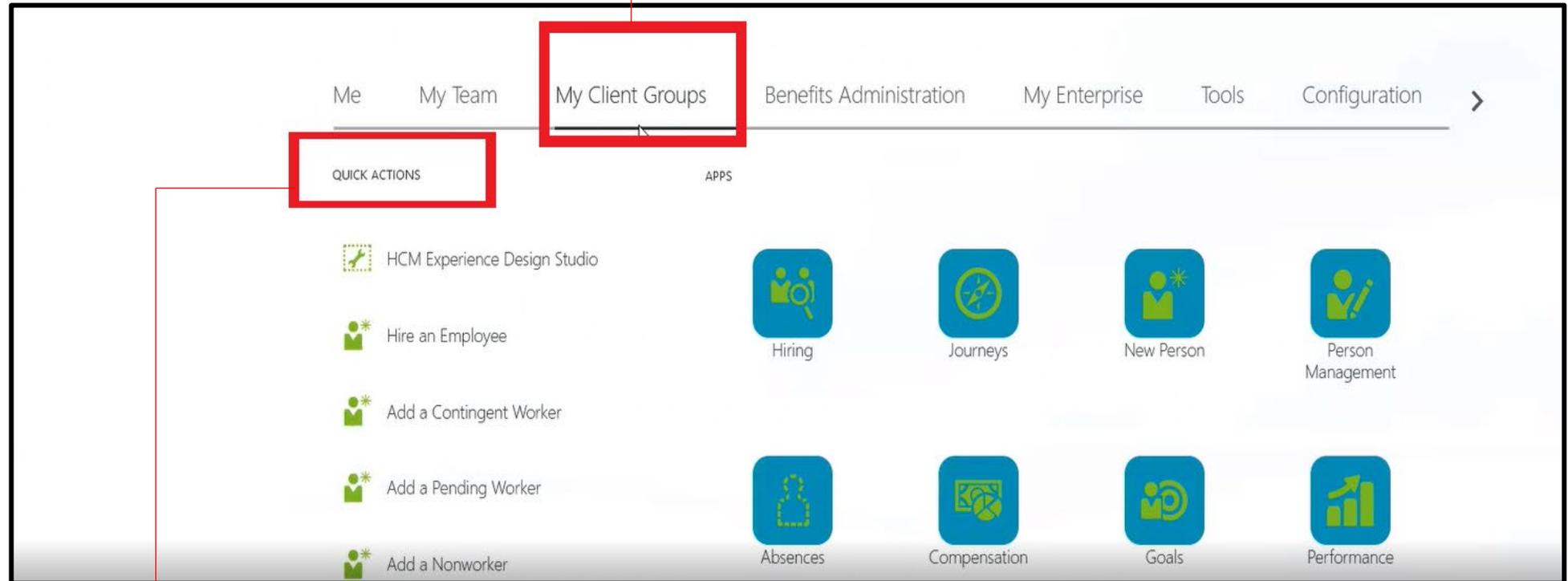


Manage Assignment Status: Demotion

1

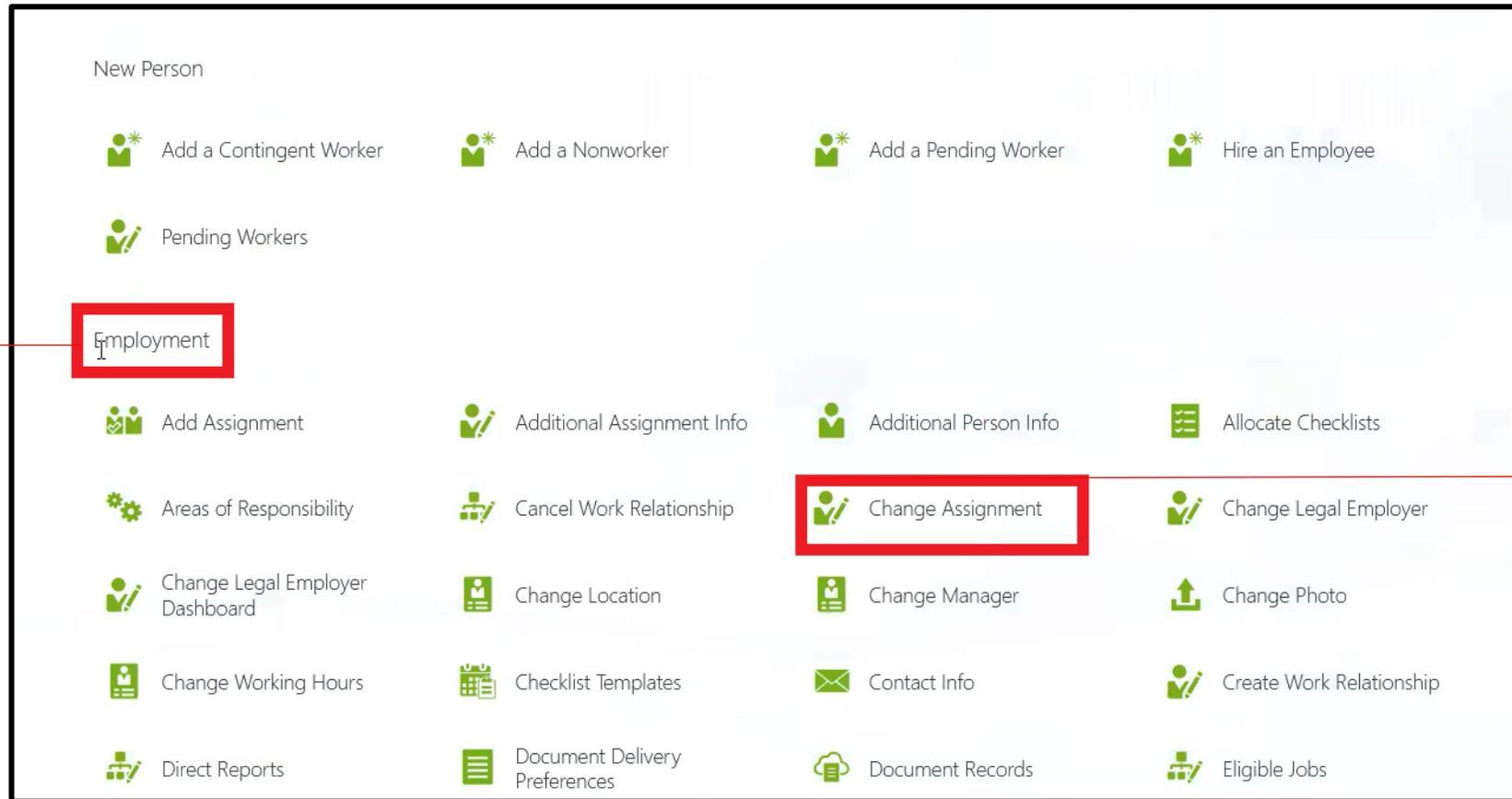
Select the **My Client Groups** tab



2

Select the **Quick Actions** section and select the **Show More** link from the drop-down list

Manage Assignment Status: Demotion



New Person

- Add a Contingent Worker
- Add a Nonworker
- Add a Pending Worker
- Hire an Employee

Pending Workers

Employment

- Add Assignment
- Additional Assignment Info
- Additional Person Info
- Allocate Checklists
- Areas of Responsibility
- Cancel Work Relationship
- Change Assignment**
- Change Legal Employer
- Change Legal Employer Dashboard
- Change Location
- Change Manager
- Change Photo
- Change Working Hours
- Checklist Templates
- Contact Info
- Create Work Relationship
- Direct Reports
- Document Delivery Preferences
- Document Records
- Eligible Jobs

