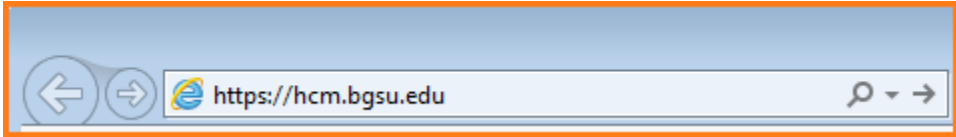
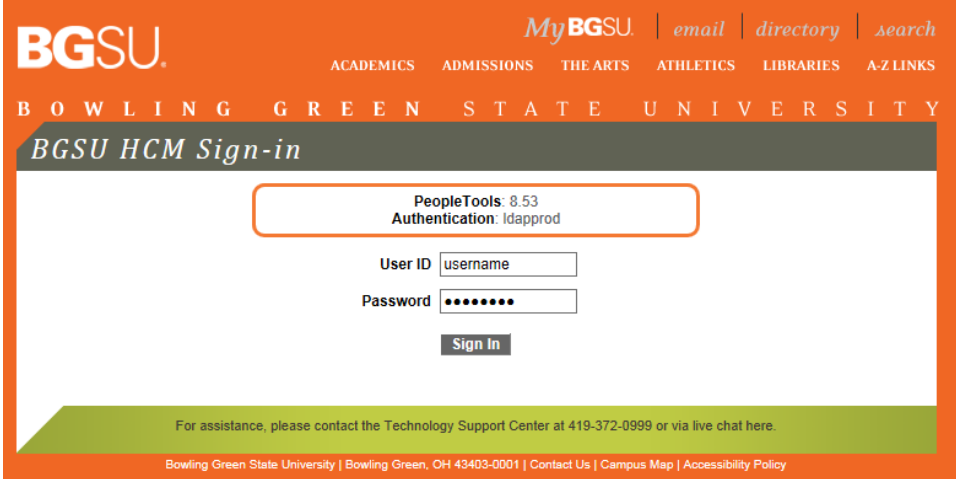
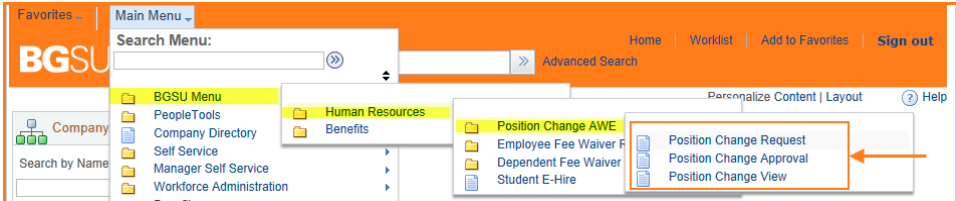


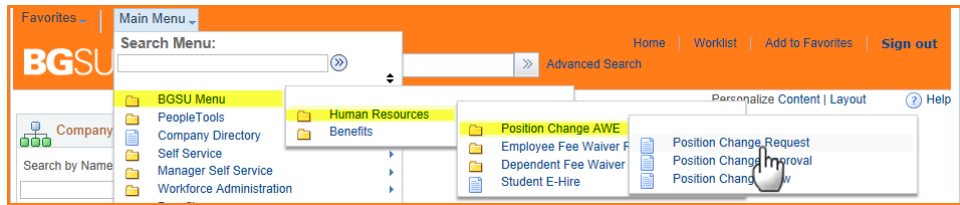
# Position Change Request

<p><b>PROCESS OVERVIEW</b></p>	<p>The purpose of this reference guide is to provide an overview of Position Change Request. This document is set up according to the various tasks that may be performed when using Position Change Request.</p> <ol style="list-style-type: none"> <li>1. Begin at <b>hcm.bgsu.edu</b></li> <li>2. Enter <b>Username</b> and <b>Password</b></li> <li>3. Navigate: <b>BGSU Menu &gt; Human Resources &gt; Position Change AWE</b></li> </ol>
<p>Where do I go?</p>	<p><b>BGSU Menu &gt; Human Resources &gt; Position Change AWE</b></p>
<p><b>SECTION I NAVIGATION</b></p> <p>Begin the process at hcm.bgsu.edu</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p><b>Step 1: Enter USERNAME and PASSWORD</b></p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p><b>Step 1a: Click Sign In</b></p>	
<p><b>Step 2: Click BGSU Menu &gt; Human Resources &gt; Position Change AWE</b></p> <p>You will be able to choose from three options.</p> <ul style="list-style-type: none"> <li>• Position Change Request</li> <li>• Position Change Approval</li> <li>• Position Change View</li> </ul>	

