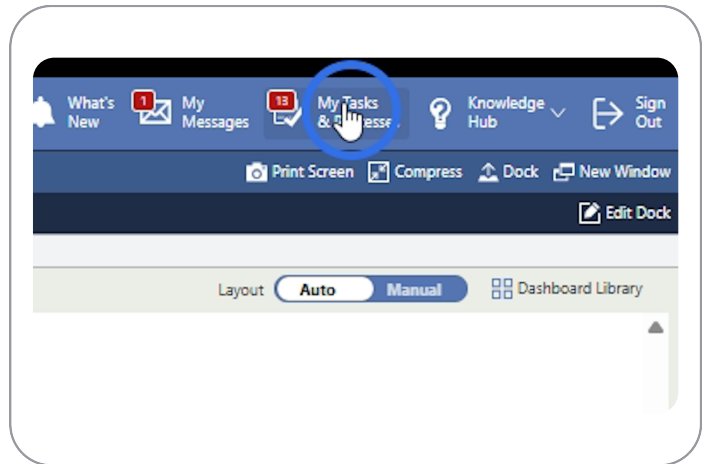


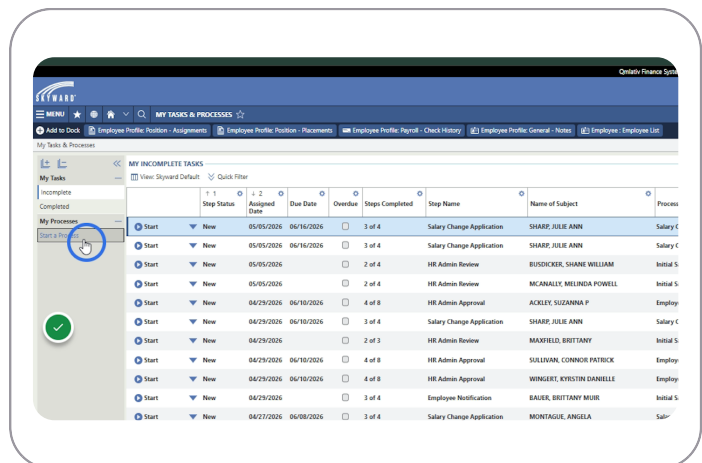
Google Chrome

26 Steps

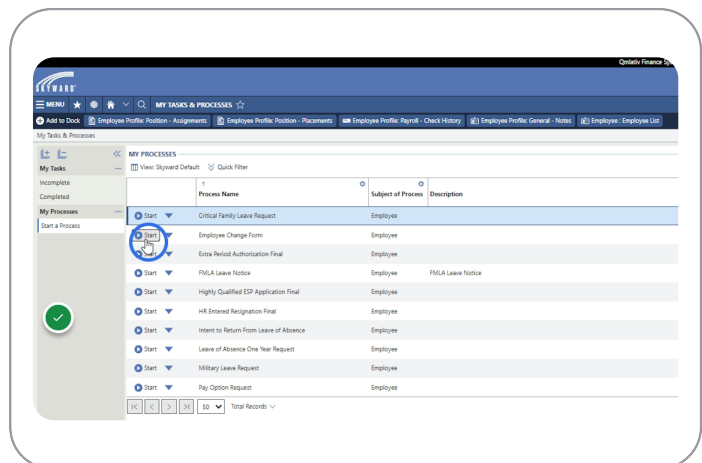
1 Click My Tasks and Processes



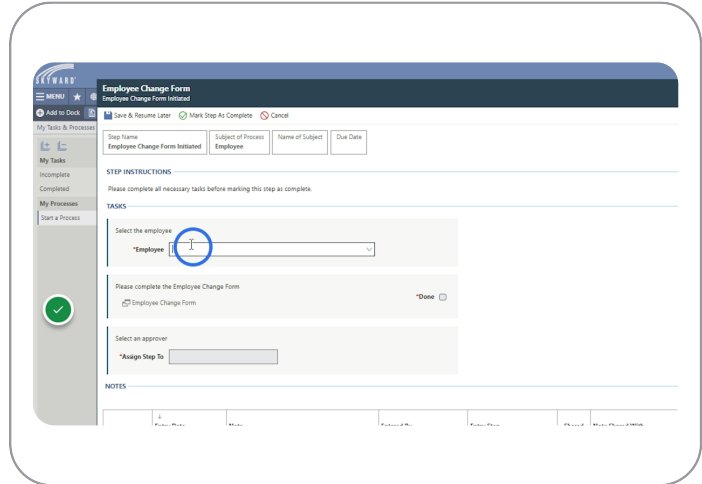
2 Click Start a Process



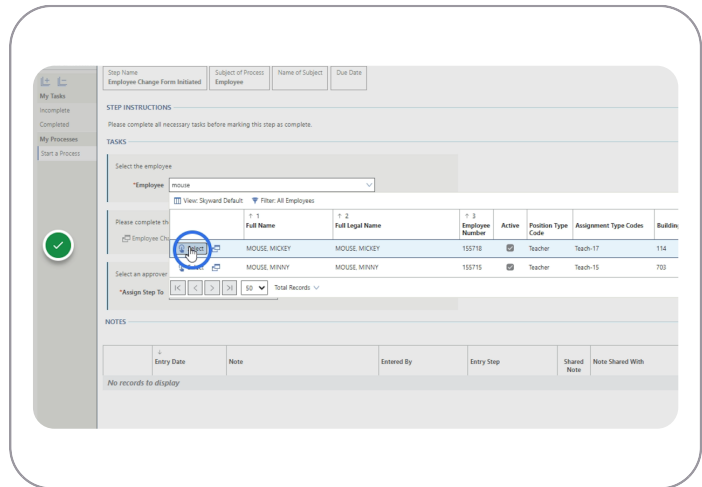
3 Click Start next to Employee Change Form



