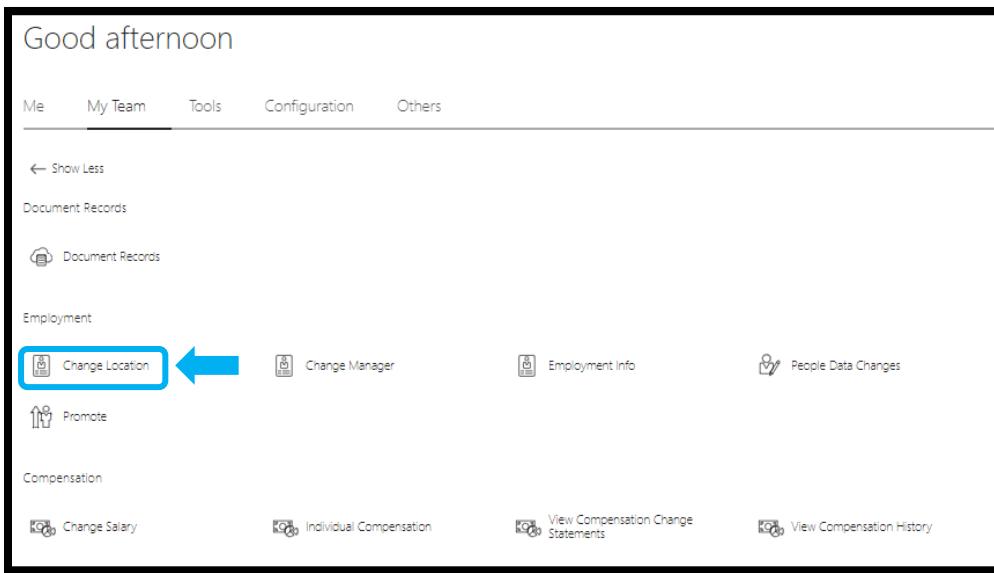


MANAGER SELF-SERVICE:

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.



Good afternoon

Me My Team Tools Configuration Others

← Show Less

Document Records

Document Records

Employment

Change Location (highlighted with a blue box and a blue arrow)

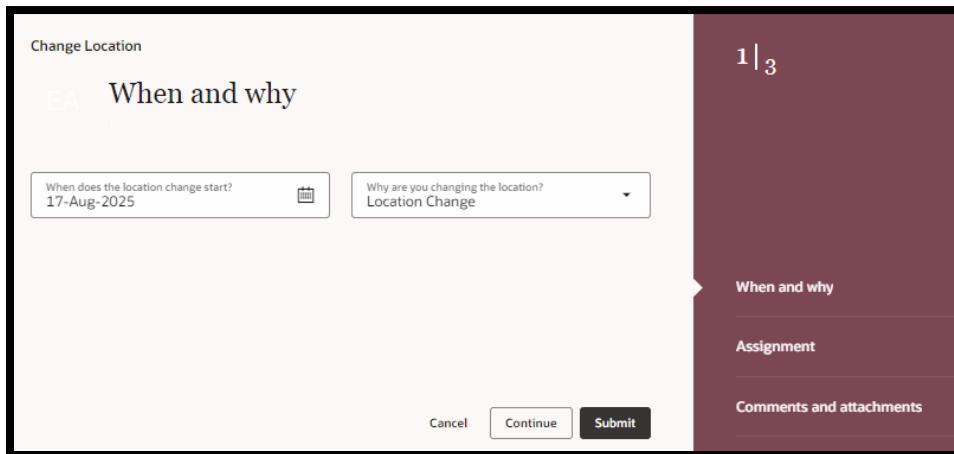
Change Manager Employment Info People Data Changes

Promote

Compensation

Change Salary Individual Compensation View Compensation Change Statements View Compensation History

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**.



Change Location

When and why

When does the location change start? 17-Aug-2025

Why are you changing the location? Location Change

Cancel Continue Submit

1|3

When and why

Assignment

Comments and attachments

9. Select the correct information from the drop-down fields as appropriate. Click **Continue**.

Change Location

Assignment

Primary Assignment Yes

Location Arlington Heights E Algonquin

Work Location Type Intertek Site

Work Location US Arlington Heights E Algonquin

Physical Work Location

Reporting Location

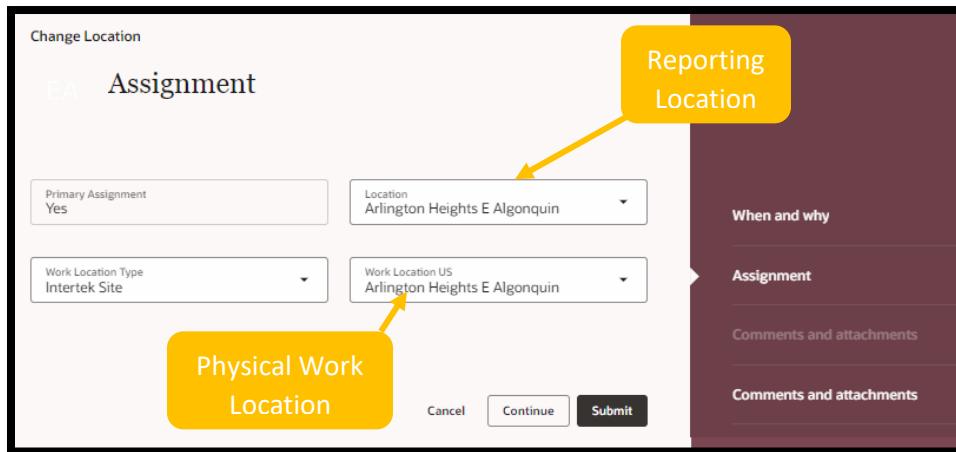
When and why

Assignment

Comments and attachments

Comments and attachments

Cancel Continue Submit



10. Add any relevant comments and upload any supporting documents, if desired. Click **Continue**.

Change Location

Comments and attachments

Comments

Drag and Drop Select or drop files here.

URL Add URL

314

When and why

Assignment

Comments and attachments

Comments and attachments

Cancel Continue Submit



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.