Payroll Coordinator

Request a Position Change

CloudVergent 360

Payroll Coordinator

Request a Position Change

Navigation: My Client Group -> Quick Action -> Show More -> Request a Position Change (Workforce Structure Group)

CloudVergent 360

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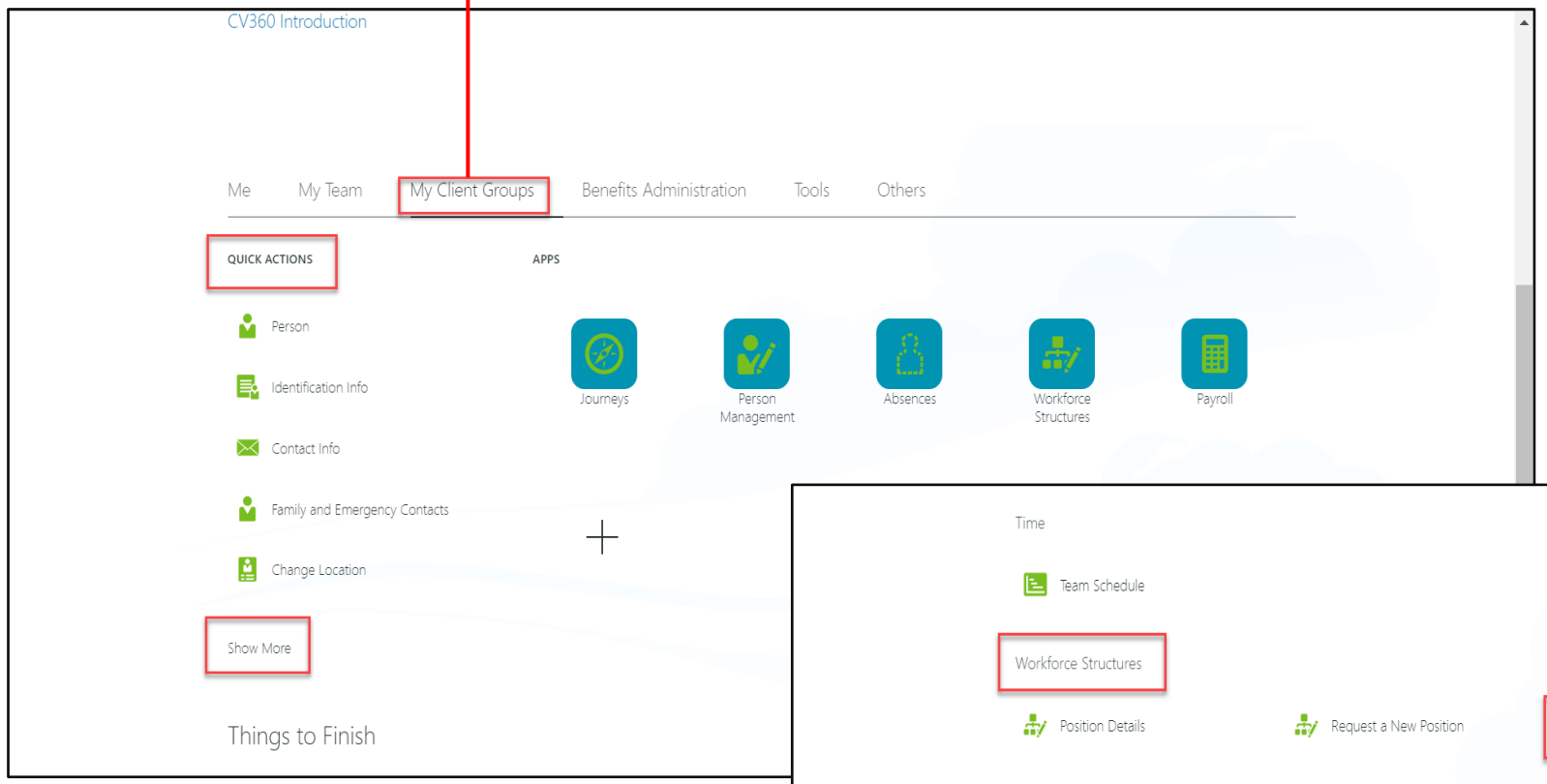
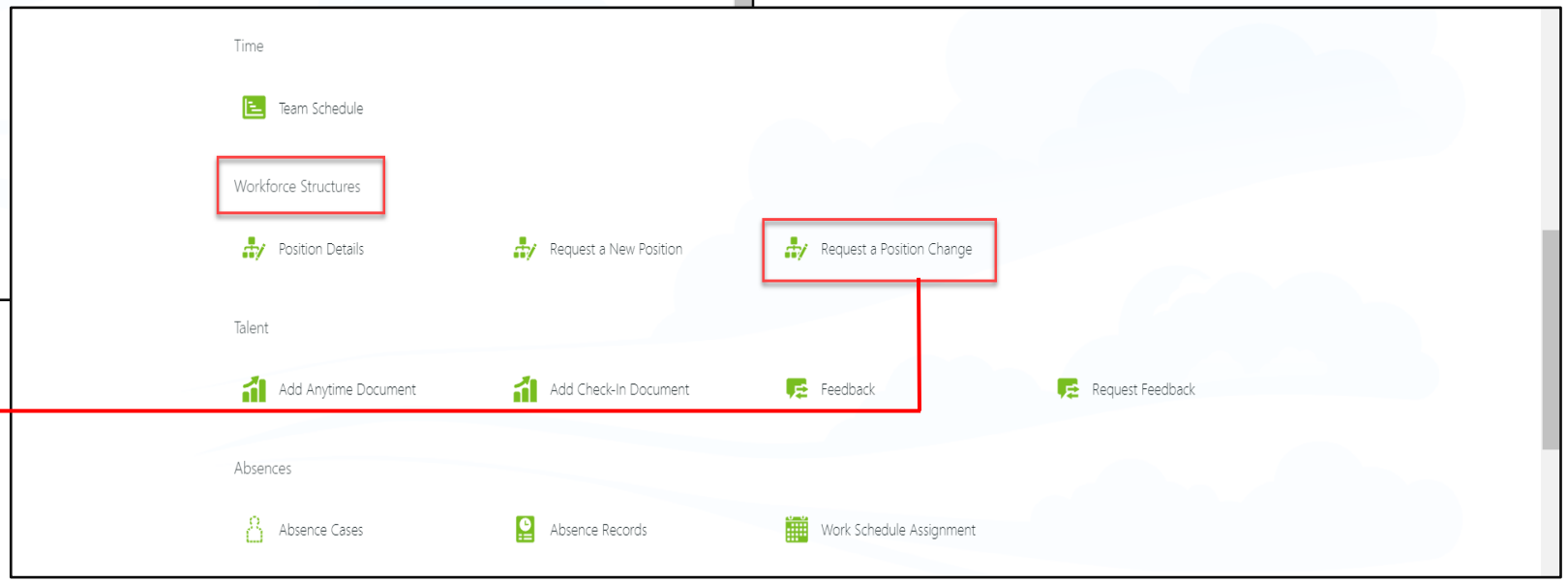
CloudVergent 360