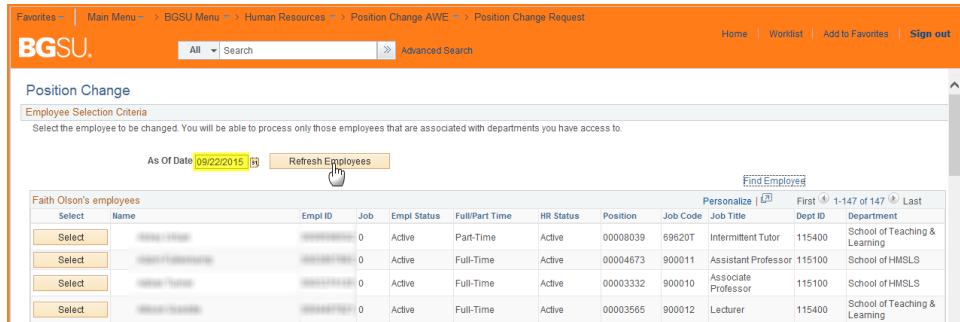
# Position Change Request

## SECTION II POSITION CHANGE REQUEST

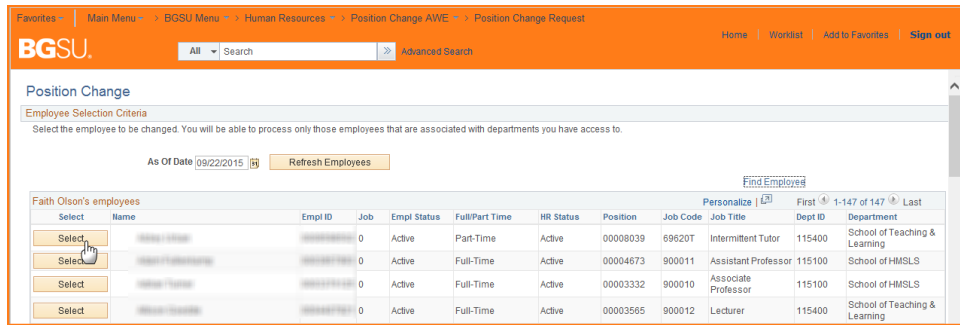
**Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change Request**



**Step 2: Optional, change the As Of Date and use the Refresh Employees button. This should be used to look at future dated hires.**



**Step 3: Use the Select button next to employee who you wish to update position data.**



# Position Change Request

**Step 4:** Enter a **Status Change Date** for the changes to take effect.

The **Status Change Date** must be greater than or equal to the current date and it must be greater than the maximum effective date on Position Data.

Position Change Request

BGSU

Position Data Change

New Information		Current Information	
*Status Change Date	05/02/2013	05/02/2013	
Job Code	Intermittent Tutor 69620T	Intermittent Tutor	69620T
Union Code			
*Department	School of Teaching & Learning 115400	School of Teaching & Learning	115400
*Location	Educ & Human Development Dean 167000444	Educ & Human Development Dean	167000444
*Full/Part-Time	Part-Time	Part-Time	
*Reports To	00000701	00000701	
*Position Title	Intermittent Tutor	Intermittent Tutor	
Position Short Title	Int. Tutor	Int. Tutor	
*Standard Hours	15.00	15.00	
*FTE	0.375000	0.375000	
*Reg/Temp	Temporary	Temporary	
Comments			

Submit

Changes Made

\* Required Field

Return to Select Employees

**Step 5:** You can use the search menu of valid values. Changes can be made to any of the highlighted fields:

- Union Code
- Department
- Location
- Full/Part-Time
- Reports To
- Position Title
- Position Short Title
- Standard Hours and FTE are linked so when one is changed the other will update to the appropriate value. Standard Hours must be a 1 or greater.
- Regular/Temp
- Comment field to further clarify change request.

The **Job Code** is not editable.

Position Change Request

BGSU

Position Data Change

New Information		Current Information	
*Status Change Date	09/23/2015	05/02/2013	
Job Code	Intermittent Tutor 69620T	Intermittent Tutor	69620T
Union Code			
*Department	School of Teaching & Learning 115400	School of Teaching & Learning	115400
*Location	Educ & Human Development Dean 167000444	Educ & Human Development Dean	167000444
*Full/Part-Time	Part-Time	Part-Time	
*Reports To	00000701	00000701	
*Position Title	Intermittent Tutor	Intermittent Tutor	
Position Short Title	Int. Tutor	Int. Tutor	
*Standard Hours	15.00	15.00	
*FTE	0.375000	0.375000	
*Reg/Temp	Temporary	Temporary	
Comments			


Submit

Changes Made

\* Required Field

Return to Select Employees

# Position Change Request

**Step 6:** Any new values will have with a  next to the field.

Select the

**Submit**


button once you have entered the new values for the position change.

