Change of working time

Manage my team/Go to profile (option 2)

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.

Tick the ,,Job Information'' and date box will be opened.

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.

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

Organizational Information

> **Choose what you want to change**

*When would you like your changes to take effect?

Apr 01, 2020

Position Information

*Position Title	***Position Entry Date**	Time In Position
Driver (31001453)	Dec 01, 2019	0 Years 4 Months 0 Days

Organization Information

*Company	***Department**
FOXCONN CZ s.r.o. (10002875)	Maternity & HR (10004236)

*Business Unit	***Cost Center**
FOX Central (10003012)	DCH010 (DCH010)

*Division	***Personnel and Subarea**
Central (10003432)	Central/Administration With holidays (CZ00)

Job Information

*Job Title	***Job Code**
Driver	Driver (21000067)

Cancel   Save

Job Information

*Job Title	***Job Code**
Driver	Driver (21000067)

Employee Type	***Employee Class**
	DL

*Superior	Pay Grade
Tomáš Marný, Recruitment Mana...	Grade 9 - for DL (9 - DL)

*Contract Type

Main indefinite contract/Without Probation period

Probation Period - length	Probationary Period End Date

Contract End Date

Show 8 more fields

Cancel   Save

Find the only white fields, which are editable – defining Weekly and Daily working hours.

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.

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

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

Then just send WF by ,,Confirm'' button.

Control of the change

through employee Profile/Card

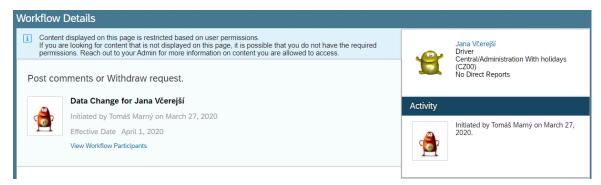You need to get to the part of Employee Profile where you have made a change.

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

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

Already started WF will be displayed.

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

Manual how to change wage here.