

Changing Employee to PRN

This process details changing an hourly employee with an FTE status to PRN or Resource status, no other changes should be made during this process. See All Other Change Job SOP for instructions on multiple change job details.

Important note: if an employee is not already hourly, you will need to contact HR to ensure a job profile has been created with hourly details.

For questions on this process please email hrworkday@maryfreebed.com

50 Steps [View most recent version](#) 

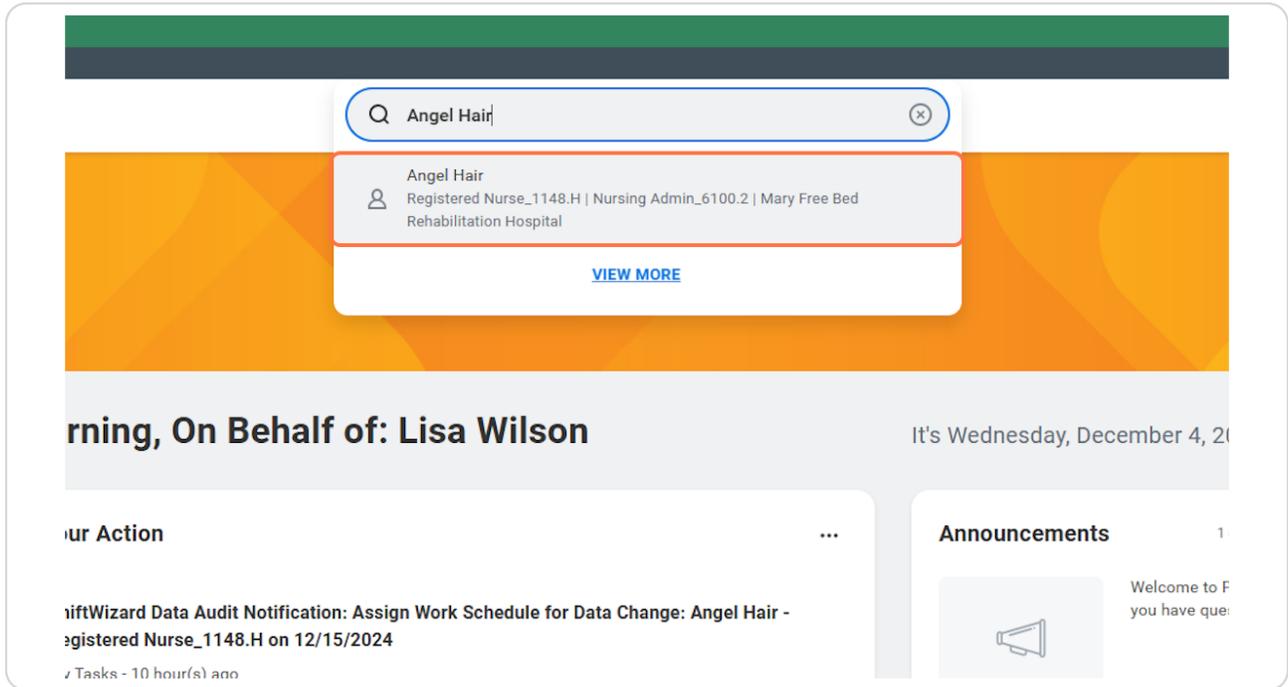
Created by
Alex Drabik

Creation Date
Dec 04, 2024

Last Updated
Dec 04, 2024

STEP 1

Search for the Worker who is moving to PRN/Resource Status and click on the Worker object to navigate to the worker profile.



STEP 2

Click on the Job tab to review the current worker job details.

Pro Tip: Job Profiles that end in .H are hourly, .S are Salary.

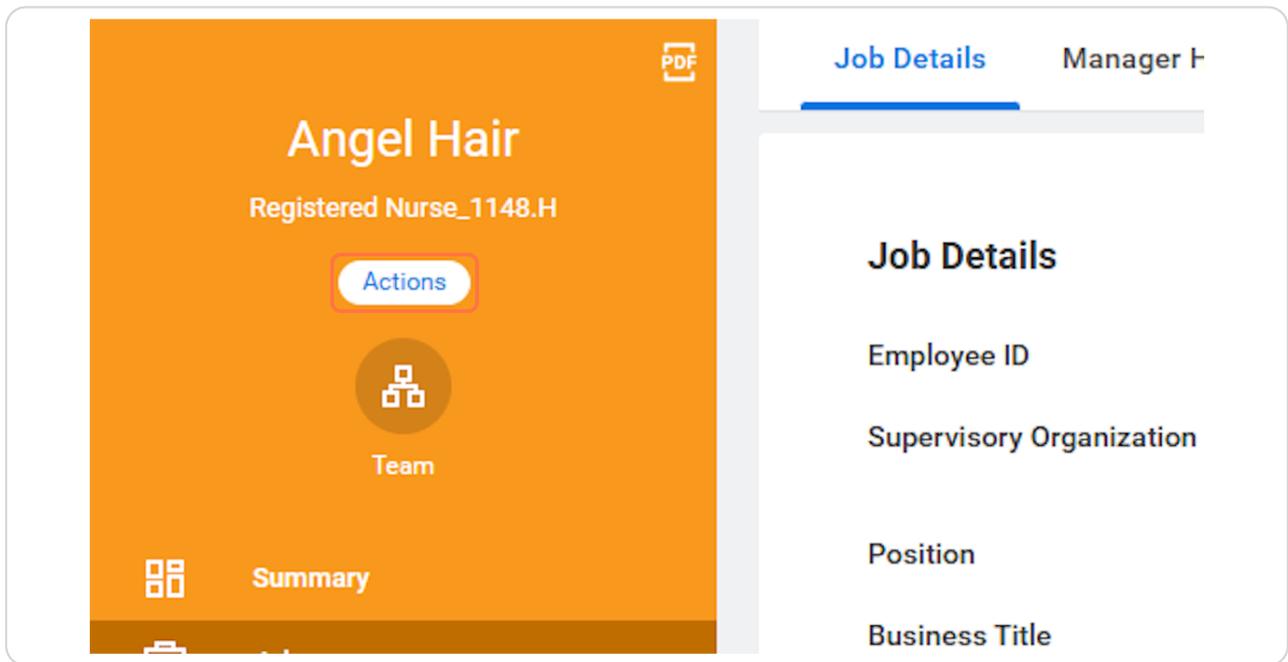
The screenshot displays a user interface for a worker's profile. On the left is a vertical navigation sidebar with an orange header 'Angel Hair' and a sub-header 'Registered Nurse_1148.H'. Below the header are icons for 'Actions' and 'Team', and a list of menu items: 'Summary', 'Job', 'Compensation', 'Absence', 'Contact', 'Personal', and 'Career'. The 'Job' menu item is highlighted. The main content area is divided into two sections: 'Job Details' and 'Contact Information - Public'. The 'Job Details' section contains a list of fields and values, and the 'Contact Information - Public' section contains a 'Work Address' field.

Job Details	
Employee ID	100034
Supervisory Organization	Mary Free Bed (Kent Riddle) >> Nursing Admin_6100.2 (Lisa Wilson)
Position	Registered Nurse_1148.H
Business Title	Registered Nurse_1148.H
Job Profile	Registered Nurse_1148.H
Job Family	Nursing Group > RN
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	📍 Mary Free Bed Rehabilitation Hospital
Hire Date	07/22/2024
Original Hire Date	07/22/2024
Continuous Service Date	07/22/2024
Length of Service	0 year(s), 4 month(s), 12 day(s)
Time in Position	0 year(s), 4 month(s), 12 day(s)
Time in Job Profile	0 year(s), 4 month(s), 12 day(s)

Contact Information - Public	
Work Address	📍 235 Wealthy Street SE Grand Rapids, MI 49503 United States of America

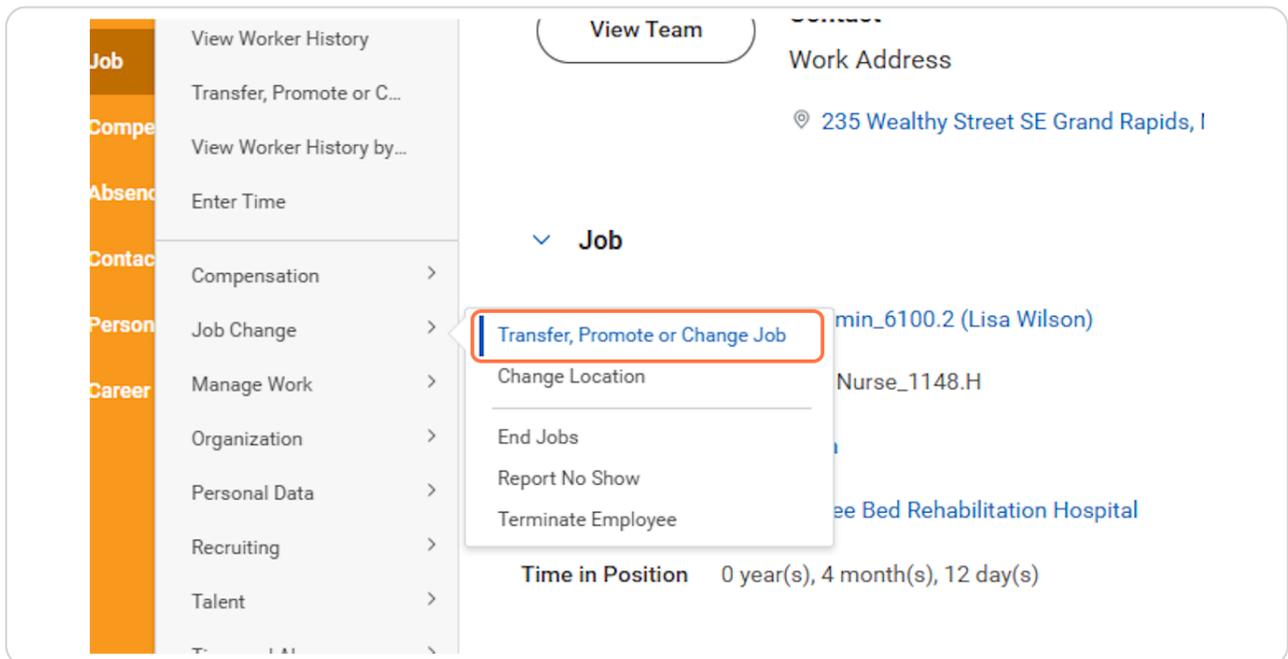
STEP 3

Click on the Actions button under the Worker Profile.



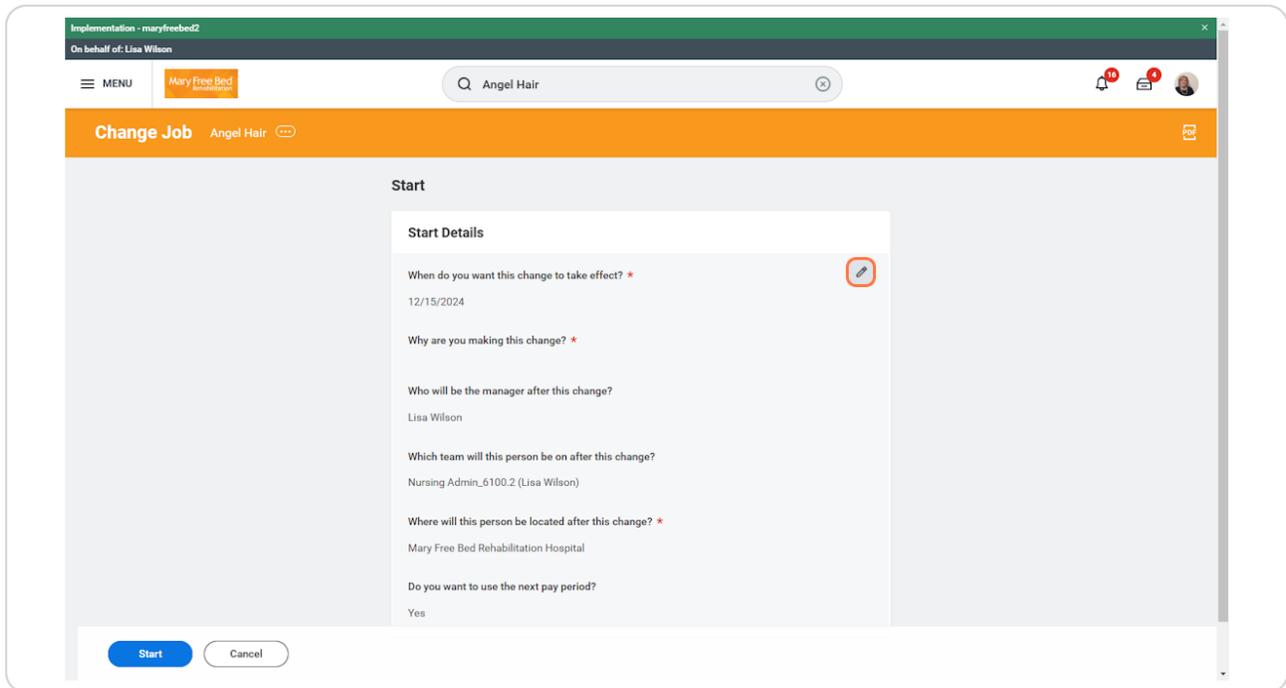
STEP 4

Hover over Job Change and select 'Transfer, Promote or Change Job'



STEP 5

Click on Edit pencil or directly on the field you need to update.



