



Changing Employment Status / Status Date

Search for and navigate to the desired employee record (Name or SSN in the search bar).

1. Select the employee. In the “Name” tab of the profile select [Status Type Change](#) .

HR / Change / Employee Details

Suess Doctor

[Employee](#) M68198 [Name](#) | Personal

Name & Contact

Last Name	Doctor
First Name	Suess
Middle Name	
Nickname	

Employment

Employment Status	ACTIVE	Status Type Change
Status Date	09/01/2019	
Employment Type	PART TIME	
Type Date	02/10/2020	
Position	ADMIN NON EXEMPT	Position Change
Position EEO Code	ADMIN	
EEO Exempt		

2. Fill in the circled information of to the new status and date that needs to be updated.

HR / Action / Status Type Change

Status Type Change

[Employee](#) M68198 [Name](#) | DOCTO

Current Employment Status: ACTIVE
Current Employment Type: PART TIME

New Employment Status:

New Employment Type:

Optional: Only enter new hours if applicable.

New Standard Hours	<input type="text"/>	Current	40.00	CT
New Default T/S Hours	<input type="text"/>			

Status/Type Date:


Reason:

[Save](#) [Cancel](#) [Close](#)

3. Hit **SAVE**, you will return to the employee profile home page. Hit SAVE again from that home page.

HR / Action / Status Type Change CI

Status Type Change

Employee  DOCTOR S

Current Employment Status ACTIVE

Current Employment Type PART TIME

New Employment Status

New Employment Type

Optional: Only enter new hours if applicable.

New Standard Hours	<input type="text"/>	Current	
New Default T/S Hours	<input type="text"/>	40.00	Change

Status/Type Date

Reason

For this type, benefits will NOT be terminated if no longer eligible.
This type code will be auto-enrolled in eligible benefit plans.