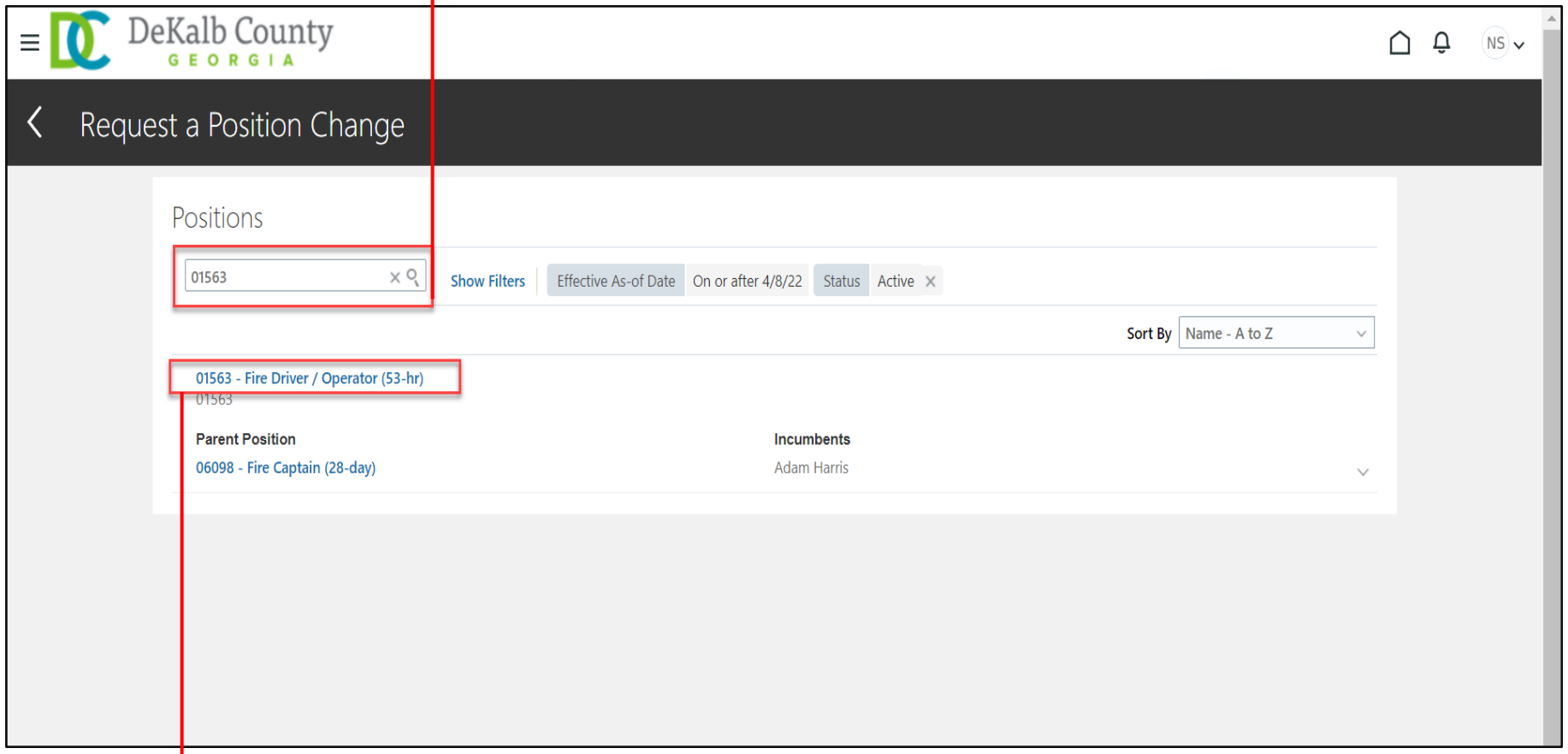
1 Navigate to **My Client Groups** > **Quick Actions** > **Show More**