STEP 6

Select the appropriate effective date

Job changes are not longer limited to beginning of pay periods. You may select a future date, current date, or previous date. IMPORTANT: previous dates may impact benefits for the employees, choose wisely.

Start Details

When do you want this change to take effect? *

12/15/2024 

Why are you making this change? *

Do you want to use the next pay period?

STEP 7

Click on Submenu Data Changes

When do you want this change to take effect? *

01/01/2025

Why are you making this change? *

- Search
- Data Changes**
- Transfer

Who will be the manager after this change?

× Lisa Wilson

Which team will this person be on after this change?

▼ Nursing Admin 6100 ?

STEP 8

Select Data Changes > Click on PRN (Resource) Status Change radio button

Again, you are not permitted to make an other job detail changes during this process so no other changes should be made on this page.

Why are you making this change? *

Search

← Data Changes

Change Job Details

Change Location

FTE Decrease

PRN (Resource) Status Change

Which team will this person be on after this change?

× Nursing Admin_6100.2
(Lisa Wilson)

Where will this person be located after this change? *

× Mary Free Bed
Rehabilitation Hospital

Cancel

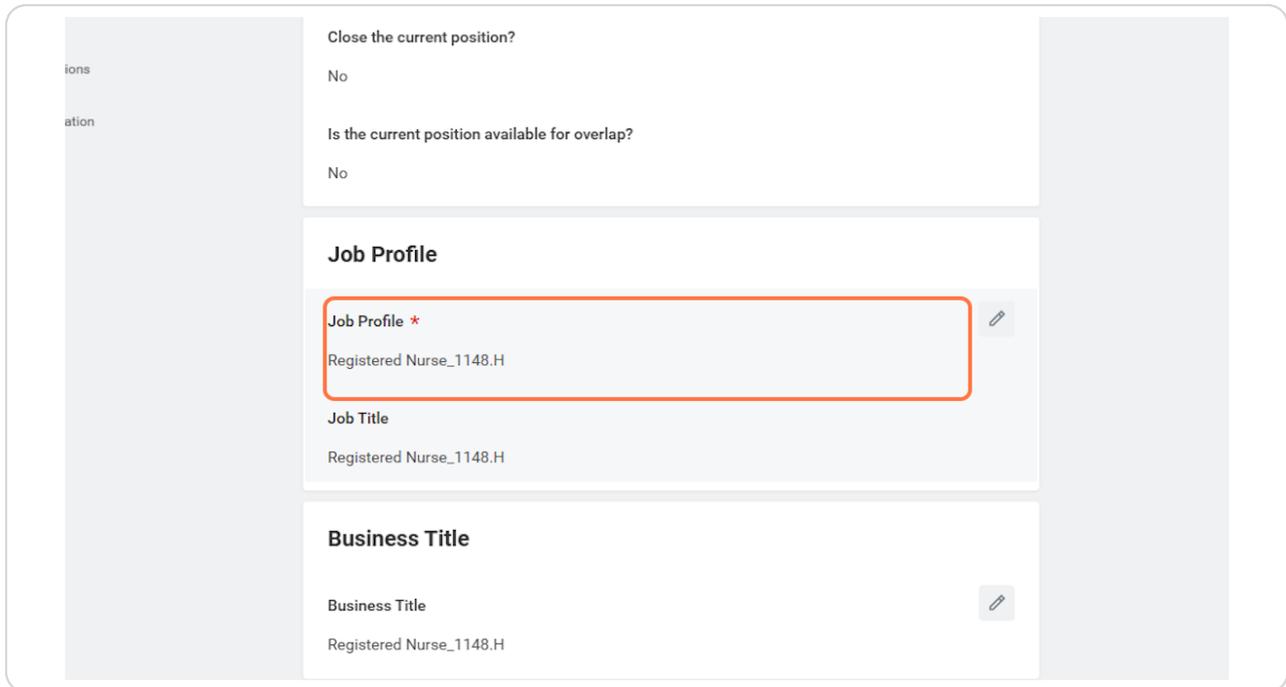
STEP 9

Click on Start

The screenshot shows a form with a large greyed-out area on the left. On the right, there are two sections: 'Which team will this' with a dropdown menu showing 'Nursing Admin. (Lisa Wilson)', and 'Where will this persc' with a dropdown menu showing 'Mary Free Bed Rehabilitation H'. At the bottom, there are two buttons: a blue 'Start' button with an orange border and a white 'Cancel' button.

STEP 10

If you need to change the job profile from Salaried to Hourly you will need to contact recruitment@maryfreebed.com, otherwise no change to job profile should be made.

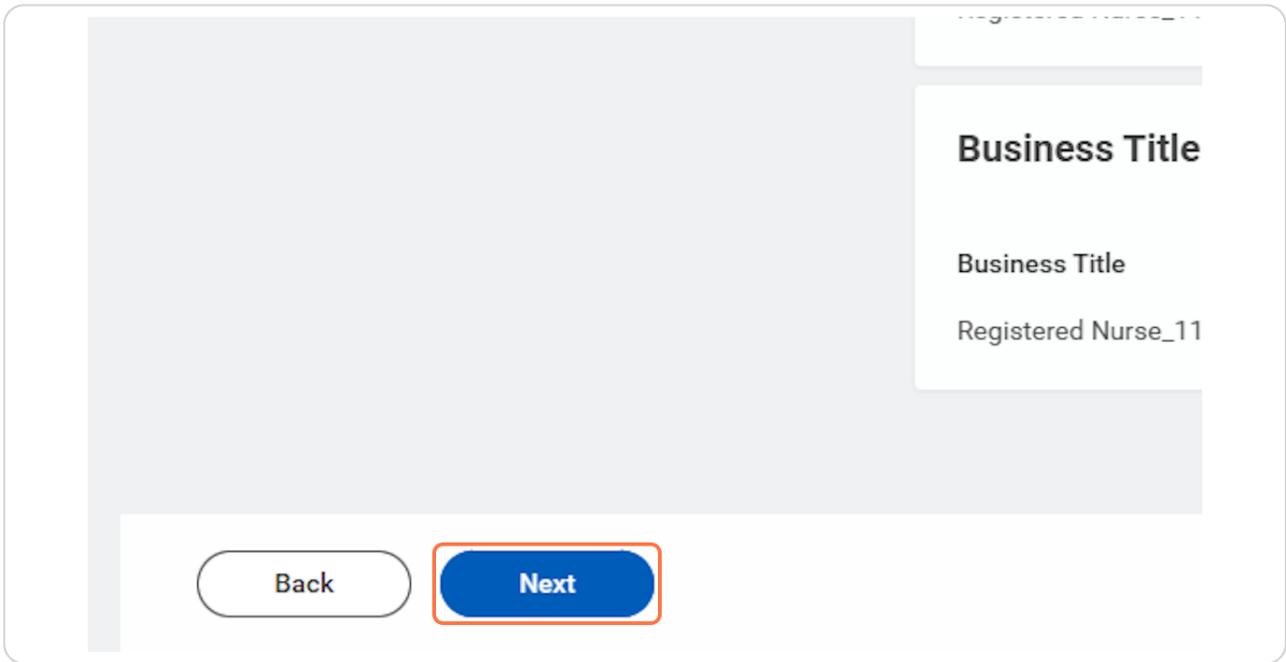


The screenshot shows a web form with a left sidebar containing the text "ions" and "ation". The main content area has three sections:

- Close the current position?**
No
- Is the current position available for overlap?**
No
- Job Profile**
 - Job Profile *** (highlighted with a red box) [edit icon]
Registered Nurse_1148.H
 - Job Title**
Registered Nurse_1148.H
- Business Title** [edit icon]
Registered Nurse_1148.H

STEP 11

Click on Next



STEP 12

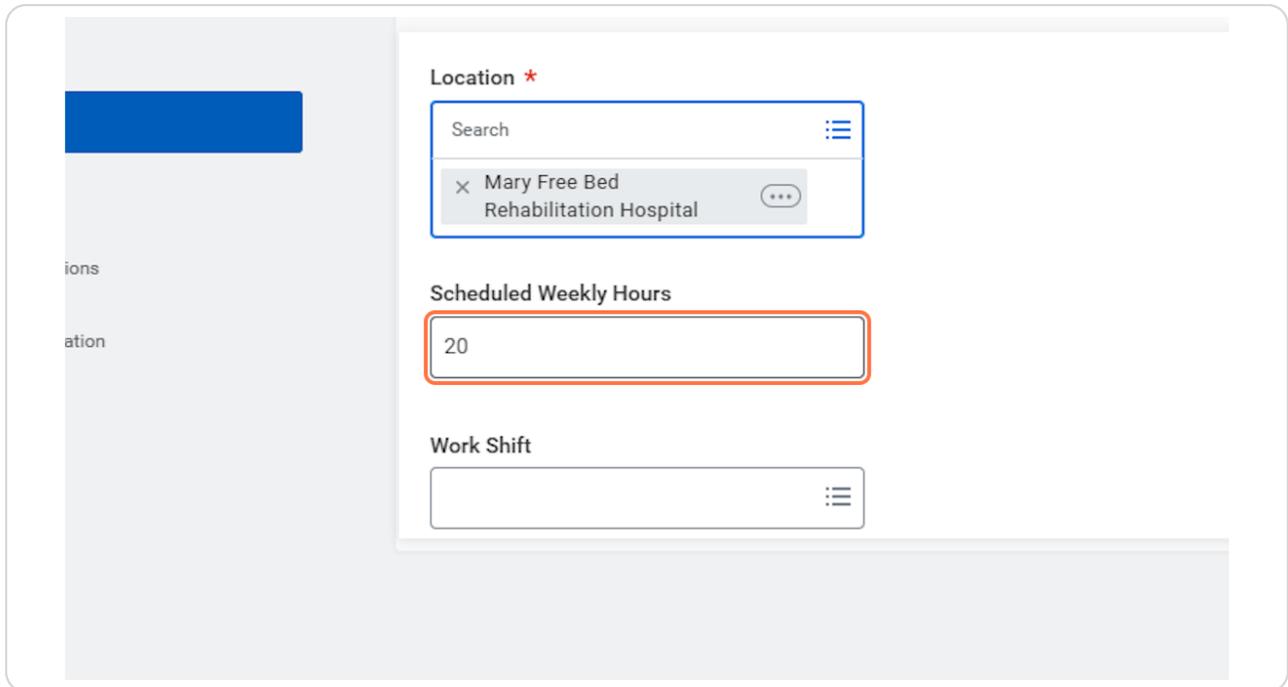
Click on Edit



STEP 13

Reduce scheduled weekly hours to 0

Note if you need to make location change as well please stop this process and refer to "All Other Job Changes" SOP.

