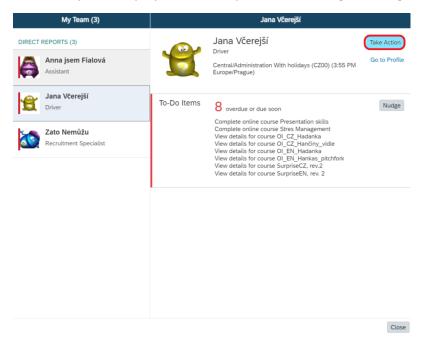
## Change of working time

## Manage my team/Go to profile (option 2)

Home ~						Q Search for actions or p	ß	<b>3</b>	🚹 Torr	náš Marný
To-Do										
Review Performance	Recruiting Approvals	Conduct 1:1 Meetings								
All due in 65 days	Approval Due in 25 days	People Due Anytime								
News										
Quick Links	něco									
Ì	ê.									
My Team										
Manage My Team	Team Summary	Org Chart	Compensation	Reports		Test PCH				
Reports (3 Direct) 3 require attention	e 4 Metrics Available	品 3 Direct Reports (3 total)	<u></u>	F	0 Favorites	9 - DL-Grade 9 - for —	)	11-Grad	le 11	

Start on your homepage. Just click on "Manage My Team" tile in "My Team" section.

Choose required employee to whom you want to change working time and click on "Take Action".



Pick "Change Job and Compensation Info" option there.

My Team (3)		Jana Včerejší	3
DIRECT REPORTS (3)		ana Včerejší	Take Action
Anna jsem Fialová		river entral/Administration With holidays (CZ00) (3:55 PM	Take Action
Assistant		urope/Prague)	Change Job and Compensation Info
Jana Včerejší Driver	To-Do Items 8	B overdue or due soon	Extra bonus Jump To
Zato Nemůžu Recruitment Specialist		Complete online course Presentation skills Complete online course Stres Management fiew details for course OI_CZ_Hadanka fiew details for course OI_CZ_Hanciny_vidle fiew details for course OI_EN_Hadanka fiew details for course OI_EN_Hankas_pitchfork fiew details for course SurpriseCZ, rev.2	Personal Information Employment Information Payroll Pending Requests

Tick the "Job Information" and date box will be opened.

	Change Job and Compensation Info - Jana Včerejší
Choose what you want to change	
Job Information     Change employee's job data, time information, and other information     Compensation Information     Change the salary, bonus, eligibility for benefits, and other information.	

Cancel Save

Choose the date when the changes should take effect from – be careful, the date has to be always from the first day of the month in the future.

#### Change Job and Compensation Info - Jana Včerejší

<ul> <li>Choose what you want to change</li> </ul>												
Job Information     Change employee's job data, time information, and other information.     Compensation Information     Change the salary, bonus, eligibility for benefits, and other information.		n wou <i>1 dd,</i> j			your 	chan	ges to	o take	effect?			
*When would you like your changes to take effect?	<		Mar	ch		202	0	>				
MMM dd, yyyy		Sun	Mon	Tue	Wed	Thu	Fri	Sat				
		1	2	3	4	5	6	7				
		8	9	10	11	12	13	14				
		15	16	17	18	19	20	21				
		22	23	24	25	26	27	28				
CHANGE OF WORKING TIME (2)		29	30	31	1	2	3	4		myFOX r	manual	

More fields will appear but you scroll down to "Show 8 more fields" button and click on it.

Choose what you     When would you like your     Apr 01, 2020		change			
[					
Apr 01 2020	cnanges	to take effect?			
Position Information					
*Position Title		*Position I	Entry Date	Time In Position	
Driver (31001453)		Dec 01, 2		0 Years 4 Months 0 Days	ŝ
Organization Informa	tion				
*Company			*Department		
FOXCONN CZ s.r.o. (1000	2875)		Maternity & H	IR (10004236)	
*Business Unit		*Cost Cen	ter		I
FOX Central (10003012)		DCH010	(DCH010)		
*Division		*Personne	l and Subarea		
Central (10003432)				Vith holidays (CZ00)	
		0.01101007			
Driver		Driver (2	1000067)		
Job Information <sup>•</sup> Job Title		*Job Code			
Driver		Driver (2100	0067)		
Employee Type	*Employ	/ee Class			
	DL				
Superior		Pay Grade			_
Tomáš Marný, Recruitment M	Vana	Grade 9 - for	DL (9 - DL)		
Contract Type	out Duct	tion ported			
Main indefinite contract/With	iout Prob	ation period			
Probation Period - length	Probatic Date	nary Period End	1		
Contract End Date					
how 9 more fields					
how 8 more fields					

