

Payroll Coordinators

Manage Assignment Status

- **Section 1: Suspend Assignment**



Lesson Objective:

Upon the completion of the Manage Assignment Status: Suspend Lesson, you will be able to:

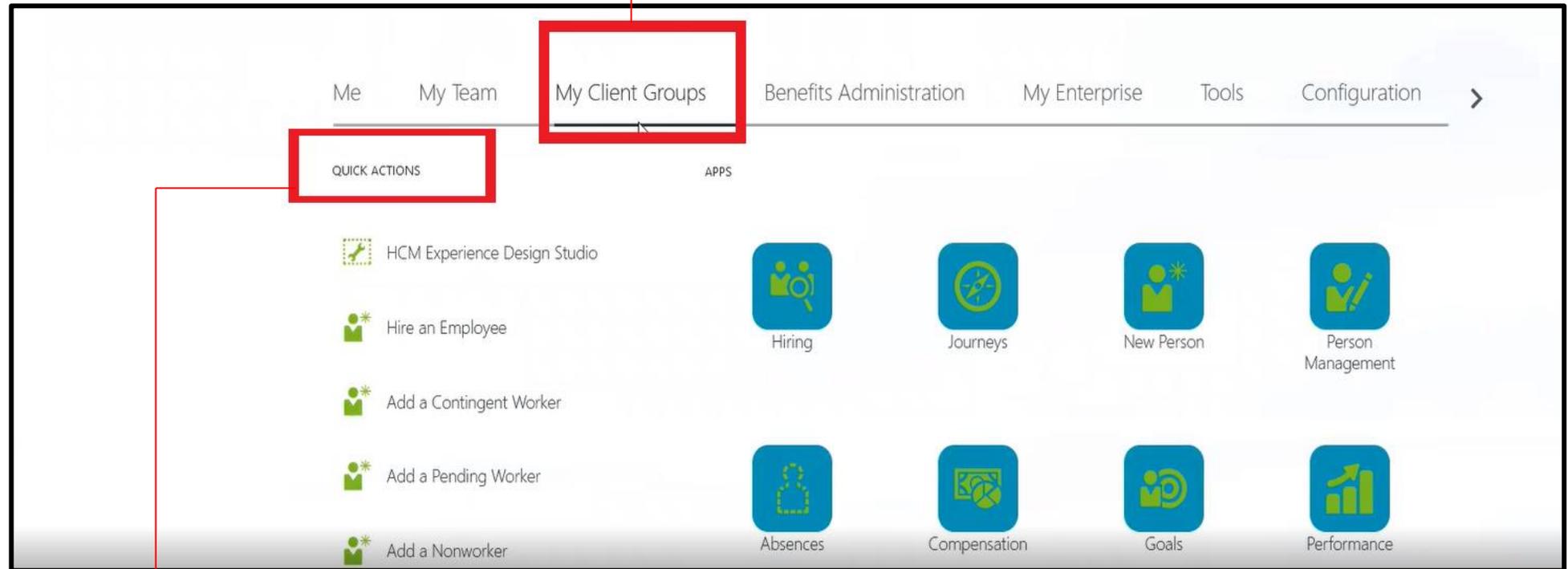
Objectives

- Suspend an Employee's Assignment

Manage Assignment Status: Suspend

1

Select the My Client Groups tab



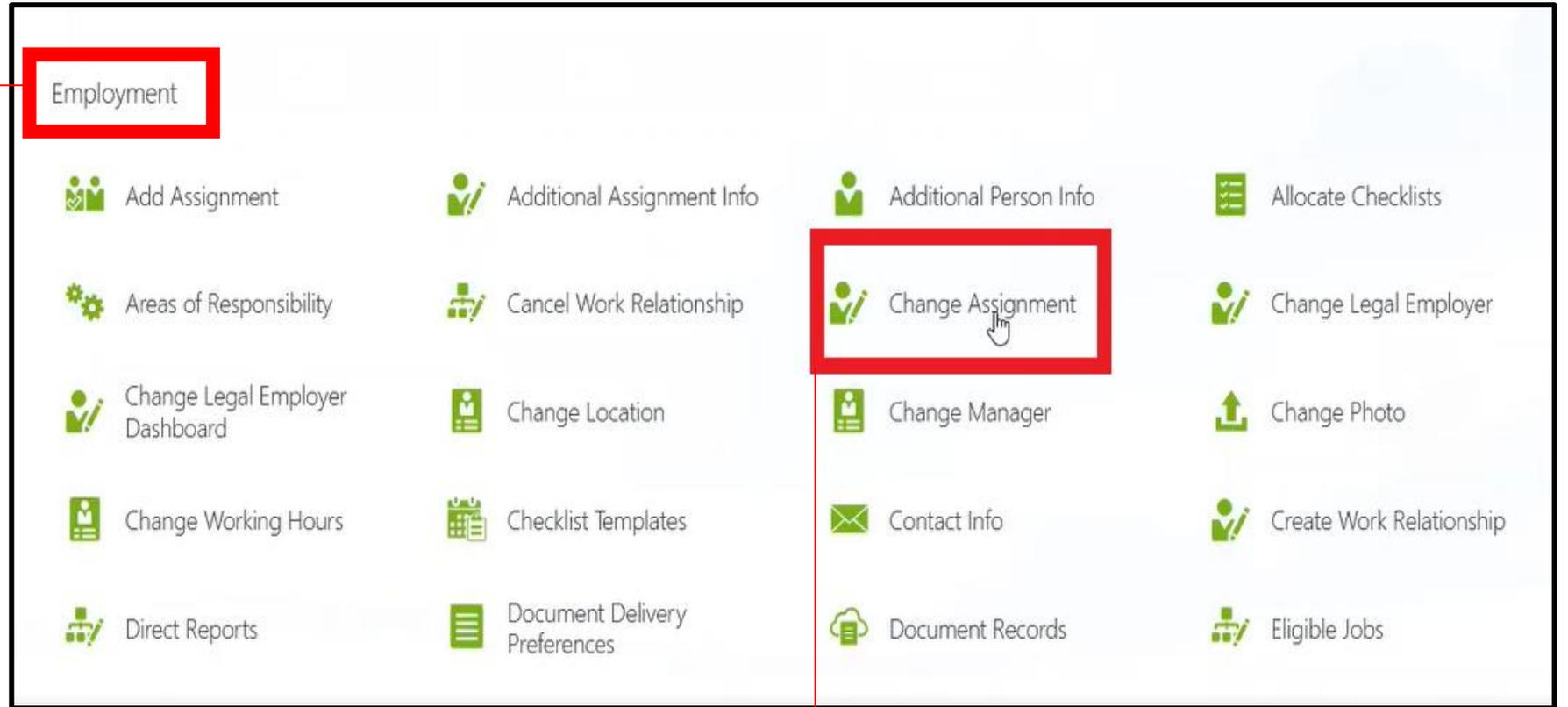
2

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