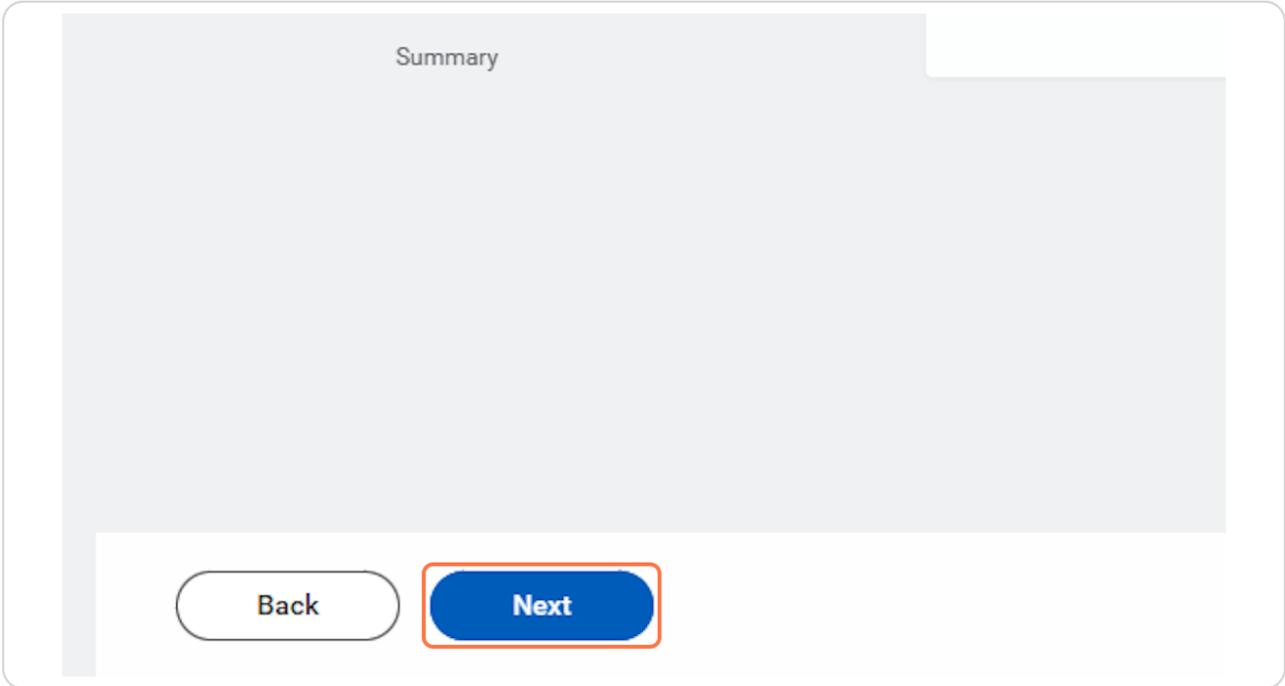


The screenshot shows a form with three main sections:

- Location ***: A search dropdown menu with a search bar and a list of results. The selected item is "Mary Free Bed Rehabilitation Hospital".
- Scheduled Weekly Hours**: A text input field containing the number "20".
- Work Shift**: A dropdown menu that is currently empty.

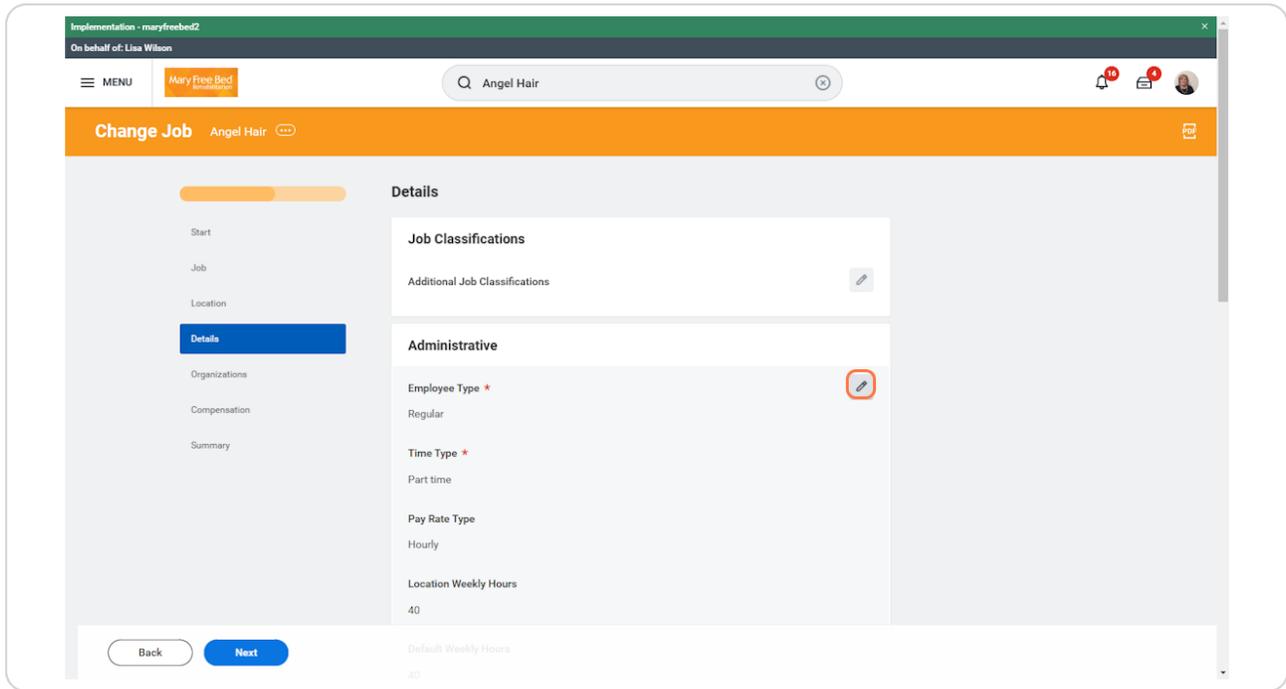
STEP 14

Click on Next



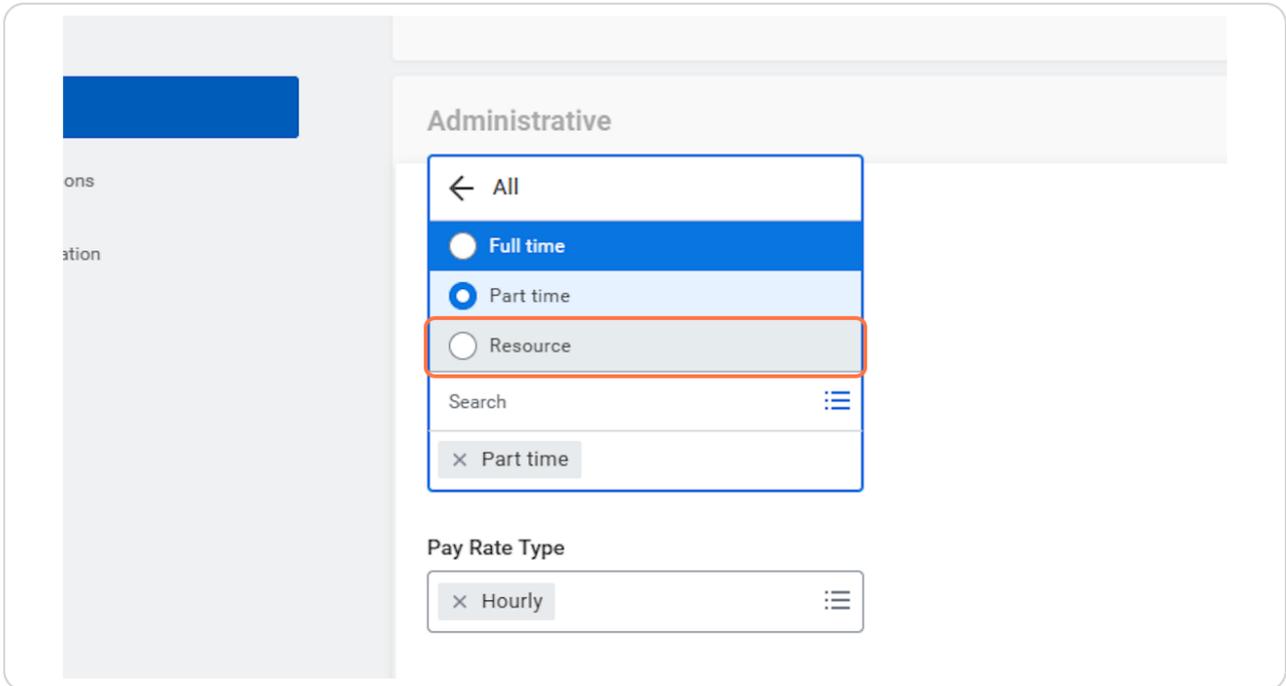
STEP 15

When moving an employee to resource you need to update their 'Time Type', click on the edit button under "Administrative"



STEP 16

Under Time Type select All > Resource



STEP 17

Notice the FTE has updated to 0% based on the weekly scheduled hours updated under the Location section. DO NOT update Location weekly hours or default weekly hours - these are NOT scheduled hours.

Pay Rate Type	Hourly
Location Weekly Hours	40
Default Weekly Hours	40
FTE	0%
Job Exempt	
Job Category	Direct Patient Care
Job Classifications	2 - Professionals (EEO-1 Job Categories-United States of America)

STEP 18

Click on Next

The screenshot shows a job application form with a large greyed-out area on the left and a list of job details on the right. At the bottom, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red border.

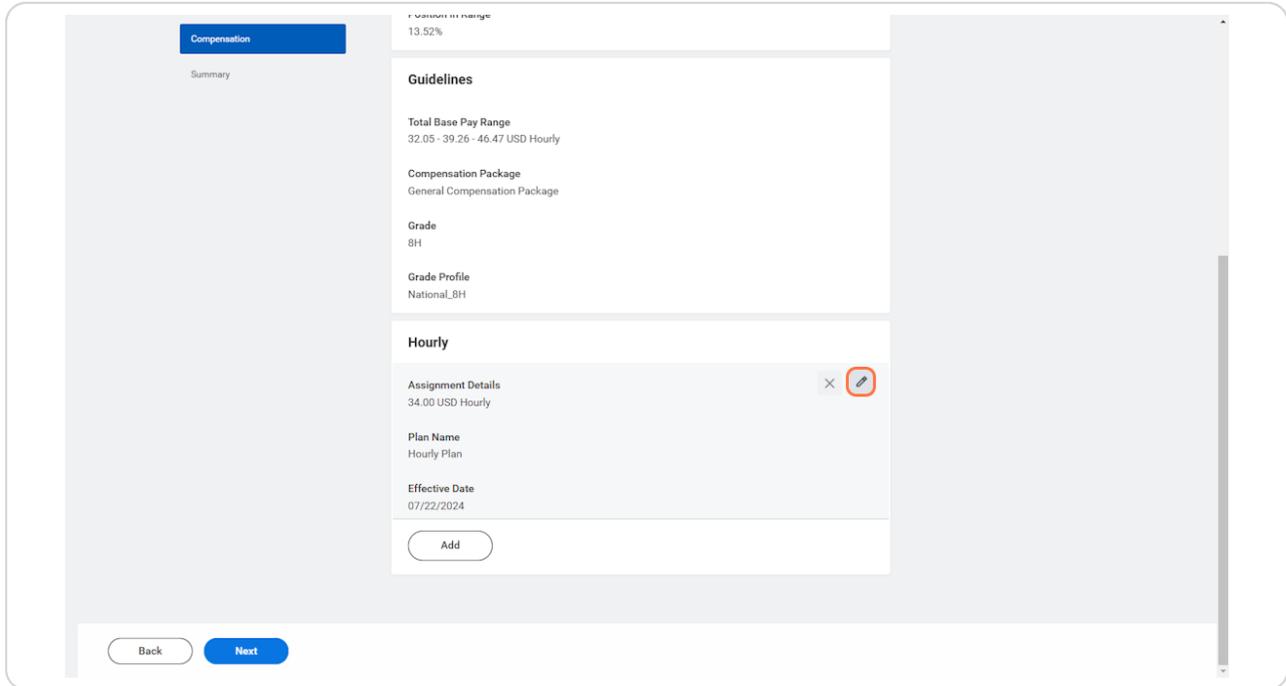
Job Category
Direct Patient Care
Job Classifications
2 - Professionals (EE
Management Level
Individual Contributo
Company Insider Typ

Back Next

STEP 19

Often when moving to PRN, we have a set PRN rate. To update the compensation click on the edit button.

