WMU Manager Self Service – FAST PASS

Job Changes

	JOB CHANGES
1.	Access the PeopleSoft Manager Self Service page
2.	Click on the Update Team Information tile
3	Select the 'Job Data Change' option at left menu
4.	Click on the employee/correct employee job
5.	If you are changing the Fund/cost Center (e.g. 'Department') &/or the Location, leave as "yes" for the question 'Are you changing Department, location or job title?', else change to No
6.	If you are changing the pay rate, select "Yes" for the question' Are you changing Salary Information', otherwise leave as 'No'
7.	Click the 'Next' button
8.	Enter the effective date of the change
9.	Select the appropriate reason for the change
10.	To change the Department, click the 🔍 icon & search for the cost center
11.	To change the Department, click the 🔍 icon & search for the location
12.	To change the Job Title, click the 🔍 icon & search for the job code
13.	Enter the new pay change in one of the three boxes (a percent, an amount, a new rate)
14.	Tab out of the field
15.	Verify the 'New Amount (New Pay Rate) ' is correct
16.	Click the 'Next' button in the upper right hand corner
17.	Enter appropriate comments
18.	Click the 'Submit' button in the upper right hand corner
19.	Verify the message at the top indicates the request was successfully submitted
20.	To exit, click on the ☰ icon & select 'Sign Out'