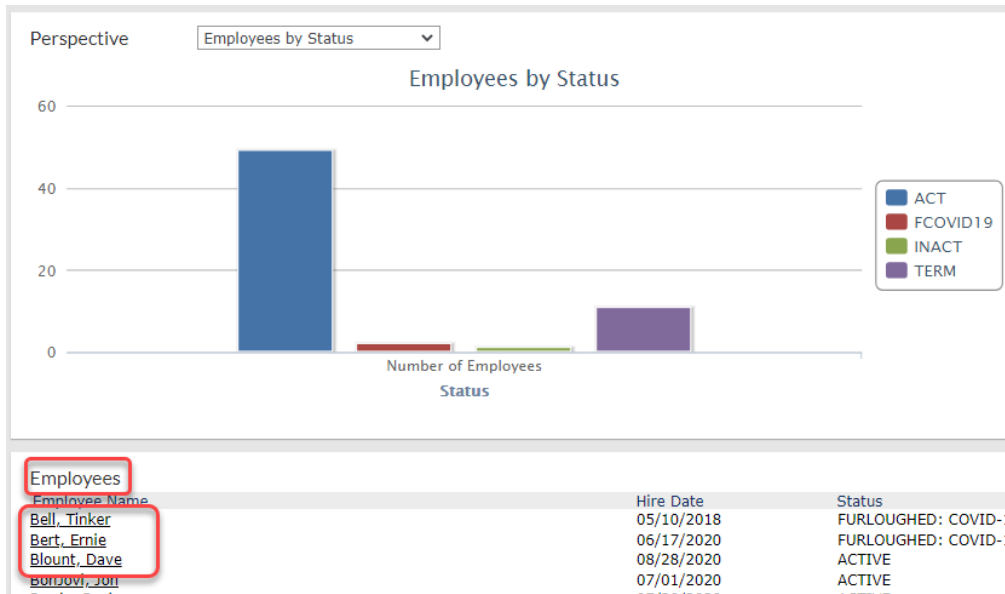




## Location Change – Employee

1. From the home screen select the desired employee



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

HR / Change / Employee Details Company: (1111) DEMO COM

## Jon BonJovi

Name | Personal | Address | **Work** | Pay

Employee

### Name & Contact

Last Name	<input type="text" value="BonJovi"/>	Work Phone	<input type="text"/>
First Name	<input type="text" value="Jon"/>	Work Email	<input type="text" value="premnath.g"/>
Middle Name	<input type="text"/>	EP Username	<input type="text" value="bonjovi"/>
Nickname	<input type="text"/>		

3. Click on **WORKSITE LOCATION**

HR / Change / Employee Work

Jon BonJovi | Name | Per

Employee

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**Status Dates**

Last Hire Date	<input type="text" value="07/01/2020"/>	Seniority Date	
Original Hire Date	<input type="text" value="04/01/2019"/>	Benefits Thru D:	
Leave Return Date	<input type="text"/>	Last Day Worke	
Employer Start Date	<input type="text" value="04/01/2019"/>	Provider Notifier	
Hire Report Date	<input type="text" value="07/27/2020"/>		

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**Assignments**

<b>Worksite Location</b>	<b>Future Date</b>	<input type="text" value="1"/>	MD
<a href="#">Division</a>	<b>Future Date</b>	<input type="text"/>	
<b>Department</b>	<b>Future Date</b>	<input type="text" value="05"/>	ACCOUNTING
<a href="#">Work Shift</a>		<input type="text"/>	

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

HR / Change / Employee Work

Jon BonJovi | Name | F

Employee Y72434

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**Status Dates**

Last Hire Date	07/01/2020	Seniority Date
Original Hire Date	04/01/2019	Benefits Thru
Leave Return Date		Last Day Worl
Employer Start Date	04/01/2019	Provider Notif
Hire Report Date	07/27/2020	

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**Assignments**

<u>Worksite Location</u>	<u>Future Date</u>	3	NY
<u>Division</u>	<u>Future Date</u>		
<u>Department</u>	<u>Future Date</u>	05	ACCOUNTING
<u>Work Shift</u>			
<u>Project</u>			
<u>Work Group</u>			
<u>Benefit Group</u>	<u>Future Date</u>	1	PRIMARY
<u>Retirement Benefit Group</u>		1	PRIMARY
Employee Number			
<u>Labor Union Affiliation</u>			
Labor Union Start Date			

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**Miscellaneous**

Business Owner	<input type="checkbox"/>	Company W/C
Family Member	<input type="checkbox"/>	Tax Credit Eliq
Company Officer	<input type="checkbox"/>	1099 Contrac

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**Save** **Cancel** **Close**