# Position Change Request

## PROCESS OVERVIEW

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.

1. Begin at [hcm.bgsu.edu](https://hcm.bgsu.edu)
2. Enter **Username** and **Password**
3. Navigate: BGSU Menu > Human Resources > Position Change AWE

## SECTION I

### NAVIGATION

Begin the process at hcm.bgsu.edu

*Note: Please use Internet Explorer*

### Step 1: Enter **USERNAME** and **PASSWORD**

*Note: These will be your BGSU network credentials.*

**Step 1a: Click Sign In**

### Step 2: Click BGSU Menu > Human Resources > Position Change AWE

You will be able to choose from three options.

- Position Change Request
- Position Change Approval
- Position Change View
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.
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.

Step 5: You can use the next to fields for a 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**

**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.

**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.
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.
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

Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change Approval
You can update the Rework requests on the Position Change Approval page.

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

**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.