

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.

The screenshot shows the Oracle Fusion HCM interface. At the top, there is a navigation bar with tabs: 'Me', 'My Team' (which is selected and underlined), 'Tools', 'Configuration', and 'Others'. Below the navigation bar, there is a 'Show Less' button. Under the 'My Team' tab, there are several sections: 'Document Records' (with a 'Document Records' button), 'Employment' (with 'Change Location', 'Change Manager', 'Employment Info', and 'People Data Changes' buttons, the latter of which is highlighted with a blue box and an arrow pointing to it), 'Promote' (with a 'Promote' button), and 'Compensation' (with 'Change Salary', 'Individual Compensation', 'View Compensation Change Statements', and 'View Compensation History' buttons).

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.

The screenshot shows the 'Transfer' page. In the 'When and why' section, there are fields for 'When does the transfer start?' (set to '10-Aug-2025') and 'What's the way to transfer?' (set to 'Multiple Data Changes'). Below these, there are dropdowns for 'Why are you transferring the person?' and 'Why are you making changes to direct reports?'. A callout box labeled 'Field #3 – Action Reason:' contains the instruction: 'Choose the most appropriate reason from the drop down list for the **People Data Changes**. **DO NOT USE HR MANAGER CHANGE.**' A blue arrow points from this callout box to the 'Action Reason' dropdown on the left. The 'Action Reason' dropdown shows a list of options with their corresponding codes:

Action Reason	Action Reason Code
COA Department Change	BLC
Correction	COR
Department Change	DEPARTMENT CHANGE
Full Time or Part Time	ITK_FT_PT
Job Title Change Only	JOB
Line Manager	ITK_LINE_MGR
Location Change	LOCCHANGE
MBO Change	MBC
OU Cost Code	ITK_COST_CODE
Regional HR Manager Change	ITK_REG_HR_MGR_CHG
Regular or Temporary	ITK_REG_TEMP

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

Transfer

Assignment

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Job

Department

Diversity Analyst

HR

Location

Regular or Temporary

The Woodlands Lake Robbins Drive

Regular

Full Time or Part Time

Full time

Standard Working Hours

Derived standard working hours frequency

Derived Standard Working Hours
40

Weekly

Working as a Manager

COA Department

No

20400:Country HR

Work Location Type

Work Location US

Intertek Site

The Woodlands Lake Robbins Drive

Annual Bonus Target

Cancel Continue Submit

When and why
Assignment
Additional assignment info
Managers
Salary
Compensation
Direct reports
Comments and attachments
Seniority dates

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**.

Transfer

Additional assignment info

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Info Group: Assignment Extra Information

Finance Details

+ Add

Delete P

Country_Financial_System
US:PeopleSoft

OU_Cost_Center_Finance
US01001

Finance OU Cost Center Details

Cancel Continue Submit

When and why
Assignment
Additional assignment info
Managers
Salary
Compensation
Direct reports
Comments and attachments
Seniority dates

Required

Cancel
Save

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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.

Managers (Do Not Change HR Manager)

Test HRManager
HR MANAGER
E1234568

Manager Type: ACTIVE HR Manager

Test Manager
VICE PRESIDENT
E1234567

Manager Type: ACTIVE Line manager

When and why

Assignment

Additional assignment info

Managers

Salary

Compensation

Direct reports

Comments and attachments

Seniority dates

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

Managers: Student Manager Test

Manager Type: Line manager

Save

Cancel Continue Submit

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.

Salary Basis: US Hourly Salary

+ Add Component

Salary Amount: 10.00 USD Hourly

Adjustment Amount: 0.00 USD Hourly

Adjustment Percentage: 0.00 %

Effective Period: 10-Aug-2025 - Ongoing

Annual Salary: 20,800.00 USD (FTE 1)

Annualized Full-Time Salary: 20,800.00 USD

Legal Employer: Professional Service Industries Inc

When and why

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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**.

Transfer
Compensation

+ Add

After individual compensations are added

Show prior compensation

Additional compensation

Plan: Auto Allowance
Option: Reoccurring (US)

Start Date: 10-Aug-2025
Ongoing:

Amount: USD 200.00
Comments: \$200 monthly Auto Allowance

Cancel Continue Save

Additional compensation

Plan: Auto Allowance
Option: Reoccurring (US)

Start Date: 10-Aug-2025
Ongoing:

Amount: USD 200.00
Comments: \$200 monthly Auto Allowance

Hide plan info

Please enter the amount of the reoccurring auto allowance to be issued. Please note; this amount will be paid each pay period until manually ended. The allowance will begin effective as the date entered.