2 Select the **Request a Position Change** in the Workforce Structures

Request a Position Change

3 Enter the **requested position number** for change approval.



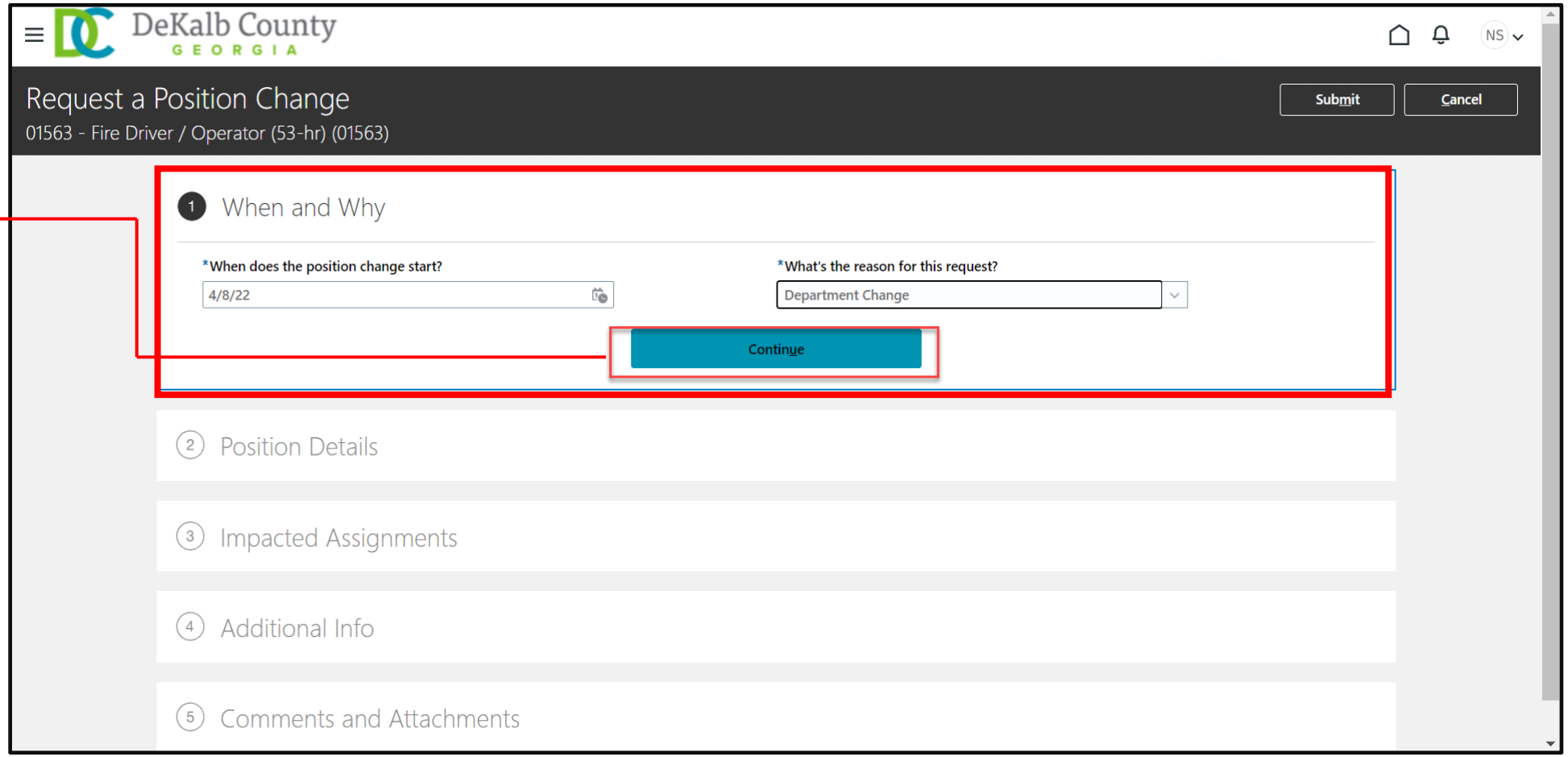
4 Select the correct position hyperlink

Request a Position Change

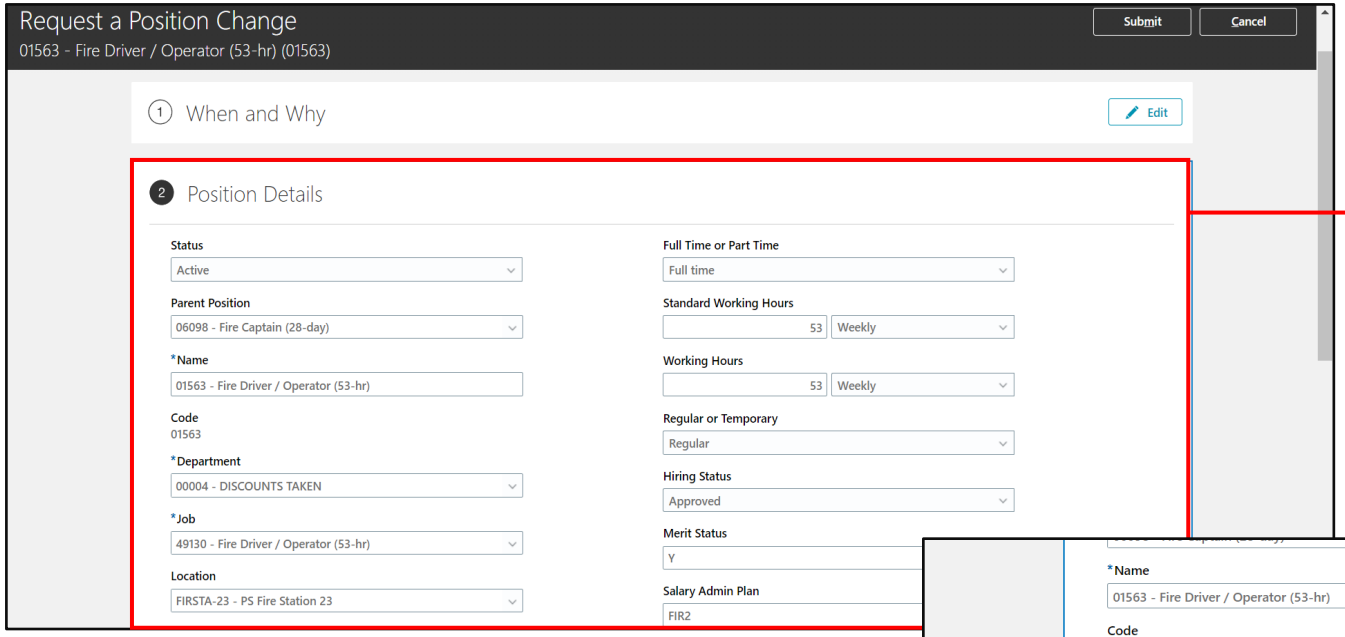
5

Enter the correct **effective date, action reason**, and select the **Continue Button**.

This position request flow should only be used for position hierarchy (manager), interchangeable positions, and/or standard hour changes.