Contact the Human Resources Department if any of this information is incorrect.

**Position Change**

**Position Data Change**

**New Information**

\*Status Change Date: 09/23/2015  [About the Date](#)

Job Code: Intermittent Tutor 69620T

Union Code:

\*Department: School of Teaching & Learning 115400

\*Location: Educ & Human Development D 167000444

\*Full/Part-Time:  Full-Time  Part-Time

\*Reports To:  00000701

\*Position Title:  Tutor

Position Short Title:  Tutor

\*Standard Hours:  40.00

\*FTE:  1.000000

\*Reg/Temp:  Regular  Temporary

Comments:

**Current Information**

Position Number: 00008039

Current Head Count: 1

05/02/2013

Intermittent Tutor 69620T

School of Teaching & Learning 115400

Educ & Human Development Dean 167000444

Part-Time

Intermittent Tutor


Int. Tutor

15.00

0.375000

Temporary

**Submit**

 Changes Made

\* Required Field

[Return to Select Employees](#)


**Step 7:** Once the changes have been submitted, the approval workflow will appear.

Changes to Location, Reports To, Position Title, or Position Short Title will go directly to Human Resources Department for approval.

Any other changes signify a funding change that will need additional approval from the Budget Office and area Vice President.

## Human Resources


**Submit Confirmation**


 You have successfully submitted the Position Change request (Transaction# 13) for  as of 9/23/2015.

**Position Change Approval**

**:Pending**

**Position Change Workflow**


**Self Approved**  Position Change Originator 09/23/15 - 10:01 AM

**Pending**  Multiple Approvers Position Approvers

[Return to Select Employees](#)

## Additional Approval


**Submit Confirmation**


 You have successfully submitted the Position Change request (Transaction# 12) for  as of 9/23/2015.


**Position Change Approval**


**:Pending**

**Position Change Workflow**

**Self Approved**  Position Change Originator 09/23/15 - 9:55 AM

**Pending**  Multiple Approvers Budget Office Approver

**Not Routed**  Position Change VP Approvers

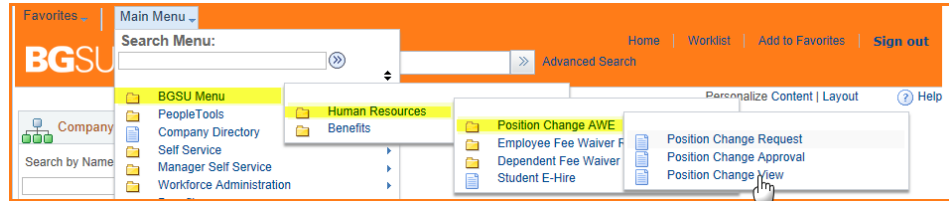
**Not Routed**  Multiple Approvers Position Approvers

[Return to Select Employees](#)

# Position Change Request

## SECTION III VIEW POSITION CHANGE STATUS

**Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change View**



View Position Change Status page allows you to view the current status of your requests.

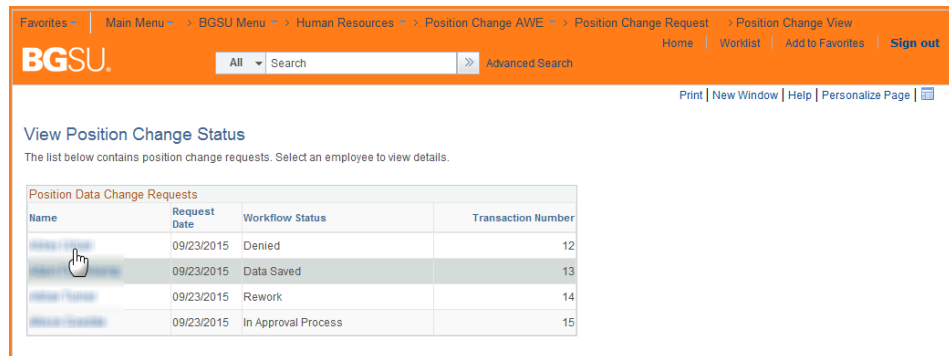
**In Approval Process** = request is still awaiting approval.