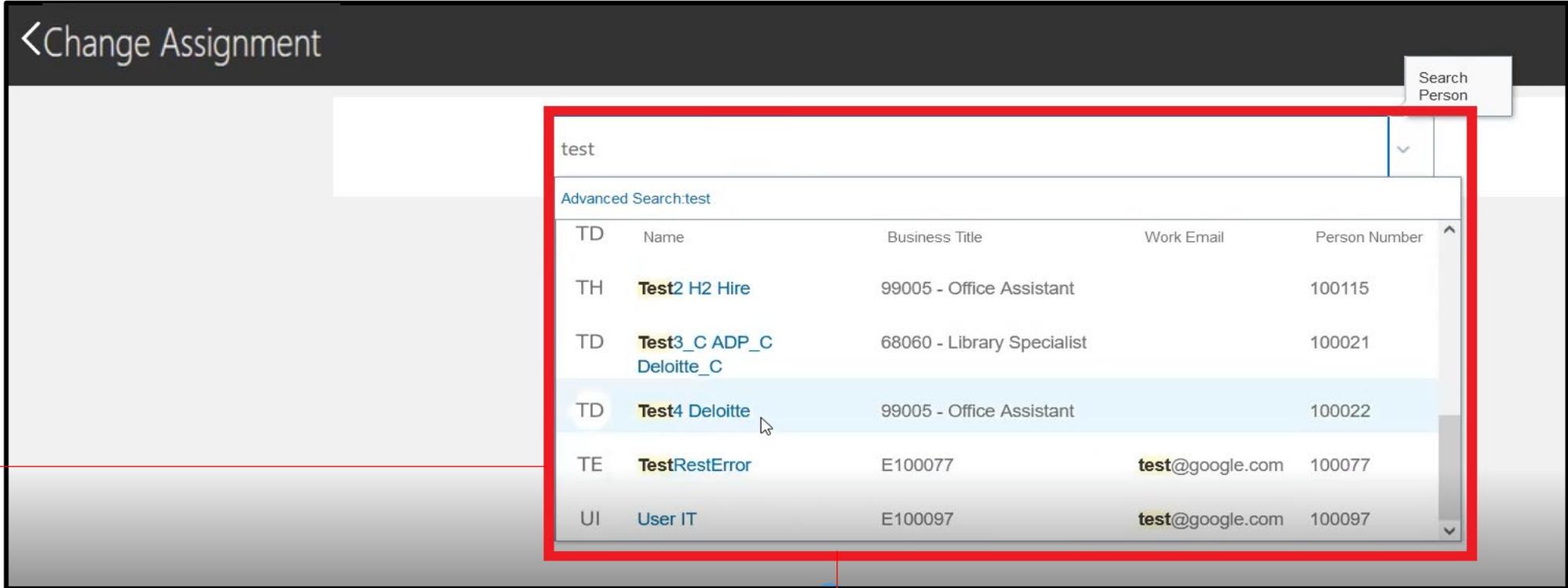
3

Locate the **Employment** section

4

Select **Change Assignment** under the **Employment** section

Manage Assignment Status: Demotion



<Change Assignment

Search Person

test

Advanced Search:test

TD	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021
TD	Test4 Deloitte	99005 - Office Assistant		100022
TE	TestRestError	E100077	test@google.com	100077
