

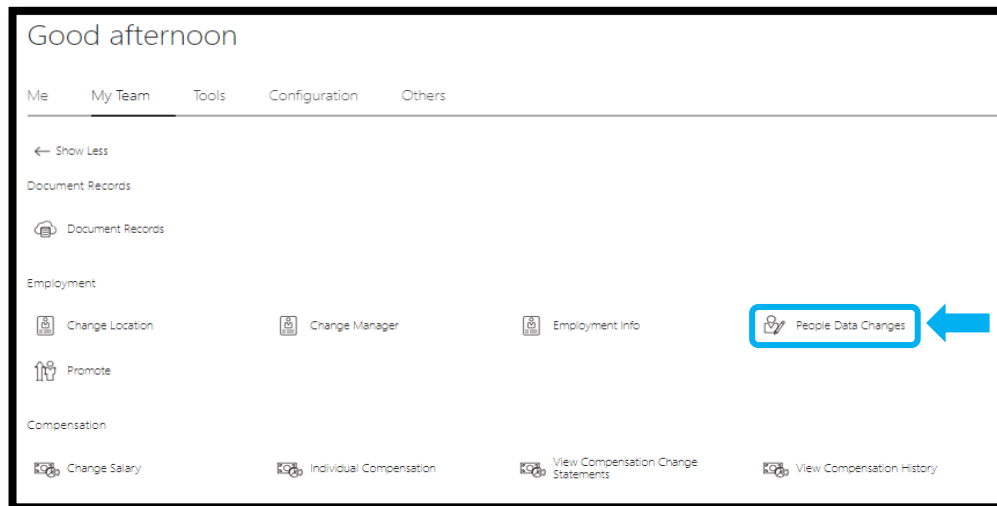


MANAGER SELF-SERVICE:

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.

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

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**.

Transfer

Assignment

2 | 9

Job: Diversity Analyst | Department: HR

Location: The Woodlands Lake Robbins Drive | Regular or Temporary: Regular

Full Time or Part Time: Full time

Standard Working Hours: Derived Standard Working Hours: 40 | Derived standard working hours frequency: Weekly

Working as a Manager: No | COA Department: 20400:Country HR

Work Location Type: Intertek Site | Work Location US: The Woodlands Lake Robbins Drive

Annual Bonus Target

Cancel Continue Submit

This field represents the Annual MBO Eligibility.

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

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

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

Country_Financial_System | OU_Cost_Center_Finance

Required

Cancel Save



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**.

The screenshot shows a form titled "Transfer" with a sub-header "Comments and attachments". Below the sub-header is a "Comments" section with a large text input field. Underneath is a "Drag and Drop" area with the text "Select or drop files here." and a dashed border. Below that is a "URL" input field and an "Add URL" button. At the bottom right of the form are three buttons: "Cancel", "Continue", and "Submit". On the right side of the form is a dark red sidebar with a list of sections: "When and why", "Assignment", "Additional assignment info", "Managers", "Salary", "Compensation", "Direct reports", "Comments and attachments" (which is highlighted with a white arrow), and "Seniority dates". The sidebar also shows a progress indicator "8 | 9".

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

The screenshot shows a form titled "Transfer" with a sub-header "Seniority dates". Below the sub-header is a text input field with the placeholder text "After seniority dates are calculated, you can see them here." At the bottom right of the form are three buttons: "Cancel", "Skip", and "Submit". On the right side of the form is a dark red sidebar with a list of sections: "When and why", "Assignment", "Additional assignment info", "Managers", "Salary", "Compensation", "Direct reports", "Comments and attachments", and "Seniority dates" (which is highlighted with a white arrow). The sidebar also shows a progress indicator "9 | 9".

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