

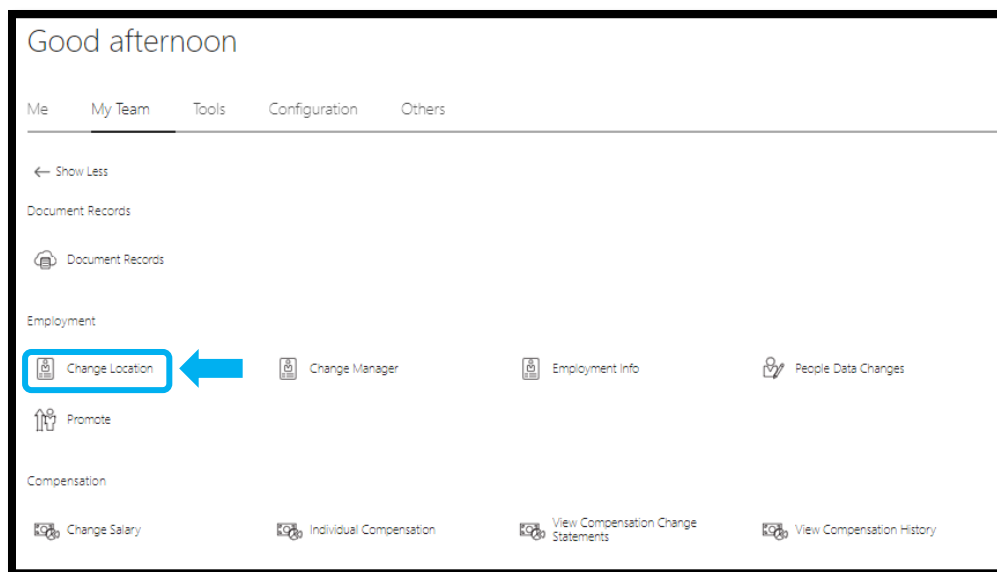


# MANAGER SELF-SERVICE:

## 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**.

The screenshot shows the 'Change Location' form. The title is 'Change Location'. The main section is 'When and why'. It contains two fields: 'When does the location change start?' with a date picker set to '17-Aug-2025', and 'Why are you changing the location?' with a dropdown menu set to 'Location Change'. At the bottom, there are three buttons: 'Cancel', 'Continue', and 'Submit'. On the right side, there is a sidebar with a progress indicator '1 | 3' and three sections: 'When and why' (active), 'Assignment', and 'Comments and attachments'.



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

The screenshot shows the 'Change Location' form with the 'Assignment' tab selected. The form contains the following fields:

- Primary Assignment:** A text box with the value 'Yes'.
- Location:** A dropdown menu with the value 'Arlington Heights E Algonquin'.
- Work Location Type:** A dropdown menu with the value 'Intertek Site'.
- Work Location US:** A dropdown menu with the value 'Arlington Heights E Algonquin'.

At the bottom of the form are three buttons: 'Cancel', 'Continue', and 'Submit'. A yellow callout box labeled 'Reporting Location' points to the 'Location' dropdown. Another yellow callout box labeled 'Physical Work Location' points to the 'Work Location US' dropdown. On the right side, a sidebar shows a list of tabs: 'When and why', 'Assignment' (which is highlighted), 'Comments and attachments', and 'Comments and attachments'.

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

The screenshot shows the 'Change Location' form with the 'Comments and attachments' tab selected. The form contains the following fields:

- Comments:** A large text box for entering comments.
- Drag and Drop:** A dashed box for uploading files, with the text 'Select or drop files here.'
- URL:** A text box for entering a URL.
- Add URL:** A button next to the URL text box.

At the bottom of the form are three buttons: 'Cancel', 'Continue', and 'Submit'. On the right side, a sidebar shows a list of tabs: 'When and why', 'Assignment', 'Comments and attachments' (which is highlighted), and 'Comments and attachments'. The number '3 | 4' is displayed at the top of the sidebar.

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.