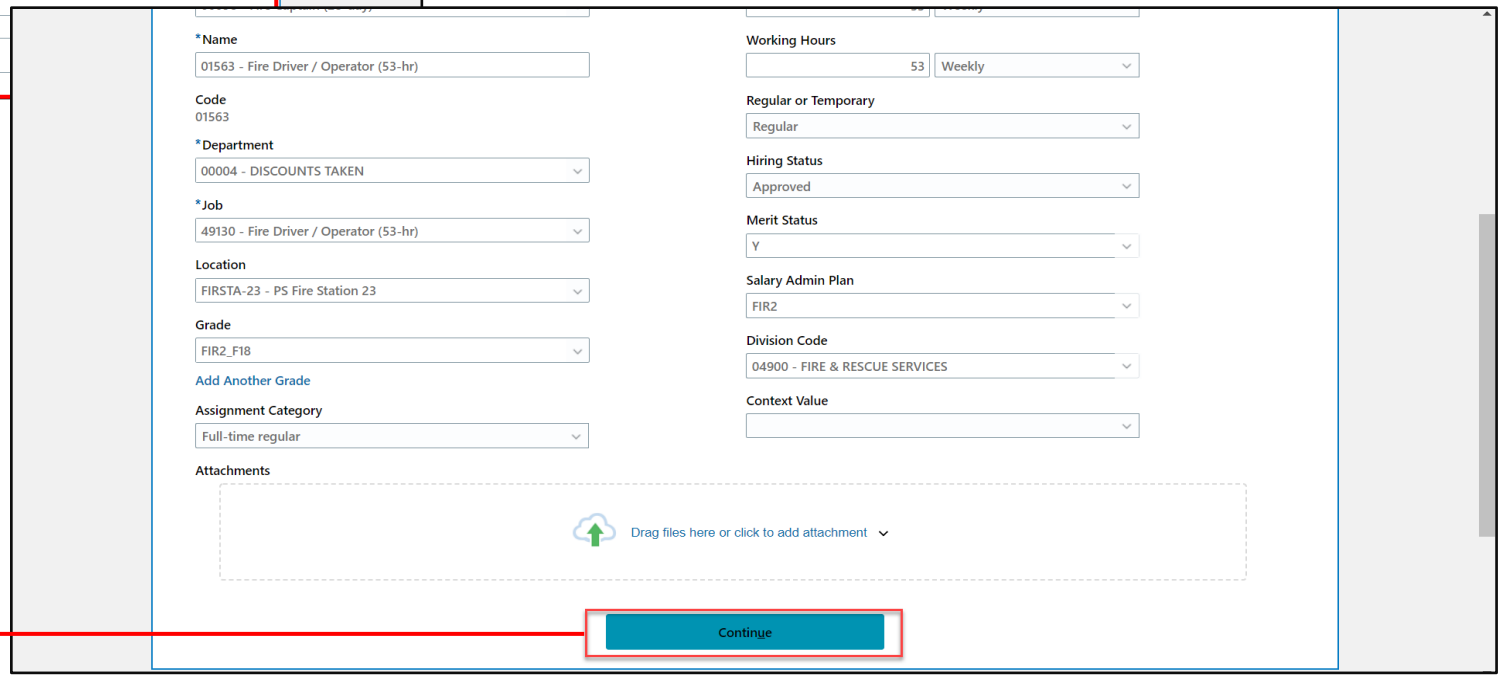


Request a Position Change



6

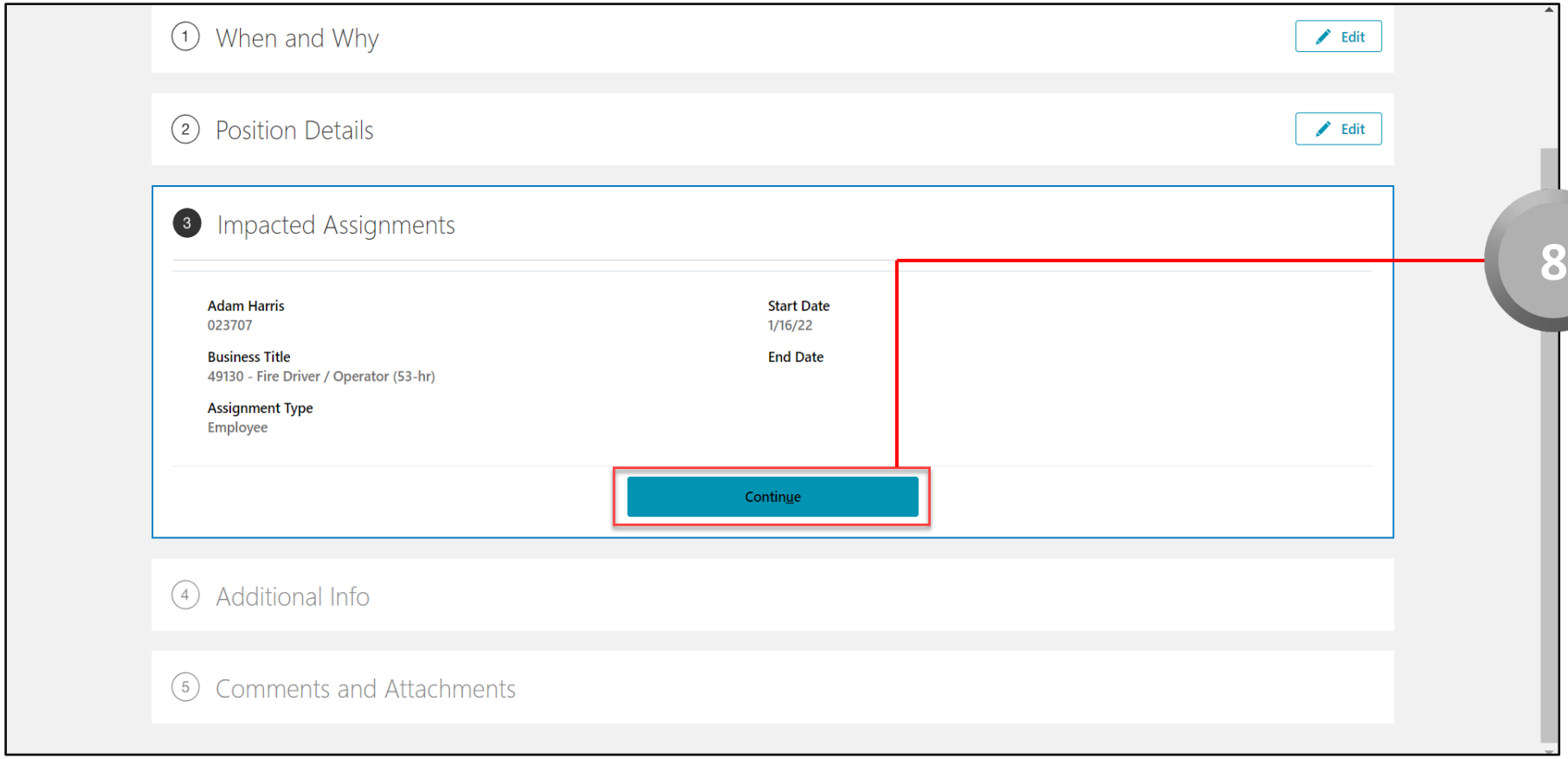
Enter the appropriate **Position Details** for the requested position change. Be very cognizant that every field on this page is correct before submitting.