Manage Assignment Status: Suspend

3

Locate the Employment section



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

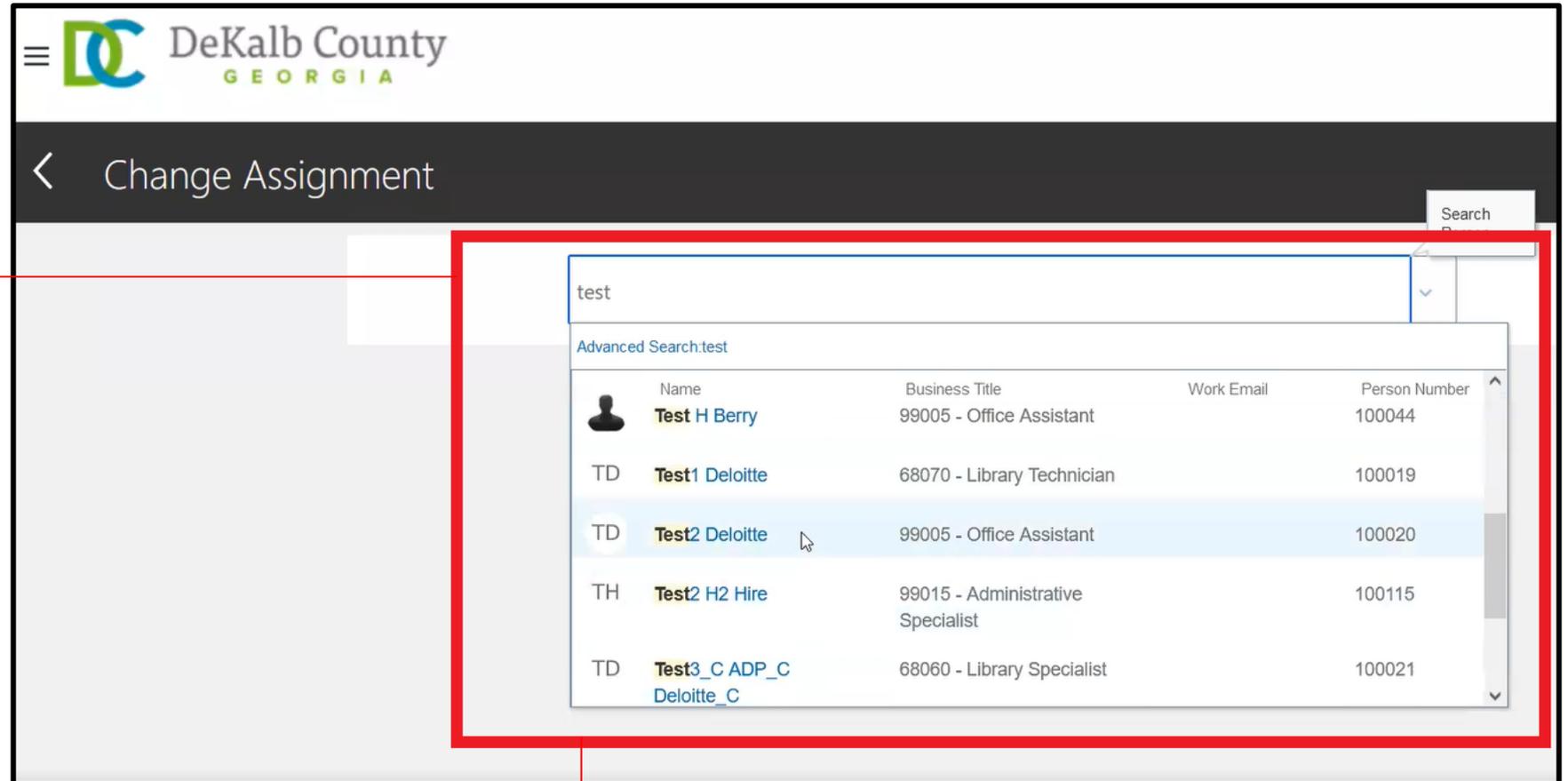
4

Select Change Assignment under the Employment section

Manage Assignment Status: Suspend

5

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



DeKalb County
GEORGIA

< Change Assignment

Search

test

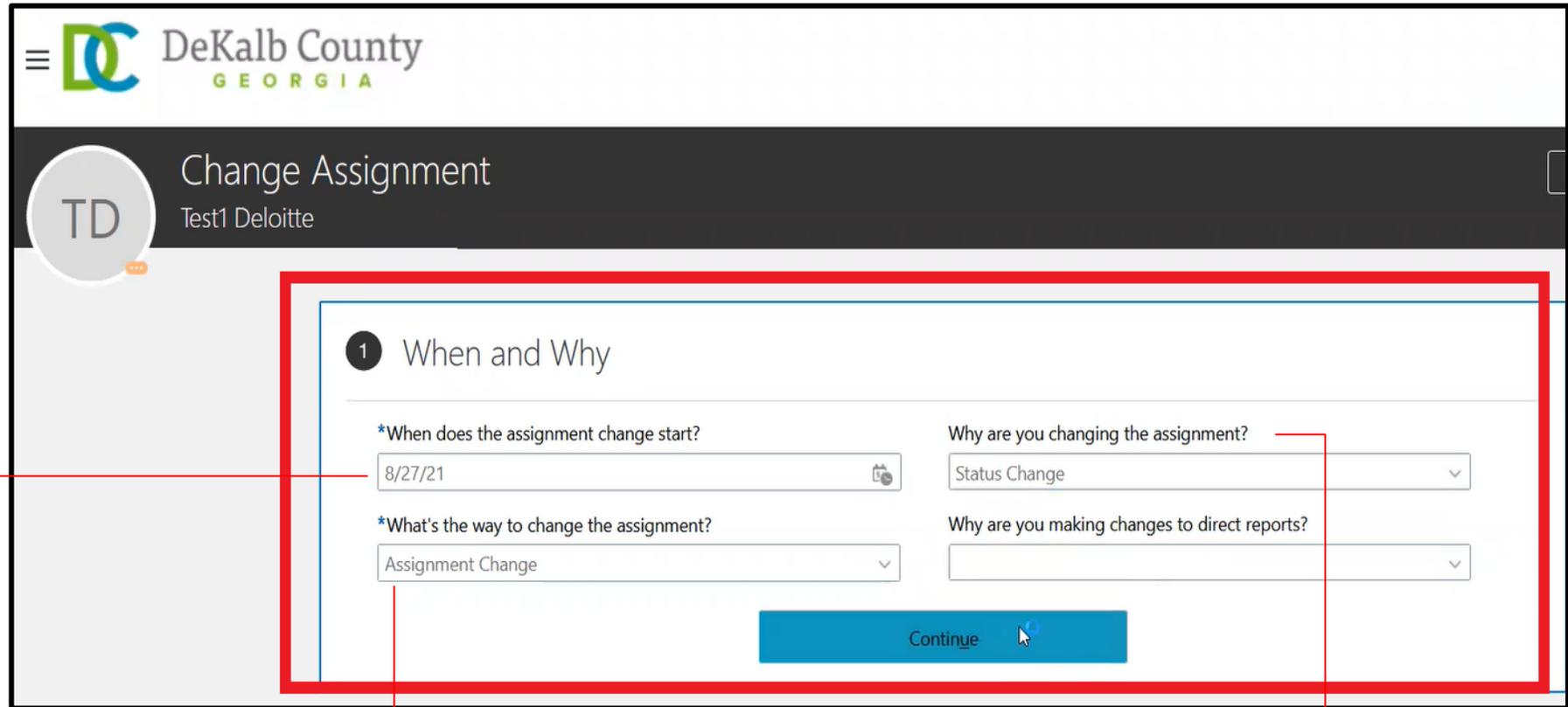
Advanced Search:test

| | Name | Business Title | Work Email | Person Number |
|----|---|-----------------------------------|------------|---------------|
| |  Test H Berry | 99005 - Office Assistant | | 100044 |
| TD | Test1 Deloitte | 68070 - Library Technician | | 100019 |
| TD | Test2 Deloitte | 99005 - Office Assistant | | 100020 |
| TH | Test2 H2 Hire | 99015 - Administrative Specialist | | 100115 |
| TD | Test3_C ADP_C Deloitte_C | 68060 - Library Specialist | | 100021 |

