# MANAGER SELF-SERVICE:
Change Location

> *Change Location* – Update employee's Reporting or Work Location

1. Navigate to **Fusion HCM**.
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.
5. Click on the **Change Location** task.
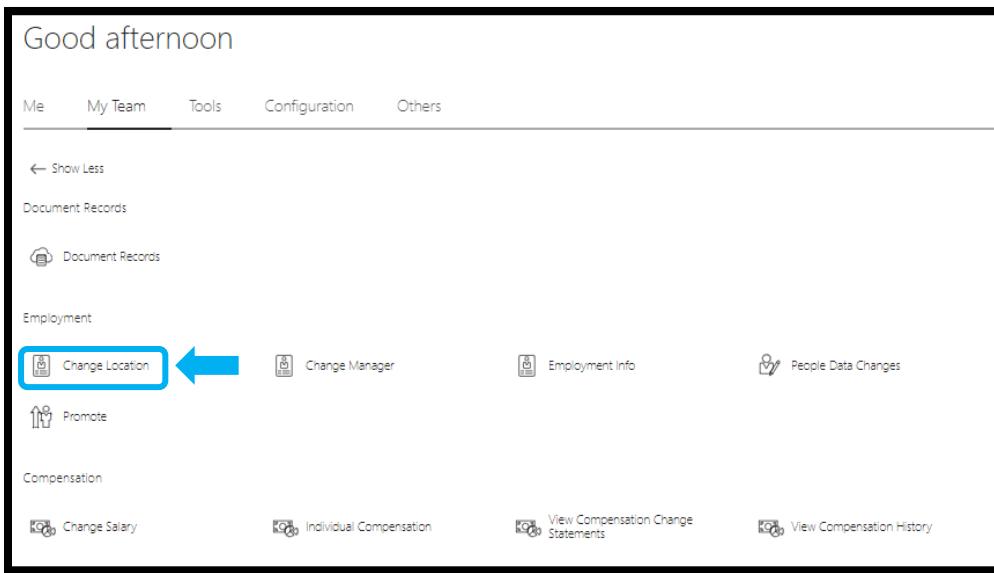
6. Select the **Name** of the employee to be updated.
7. Select the **effective date** of the location change (*must be the beginning of a pay period to ensure taxation, if applicable, is correct.*)
8. For the second field, select **Location Change** for the reason. Click **Continue**.

9. Select the correct information from the drop-down fields as appropriate. Click *Continue*.
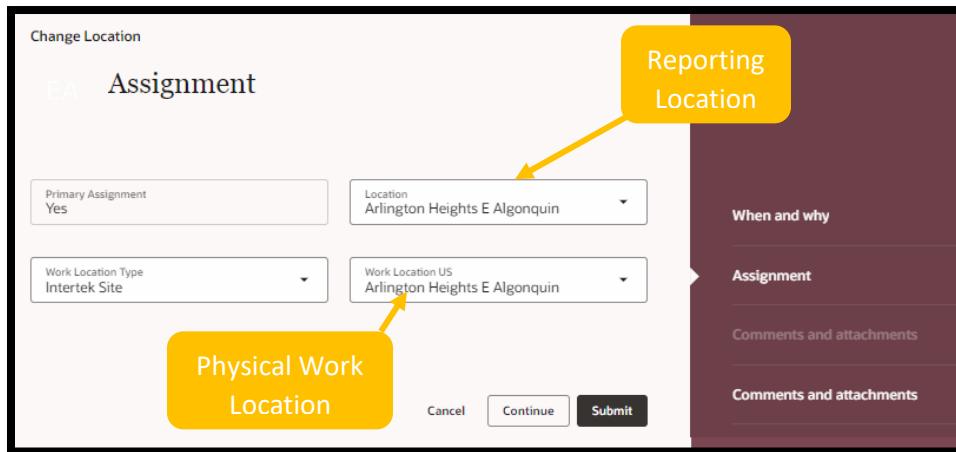
10. Add any relevant comments and upload any supporting documents, if desired. Click *Continue*.

11. Click *Submit*.
12. The HR Processing team will review the transaction and approve or return the task to you with any additional requests for information.