**Data Saved** = request has been approved and changes have been saved in HCM.

**Rework** = request has been pushed back by either the Budget Office, Vice President, or Human Resources for changes to made to the original request.


**Denied** = request was denied by one of the approvers.

**Step 2:** Click the name link to see details.

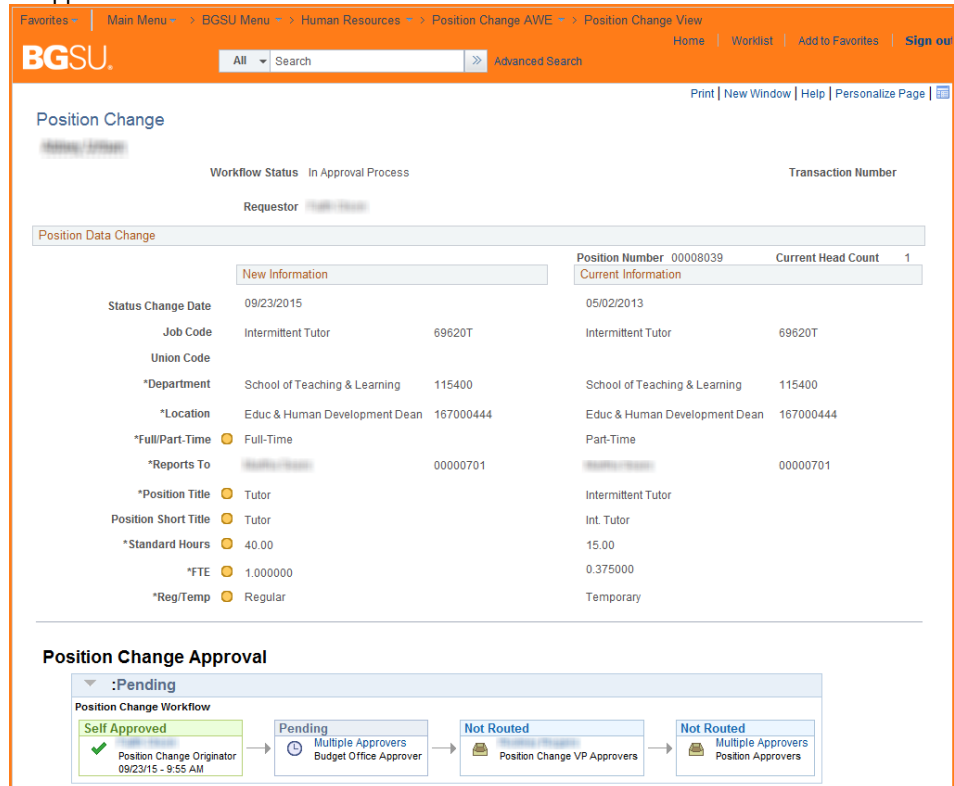


# Position Change Request

**Step 3:** View the status and workflow at the bottom of the page. Pushed Back will require changes to be made prior to the request being approved. You will need to go to the **Position Change Approval** page to make changes.

Click on the  button to view comments from approvers for Pushed Back or Denied requests.

## In Approval Process



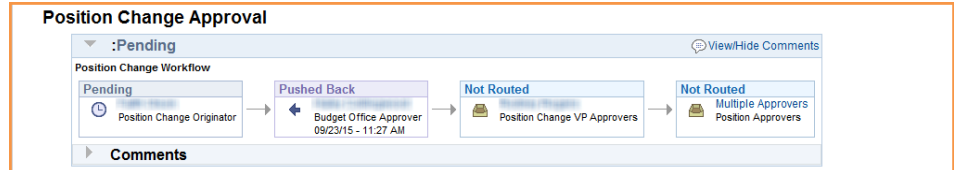
The screenshot shows the BGSU Position Change Approval page. At the top, there are navigation links: Favorites, Main Menu, BGSU Menu, Human Resources, Position Change AWE, and Position Change View. The page title is "Position Change" and it shows the workflow status as "In Approval Process".

Below the title, there is a table with columns for "Requestor", "Transaction Number", and "Position Data Change". The "Position Data Change" section is expanded to show "New Information" and "Current Information".

