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 2. Enter Username and Password 3. Navigate: BGSU Menu > Human Resources > Position Change AWE 			
Where do I go?	BGSU Menu > Human Resources > Position Change AWE			
SECTION I NAVIGATION Begin the process at hcm.bgsu.edu Note: Please use Internet Explorer	A ttps://hcm.bgsu.edu			
Step 1: Enter USERNAME and PASSWORD <i>Note: These will be your BGSU</i> <i>network credentials.</i> Step 1a: Click Sign In	MyBGSU. email directory Aearch ACADEMICS ADMISSIONS THE ARTS ATHLETICS LIBRARIES AZLINKS B O W L I N G G R E E N S T A T E U N I V E R S I T Y BGSU HCM Sign-in PeopleTools: 8.53 Authentication: Ideprod User ID username Password			
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	BGSU Home Worklist Add to Favorites Sign out BGSU Search Menu: Image: S			

SECTION II POSITION CHANGE REQUEST Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change Request	BGSU Main Menu Home Worklist Add to Favorites Sign out BGSU Search Menu: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Step 2: Optional, change the As Of Date and use the Refresh Employees button. This should be used to look at future dated hires.	Name Menue BGSU Menue Human Resources Pestion Change AWE Pestion Change Request BGSU All Search Advanced Search Position Change Image: Advanced Search Sign out Select the employee to be changed. You will be able to process only those employees that are associated with departments you have access to. Find Employee Select the employee to be changed. You will be able to process only those employees Find Employees Fact Olson's employees Find Employees Select 0 Active PartTime Active Operation of the Advanced Search Select 0 Active PartTime Active Operation of the Advanced Search Scient of the Toperation of the Advanced Search Select 0 Active PartTime Advanced Operation of the Search of the Toperation of the Advanced Operation of the Advanced Operadvanced Toperation of the Advanced Operation of the Advanced Oper
Step 3: Use the Select button next to employee who you wish to update position data.	Main Manue BDSU Manue Human Resources Position Change AWE Position Change Request BGSU. All Search Monteced Response Position Change Main Notational Responses Sign out Position Change Main Notational Responses Sign out Position Change Main Notational Responses Sign out Stelet the employee to be changed You will be able to process only those employees that are associated with departments you have access to. Sign out Sign out Stelet the employees Find Employee Find Cleon's employees Find Employee Stelet Name Employees Find Employee Last the employees of the final rest of the employees to a cleon of the final rest of the employees Fash Olson's employees End Employee End Employee End Employee Stelet Name Code of the final rest of the final rest of the employees of the final rest of th

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	^Location	Educ & Human Development Dean	167000444	Educ & Human Development Dean	167000444
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Comment field to further clarify change request. The Job Code is not editable.	*Standard Hours *FTE *Reg/Temp Comments Submit	15.00 0.375000 Temporary V		0.375000 Temporary	Jage 1

Step 6: Any new values will	Favorites Main Menu ····> BGSU Menu ···> Human Resources ···> Position Change AWE ···> Position Change Request Home Worklist Add to Favorites Sign out All Search >> Advanced Search
have with a \bigcirc next to the field.	Print New Window Help Personalize Page 🗃 🕤 Position Change
Select the	▶ Instructions
Submit	Position Data Change
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 Number 00008039 Current Head Count 1 Current Information Current Information *Status Change Date 09/23/2015 Job Code Intermittent Tutor 69620T Intermittent Tutor *Department School of Teaching & Learning *Department School of Teaching & Learning *Location Educ & Human Development Dean *Geports To 00000701 *Reports To 00000701 *Standard Hours 0000 *Standard Hours 0000 *Regular Temporary Comments Image: Status Change Made
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.	<pre>trutin to Stell chappoped</pre>

SECTION III VIEW POSITION CHANGE STATUS Step 1: Click BGSU Menu > Human Resources > Position Change AWE > Position Change View	BGSU Main Menu Home Worklist Add to Favorites Sten out BGSU Besult Image Search Image Search
View Position Change Status page allows you to view the current status of your requests.	
In Approval Process = request is still awaiting approval.	Favorites Main Menu > BGSU Menu > Human Resources > Position Change AWE > Position Change Request > Position Change View Home Months L And to Expondes Sime out
Data Saved = request has been approved and changes have been saved in HCM.	BGSU. All • Search >> Advanced Search Print New Window Help Personalize Page = - View Position Change Status
Rework = request has been pushed back by either the Budget Office, Vice President, or Human Resources for changes to made to the original request.	Nervision change requests. Select an employee to view details. Position Data Change Requests Name Request Workflow Status Transaction Number 09/23/2015 Denied 12 09/23/2015 Data Saved 13 09/23/2015 Rework 14 09/23/2015 In Approval Process 15
Denied = request was denied by one of the approvers.	
Step 2: Click the name link to see details.	

Sten 3: View the status and	In Approval Process				
workflow at the bottom of the	Favorites - Main Menu - > BGSU Menu - > Human Resources - > Position Change AWP	✓ > Position Change View			
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SECTION IV					
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Human Resources > Position	Company PeopleTools Human Resources	hange AWE			
Change AWE > Position	Company Directory Benefits Enclose Employee	Fee Waiver F Position Change Request			
Change Approval	Search by Name Anager Self Service	Hire Position Change up rovan			

You can undate the Rework	Favorites - Main Menu - → BGSU Menu - > Hu	man Resources +> Position Change AWE +	> Position Change Approval	
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Change Approval page.			Print New Window	Help Personalize Page 📰 👘
Step 2: Click the name to see details.	Approve Position Change The list below contains position change requests require process the approval. Position Change Requests Name Request Date Workflow Sta	ing your approval. Select on an employee to view tus Trans	rdetails and to saction Number 14	
Step 3: Review Comments.	Favorites+ Main Menu+ → EGSU Menu + → F BGSU, All + Search	uman Resources - > Position Change AWE	Position Change Approval Home Worklist reh	Add to Favorites Sign ou
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