Et al de la serie de la francée de la construction de la construction de la construction de la construction de	
Find the only white fields, which are editable – defining Weekly and Daily working hou	Irs
This the only white helds, which are calcuble – actining weekly and barry working hot	

Contract End Date	Number of term contracts	*Location
		Pardubice
Is Fulltime Employee	FTE	
No	1	
*Standard Weekly Hours	*Daily Working Hours	
40	8	
Is Shift Employee	Shift Code	
No		
Show 8 less fields		

Rewrite those two required values and you can see immediately the conversion of FTE (full time equivalent). Just check if it is entered correctly and then save the change by ",Save" button.

Contract End Date	Number of term contracts	*Location	
		Pardubice	
Is Fulltime Employee	FTE		
No	0.5		
	1		
*Standard Weekly Hours	*Daily Working Hours		
20	4		
40	8		
Is Shift Employee	Shift Code		
No			
Show 8 less fields			
			Cancel Save

WF approval starts, please **do not forget to describe the reason of change** for all approvers and history records.

Please confirm your request	
Submitting Data Change request for Jana Včerejší.	
Enter your comment here	
Show workflow participants	
	Cancel Confirm

Recommendation: Check the approvers by click on "Show workflow participants".

	Please confirm your request
Submitting Da	ata Change request for Jana Včerejší.
on the reque	est of employee due to child care
Hide workflov	<u>v participants</u>
Approvers	
Approvers	
1 📮	<b>Evžen Parťák</b> HR Business Partnering Manager
2 👰	<b>Prokop Dveře</b> HR Manager
сс	
	Payroll_Centrál HR Supervisor
	HR Specialist HR Administrator
	Cancel

Then just send WF by "Confirm" button.

# Control of the change

### through employee Profile/Card

You need to get to the part of Employee Profile where you have made a change.

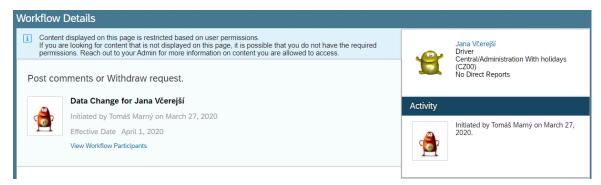
So click on "Employment Information" section and scroll down on "Job Information" portlet.

PERSONAL INFORMATION	EMPLOYMENT INFORMATION	PAYROLL		
	Hire Date	Nov 01, 2019	Start Date for Benefits	Nov 01, 2019
	Time in Company by Contract (Years/Months/Days)	0/4/26	Time in Company for Benefits (Years/Months/Days)	0/4/26
	First Date Worked	Nov 01, 2019	First Register to the System	Nov 01, 2019
	Oata Change pending Position Title Time In Position	g approval (Apr 1, 2020) Driver (31001453) O Years 3 Months 26 Days	Position Entry Date	Dec 01, 2019
	Organization Info	ormation		
	Company	FOXCONN CZ s.r.o. (10002875)	Department	Maternity & HR (10004236)
	Business Unit	FOX Central (10003012)	Cost Center	DCH010 (DCH010)
	Division	Central (10003432)	Personnel and Subarea	Central/Administration With holidays (CZ0

Click on waiting request ,,Data Change pending approval" (blue text).

PERSONAL INFORMATION	EMPLOYMENT INFORMATION (Tears/iviorities/bays)	PAYROLL	(Tears/World/SrDays)	
	First Date Worked	Nov 01, 2019	First Register to the System	Nov 01, 2019
ganizational Information	Position Informa	tion 🥒 🕒		
	Effective as of: Mar 1, 2( ① Data Change pendin Position Title Time In Position		Position Entry Date	Dec 01, 2019
	Organization Inf	ormation		
	Company	FOXCONN CZ s.r.o. (10002875)	Department	Maternity & HR (10004236)
	Business Unit	FOX Central (10003012)	Cost Center	DCH010 (DCH010)
	Division	Central (10003432)	Personnel and Subarea	Central/Administration With holidays (CZ00
b Information	Job Information	7 G		

Already started WF will be displayed.



DON'T FORGET THAT THE SALARY CHANGE MUST FOLLOW AFTER THIS APPROVAL.

Manual how to change wage <u>here.</u>