Updating Employee's Work Location

To update an employee's work location you will look under HRWeb>General Update>Change Location.

Location Change
Initiate a request to change the location for one or more employees.

Instructions
Follow this process to assign one or more employees to a new location:

1. Enter the date the location change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the as of date
Enter the date this change is effective.   12/09/2014

Grid	Personalize | Find |	First 1 of 1 Last
*Department	Description	
1	SOM: GME: Grad Medicine Educ	+ −

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1. Enter the date the location change will take place.

2. Type in the department code (6 digits)

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▼ **Instructions**

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Grid	Personalize | Find | 🔲 | 🎴 First ◄ 1-2 of 2 ► Last		
*Department	Description		
1 160060 🔍	HR: Data Services	➕	➖
2 160000 🔍	HR Administration	➕	➖

3. Click the + box to add another department

4. Click continue when all departments relative to the location change have been entered – you will retrieve a list of all the employees in those departments to which you have access (those who "report to you")

5. Select the checkbox next to the employee name(s) of those relocating (if there are too many to display on one page, scroll to the top of the page to the blue bar and click the arrows to navigate to the next page to select more names

All the employees selected must all have the same new location to use this method of entry.

6. Click "Continue" when finished selecting employees

Request Location Change

Instructions

Below is the list of employees you selected for a location change. Select Submit once you have entered the location change information.

Selected Employees

Name	Job Title	Empl ID	Current Location
Shanterria Patrice Baker	HRIS Specialist II	0332465	1599 CLIFTON RD

Location Details

*Location Change Date 12/09/2014 **Enter effective date**

New Information	Current Information
*Location	1599 CLIFTON RD

[Submit]

* Required Field

Return to Select Employees

7. Enter 7-digit location code for new location, click "Submit".

8. Click "Submit" and a confirmation screen will summarize the entry.

The updates will be visible on the Job Summary Screen as DTA/LOC – Data Change, Location Change.