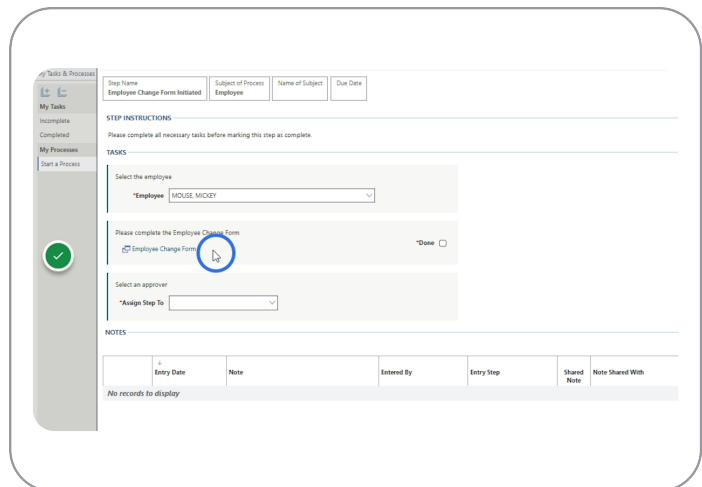
4 Select your employee



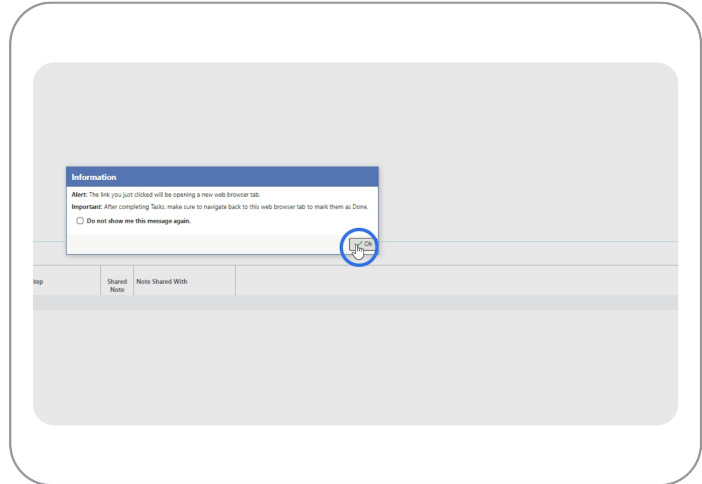
5 Click Select



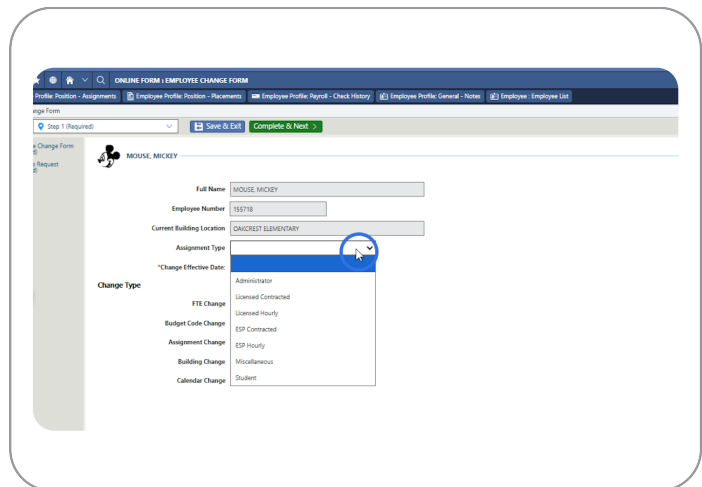
6 Click Employee Change Form Link



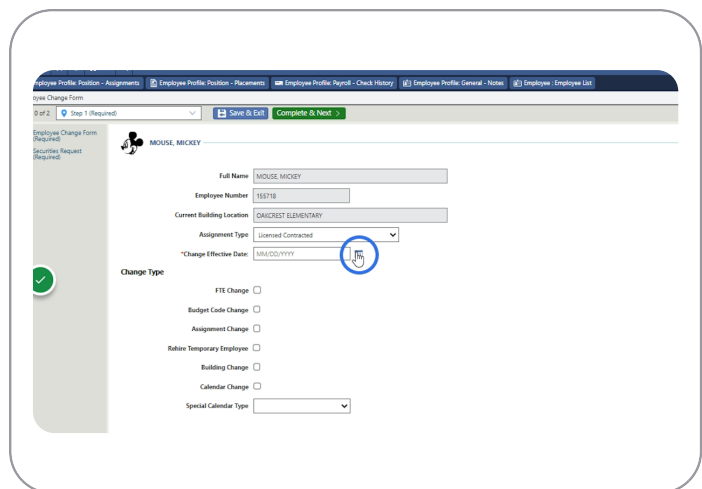
7 Click Ok



8 Select new assignment type



9 Add effective date of change



10

Click all boxes of employee information that changes due to this request.

Employee Change Form (Required)
 Securities Request (Required)

MOUSE, MICKEY

Full Name: MOUSE, MICKEY
 Employee Number: 155718
 Current Building Location: DANCREST ELEMENTARY
 Assignment Type: Licensed Contracted
 *Change Effective Date: 05/01/2020 Wednesday

Change Type

FTE Change (circled in blue)
 Budget Code Change
 Assignment Change
 Rehire Temporary Employee
 Building Change
 Calendar Change
 Special Calendar Type: [dropdown]

11

FTE Example

Securities Request (Required)

MOUSE, MICKEY

Full Name: MOUSE, MICKEY
 Employee Number: 155718
 Current Building Location: DANCREST ELEMENTARY
 Assignment Type: Licensed Contracted
 *Change Effective Date: 05/01/2020 Wednesday

Change Type

FTE Change
 Current FTE: [text box]
 New FTE: [text box] (circled in blue)

If this request results in a reduction of a contracted employee's FTE, a completed Voluntary FTE Reduction Form must be submitted to HR. If the change is due to a Reduction in Staff (RIS), all applicable RIS procedures must be followed.

Budget Code Change
 Assignment Change
 Rehire Temporary Employee
 Building Change
 Calendar Change
 Special Calendar Type: [dropdown]

12

Budget Code Example

Current FTE: [text box]
 New FTE: 75

If this request results in a reduction of a contracted employee's FTE, a completed Voluntary FTE Reduction Form must be submitted to HR. If the change is due to a Reduction in Staff (RIS), all applicable RIS procedures must be followed.

