

# 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.

The screenshot shows a user's homepage dashboard. At the top, there is a navigation bar with a search bar and the user's name 'Tomáš Marry'. Below this, there are several sections: 'To-Do' with three tiles for 'Review Performance' (3 Reviews), 'Recruiting Approvals' (1 Approval), and 'Conduct 1:1 Meetings' (3 People). Below that is a 'News' section with 'Quick Links' and 'něco'. The main section is 'My Team', which contains several tiles: 'Manage My Team' (3 Reports), 'Team Summary' (4 Metrics), 'Org Chart' (3 Direct Reports), 'Compensation', 'Reports' (0 Favorites), and 'Test PCH' (a donut chart showing 9 - DL-Grade 9 and 11-Grade 11). The 'Manage My Team' tile is circled in red.

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

The screenshot shows the 'Manage My Team' page. On the left, there is a list of direct reports: 'Anna jsem Fialová' (Assistant), 'Jana Včerejší' (Driver), and 'Zato Nemůžu' (Recruitment Specialist). The 'Jana Včerejší' tile is highlighted. On the right, there is a detailed view for 'Jana Včerejší', including her role 'Driver', location 'Central/Administration With holidays (CZ00) (3:55 PM Europe/Prague)', and a 'Take Action' button circled in red. Below this, there is a 'To-Do Items' section with 8 overdue or due soon items, including 'Complete online course Presentation skills', 'Complete online course Stres Management', and several 'View details for course' items. A 'Nudge' button is also present. At the bottom right, there is a 'Close' button.

Pick „Change Job and Compensation Info” option there.

The screenshot shows a user interface for managing a team. On the left, under 'My Team (3)', there are three direct reports: Anna jsem Fialová (Assistant), Jana Včerejší (Driver), and Zato Nemůžu (Recruitment Specialist). The main area displays the profile for Jana Včerejší, a Driver, with a yellow cartoon character icon. Below the profile, there are 'To-Do Items' with 8 overdue or due soon tasks, including 'Complete online course Presentation skills' and 'Complete online course Stres Management'. On the right, a 'Take Action' dropdown menu is open, with 'Change Job and Compensation Info' highlighted by a red circle.

Tick the „Job Information” and date box will be opened.

The screenshot shows the 'Change Job and Compensation Info - Jana Včerejší' form. Under the heading 'Choose what you want to change', there are two options: 'Job Information' (with a red circle around the checkbox and its description) and 'Compensation Information'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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.

The screenshot shows the same form as above, but with the date picker open. The date picker is titled '\*When would you like your changes to take effect?' and shows a calendar for March 2020. The date '27' is selected and highlighted with a red circle. The date input field above the calendar is also highlighted with a red circle and contains the text 'MMM dd, yyyy'.

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

**Organization Information**  
\*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)

**Job Information**  
\*Job Title: Driver   \*Job Code: Driver (21000067)

Cancel Save

**Job Information**  
\*Job Title: Driver   \*Job Code: Driver (21000067)

Employee Type:   \*Employee Class: DL

\*Superior: Tomáš Marný, Recruitment Mana...   Pay Grade: 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.

Contract End Date	Number of term contracts	*Location
<input type="text"/>	<input type="text"/>	<input type="text" value="Pardubice"/>
Is Fulltime Employee	FTE	
<input type="text" value="No"/>	<input type="text" value="1"/>	
*Standard Weekly Hours	*Daily Working Hours	
<input type="text" value="40"/>	<input type="text" value="8"/>	
Is Shift Employee	Shift Code	
<input type="text" value="No"/>	<input type="text"/>	

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
<input type="text"/>	<input type="text"/>	<input type="text" value="Pardubice"/>
Is Fulltime Employee	FTE	
<input type="text" value="No"/>	<input type="text" value="0.5"/>	
*Standard Weekly Hours	*Daily Working Hours	
<input type="text" value="20"/>	<input type="text" value="4"/>	
Is Shift Employee	Shift Code	
<input type="text" value="No"/>	<input type="text"/>	

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.

Show workflow participants

Cancel Confirm



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

Please confirm your request

Submitting Data Change request for Jana Včerejší.  
on the request of employee due to child care





[Hide workflow participants](#)

**Approvers**

- 1  **Evžen Pařák**  
HR Business Partnering Manager
- 2  **Prokop Dveře**  
HR Manager

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**CC**

 <b>Payroll_Centrál</b>	 <b>[Redacted]</b> HR Supervisor
 <b>HR Specialist</b>	 <b>[Redacted]</b> HR Administrator

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.

The screenshot shows the Employee Profile Card for Jana Včerejší, Driver. The 'EMPLOYMENT INFORMATION' section is highlighted with a red box. Below it, the 'Job Information' portlet is also highlighted with a red box. The 'Data Change pending approval' link is visible in blue text.

PERSONAL INFORMATION	EMPLOYMENT INFORMATION	PAYROLL
	Hire Date	Nov 01, 2019
	Time in Company by Contract (Years/Months/Days)	0/4/26
	First Date Worked	Nov 01, 2019
	Start Date for Benefits	Nov 01, 2019
	Time in Company for Benefits (Years/Months/Days)	0/4/26
	First Register to the System	Nov 01, 2019

Organizational Information

Position Information

Effective as of: Mar 1, 2020  
[Data Change pending approval \(Apr 1, 2020\)](#)

Position Title	Driver (31001453)	Position Entry Date	Dec 01, 2019
Time In Position	0 Years 3 Months 26 Days		

Organization Information

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 (C200)

Job Information

Click on waiting request „Data Change pending approval” (blue text).

The screenshot shows the Employee Profile Card for Jana Včerejší, Driver. The 'Job Information' portlet is highlighted with a red box. The 'Data Change pending approval' link is visible in blue text.

PERSONAL INFORMATION	EMPLOYMENT INFORMATION	PAYROLL
	First Date Worked	Nov 01, 2019
	First Register to the System	Nov 01, 2019

Organizational Information

Position Information

Effective as of: Mar 1, 2020  
[Data Change pending approval \(Apr 1, 2020\)](#)

Position Title	Driver (31001453)	Position Entry Date	Dec 01, 2019
Time In Position	0 Years 3 Months 26 Days		

Organization Information

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 (C200)


Job Information

Effective as of: Mar 1, 2020  
[Data Change pending approval \(Apr 1, 2020\)](#)


Employee Status	Active	Pay Grade	Grade 9 - for DL (9 - DL)
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Already started WF will be displayed.


### Workflow Details

 Content displayed on this page is restricted based on user permissions. If you are looking for content that is not displayed on this page, it is possible that you do not have the required permissions. Reach out to your Admin for more information on content you are allowed to access.

Post comments or Withdraw request.


**Data Change for Jana Včerejší**

Initiated by Tomáš Marrý on March 27, 2020  
Effective Date April 1, 2020  
[View Workflow Participants](#)



**Jana Včerejší**  
Driver  
Central/Administration With holidays (CZ00)  
No Direct Reports

#### Activity



Initiated by Tomáš Marrý on March 27, 2020.

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

Manual how to change wage [here](#).