

Changing a Job Assignment

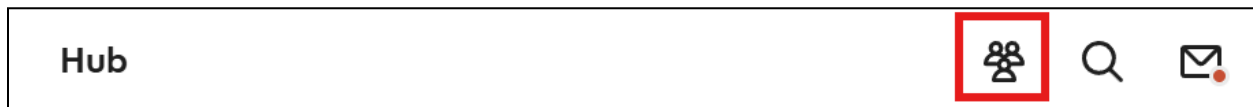
This job aid will provide an overview of how to change a **primary job** assignment with a pay change involved, including **role changes, promotions** and **store transfers**.

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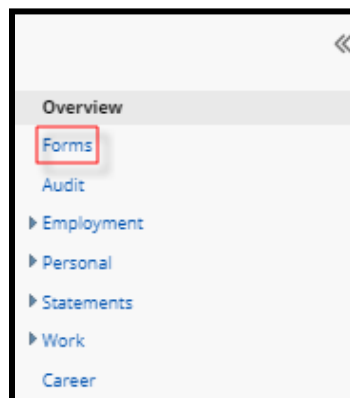
General Manager	Manager - Timesheet	Manager - Compensation	Employee
		X	

Changing a Job Assignment (With a Pay Rate Change)

1. After logging in to Dayforce, navigate to the **People section**:



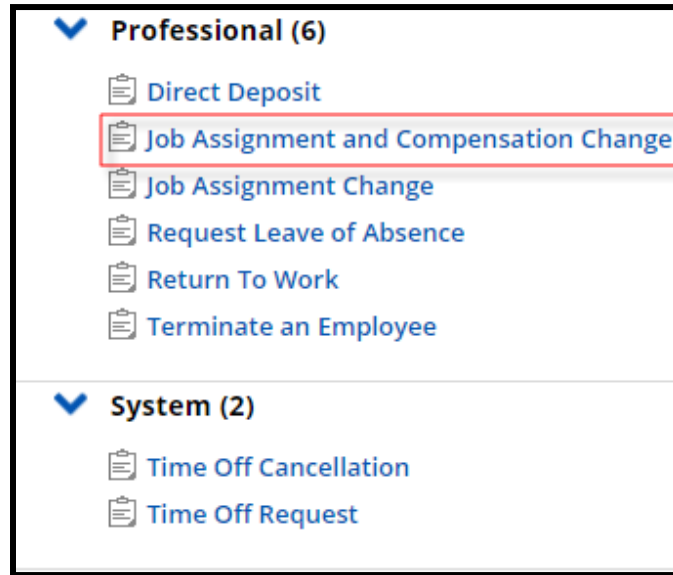
2. From the list of employees, select the Teammate.
3. On the main menu, select **Forms**:



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- Of the available forms, in the **Professional** section, select **Job Assignment and Compensation Change**:



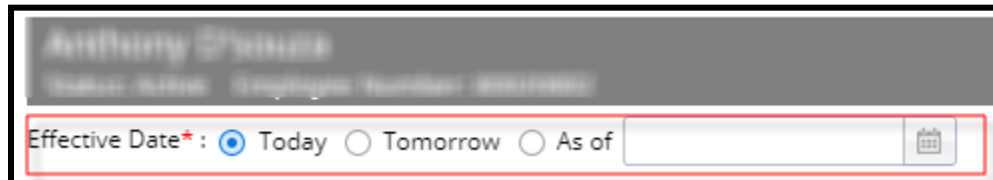
Professional (6)

- Direct Deposit
- Job Assignment and Compensation Change
- Job Assignment Change
- Request Leave of Absence
- Return To Work
- Terminate an Employee

System (2)

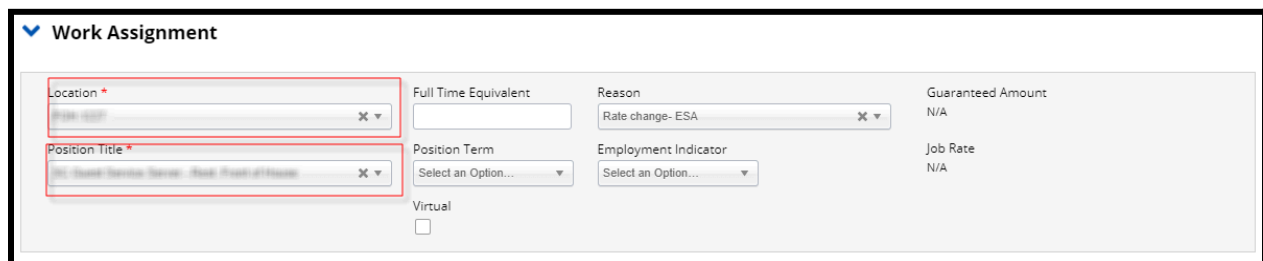
- Time Off Cancellation
- Time Off Request

- On the Job Assignment form, select the Effective Date of the change:



Effective Date*: ☒ Today ☐ Tomorrow ☐ As of

- In the **Work Assignment** section, adjust the **Location** (if required) and **Position Title**:



Work Assignment

Location*:

Position Title*:

Full Time Equivalent:

Reason:

Guaranteed Amount: N/A

Position Term:

Employment Indicator:

Job Rate: N/A

Virtual: ☐



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- In the **Pay and Rates** section, adjust any applicable information for the employee, if required:

Pay Type *

Hourly Time Card EE

Pay Class *

PT

Average Daily Hours

8

Normal Weekly Hours

44

Semi Monthly Hours (Top)

Semi Monthly Hours (Bottom)

Vacation Rate

Overtime Rate

Alternate Rate

Pay Grade

N/A

Max

N/A

Compa-Ratio

N/A

Min

N/A

Control

N/A

- In the **Compensation Changes** section, Select the Reason for the change and adjust the employee's pay rate by dollar amount:

Change Total

or

Change by Increment

Reason

Amount *

Comment

Select an Option...

\$12.55

Annual Salary (Change %)

Base Rate (Change %)

Previous Compensation

Employee Compensation

- Once complete, select **Submit**.

If the form is being submitted for a transfer from one location to another, once the form has been submitted, send an email to payroll@recipeunlimited.com to activate the transfer process in RMS.