Budget Code Change
 Account Distribution: 10 1 114 0010 1012 111 100.00% (circled in blue)

NEW BUDGET
 If this request is for an account code change that is back dated, a Payroll Move Money request must be submitted to correct pay already paid from the old account code.

Budget 1: Fund: [dropdown] Location: [dropdown] Program: [dropdown] Function: [dropdown] Object: [dropdown] %: [dropdown]
 Budget 2: Fund: [dropdown] Location: [dropdown] Program: [dropdown] Function: [dropdown] Object: [dropdown] %: [dropdown]
 Budget 3: Fund: [dropdown] Location: [dropdown] Program: [dropdown] Function: [dropdown] Object: [dropdown] %: [dropdown]

Total of % of Budget fields must equal 100%

Additional Budget Information: [text box] (circled in blue)

Assignment Change
 Rehire Temporary Employee
 Building Change

13 Assignment Title Example

*If this request is for an account code change that is back dated, a Payroll Move Money request must be submitted to correct pay already paid from the old account code.
 Budget 1: Fund: 10 Location: 045 Program: 0050 Function: 1012 Object: 131 % 100
 Budget 2: Fund: Location: Program: Function: Object: % 0.00%
 Budget 3: Fund: Location: Program: Function: Object: % 0.00%
 Total of % of Budget fields must equal 100%.

Additional Budget Information: _____

Assignment Change

Current Assignment: Teach-17 - Teacher FT - Trad

New Assignment Title:

Replacement Type:

Replacement Name:

Replacement Reason:

New Position ID #:

Rethire Temporary Employee
 Building Change
 Calendar Change
 Special Calendar Type:

56°F Sunny

14 Replacement Name and/or Position ID required if changing assignment

*If this request is for an account code change that is back dated, a Payroll Move Money request must be submitted to correct pay already paid from the old account code.
 Budget 1: Fund: 10 Location: 045 Program: 0050 Function: 1012 Object: 131 % 100
 Budget 2: Fund: Location: Program: Function: Object: % 0.00%
 Budget 3: Fund: Location: Program: Function: Object: % 0.00%
 Total of % of Budget fields must equal 100%.

Additional Budget Information: _____

Assignment Change

Current Assignment: Teach-17 - Teacher FT - Trad

New Assignment Title:

Replacement Type:

Replacement Name:

Replacement Reason:

New Position ID #:

Rethire Temporary Employee
 Building Change

56°F Sunny

15 Building Change Example Should be completed in Frontline unless situation listed on form.

Current Assignment: Teach-17 - Teacher FT - Trad
 New Assignment Title:

Replacement Type:

Replacement Name:

Replacement Reason:

New Position ID #:

Rethire Temporary Employee
 Building Change

Transfers must be completed in Frontline as a posted opening except for the following:
 -Administrative Appointments
 -Teacher Transfer (See App)
 -Custodian Assistant Pool Movement

Transfer Type:

New Location:

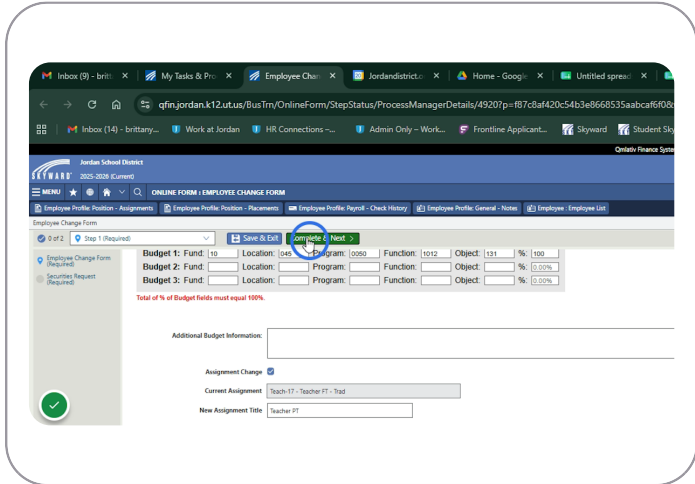
Calendar Change:

Special Calendar Type:

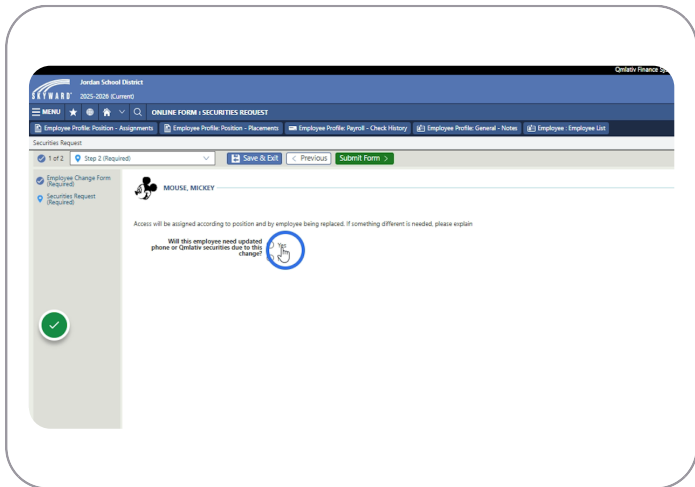
Is this employee related to ANY employee within your school/department by circumstance with DP#07 Classified/CP#03 Licensed? Yes No

56°F Sunny

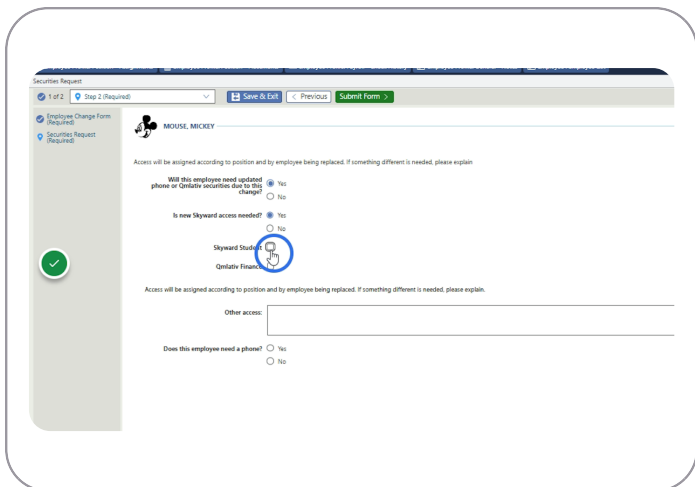
16 Click Complete and Next



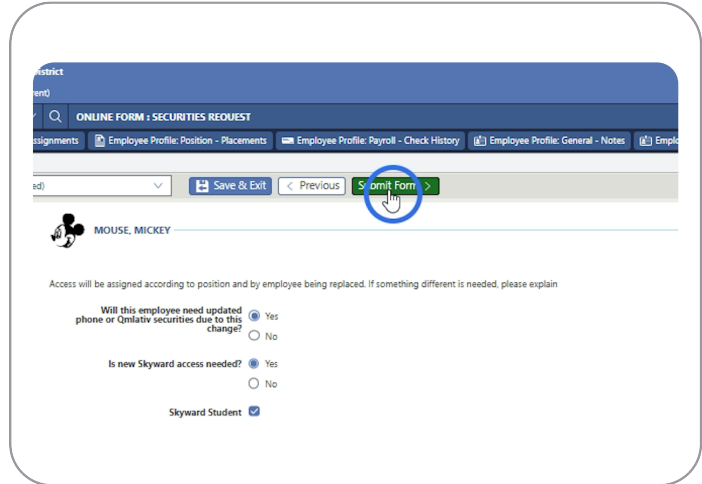
17 Select if change will require any updated Information Systems security changes.