Please contact the Total Rewards team or Recruiting at recruitment@maryfreebed.com for assistance with compensation changes.



The screenshot displays a web interface for managing compensation. On the left, a sidebar contains a blue 'Compensation' header and a 'Summary' link. The main content area is divided into sections: 'Guidelines' and 'Hourly'. The 'Guidelines' section includes the following information:

- 13.52% (likely a percentage increase)
- Guidelines**
- Total Base Pay Range**: 32.05 - 39.26 - 46.47 USD Hourly
- Compensation Package**: General Compensation Package
- Grade**: 8H
- Grade Profile**: National_8H

The 'Hourly' section contains an 'Assignment Details' card with the following information:

- Assignment Details**: 34.00 USD Hourly (with a close 'x' icon and an edit icon circled in red)
- Plan Name**: Hourly Plan
- Effective Date**: 07/22/2024

Below the 'Assignment Details' card is an 'Add' button. At the bottom of the interface, there are 'Back' and 'Next' navigation buttons.

STEP 20

Enter the appropriate hourly amount

Hourly Plan

Total Base Pay Range
32.05 - 39.26 - 46.47 USD Hourly

Amount *

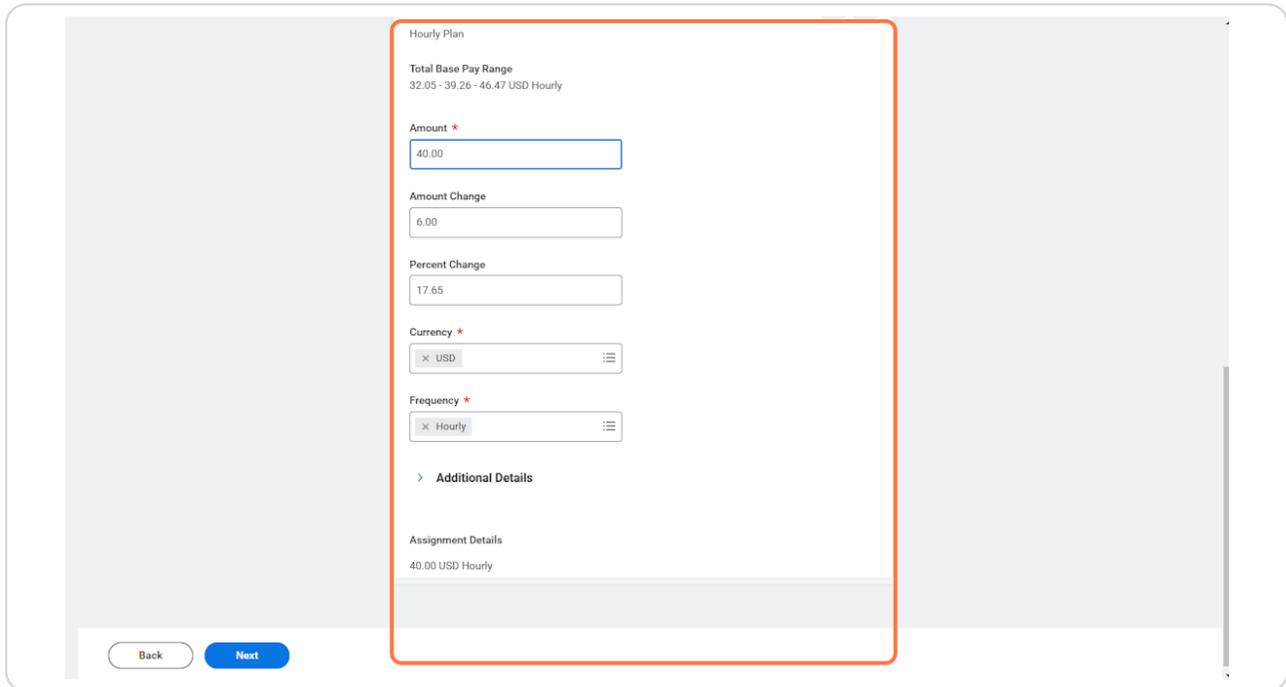
Error: The field Amount is required and must have a value.

Amount Change

Percent Change

STEP 21

You will see that the amount change and percent change automatically populate.



The screenshot displays a 'Hourly Plan' form with the following fields and values:

- Total Base Pay Range:** 32.05 - 39.26 - 46.47 USD Hourly
- Amount *:** 40.00
- Amount Change:** 6.00
- Percent Change:** 17.65
- Currency *:** USD
- Frequency *:** Hourly
- Additional Details:** (collapsed)
- Assignment Details:** 40.00 USD Hourly

At the bottom of the form, there are two buttons: 'Back' and 'Next'.

STEP 22

Click on Next

The screenshot shows a form with a large greyed-out area on the left. On the right side, there are two sections: 'Plan Name' with the value 'Hourly Plan', and 'Effective Date' with a blue dot, the value '01/01/2025', and the text 'was 07'. Below these sections is an 'Add' button. At the bottom of the form, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red rectangular border.

STEP 23

Review all changes made, and scroll down to the document/comment section.

The screenshot shows a web interface for a 'Change Job' form. The top navigation bar includes 'On behalf of: Lisa Wilson', a 'MENU' icon, the 'Mary Free Bed' logo, a search bar with 'Angel Hair', and notification icons. The main header is orange and contains 'Change Job' and 'Angel Hair'. The central content area is titled 'Start' and contains a 'Start Details' form. A red border highlights this 'Start' section. The form fields are as follows:

- When do you want this change to take effect? ***
01/01/2025
- Why are you making this change? ***
PRN (Resource) Status Change
- Who will be the manager after this change?**
Lisa Wilson
- Which team will this person be on after this change?**
Nursing Admin_6100.2 (Lisa Wilson)
- Where will this person be located after this change?**
Mary Free Bed Rehabilitation Hospital
- Do you want to use the next pay period?**

At the bottom of the form, there are three buttons: 'Submit' (blue), 'Save for Later' (white), and 'Cancel' (white). A 'Guide Me' link is also visible at the bottom right of the form area.

STEP 24

Enter a comment detailing the reason for the change to PRN.

Plan Name
Hourly Plan

Effective Date
● 01/01/2025 was 07/22/2024

Add

enter your comment

 Angel Hair is pursuing a career in pasta making, will be moving to resource. |

Attachments

Drop files here

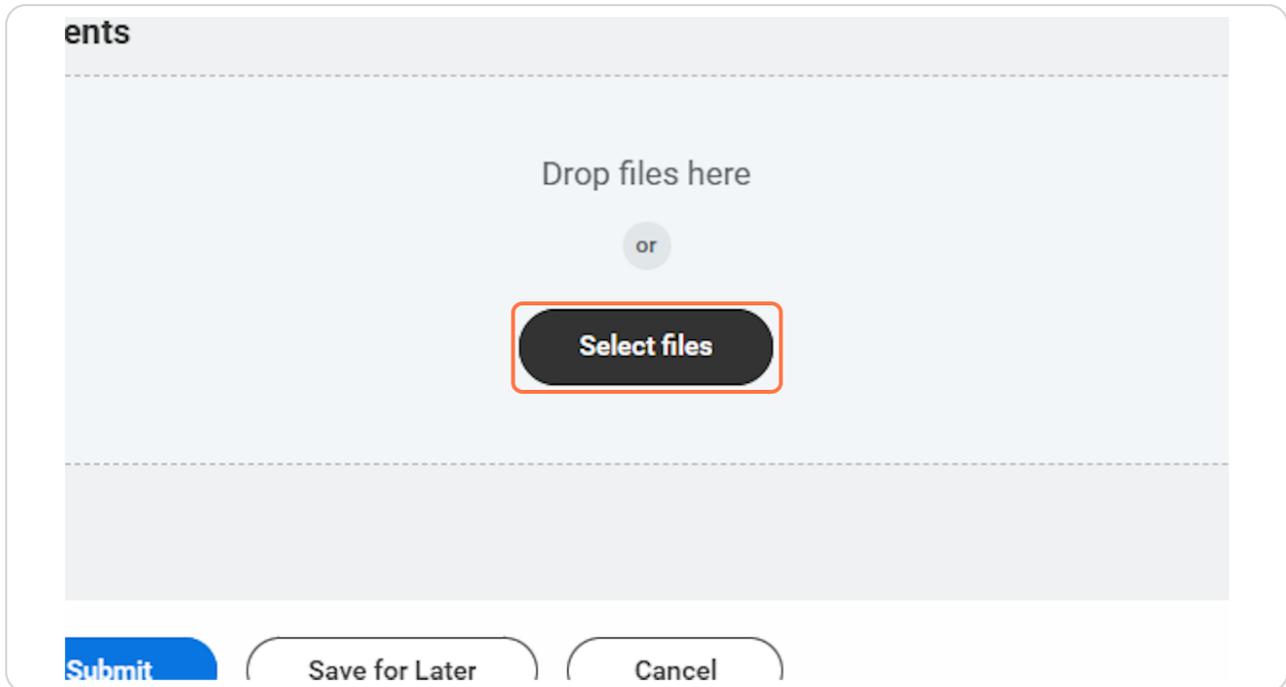
or

Select files

STEP 25

All job change submissions require an attachment.

You can attach the email the employee used to request the change, approval from leadership, or simply a word document detailing the reasons for the change.

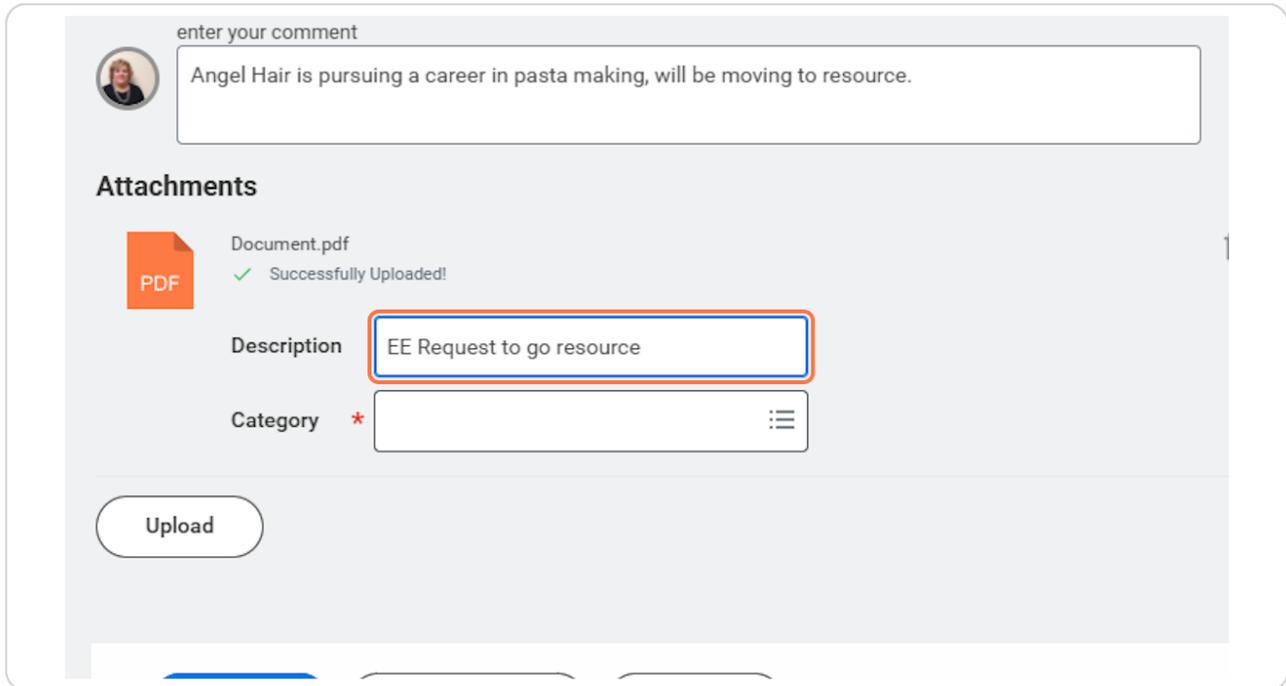


The screenshot shows a file upload interface. At the top left, the text "ents" is partially visible. The main area is a light blue box with a dashed border, containing the text "Drop files here" and a small grey circle with the word "or" inside. Below this is a dark grey button with the text "Select files" in white, which is highlighted with a red rectangular border. At the bottom of the interface, there are three buttons: a blue "Submit" button, a white "Save for Later" button, and a white "Cancel" button.

