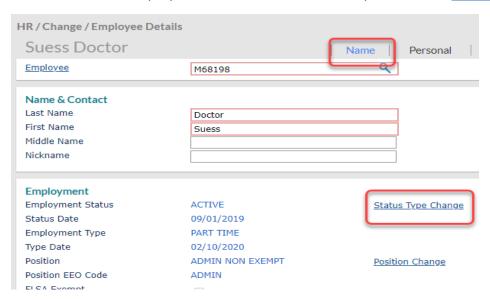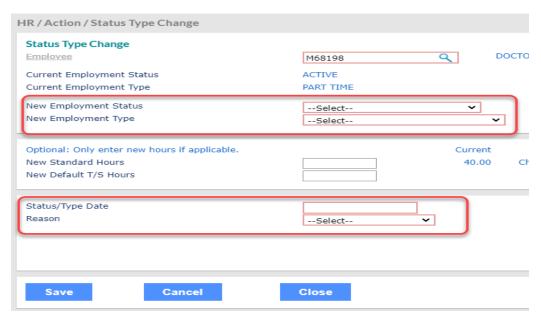# Changing Employment Status / Status Date

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 .

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

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