6

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

Manage Assignment Status: Suspend



7

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

8

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

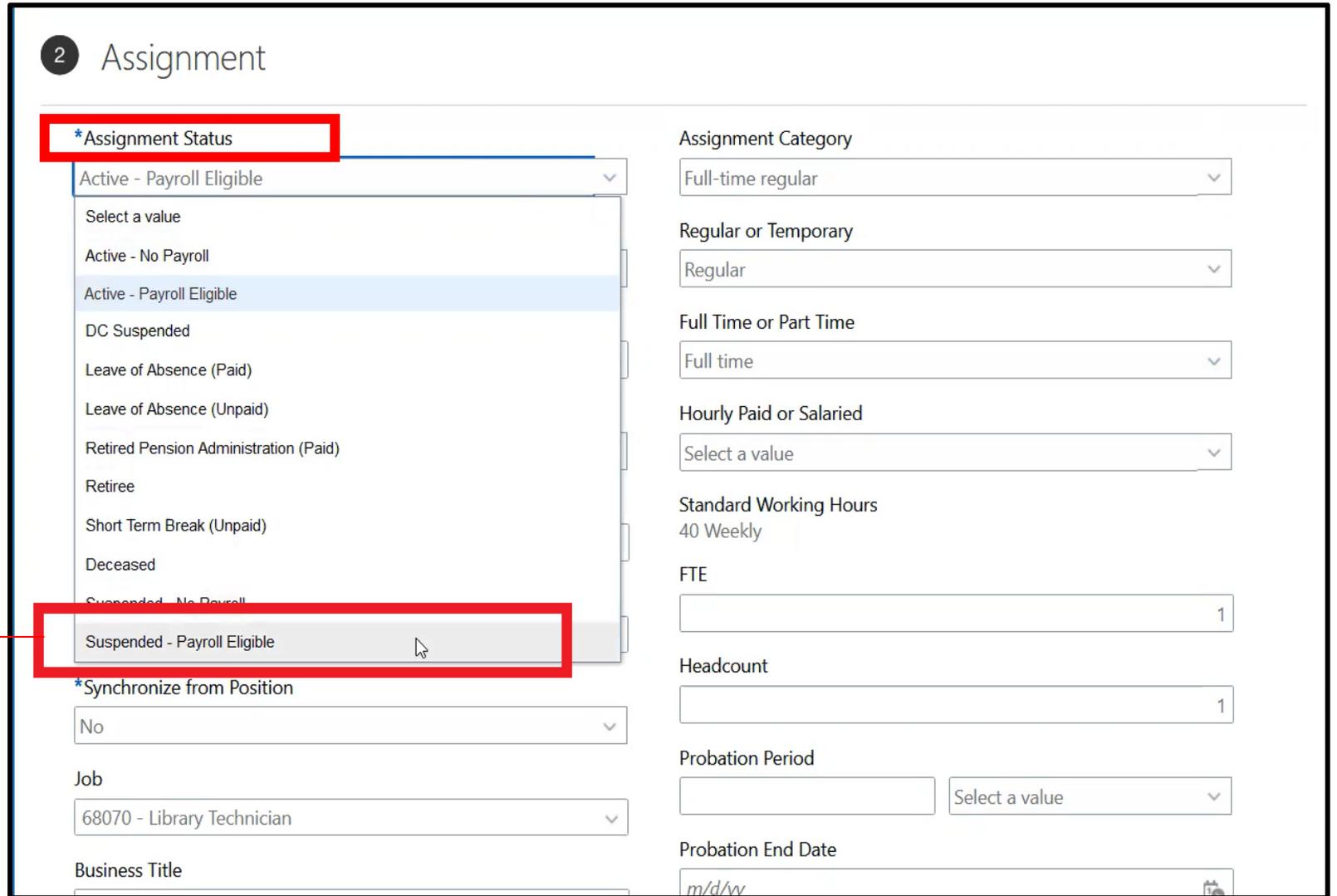
9

Select **Status Change** in the **Why are you changing the assignment?** drop-down list. Select the **Continue** button

Manage Assignment Status: Suspend

10

Select **Suspended – Payroll Eligible** from the Assignment Status drop-down list



2 Assignment

*Assignment Status

- Active - Payroll Eligible
- Select a value
- Active - No Payroll
- Active - Payroll Eligible
- DC Suspended
- Leave of Absence (Paid)
- Leave of Absence (Unpaid)
- Retired Pension Administration (Paid)
- Retiree
- Short Term Break (Unpaid)
- Deceased
- Suspended - No Payroll
- Suspended - Payroll Eligible**

*Synchronize from Position

No

Job

68070 - Library Technician

Business Title

Assignment Category