7

Select the **Continue Button**

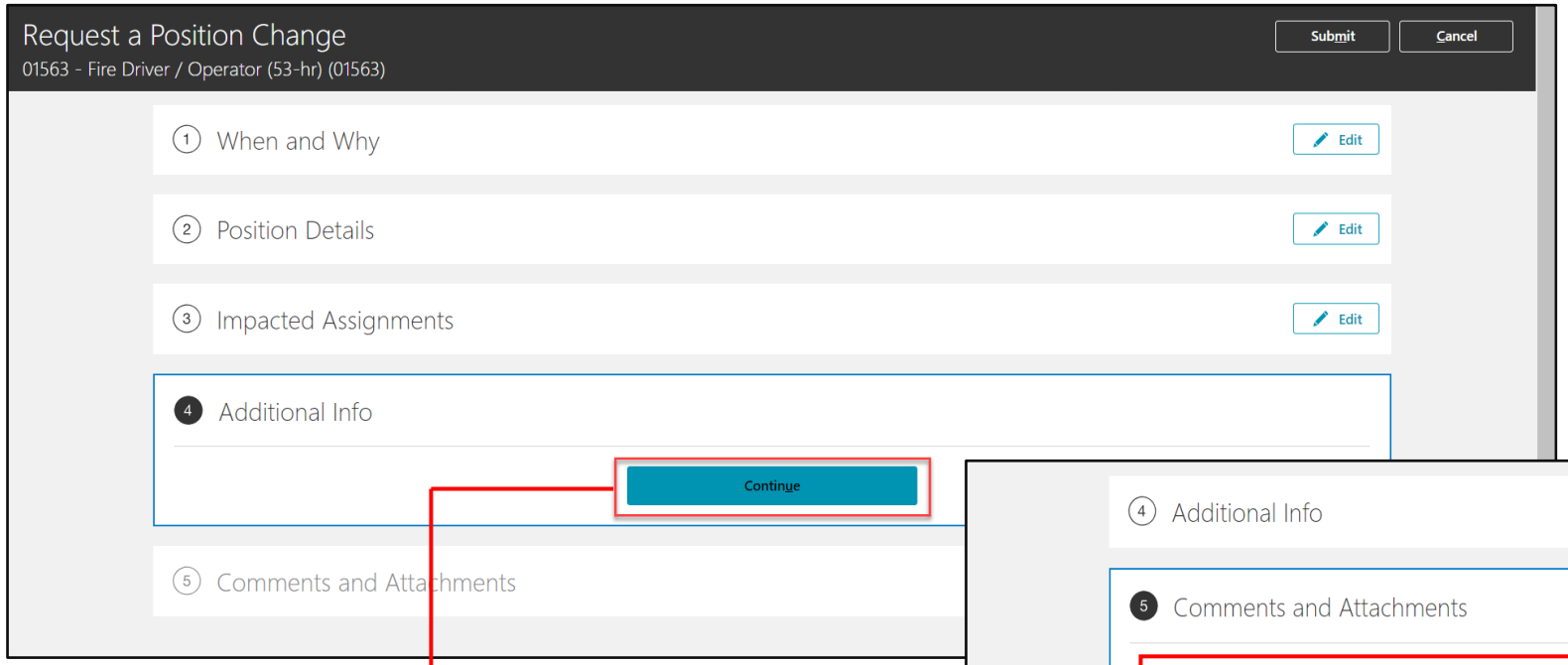
Request a Position Change



8

Review and Validate the **Impact Work Assignments** i.e., assignment type and employee name, and Select the **Continue Button.**