STEP 26

Enter a description of the document you uploaded

Note multiple documents may be added.



enter your comment

 Angel Hair is pursuing a career in pasta making, will be moving to resource.

Attachments

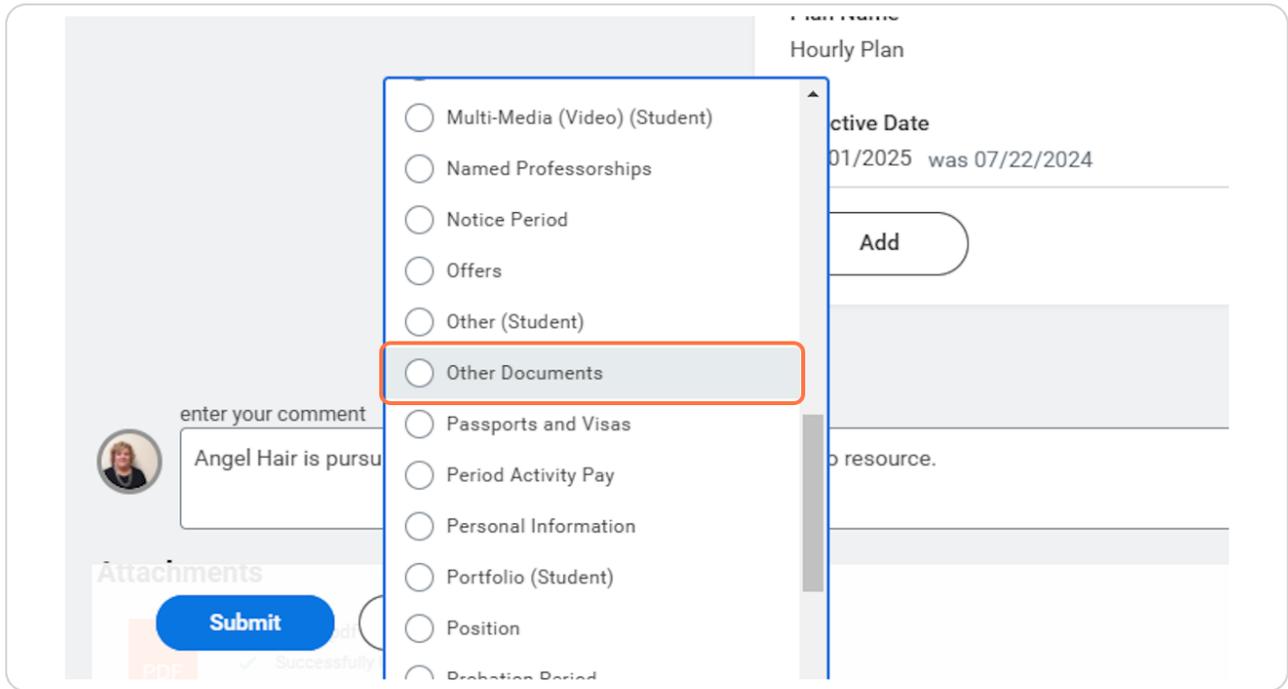
 Document.pdf
✓ Successfully Uploaded!

Description

Category * 

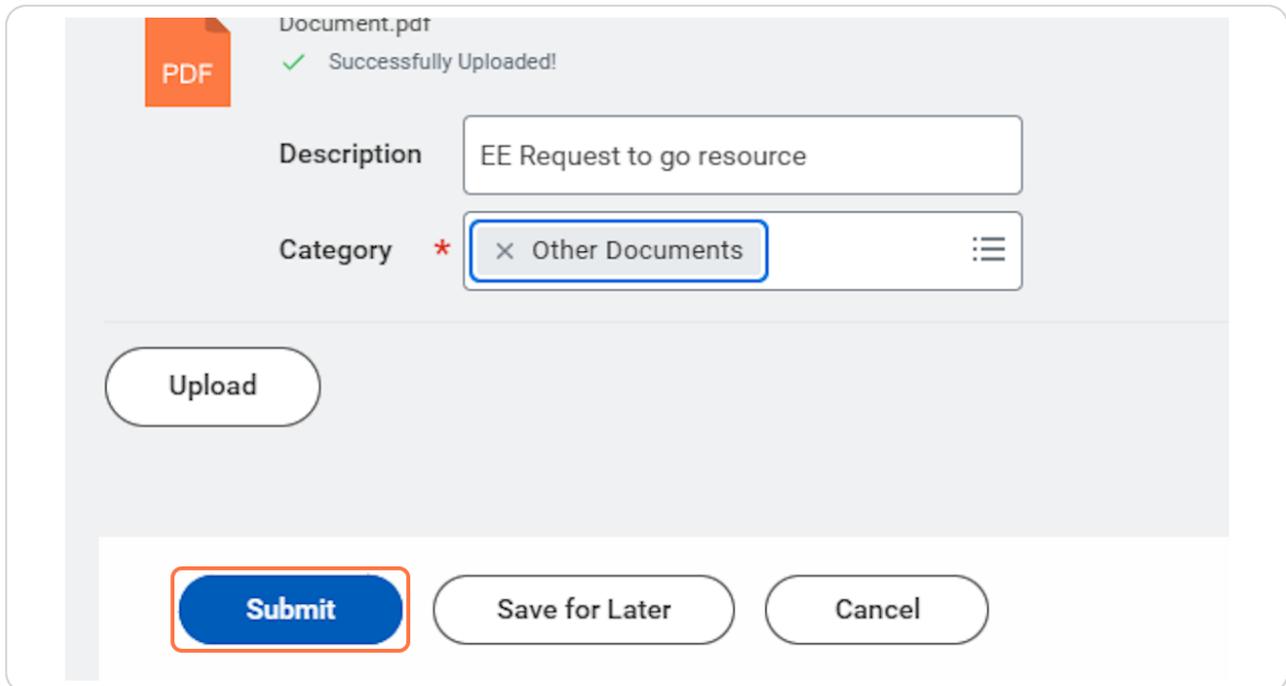
STEP 27

Select a document category. Typically in this scenario you will select 'Other Documents'.



STEP 28

Click on Submit



The screenshot shows a document upload interface. At the top left, there is a PDF icon and the text "Document.pdf". To its right, a green checkmark and the text "Successfully Uploaded!" are displayed. Below this, there are two input fields: "Description" with the text "EE Request to go resource" and "Category" with a red asterisk and the text "Other Documents". A blue box highlights the "Submit" button at the bottom left. Other buttons include "Upload", "Save for Later", and "Cancel".

Document.pdf
✓ Successfully Uploaded!

PDF

Description EE Request to go resource

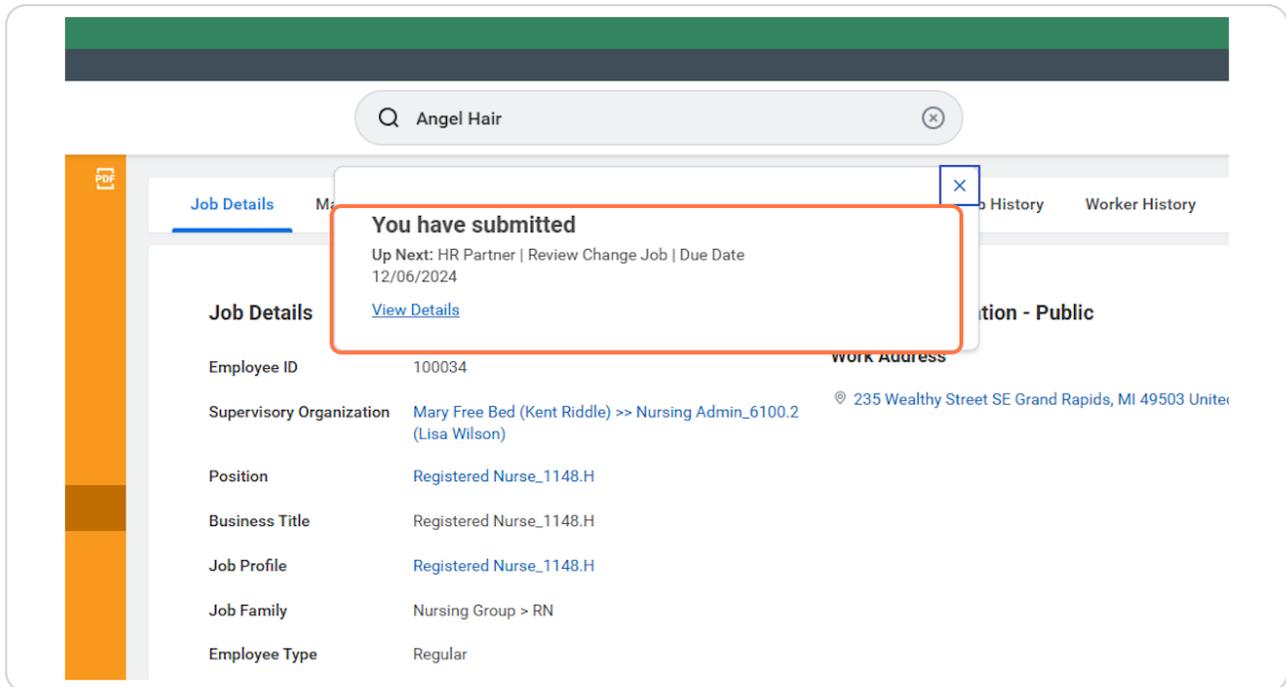
Category * × Other Documents

Upload

Submit Save for Later Cancel

STEP 29

You have now submitted your request and it is pending HR review. To view the status of your request follow steps in the next section other wise skip to step 36.