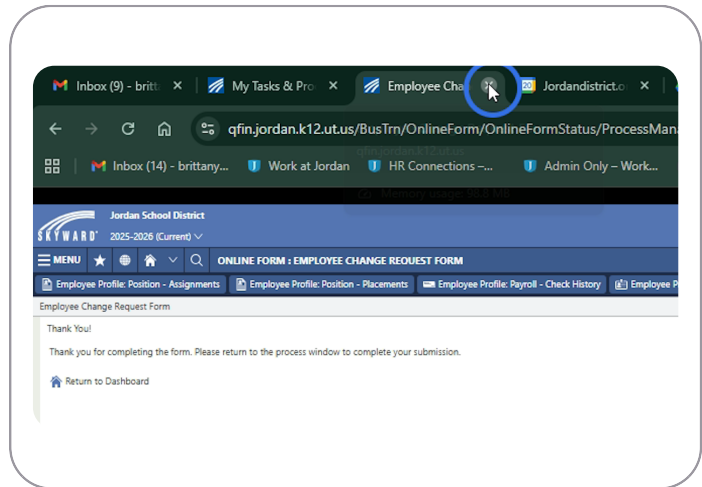
18 If yes, select boxes to notify IS of required changes.



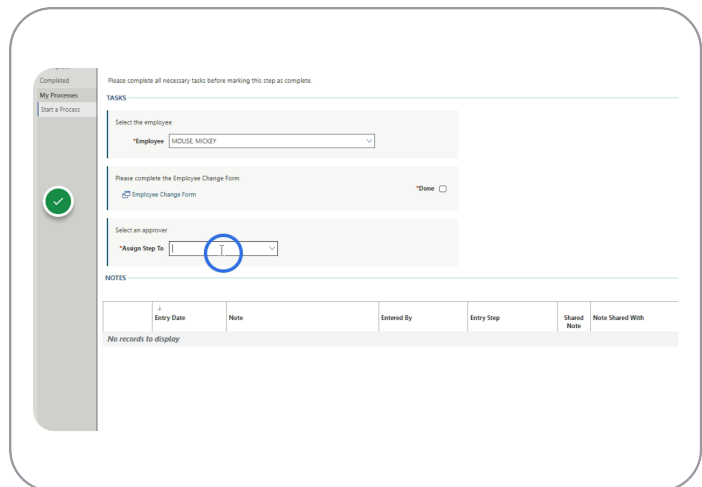
19 Click Submit Form



20 MOST IMPORTANT STEP!!!!!!!
Close thank you tab only.



21 Return to open Task window and select Administrator



22 Make sure all tasks are marked as Done.

The screenshot shows the 'TASKS' section of the 'Employee Change Form' process. It includes a dropdown menu for 'Employee' with 'MOUSE, MICKEY' selected. Below this, there is a task description: 'Please complete the Employee Change Form'. A blue circle highlights the 'Done' button next to the 'Employee Change Form' task.

23 Click Mark Step as Complete

The screenshot shows the 'STEP INSTRUCTIONS' section of the 'Employee Change Form' process. It includes a dropdown menu for 'Employee' with 'MOUSE, MICKEY' selected. Below this, there is a task description: 'Please complete the Employee Change Form'. A blue circle highlights the 'Mark Step as Complete' button.

24 To check on form status
Click Completed

The screenshot shows the 'MY PROCESSES' section of the system. It displays a table of processes with columns for 'Process Name', 'Subject of Process', and 'Description'. A blue circle highlights the 'Completed' button next to the 'Employee Change Form' process.

Process Name	Subject of Process	Description
Start Employee Change Form	Employee	
Start Extra Period Authorization Final	Employee	
Start FMLA Leave Notice	Employee	FMLA Leave Notice
Start Highly Qualified ESP Application Final	Employee	
Start HR Earned Resignation Final	Employee	
Start Intent to Return From Leave of Absence	Employee	
Start Leave of Absence One Year Request	Employee	
Start Military Leave Request	Employee	

