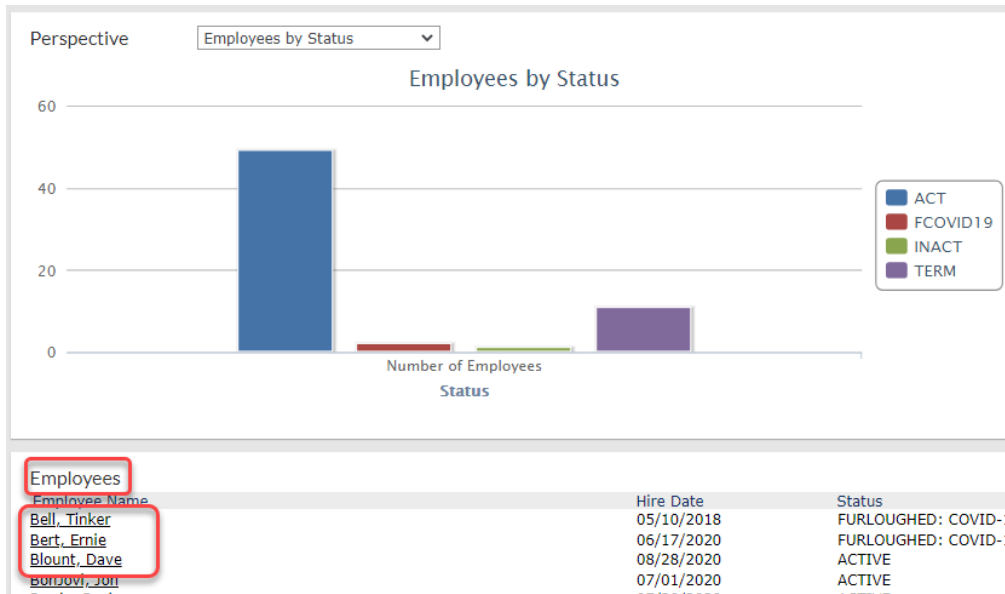# Location Change – Employee

1. From the home screen select the desired employee

2. On the Employee profile select the **WORK** tab

3. Click on **WORKSITE LOCATION**

HR / Change / Employee Work

Jon BonJovi | Name | Pei

Employee   Y72434

Status Dates
Last Hire Date   07/01/2020   Seniority Date
Original Hire Date   04/01/2019   Benefits Thru D:
Leave Return Date   Last Day Worke
Employer Start Date   04/01/2019   Provider Notifie
Hire Report Date   07/27/2020

Assignments
Worksite Location   Future Date   1   MD
Division   Future Date
Department   Future Date   05   ACCOUNTING
Work Shift

4. Select the correct location

Worksite Locations with User Security

	Location Code	Location Name	Gl Code	State	City
1	1	MD		MD	COLUMBIA
2	2	CA		CA	BEVERLY HILLS
3	3	NY		NY	NEW YORK
4	AL	TESTING CLIENT REPORTING ALASKA		AK	DELTA JUNCTION
5	HRCTEST	HRC TESTING		MD	BURTONSVILLE
6	KS	KS SPECIAL STATES TESTING		KS	ARKANSAS CITY
7	MD1	MD1		MD	BOWIE
8	NJTEST	NJTEST		NJ	BEACH HAVEN
9	PA	CS Testing		PA	GREENVILLE
10	PULSE SS	PULSE SPECIAL STATES		IN	MISHAWAKA
11	PULSE TEST	PULSE TEST		MD	BURTONSVILLE
12	TEST	TEST		MD	BURTONSVILLE
13	TESTING	11 W End St		SC	MANNING
14	WA	Washington State Client Space TEST		WA	RENTON
15	tes	TESTING LOCATION		MD	BURTONSVILLE
16	testing	testing		OH	KINGSTON

5. Hit **SAVE** to exit