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**.

Transfer
Direct reports

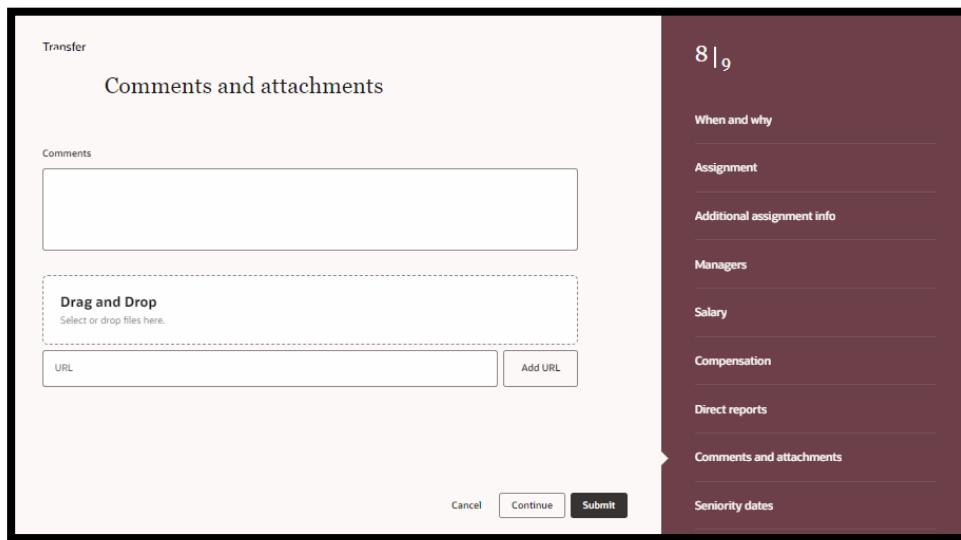
Search for people to add as reports

After you add direct reports, you can see them here.

When and why
Assignment
Additional assignment info
Managers
Salary
Compensation
Direct reports
Comments and attachments
Seniority dates

Cancel Continue Submit

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



Transfer

Comments and attachments

Comments

Drag and Drop
Select or drop files here.

URL Add URL

Cancel

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When and why

Assignment

Additional assignment info

Managers

Salary

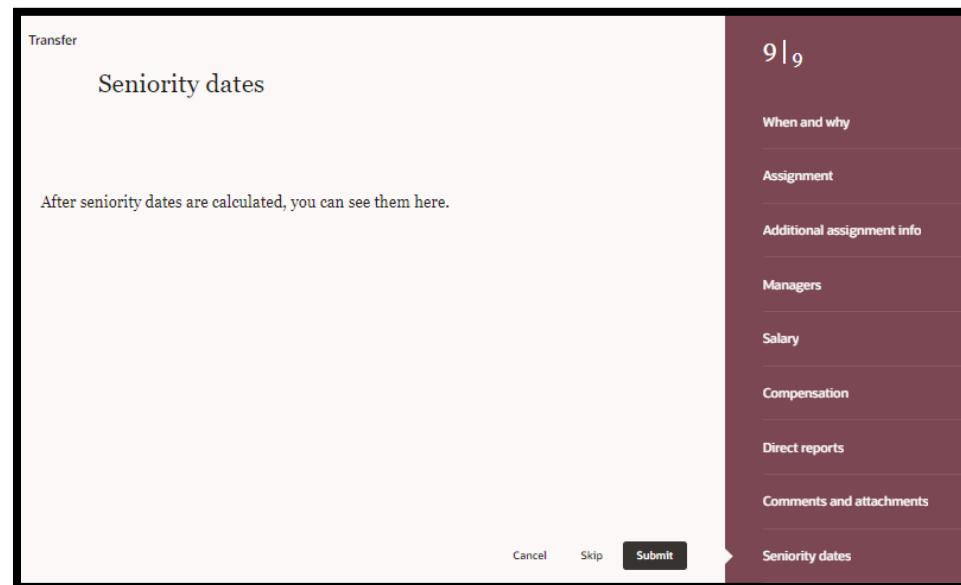
Compensation

Direct reports

Comments and attachments

Seniority dates

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



Transfer

Seniority dates

After seniority dates are calculated, you can see them here.

Cancel

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When and why

Assignment

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