25 Find Form

Updated By	Steps Completed	Step Name	Name of Subject	Process Name	Subject of Process	Step Assigned To
	0 of 4	Notice of Resignation Entry	BAUER, BRITTANY MUIR	Notice of Resignation Final	Employee	Subject of Process - BAUER, BRIT...
ER, BRITTANY MUIR	1 of 8	Employee Change Form Initiated	MOUSE, MICKEY	Employee Change Form	Employee	All Admin, Admin Assistants, an...
ER, BRITTANY MUIR	1 of 8	Employee Change Form Initiated	WEST, WENDY L	Employee Change Form	Employee	All Admin, Admin Assistants, an...
ER, BRITTANY MUIR	3 of 4	HR Admin Review	BAUER, BRITTANY MUIR	Initial Salary Placement	Employee	HR Administrators - BAUER, BRIT...
ER, BRITTANY MUIR	4 of 8	Supervisor Approval	BUTTERFIELD, CAROLYN	Employee Change Form	Employee	Supervisor of Employee - BAUER...
ER, BRITTANY MUIR	4 of 4	Salary Change Application	GONZALEZ, FABIOLA	Salary Change Application	Employee	HR Administrators - BAUER, BRIT...
ER, BRITTANY MUIR	8 of 8	HR Admin Approval	ALGER, BUDDY DENNIS	Employee Change Form	Employee	HR Administrators - BAUER, BRIT...
ER, BRITTANY MUIR	4 of 8	Employee Change Form Initiated	BUTTERFIELD, CAROLYN	Employee Change Form	Employee	All Administrators and Admin A...
ER, BRITTANY MUIR	8 of 8	Supervisor Approval	ALGER, BUDDY DENNIS	Employee Change Form	Employee	Supervisor of Employee - BAUER...
ER, BRITTANY MUIR	4 of 4	Employee Application	BAUER, BRITTANY MUIR	Salary Change Application	Employee	Subject of Process - BAUER, BRIT...
ER, BRITTANY MUIR	4 of 4	HR Review and Processing	BAUER, BRITTANY MUIR	Salary Change Application	Employee	HR Assistants - BAUER, BRITAN...

26 You can view what step the form is on and who it is currently assigned to.

Updated By	Steps Completed	Step Name	Name of Subject	Process Name	Subject of Process	Step Assigned To
	0 of 4	Notice of Resignation Entry	BAUER, BRITTANY MUIR	Notice of Resignation Final	Employee	Subject of Process - BAUER, BRITTANY MUIR
	1 of 8	Employee Change Form Initiated	MOUSE, MICKEY	Employee Change Form	Employee	All Admin, Admin Assistants, and HR - BAU...
	1 of 8	Employee Change Form Initiated	WEST, WENDY L	Employee Change Form	Employee	All Admin, Admin Assistants, and HR - BAU...
	3 of 4	HR Admin Review	BAUER, BRITTANY MUIR	Initial Salary Placement	Employee	HR Administrators - BAUER, BRITTANY MUIR
	4 of 8	Supervisor Approval	BUTTERFIELD, CAROLYN	Employee Change Form	Employee	Supervisor of Employee - BAUER, BRITTANY...
	4 of 4	Salary Change Application	GONZALEZ, FABIOLA	Salary Change Application	Employee	HR Administrators - BAUER, BRITTANY MUIR
	8 of 8	HR Admin Approval	ALGER, BUDDY DENNIS	Employee Change Form	Employee	HR Administrators - BAUER, BRITTANY MUIR
	4 of 8	Employee Change Form Initiated	BUTTERFIELD, CAROLYN	Employee Change Form	Employee	All Administrators and Admin Assistants - B...
	8 of 8	Supervisor Approval	ALGER, BUDDY DENNIS	Employee Change Form	Employee	Supervisor of Employee - BAUER, BRITTANY...
	4 of 4	Employee Application	BAUER, BRITTANY MUIR	Salary Change Application	Employee	Subject of Process - BAUER, BRITTANY MUIR
	4 of 4	HR Review and Processing	BAUER, BRITTANY MUIR	Salary Change Application	Employee	HR Assistants - BAUER, BRITTANY MUIR
	4 of 4	HR Review and Processing	BAUER, BRITTANY MUIR	Salary Change Application	Employee	HR Assistants - BAUER, BRITTANY MUIR