Full-time regular

Regular or Temporary

Regular

Full Time or Part Time

Full time

Hourly Paid or Salaried

Select a value

Standard Working Hours

40 Weekly

FTE

1

Headcount

1

Probation Period

Select a value

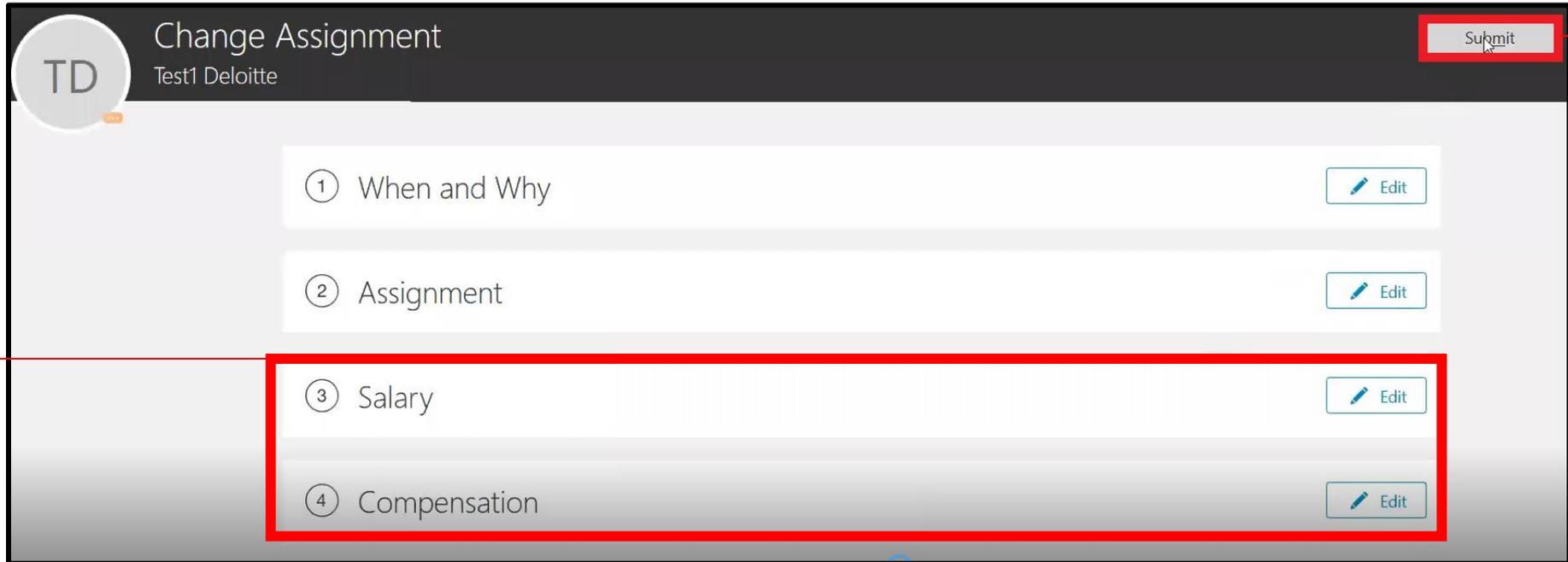
Probation End Date

m/d/yy

Manage Assignment Status: Suspend

8

If there is a **Salary Change** based on the **Suspension**, edit Section 3 and 4 for Salary and Compensation. If no Salary Change is needed, these sections can be skipped



The screenshot shows a 'Change Assignment' form for 'Test1 Deloitte'. The form has a dark header with a 'TD' profile icon and a 'Submit' button. Below the header are four sections, each with an 'Edit' button:

- ① When and Why
- ② Assignment
- ③ Salary
- ④ Compensation

A red box highlights the 'Submit' button in the top right corner. Another red box highlights the 'Salary' and 'Compensation' sections, which are numbered 3 and 4 respectively.