UI	User IT	E100097	test@google.com	100097

5

From the Search for a Person field, Key in the **Employee's Name** or **Employee Number**

6

Select the **Employee** from the returned results within the Recent Items list

Manage Assignment Status: Demotion

7

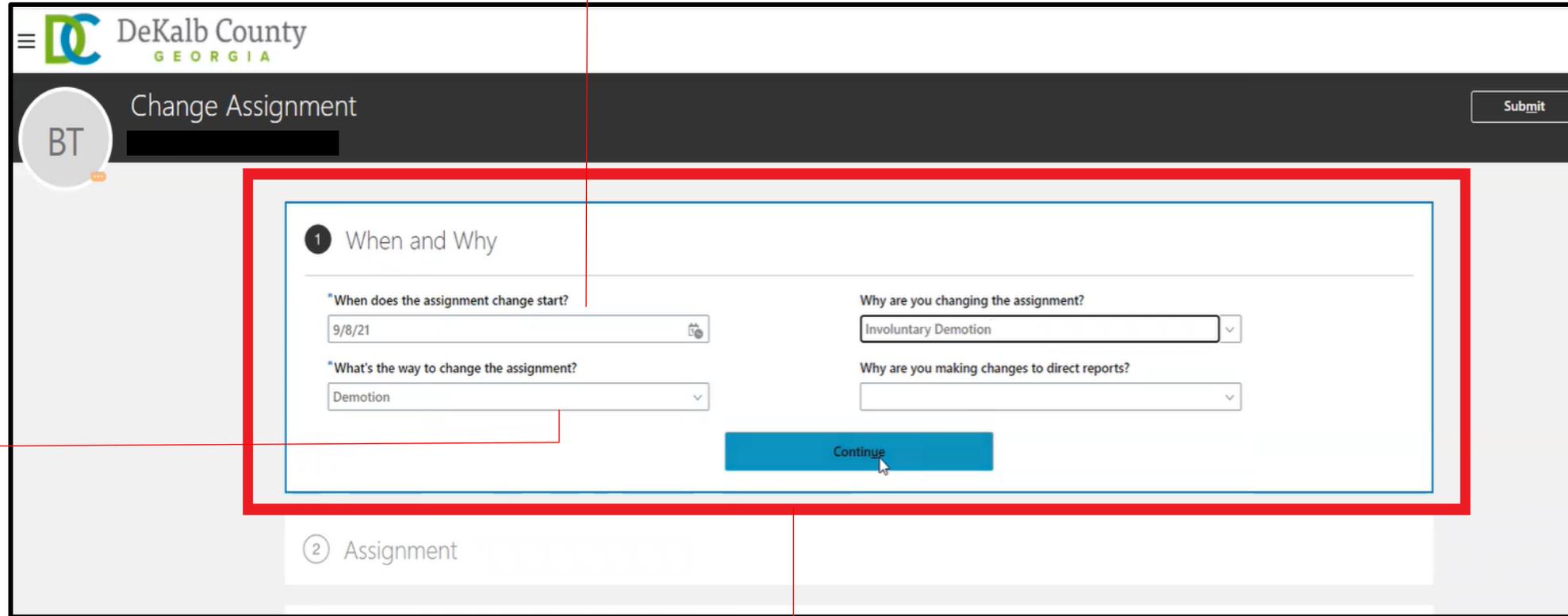
Key in the appropriate **Assignment Change Start Date** in the **When does the assignment change start?** field

