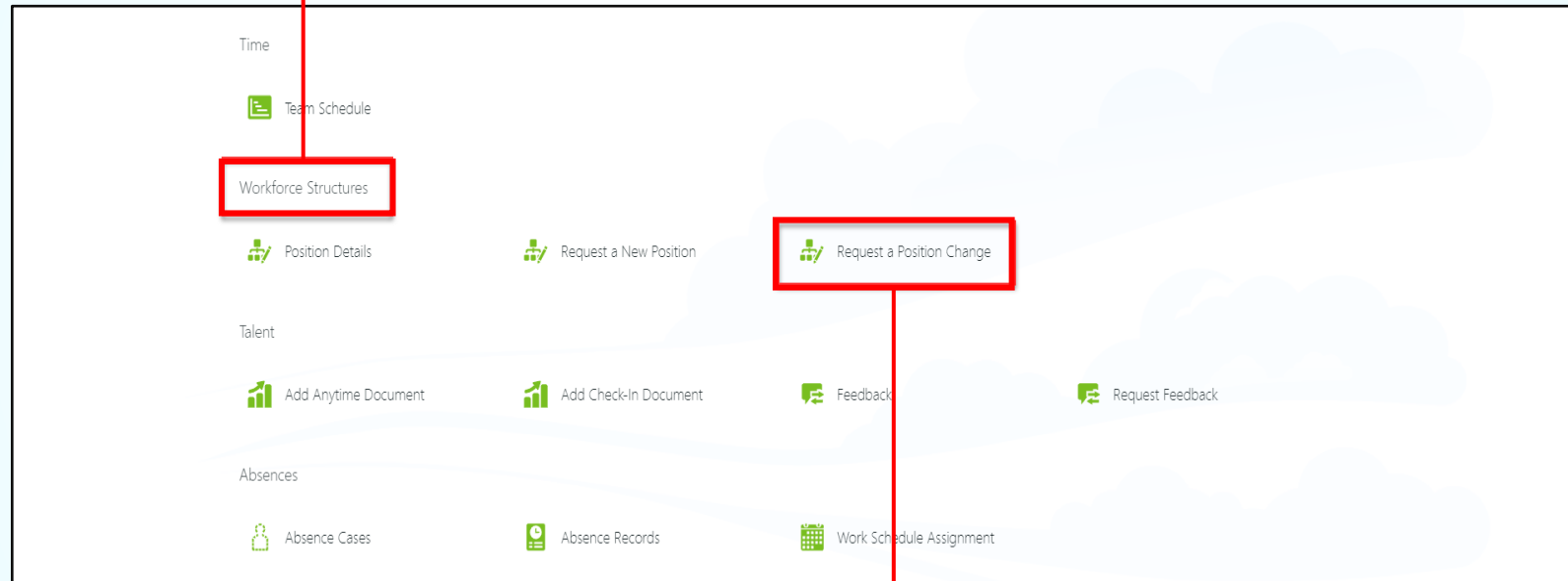
2

From the Quick Actions section, select Show More

Request a Position Change

3

Locate the Workforce Structures section



4

Select **Request a Position Change** under the **Workforce Structures** section

Request a Position Change



5

From the Search field, enter Position name, code, parent position, or incumbent

< Positions

Search by name, code, parent position, or incumbent

Effective DateStatusIncumbentParent Position CodeParent Position NameHiring StatusTypeFilters

6

Select the Position from the search result

< Positions

999637

Effective DateStatusIncumbentParent Position CodeParent Position NameHiring StatusTypeFilters

Name	Code	Status	Incumbents	Parent Position Name	Job Name
999637 - Administrative Coordinator	999637	Active	Hiram A, Cousin	07534 - Administrative Support Manager	99025 - Administrative C



Use the filters under search bar to narrow the position search.

Request a Position Change



7

Check the sliders for the sections to be included

Request a Position Change

Info to include

999637 - Administrative Coordinator, 999637

Additional info

Add or update additional information for a position.

☐

Legislative info

Add or update legislative information for a position.

☐

Comments and attachments

Add comments and attachments to justify your request to the approver.

☐

Cancel

Continue

Submit

1 | 6

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

8

Select Continue to move to the next section

Request a Position Change

9

Enter the appropriate start date

Request a Position Change

When and why

999637 - Administrative Coordinator, 999637

When does the position change start?
Nov 30, 2025



What's the reason for this request?
Department Change

2 | 6

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

10

Select the action reason in the "What's the reason for this request?" drop-down list

Cancel

Continue

Submit

11

Select **Continue** to move to the next section

The calendar icon may also be selected, and the date selected from the calendar.