9

Select the **Submit** button

Manage Work Relationship Lifecycle

Lesson 4: Manage Assignment Status

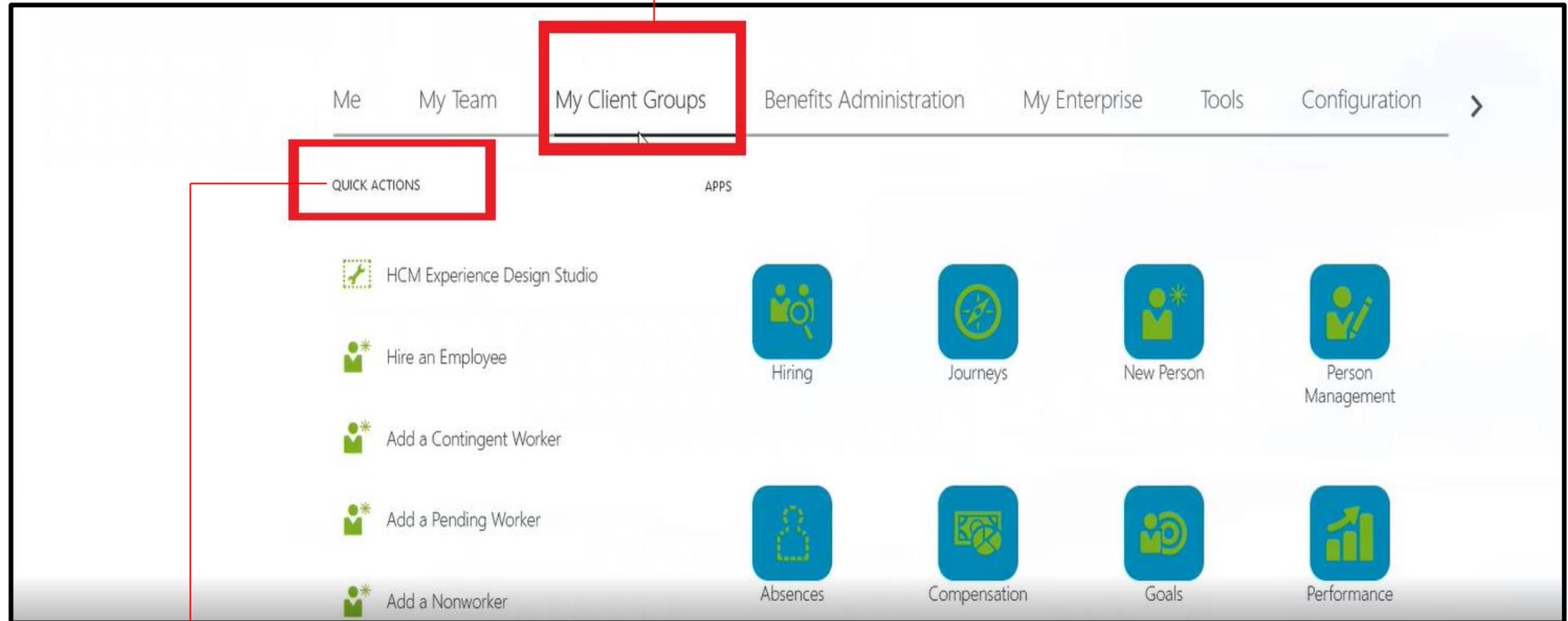
- **Section 2: Leave of Absence**



Manage Assignment Status: Leave of Absence

1

Select the My Client Groups tab



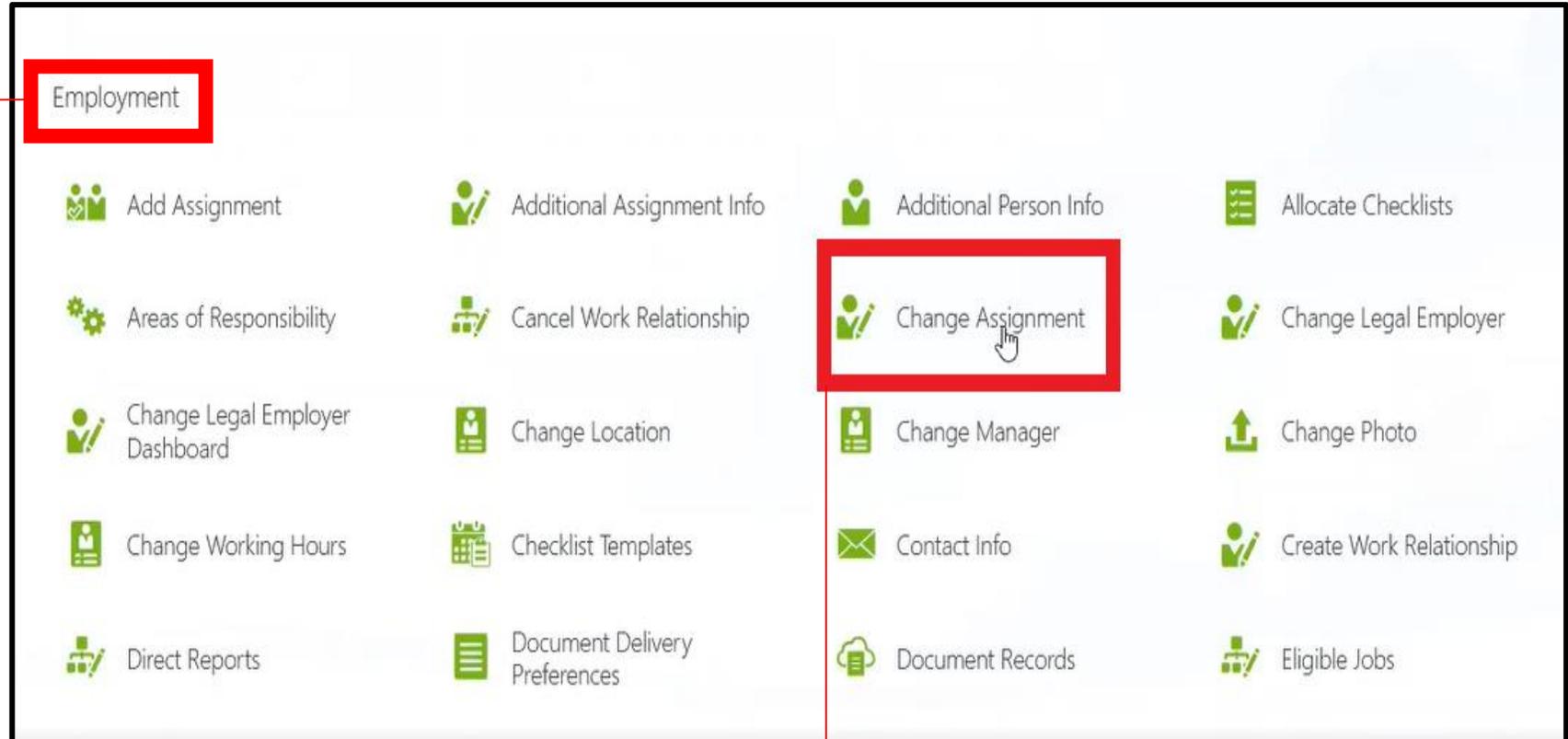
2

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

Manage Assignment Status: Leave of Absence

3

Locate the Employment section



The screenshot displays a grid of options under the 'Employment' section. The 'Change Assignment' option is highlighted with a red box and a mouse cursor. A red line connects the '3' in the previous step to the 'Employment' header, and another red line connects the '4' in the next step to the 'Change Assignment' option.