8

Select **Demotion** from the **What's the way to change the assignment?** drop-down list

9

Select the **Continue** button



DeKalb County
GEORGIA

Change Assignment

BT

Submit

1 When and Why

*When does the assignment change start?
9/8/21

*What's the way to change the assignment?
Demotion

Why are you changing the assignment?
Involuntary Demotion

Why are you making changes to direct reports?

Continue

2 Assignment

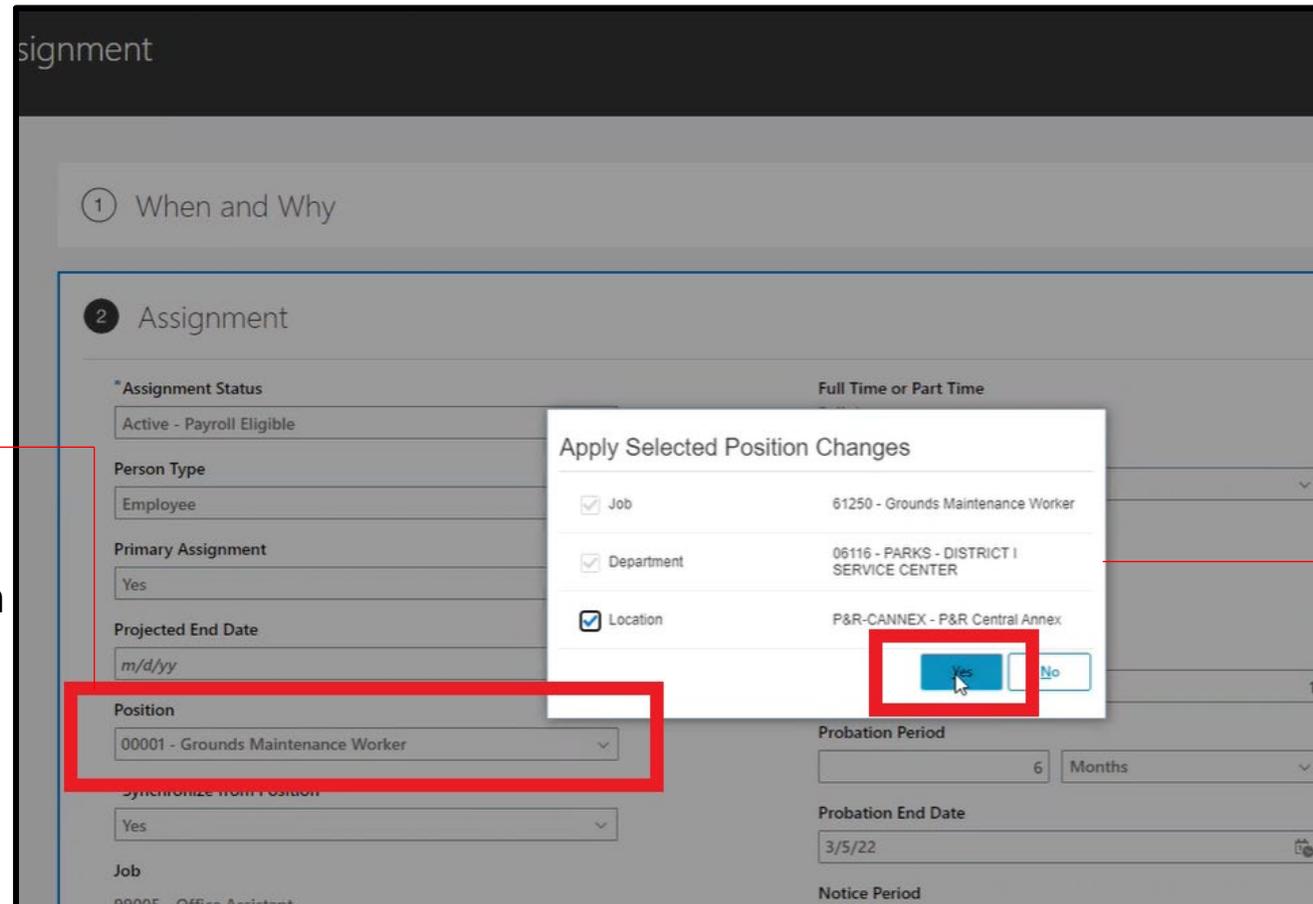


Select either **Voluntary Demotion** or **Involuntary Demotion** from the **Why are you changing the assignment?** drop-down list