Request a Position Change



12

Enter the appropriate **Position Details** for the requested position change



Verify that every field on this page is correct before submitting.

Request a Position Change

Position details

999637 - Administrative Coordinator, 999637

Parent Position

07534 - Administrative Support Mar

Parent Position Code

07534

Status

Active

Business Unit

DeKalb County

Name

999637 - Administrative Coordinator

Code

999637

Department

Job

Assignment Category

Full-time regular

Full Time or Part Time

Full time

Regular or Temporary

Cancel

Continue

Submit

3 | 6

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

Select **Continue** to move to the next section

13

Request a Position Change



14

View Legislative information



Do not make any changes to this page.

Request a Position Change

Legislative info

999637 - Administrative Coordinator, 999637

Brazil Position Details

CBO Occupation

Cancel

Continue

Submit

5 | 6

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

Select Continue to move to the next section

15

Request a Position Change



16

Enter comments and add documents associated to the position change request

Request a Position Change

Comments and attachments

999637 - Administrative Coordinator, 999637

Comments

0/500

Drag and Drop

Select or drop files here.

URL

Add URL

6 | 6

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

Cancel

Submit

Select **Submit** to route the position change request for approval

17

Request a Position Change

Approval Process



- After submission, the Position Change routes to the HR Generalist for approval.
- If approval is not completed within 2–3 business days, follow up with your department's HR Generalist or their backup.
- Once the request is approved, continue to the next step.

Manage Assignment Status

Lesson Objective:

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

Objective

- Update an employee's assignment by updating the assignment status and completing the change correctly.



Changing the assignment status is the final step in completing a Position (Hierarchy) Change after HRIS approval.

Set the assignment status to Enable Position Synchronization to finalize the hierarchy change.

Process



- Begin the assignment status change by selecting the employee and choosing the sections needed for the update.
- Enter the effective start date and the appropriate assignment change method accurately.
- Update the assignment status to Enable Position Synchronization to process a hierarchy change.
- After reviewing all required details, confirm and complete the change.

Troubleshooting



Ensure the iExpense Manager, Line Manager, Talent Manager and Talent Approver are all active before attempting to change the assignment.