| 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 |

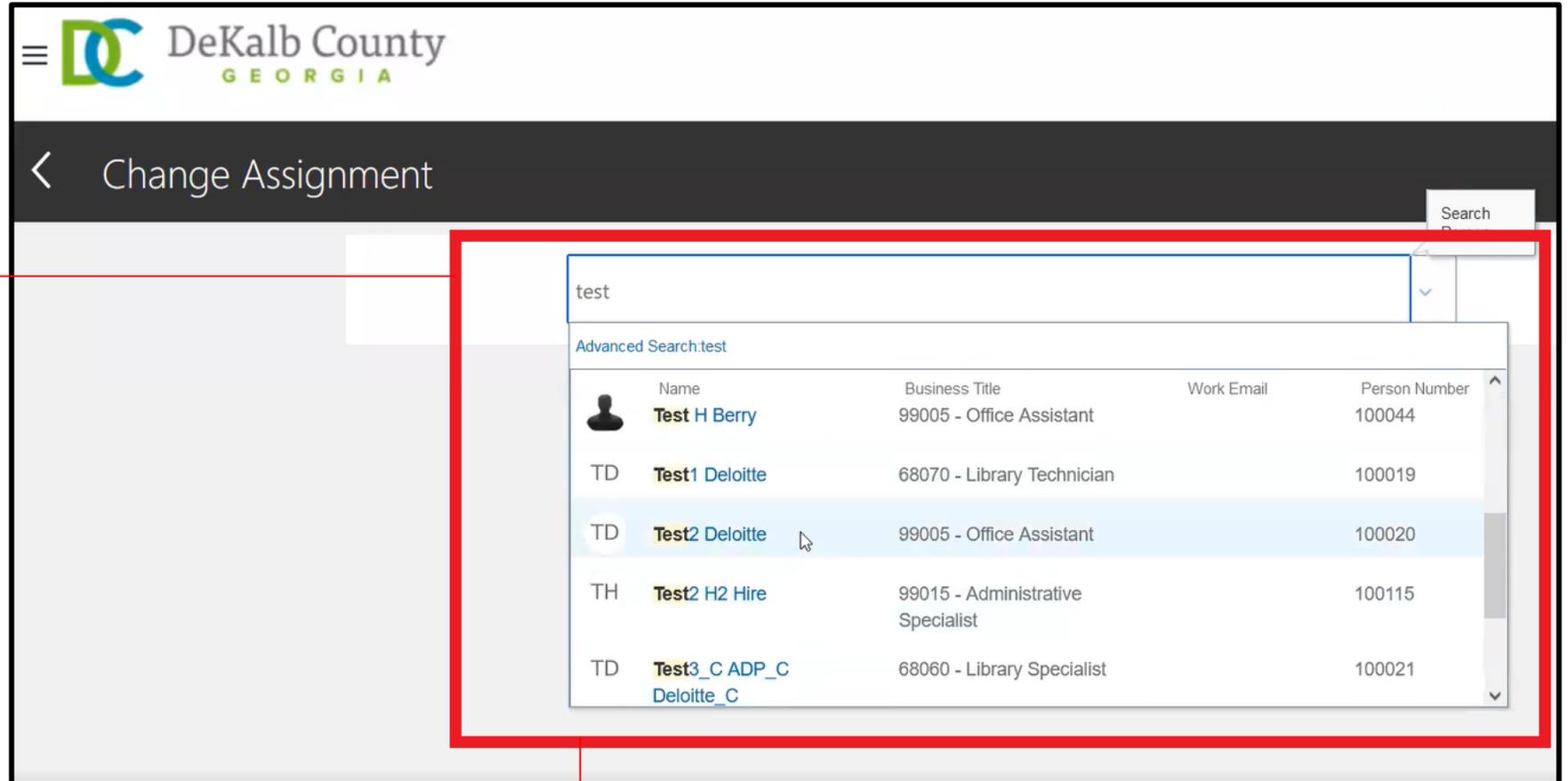
4

Select Change Assignment under the Employment section

Manage Assignment Status: Leave of Absence

5

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



DeKalb County
GEORGIA

< Change Assignment

Search

test

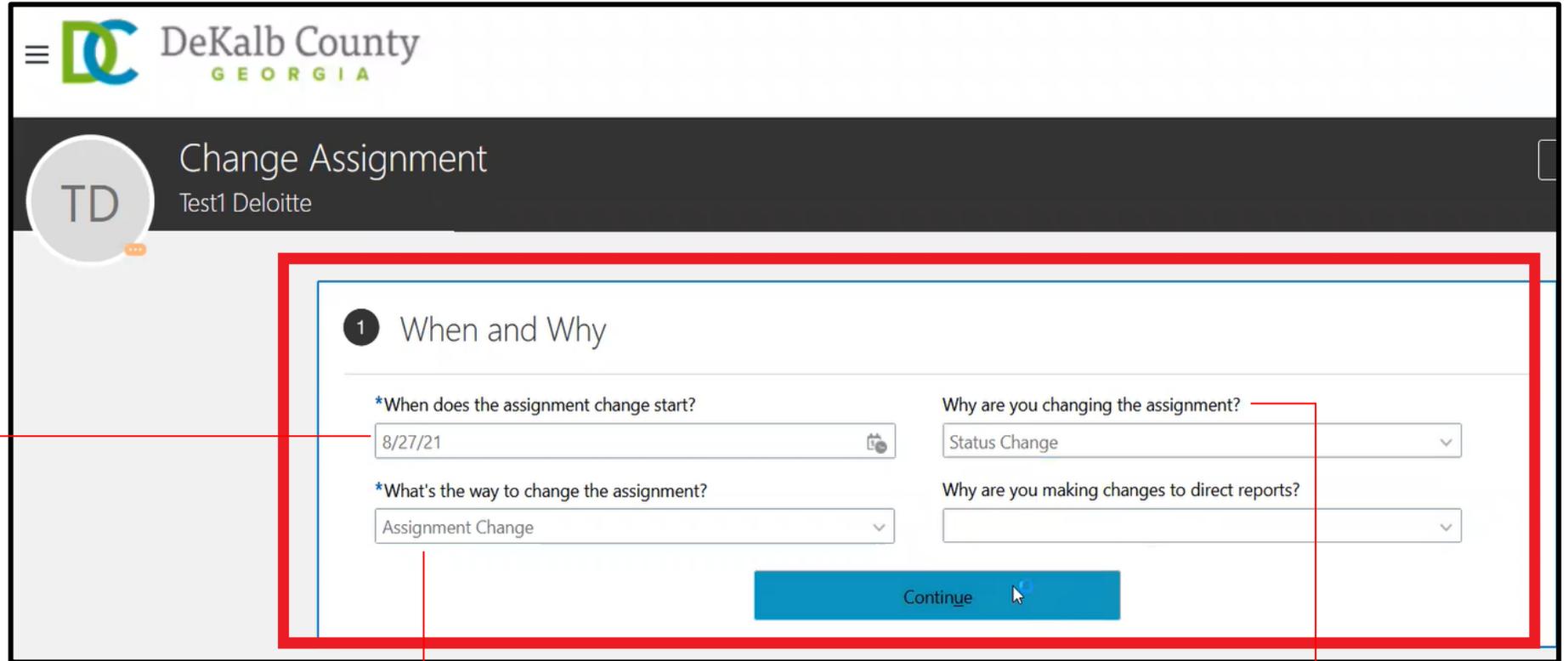
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| TD | Test3_C ADP_C Deloitte_C | 68060 - Library Specialist | | 100021 |

6

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

Manage Assignment Status: Leave of Absence



7

Key in the appropriate **Assignment Change Start Date** in the **When does the assignment change start?** drop-down list