The screenshot displays a web interface for viewing job details. At the top, there is a search bar containing the text 'Angel Hair'. Below the search bar, a notification box with an orange border and a close button (X) is overlaid on the content. The notification reads: 'You have submitted', 'Up Next: HR Partner | Review Change Job | Due Date 12/06/2024', and includes a 'View Details' link. The background content shows a 'Job Details' section with the following information:

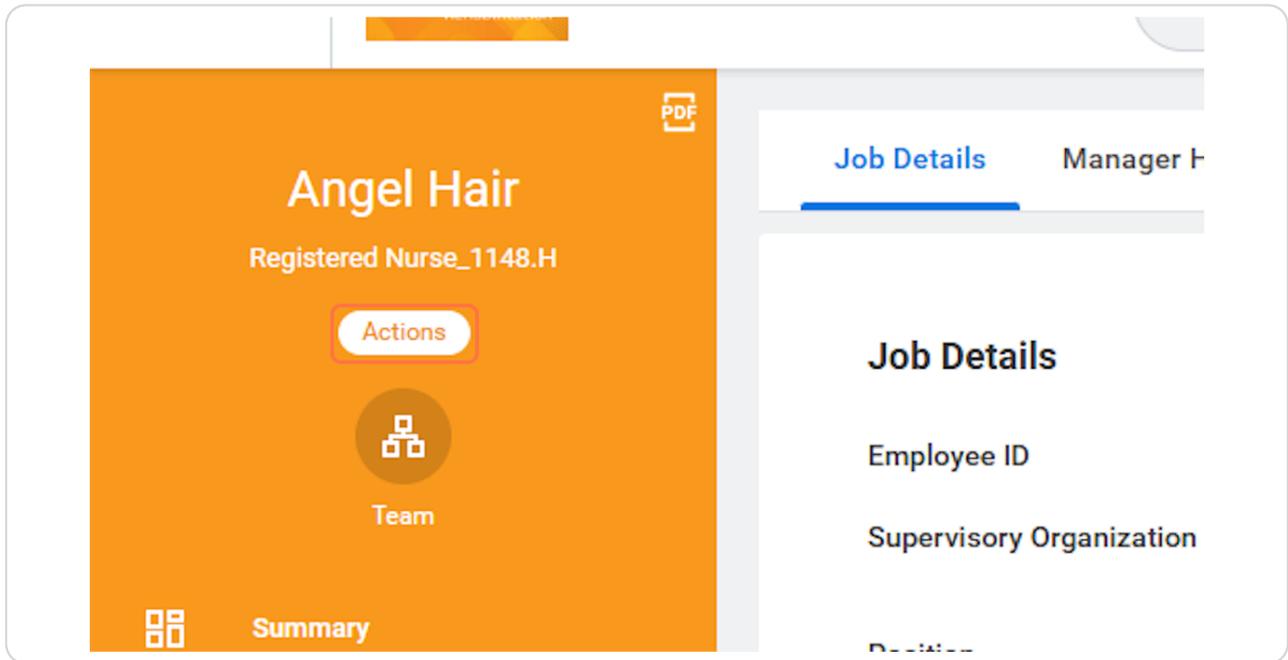
Employee ID	100034	Work Address	
Supervisory Organization	Mary Free Bed (Kent Riddle) >> Nursing Admin_6100.2 (Lisa Wilson)		235 Wealthy Street SE Grand Rapids, MI 49503 United States
Position	Registered Nurse_1148.H		
Business Title	Registered Nurse_1148.H		
Job Profile	Registered Nurse_1148.H		
Job Family	Nursing Group > RN		
Employee Type	Regular		

Viewing Pending Requests and Worker History

6 Steps

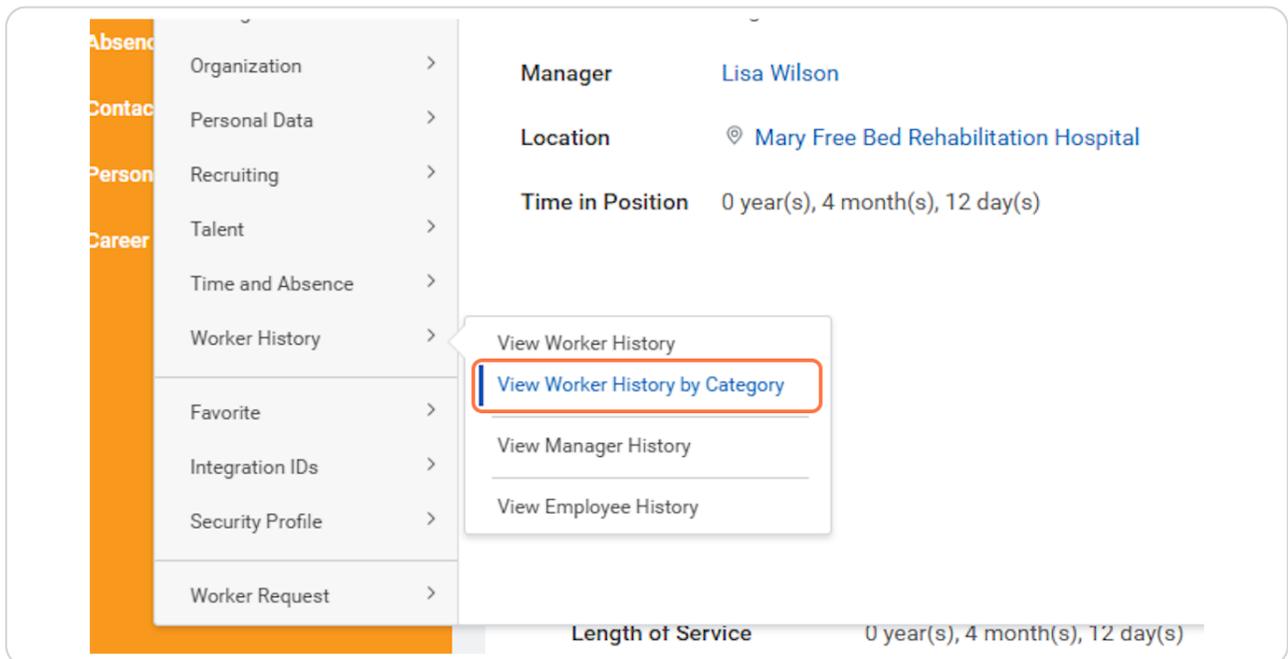
STEP 30

Click on Actions on the worker profile who's request you want to view.



STEP 31

Hover on Worker History and Click on View Worker History by Category



STEP 32

On the staffing tab you will see all historical and future job changes.

In this example we see the Data Change is "In Progress"

The screenshot shows a web application interface for viewing worker history. At the top, there is a navigation bar with a menu icon, a search bar containing 'Angel Hair', and a user profile icon. Below the navigation bar is a header section with the text 'View Worker History by Category' and a 'View Worker History' button. The main content area is divided into tabs: 'Staffing', 'Organization', 'Personal Data', and 'Compensation'. The 'Staffing' tab is selected, showing two tables: 'Hire History' and 'Position Change History'. The 'Hire History' table has one row: 'Hire: Angel Hair' with a status of 'Successfully Completed'. The 'Position Change History' table has two rows. The first row, 'Data Change: Angel Hair', has a status of 'In Progress' and is highlighted with a red box. The second row, 'Data Change: Angel Hair', has a status of 'Successfully Completed'.

Business Process	Initiated On	Start Date	Status	Reason	Supervisory Organization	Position
Hire: Angel Hair	10/24/2024 10:56:24 AM	07/22/2024	Successfully Completed	Hire Employee > New Hire	Nursing Admin_6100.2 (Lisa Wilson)	Registered Nurse_1148.H

Business Process	Initiated On	Effective Date	Status	Reason	Outbound Organization	Outbound Position	Inbound Organization	Inbound P
Data Change: Angel Hair	12/04/2024 09:21:21 AM	01/01/2025	In Progress	Data Change > Data Changes > PRN (Resource) Status Change	Nursing Admin_6100.2 (Lisa Wilson)	Registered Nurse_1148.H	Nursing Admin_6100.2 (Lisa Wilson)	Registerec Floor
Data Change: Angel Hair	12/03/2024 10:17:55 PM	12/15/2024	Successfully Completed	Data Change > Data Changes > FTE Decrease	Nursing Admin_6100.2 (Lisa Wilson)	Registered Nurse_1148.H	Nursing Admin_6100.2 (Lisa Wilson)	Registerec

STEP 33

To view more specific details, click on the hyperlinked Business Process

Hire: Angel Hair	10/24/2024 10:56:24 AM	07/22/2024	Successful
Position Change History 2 items			
Business Process	Initiated On	Effective Date	Status
Data Change: Angel Hair ⋮	12/04/2024 09:21:21 AM	01/01/2025	In Progress
Data Change: Angel Hair	12/03/2024 10:17:55 PM	12/15/2024	Successfully Completed

STEP 34

Under the Event Details tab, you may review a summary of what you submitted.

The screenshot displays a web interface for viewing a change job. At the top, there is an orange header bar with the text "View Change Job" and two icons on the right. Below the header, a summary section shows the job details: "For Nursing Admin_6100.2 (Lisa Wilson)", "Overall Status In Progress", "Overall Process Data Change: Angel Hair", and "Due Date 12/11/2024". The main content area is divided into two tabs: "Event Details" (which is selected and underlined) and "Process". Under the "Event Details" tab, there is a section titled "Start" containing a "Start Details" box. This box lists several key details: "When do you want this change to take effect?*" with a selected date of "01/01/2025"; "Why are you making this change?*" with a selected reason of "PRN (Resource) Status Change"; "Who will be the manager after this change?" with the name "Lisa Wilson"; "Which team will this person be on after this change?" with the team "Nursing Admin_6100.2 (Lisa Wilson)"; "Where will this person be located after this change?" with a selected location of "Mary Free Bed Rehabilitation Hospital"; and "Do you want to use the next pay period?" with a selected option of "added".

View Change Job

For **Nursing Admin_6100.2 (Lisa Wilson)** Overall Status **In Progress**

Overall Process **Data Change: Angel Hair** Due Date **12/11/2024**

Event Details Process

Start

Start Details

When do you want this change to take effect? *

- 01/01/2025 added

Why are you making this change? *

- PRN (Resource) Status Change added

Who will be the manager after this change?

Lisa Wilson

Which team will this person be on after this change?

Nursing Admin_6100.2 (Lisa Wilson)

Where will this person be located after this change?

- Mary Free Bed Rehabilitation Hospital

Do you want to use the next pay period?

- added

STEP 35

Click on the Process Tab to view the current pending steps or future steps of the Business Process.

In this example the BP is awaiting action with an HR Partner role.

Event Details **Process**

Process History 8 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Change Job	Change Job	Step Completed	12/04/2024 09:21:21 AM	12/11/2024	Lisa Wilson	1	Alexus Brandenburg on behalf of Lisa Wilson: Angel Hair is pursuing a career in pasta making, will be moving to resource.
Change Job	Review: Current Manager	Not Required		12/11/2024		0	
Change Job	Review: Receiving Manager	Not Required		12/11/2024		0	
Change Job	Review Change Job	Awaiting Action		12/06/2024	Alexus Brandenburg (Proposed HR Partner) (***) Chelsea Bellmer (Proposed HR Partner) Dawn Boomers (Proposed HR Partner) Hannah Heisler (Proposed HR Partner) Kolton Pavlicek (Proposed HR Partner)	7	

Remaining Process
Click on the button below to review remaining process details.

Remaining Process

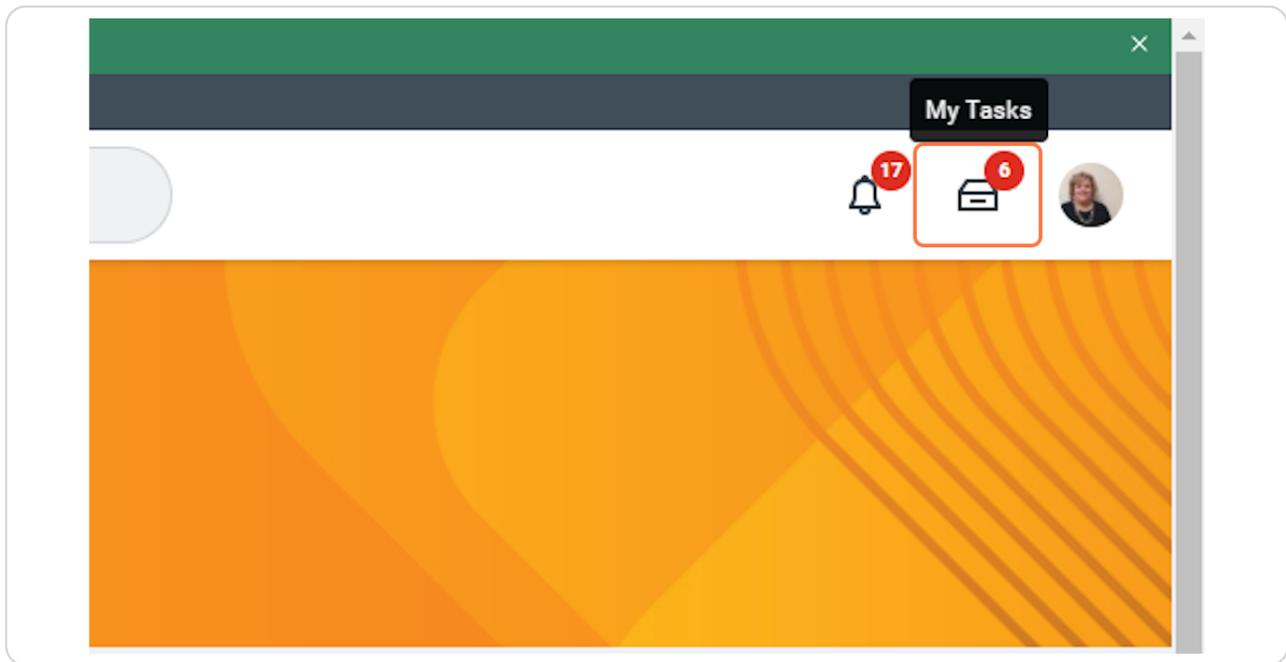
Post Approval Tasks

8 Steps

Once HR approves your job change you will have a few tasks automatically populate in your workday inbox.