Manage Assignment Status: Demotion

8

Select the **Position** name from the drop-down list



Assignment

1 When and Why

2 Assignment

* Assignment Status Full Time or Part Time
Active - Payroll Eligible

Person Type
Employee

Primary Assignment
Yes

Projected End Date
m/d/yy

Position
00001 - Grounds Maintenance Worker

Synchronize from Position
Yes

Job
00005 - Office Assistant

Apply Selected Position Changes

Job 61250 - Grounds Maintenance Worker

Department 06116 - PARKS - DISTRICT I SERVICE CENTER

Location P&R-CANNEX - P&R Central Annex

Probation Period
6 Months

Probation End Date
3/5/22

Notice Period

9

Select the **Yes** button

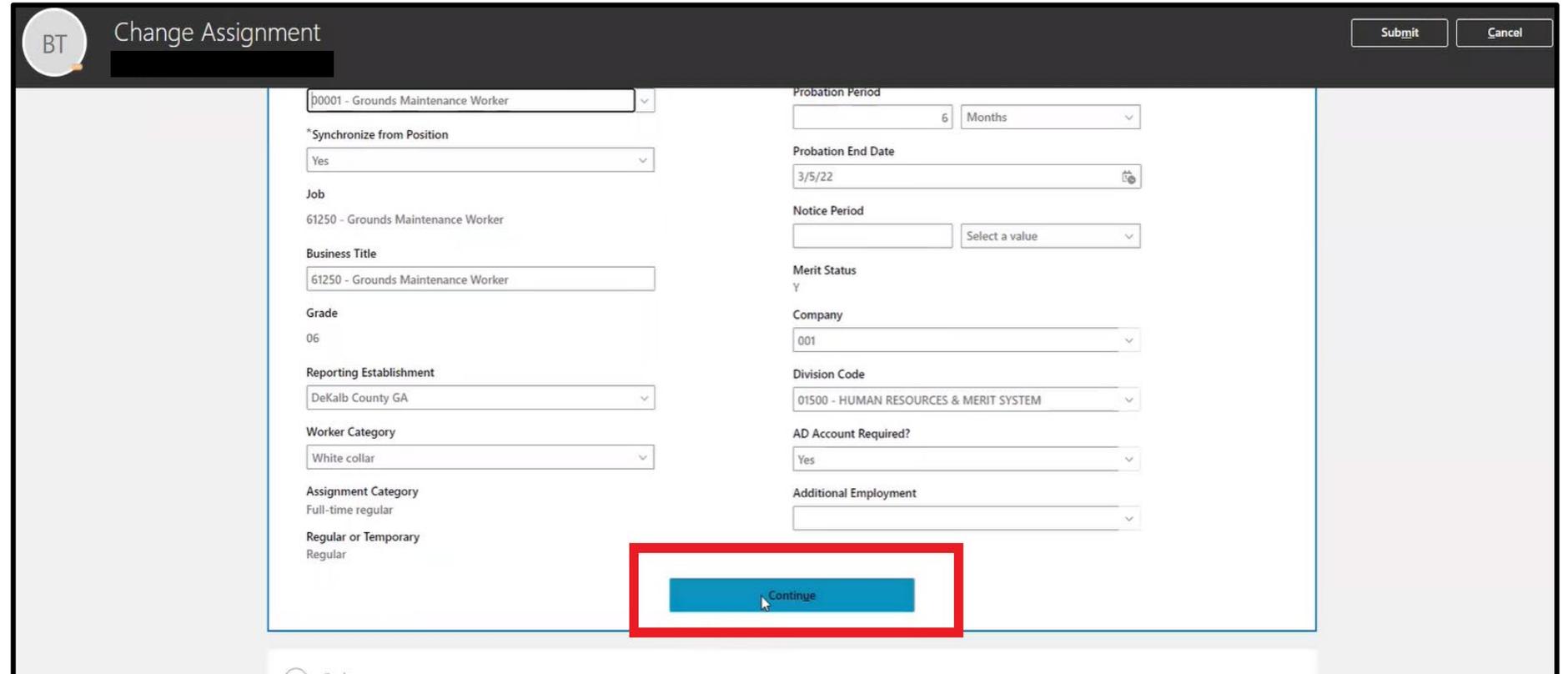


From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list

Manage Assignment Status: Demotion

10

Once all the necessary information has been completed under the **Change Assignment** section, select the **Continue** button



BT Change Assignment Submit Cancel

00001 - Grounds Maintenance Worker

*Synchronize from Position
Yes

Job
61250 - Grounds Maintenance Worker

Business Title
61250 - Grounds Maintenance Worker

Grade
06

Reporting Establishment
DeKalb County GA

Worker Category
White collar

Assignment Category
Full-time regular

Regular or Temporary
Regular

Probation Period
6 Months

Probation End Date
3/5/22

Notice Period
Select a value

Merit Status
Y

Company
001

Division Code
01500 - HUMAN RESOURCES & MERIT SYSTEM

AD Account Required?
Yes

Additional Employment

Continue

Manage Assignment Status: Demotion

11

Make the appropriate adjustments to the **Basic Salary** and **Hazard Pay** fields and select the **Continue** button

BT Change Assignment Submit Cancel

2 Assignment Edit

3 Salary

*Salary Basis
DC 40 Hourly Salary Basis

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Basic salary	25.00	-5.00	-20.00		20.00	41,600.00
Longevity	0.00	0.00			0.00	0.00
Paramedic (Basic salary)	2.00	-0.40	-20.00	8.00	1.60	3,328.00
Hazard Pay	10.00	-3.00	-30.00		7.00	14,560.00
Education	0.00	0.00			0.00	0.00
Shift Differential	0.00	0.00			0.00	0.00
Overall salary	37.00	-8.40	-22.70		28.60	59,488.00

Action Demotion Annual Salary 59,488.00 USD (FTE 1)
Action Reason Grade Name

Manage Assignment Status: Demotion

If payroll coordinators select the “Salary Basis” (drop-down at the top of the Salary Details page), it will blank out all the values (including base pay, longevity, hazard, paramedic, etc.). The only time the drop-down would need to be selected is an FLSA non-exempt (hourly) employee promotes to FLSA exempt or if you are changing the standard hours (i.e., 40-to-53, 40-to-42.5, etc.).