8

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

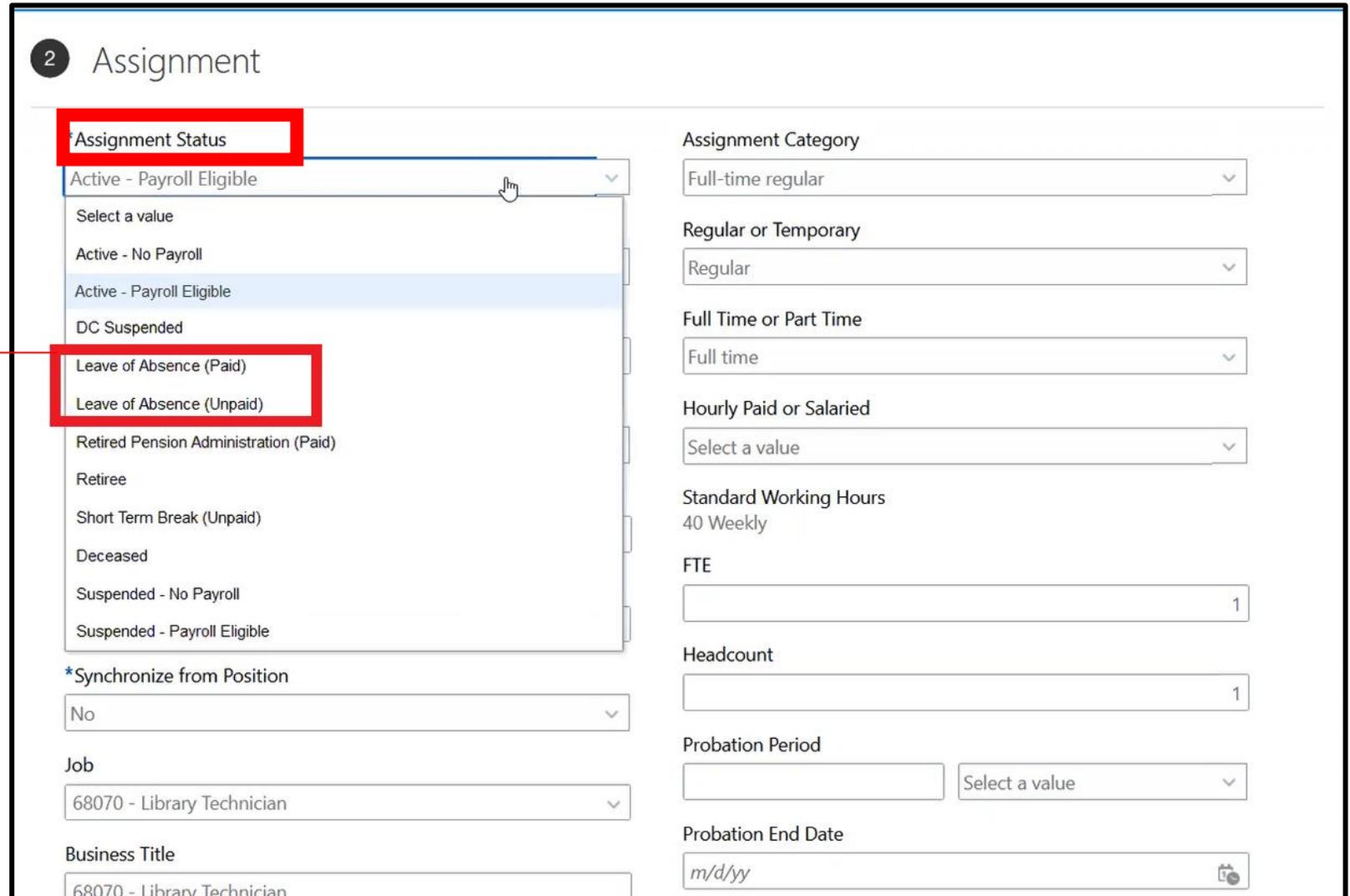
9

Select **Status Change** from the **Why are you changing the assignment?** drop-down list. Select the **Continue** button

Manage Assignment Status: Leave of Absence

10

Select either **Leave of Absence (Paid)** or **Leave of Absence (Unpaid)** from the **Assignment Status** drop-down list



2 Assignment

Assignment Status

- Active - Payroll Eligible
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- Active - Payroll Eligible
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- Leave of Absence (Unpaid)
- Retired Pension Administration (Paid)
- Retiree
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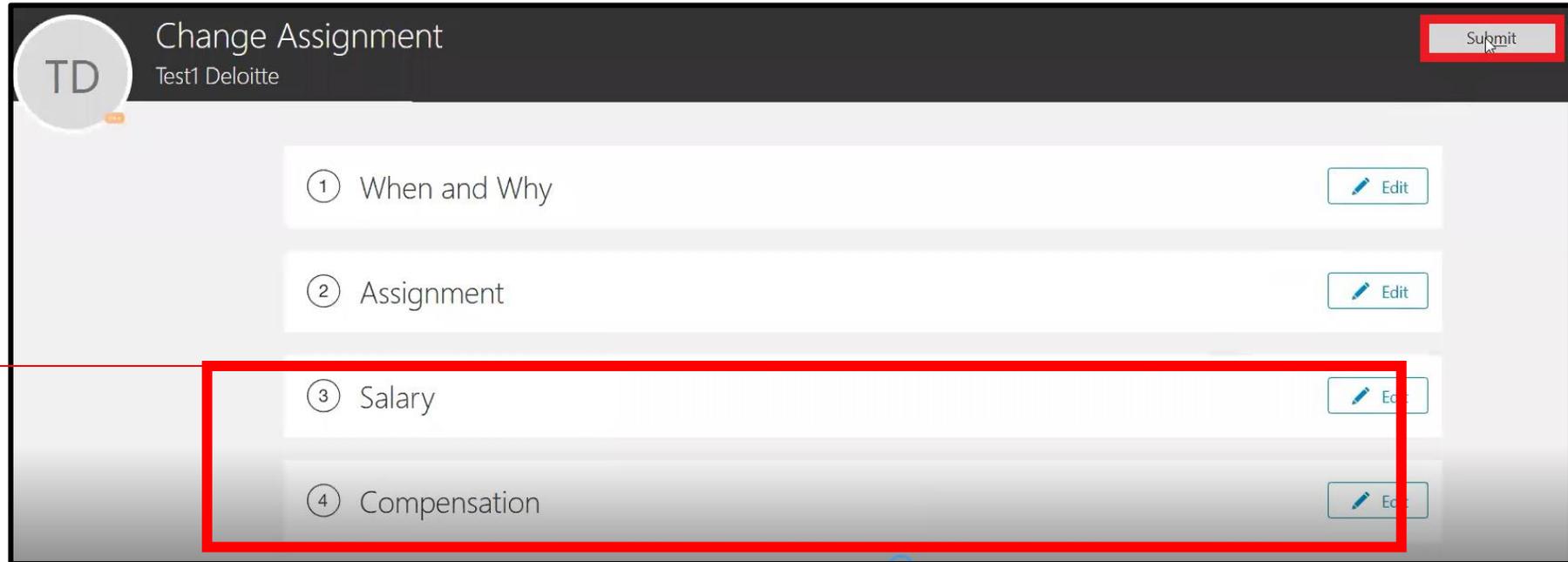
Probation End Date

m/d/yy

Manage Assignment Status: Leave of Absence

11

If there is a **Salary Change** based on the **Leave of Absence**, edit Section 3 and 4 for Salary and Compensation. If no Salary Change is needed, these sections can be skipped



Change Assignment
Test1 Deloitte

TD

① When and Why Edit

② Assignment Edit

③ Salary Edit

④ Compensation Edit

Submit

12

Select the **Submit** button