Field	New Information	Current Information
Status Change Date	09/23/2015	05/02/2013
Job Code	Intermittent Tutor 69620T	Intermittent Tutor 69620T
Union Code		
*Department	School of Teaching & Learning 115400	School of Teaching & Learning 115400
*Location	Educ & Human Development Dean 167000444	Educ & Human Development Dean 167000444
*Full/Part-Time	Full-Time	Part-Time
*Reports To	00000701	00000701
*Position Title	Tutor	Intermittent Tutor
Position Short Title	Tutor	Int. Tutor
*Standard Hours	40.00	15.00
*FTE	1.000000	0.375000
*Reg/Temp	Regular	Temporary

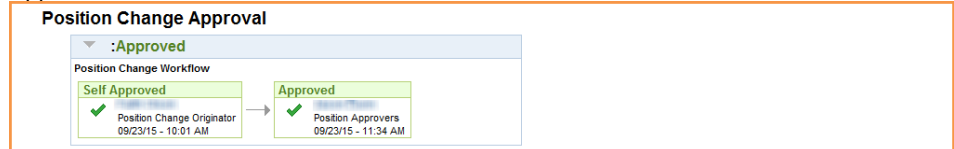
Below the table, the "Position Change Approval" section shows a workflow diagram. The status is ":Pending". The workflow steps are: Self Approved (Position Change Originator, 09/23/15 - 9:55 AM) → Pending (Multiple Approvers, Budget Office Approver) → Not Routed (Position Change VP Approvers) → Not Routed (Multiple Approvers, Position Approvers).

## Pushed Back



The screenshot shows the BGSU Position Change Approval page with the status ":Pending". The workflow diagram shows: Self Approved (Position Change Originator, 09/23/15 - 9:55 AM) → Pushed Back (Budget Office Approver, 09/23/15 - 11:27 AM) → Not Routed (Position Change VP Approvers) → Not Routed (Multiple Approvers, Position Approvers). There is a "View/Hide Comments" link at the top right of the workflow diagram.

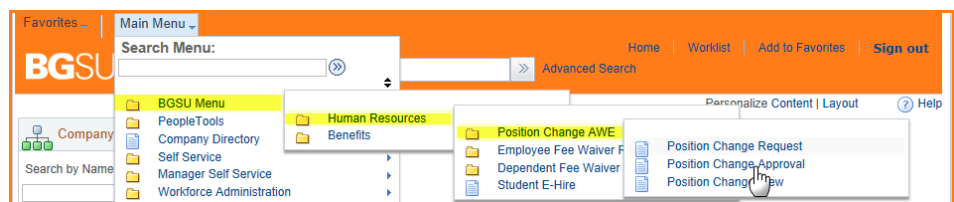
## Approved



The screenshot shows the BGSU Position Change Approval page with the status ":Approved". The workflow diagram shows: Self Approved (Position Change Originator, 09/23/15 - 10:01 AM) → Approved (Position Approvers, 09/23/15 - 11:34 AM).

## SECTION IV POSITION CHANGE APPROVAL

**Step 1:** Click **BGSU Menu > Human Resources > Position Change AWE > Position Change Approval**



The screenshot shows the BGSU navigation menu. The path is: Main Menu > BGSU Menu > Human Resources > Position Change AWE > Position Change Approval. The "Position Change Approval" option is highlighted with a mouse cursor.

# Position Change Request

You can update the Rework requests on the **Position Change Approval** page.

**Step 2:** Click the name to see details.

Position Change Requests

Name	Request Date	Workflow Status	Transaction Number
<a href="#">[Name]</a>	09/23/2015	Rework	14

**Step 3:** Review Comments. Make appropriate changes. Resubmit request for approval.

You can also Deny your rework form if you wish to cancel the request.

Position Change

Workflow Status: Rework Transaction Number: 14

Requestor: [Name]

Position Data Change

New Information		Current Information	
*Status Change Date	09/23/2015	08/01/2014	
Job Code	Associate Professor 900010	Associate Professor	900010
Union Code	American Assn University Prof AUP	American Assn University Prof	AUP
*Department	School of Teaching & Learning 115400	School of HMSLS	115100
*Location	HMSLS 180000119	HMSLS	180000119
*Full/Part-Time	Full-Time	Full-Time	
*Reports To	[Name] 00004077	[Name]	00004077
*Position Title	Associate Professor	Associate Professor	
Position Short Title	Associate	Associate	
*Standard Hours	40.00	40.00	
*FTE	1.000000	1.000000	
*Reg/Temp	Regular	Regular	

Position Change Approval

Position Change Workflow

```

graph LR
    A[Pending: Position Change Originator] --> B[Pushed Back: Budget Office Approver 09/23/15 - 11:27 AM]
    B --> C[Not Routed: Position Change VP Approvers]
    C --> D[Not Routed: Multiple Approvers Position Approvers]
    
```

Comments

Comment: [Text Area]

Approver Name: [Name]

Comment: [Text Area]

Buttons: Resubmit, Deny