Navigation

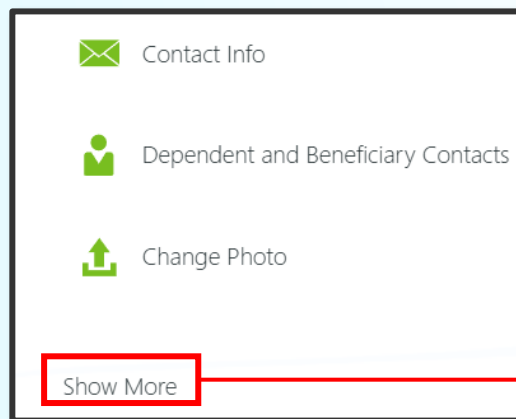
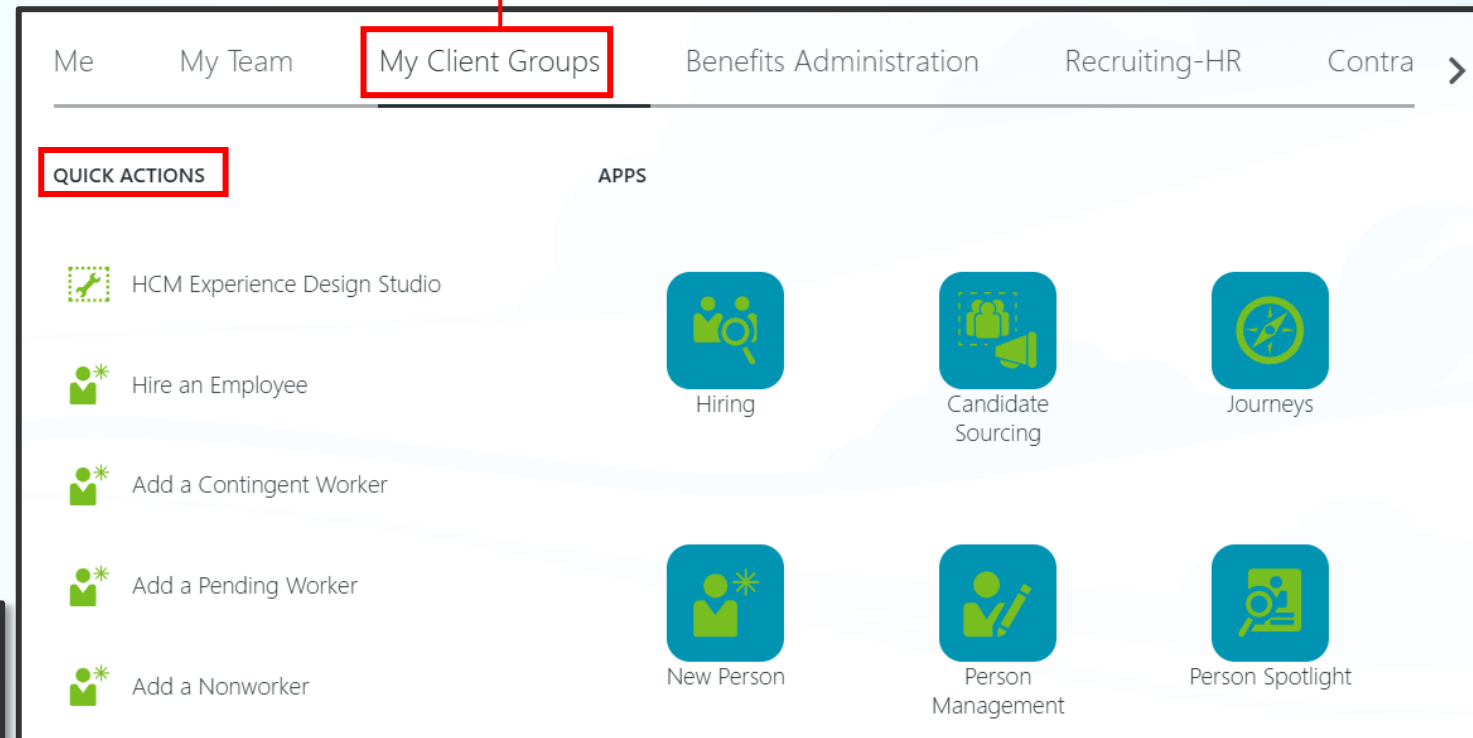


My Client Groups →
Quick Actions →
Show More →
Employment →
Change Assignment

Manage Assignment Status

1

Select the My Client Groups tab



2

From the Quick Actions section, select Show More

Manage Assignment Status

3

Locate the 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 the Employment section

Manage Assignment Status

5

In the Search field, enter 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		

! Select the employee directly from the **Change Assignment** page or use search.

! Apply filters under search bar to narrow the employee search.

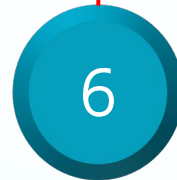
Manage Assignment Status



< Change Assignment

Q 052465 — Lakethia Mccray

Lakethia Mccray



Select the **Employee** from the search result

Manage Assignment Status

7

Select the sliders for sections to be included

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

Select **Continue** to move to the next section

Manage Assignment Status

9

Enter the appropriate
Assignment Change Start
Date

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?
Enable Position Synchronization

Why are you changing the assignment?

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

10

Select Enable
Position
Synchronization
from the
What's the way to
change the
assignment? drop-
down list

Manage Assignment Status

11

Select Enable Position Synchronization in the Why are you changing the assignment? drop-down list

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?
Enable Position Synchronization

Why are you changing the assignment?
Enable Position Synchronization

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

Select Continue to move to the next section

12

Manage Assignment Status

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, the switch is **disabled**.

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

Troubleshooting



Complete the required actions on any remaining sections
and select Continue to move to the following page.

Manage Assignment Status

Change Assignment

LM Assignment

Lakethia Mccray, 32130 - Detention Sergeant

Assignment Number
E052465

Assignment Status
Active - Payroll Eligible

Person Type
Employee

Primary Assignment
Yes

Position
04158 - Detention Sergeant

Job

Business Title
32130 - Detention Sergeant

Grade
ENF2_E16

Department

Reporting Establishment
DeKalb County GA

Cancel

Continue

Submit

Select Submit
at the bottom of the Assignment page

13