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity <small>(Base salary)</small>	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic <small>(Base salary)</small>	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer

Salary Range
26.0755 - 40.4178 USD Hourly

Action Reason
Comparable Transfer

Salary Range Midpoint
33.2466 USD

***Salary Amount**
27.0000 USD Hourly

Range Position
6.45

Adjustment Amount
7.0000 USD

Compa-Ratio
81.21

Manage Assignment Status: Demotion

*Salary Basis
40 Hourly Salary Basis

Select Components

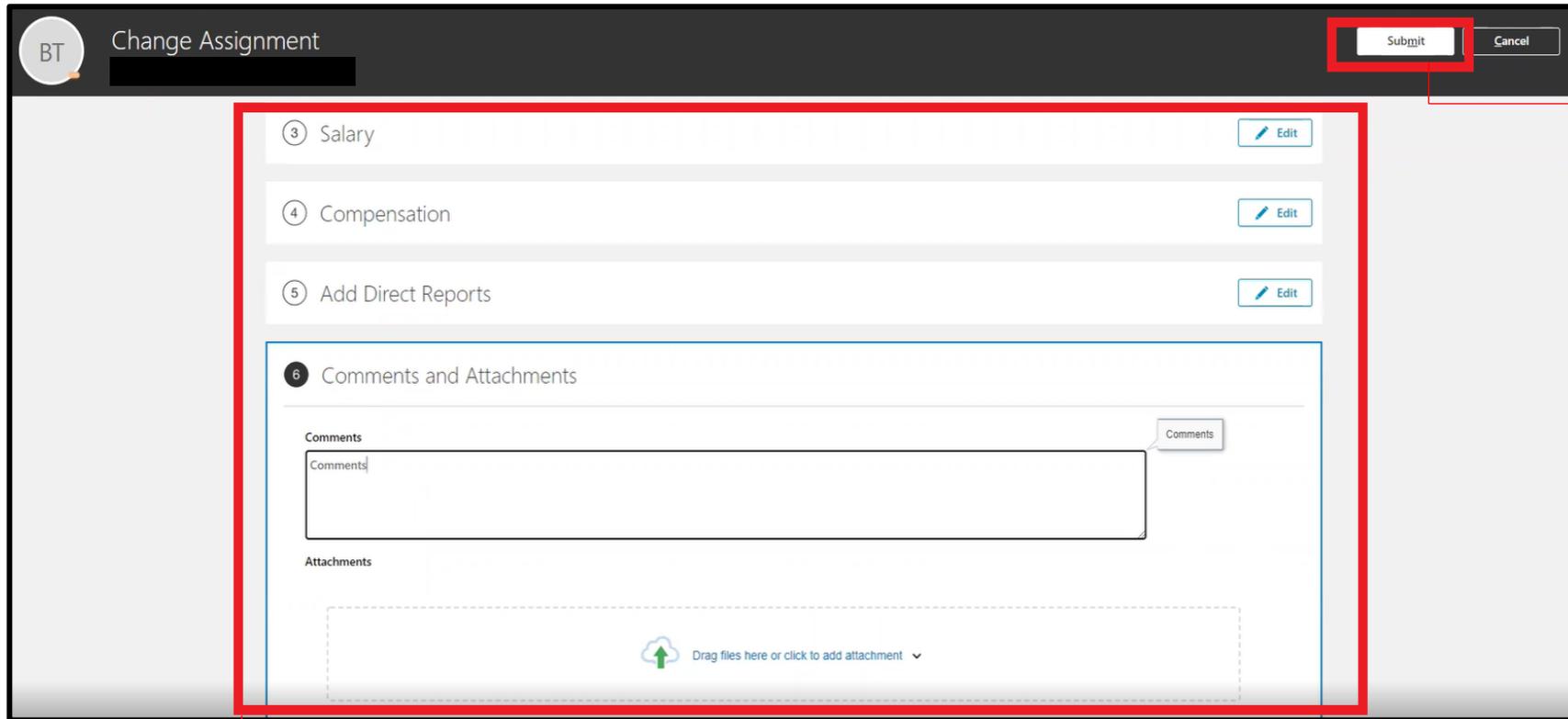
Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action: Transfer
 Action Reason: Comparable Transfer
 *Salary Amount: 27.0000 USD Hourly
 Adjustment Amount: 7.0000 USD

Salary Range: 26.0755 - 40.4178 USD Hourly
 Salary Range Midpoint: 33.2466 USD
 Range Position: 6.45
 Compa-Ratio: 81.21

If you have not selected to display all components using the “**Select Components**”, button then coordinators may inadvertently drop the employee’s longevity pay, thus paying the employee incorrectly. CV360 may flag these anomalies, but not until the next pay cycle, meaning the employee will receive at least one check without longevity.

Manage Assignment Status: Demotion



13

Select the **Submit** button

12

Key in the appropriate details in the **Comments** section and add the required **Attachments** for the Approver, if necessary