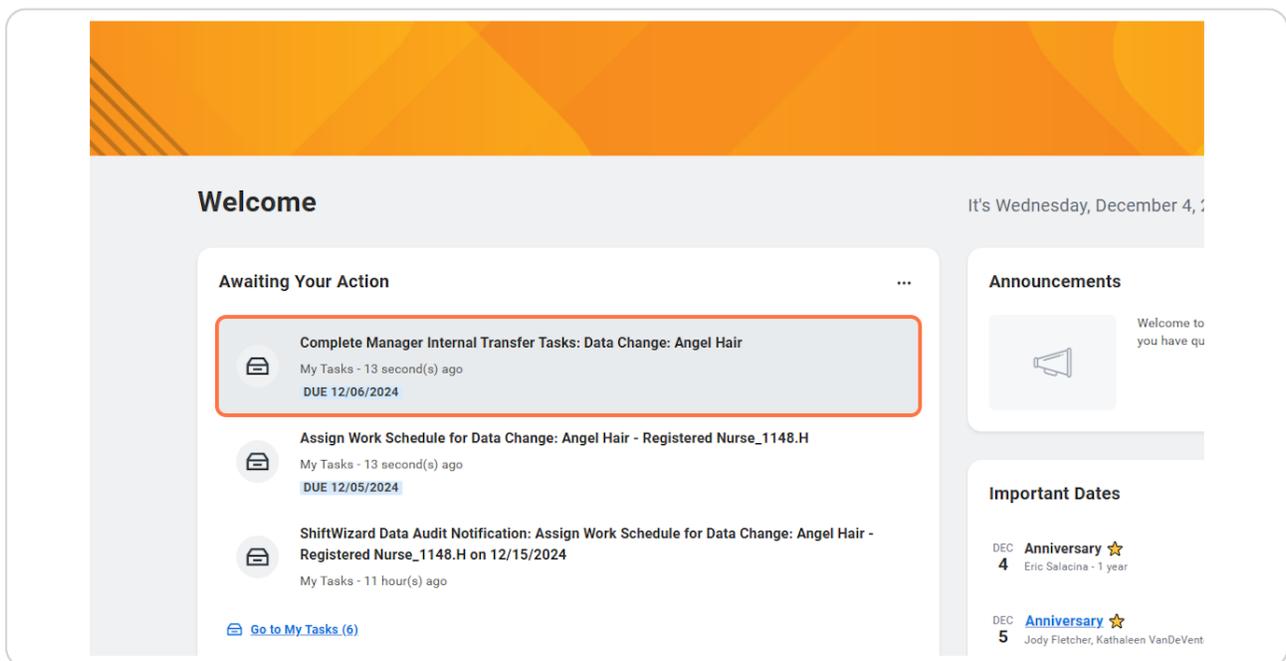
STEP 36

Click on the workday inbox icon to navigate to your pending tasks OR...



STEP 37

Click on the tasks awaiting your action on your home page in workday.



STEP 38

Once you are in the inbox, select the task you would like to complete.

Note the To-Do for Complete Manager Internal Transfer tasks triggers for all Change Job processes, you may not actually need to complete any of these to dos, but please review closely, complete steps as needed and click 'submit' when you are finished.

The screenshot displays a web-based task management application. On the left, a sidebar menu includes 'My Tasks', 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main area is divided into two columns. The left column shows a list of tasks with details such as 'Assign Work Schedule for Data Change: Angel Hair - Registered Nurse_1148.H' and 'Complete Manager Internal Transfer Tasks: Data Change: Angel Hair'. The right column provides a detailed view of the selected task, including its due date (12/11/2024), overall status (Successfully Completed), and a list of instructions. A comment box at the bottom of the task details is highlighted with a red rectangle, containing the text 'not needed.' Below the comment box are three buttons: 'Submit', 'Save for Later', and 'Close'.

My Tasks | All Items | Search | Created: 12/04/2024 | Due: 12/06/2024 | Effective: 01/01/2025

Complete To Do Complete Manager Internal Transfer Tasks

For Nursing Admin_6100.2 (Lisa Wilson)

Overall Process Data Change: Angel Hair

Overall Status Successfully Completed

Due Date 12/11/2024

Instructions

- 1) Submit Network User Form for New Hire: <https://tportal.mfbhosp.org/>
- 2) Reach out to New Hire with Welcome Message
- 3) Ensure New Hire workspace is ready
- 4) Ensure New Hire has schedule for first week
- 5) Complete other housekeeping items for New Hire (competency checklists, preparing team members, etc)
- 6) Submit Workspace Request Form, if applicable, for additional space and/or relocation from an existing space: <https://app.smartsheet.com/h/form/ca7c1b6db83b46bcabc159f2bb56030b>

enter your comment

not needed.

Submit Save for Later Close

STEP 39

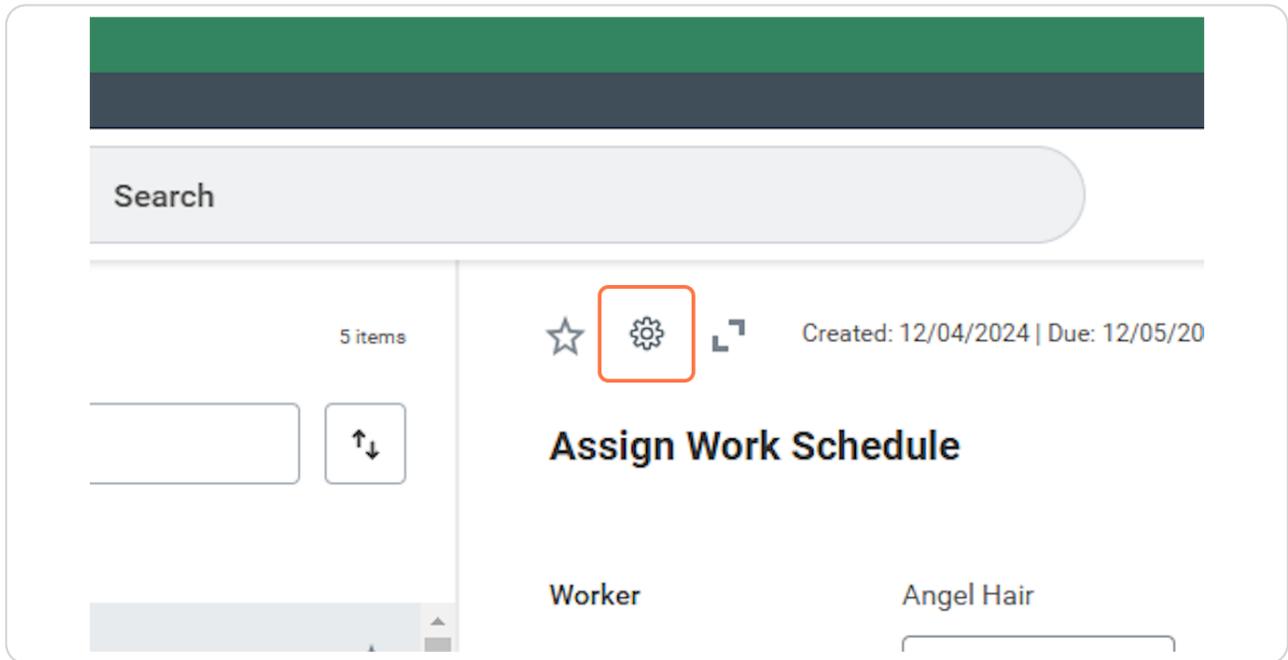
Assign Work Schedule (optional), click submit after selecting the appropriate work schedule OR if no changes in shift wizard need to be made, follow the next steps on how to skip.

Navigate to the assign work schedule task, note this may not be needed if the worker's schedule will remain in shift wizard (or remain unchanged). Though it is always a good reminder to check with your timekeepers and update Shift Wizard as necessary!

The screenshot displays a task management interface. On the left is a sidebar with 'My Tasks' and a list of categories including 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Bulk Approve'. The main area is titled 'All Items' and shows a list of tasks. The first task is highlighted with a red box: 'Assign Work Schedule for Data Change: Angel Hair - Registered Nurse_1148.H' with a due date of 12/05/2024. Other tasks include 'ShiftWizard Data Audit Notification' and 'Manager Offboarding Checklist'. On the right, a sidebar titled 'Assign Work Schedule' contains fields for 'Worker', 'Start Date', 'End Date', 'Work Schedule Calendar', and 'Current Work Schedule', along with a comment section.

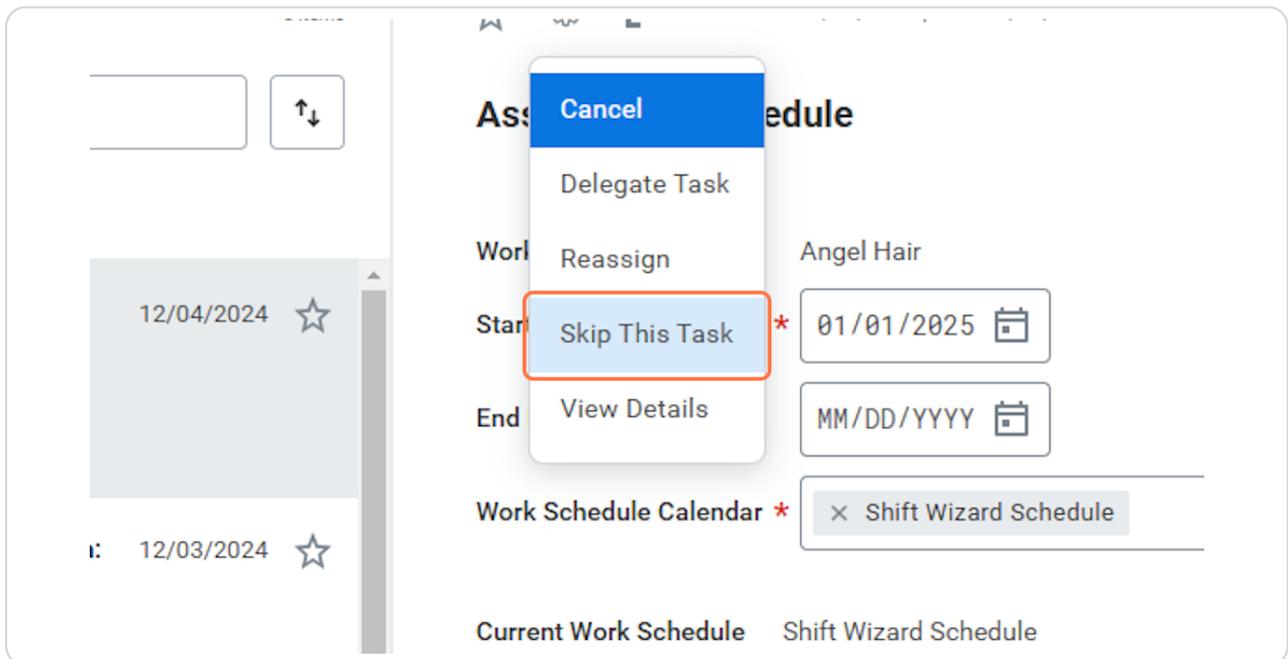
STEP 40

To Skip taks, click on the gear icon at the top of the task.



