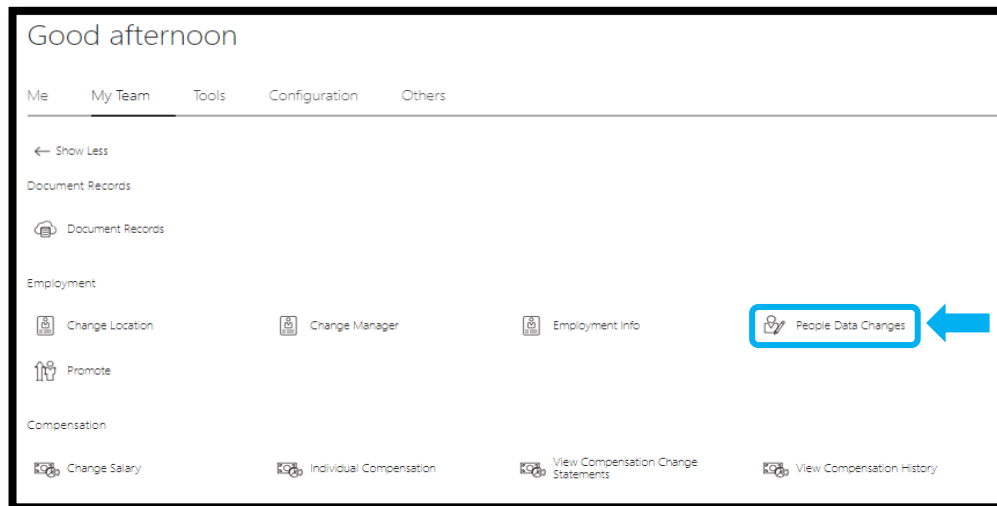# MANAGER SELF-SERVICE:
People Data Changes (Transfer)

> *People Data Changes* – Update various employment information fields

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 **People Data Changes** task.

6. Select the **Name** of the employee to be updated.
7. Select the **effective date** of the change(s). *As a general rule, any changes affecting payroll or taxation must be effective at the beginning of a pay period to ensure accuracy.*
8. Select **Multiple Data Changes** in Field #2.
9. Select the most appropriate **Action Reason** in Field #3, as shown below.

Field #3 – Action Reason:

Choose the most appropriate reason from the drop down list for the *People Data Changes*.

DO NOT USE HR MANAGER CHANGE.

10. In the Assignment section, edit any fields as required. Click *Continue*.

This field represents the Annual MBO Eligibility.

11. In the Additional Assignment Info section, edit the *Finance Details*, if applicable, by clicking on the *pencil* icon. Select the *Country Financial System* from the drop down, then select the appropriate *OU Cost Center*. Click *Save*. Then, click *Continue*.

12. In the **Managers** section, if the employee's line manager is changing due to this data change, click on the **pencil icon** next to the Line Manager.

13. Enter the **name** of the new line manager, then click **Save**. Click **Continue**.

14. In the **Salary** section, if there is a change to the employee's compensation, enter the new salary or hourly rate of the employee. Click **Continue** once completed.

15. To enter recurring compensation elements (ie. Auto Allowance, Bonus Plan, Commission Plan, or Incentive Plan eligibility), use the **Additional Compensation** section to provide

those details. Click on the **Add** button to open the **Additional Compensation** window. Provide the appropriate details. Click **Continue**.

The example to the left shows how to add a monthly **Auto Allowance** with this promotion.

16. If adding/removing direct reports to your employee, search the name of their new reports to select them. Click **Continue**.

17. Enter any comments or upload supporting documents supporting the changes, if desired. Click *Continue*.

18. *The *Seniority Dates* section will be available in the coming weeks. Click *Continue*.

19. Click *Submit* to send the changes for approval and processing.