STEP 41

Click on Skip This Task



STEP 42

Enter a Skip Reason

cess Assign Work Schedule for Data Change: Angel Hair - Registered Nurse_1148.H

Assign Work Schedule

12/05/2024

No work schedule assignments have changed.

STEP 43

Click on OK

d) 11/01/2024 ☆

10/25/2024 ☆

sks: 10/22/2024 ☆

OK Cancel

Viewing completed Job Change Business Process

7 Steps

You have now completed this process, to view your changes follow the steps below.

STEP 44

Search for the worker and select their worker object.

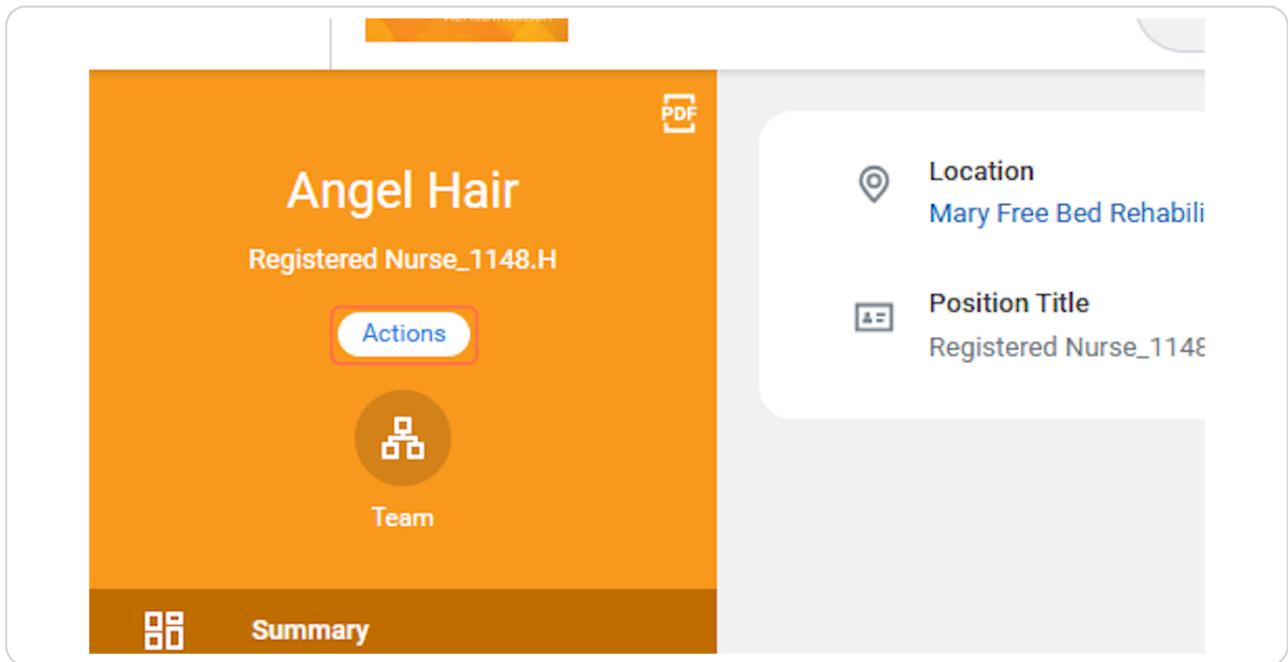
The screenshot shows a software interface with a search bar at the top containing the text 'ange'. Below the search bar, a list of worker objects is displayed. The list includes the following entries:

- Angel Hair**
Registered Nurse_1148.H | Nursing Admin_6100.2 | Mary Free Bed Rehabilitation Hospital
- Angel Maceda**
Nurse Tech | Nursing Admin_6100.3 | Mary Free Bed Rehabilitation Hospital
- Angelique Nzengou-Uzamugura**
Registered Nurse | Nursing Admin_6100.3 | Mary Free Bed Rehabilitation Hospital
- Angel Gonzalez**
Gait Lab Engineer | OP Peds_7262.1 | Mary Free Bed Rehabilitation Hospital
- Angelina Cody**
Patient Service Representative | OP Access_8111.1 | Mary Free Bed Rehabilitation Hospital

On the left side of the interface, there is a sidebar with the heading 'All Items'. It contains a search box with the text 'Search: All Items' and a link for 'Advanced Search'. Below this, there are several items listed, including 'ShiftWizard Data Audit Assign Work Schedule Change: Angel Hair - R Nurse_1148.H on 12/15/2024' and 'Manager Offboarding C Terminate: Jelly Roll (T Effective: 07/15/2024'. On the right side, there is a partial view of another item: '...ive: 12/15/2024' and '...a Audit Notification'.

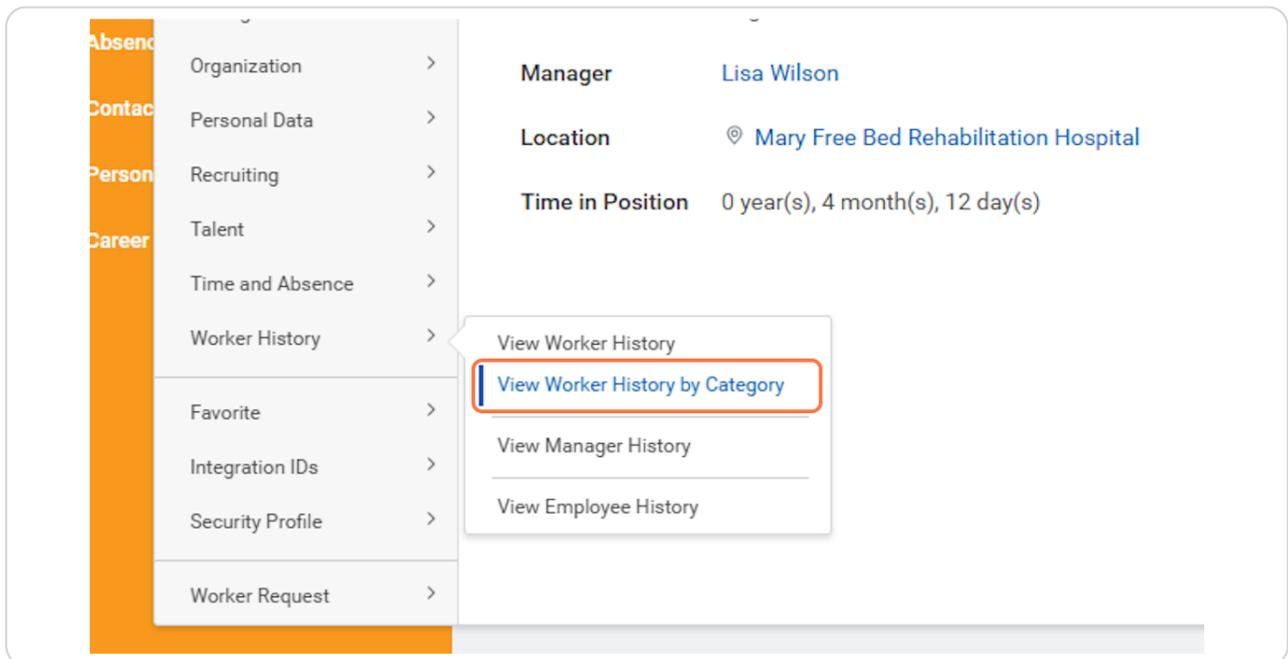
STEP 45

Click on Actions



STEP 46

Hover over Worker History > Click on View Worker History by Category



STEP 47

Note we now see the data change is marked as successfully completed.

The screenshot shows a web application interface for 'Mary Free Bed Rehabilitation'. The user is logged in as 'behalf of: Lisa Wilson'. The search bar contains 'angel'. The page title is 'View Worker History by Category' for 'Angel Hair'. There are tabs for 'Staffing', 'Organization', 'Personal Data', and 'Compensation'. The 'Staffing' tab is active, showing a 'Hire History' table with one item and a 'Position Change History' table with two items. The 'Position Change History' table is highlighted with a red box.

Business Process	Initiated On	Start Date	Status	Reason	Supervisory Organization	Position
Hire: Angel Hair	10/24/2024 10:56:24 AM	07/22/2024	Successfully Completed	Hire Employee > New Hire	Nursing Admin_6100.2 (Lisa Wilson)	Registered Nurse_1148.H

Business Process	Initiated On	Effective Date	Status	Reason	Outbound Organization	Outbound Position	Inbound Organization	Inbound P
Data Change: Angel Hair	12/04/2024 09:21:21 AM	01/01/2025	Successfully Completed	Data Change > Data Changes > PRN (Resource) Status Change	Nursing Admin_6100.2 (Lisa Wilson)	Registered Nurse_1148.H	Nursing Admin_6100.2 (Lisa Wilson)	Registerec
Data Change: Angel Hair	12/03/2024 10:17:55 PM	12/15/2024	Successfully Completed	Data Change > Data Changes > FTE Decrease	Nursing Admin_6100.2 (Lisa Wilson)	Registered Nurse_1148.H	Nursing Admin_6100.2 (Lisa Wilson)	Registerec

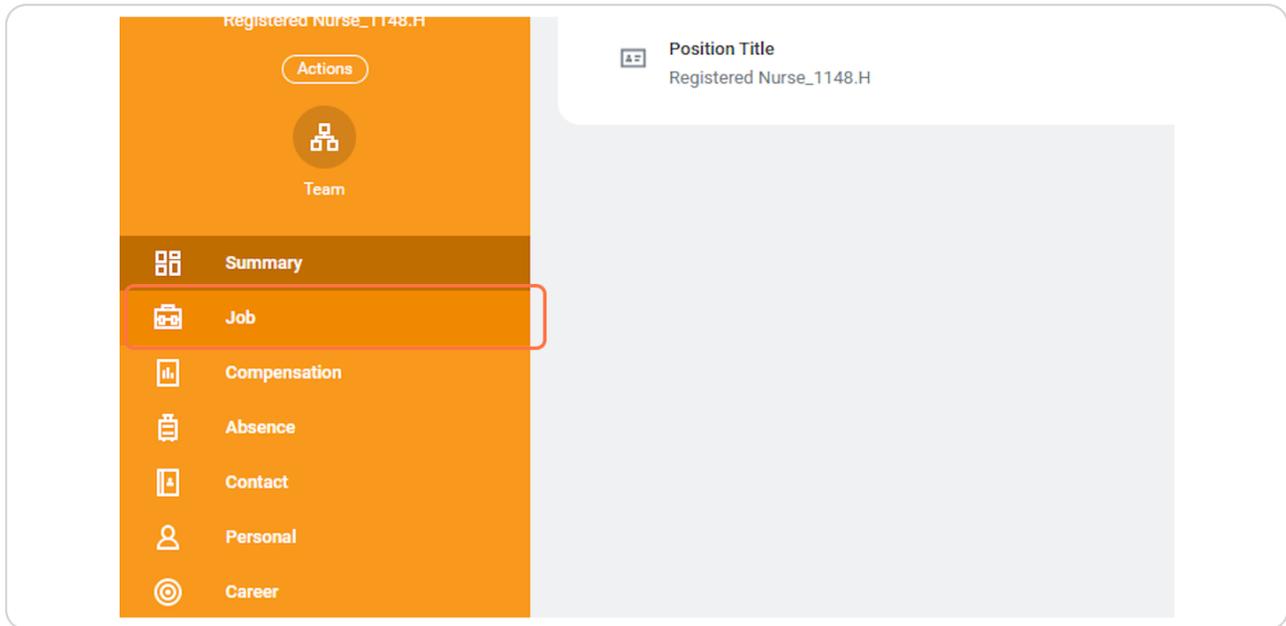
STEP 48

Navigate back to the worker profile.

The screenshot shows the worker profile page for 'Angel Hair'. The page title is 'History by Category' for 'Angel Hair'. There are tabs for 'Organization', 'Personal Data', and 'Compensation'. The 'Organization' tab is active.

STEP 49

Click on Job



STEP 50

Click on Job Details, if the change is future effective you will not see the Job Details change until the effective date comes to pass, if it was immediately effective you should see the updated Job Details in the worker profile.