Request a Position Change

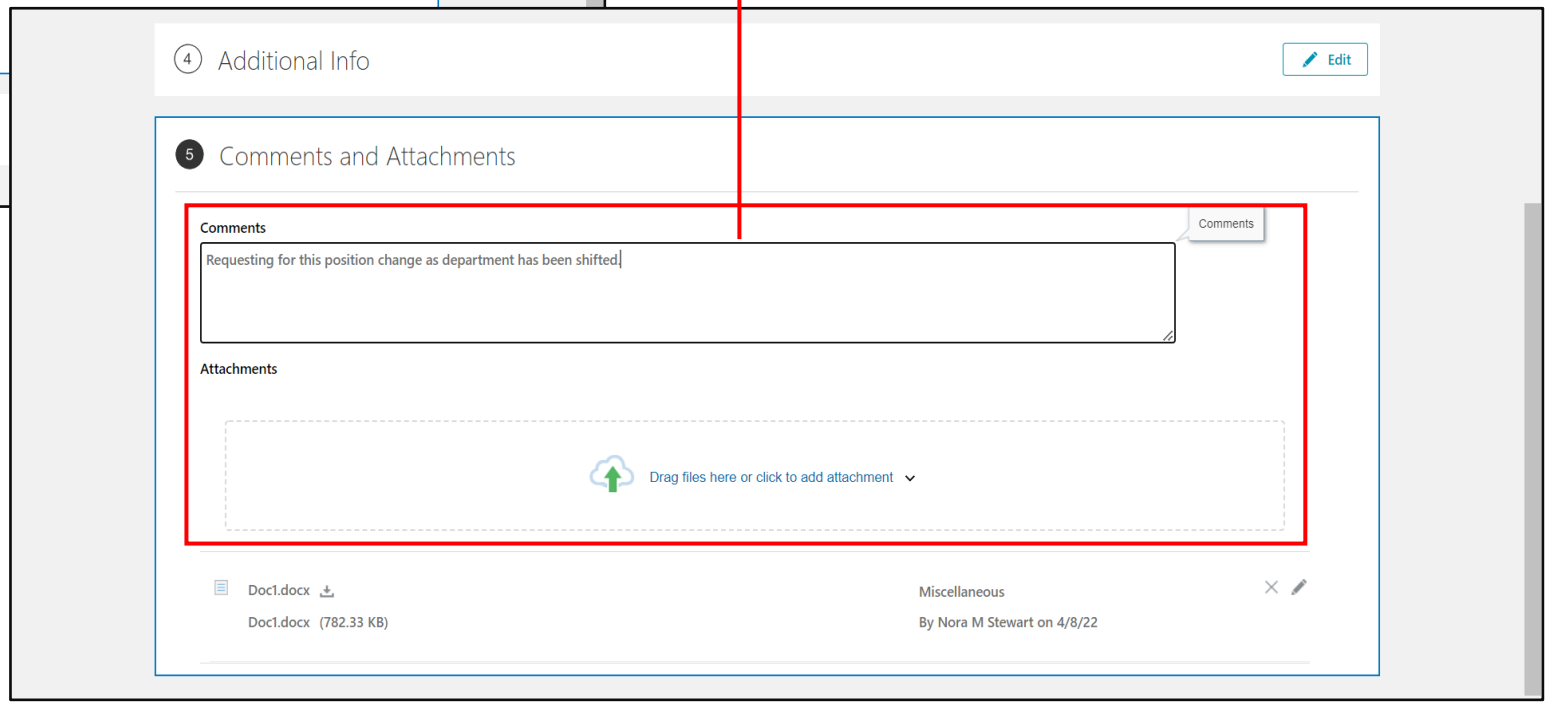


9

Select the **Continue Button**

10

Use the **Comments and Attachments** section to key comments and add documents associated to the position change request.



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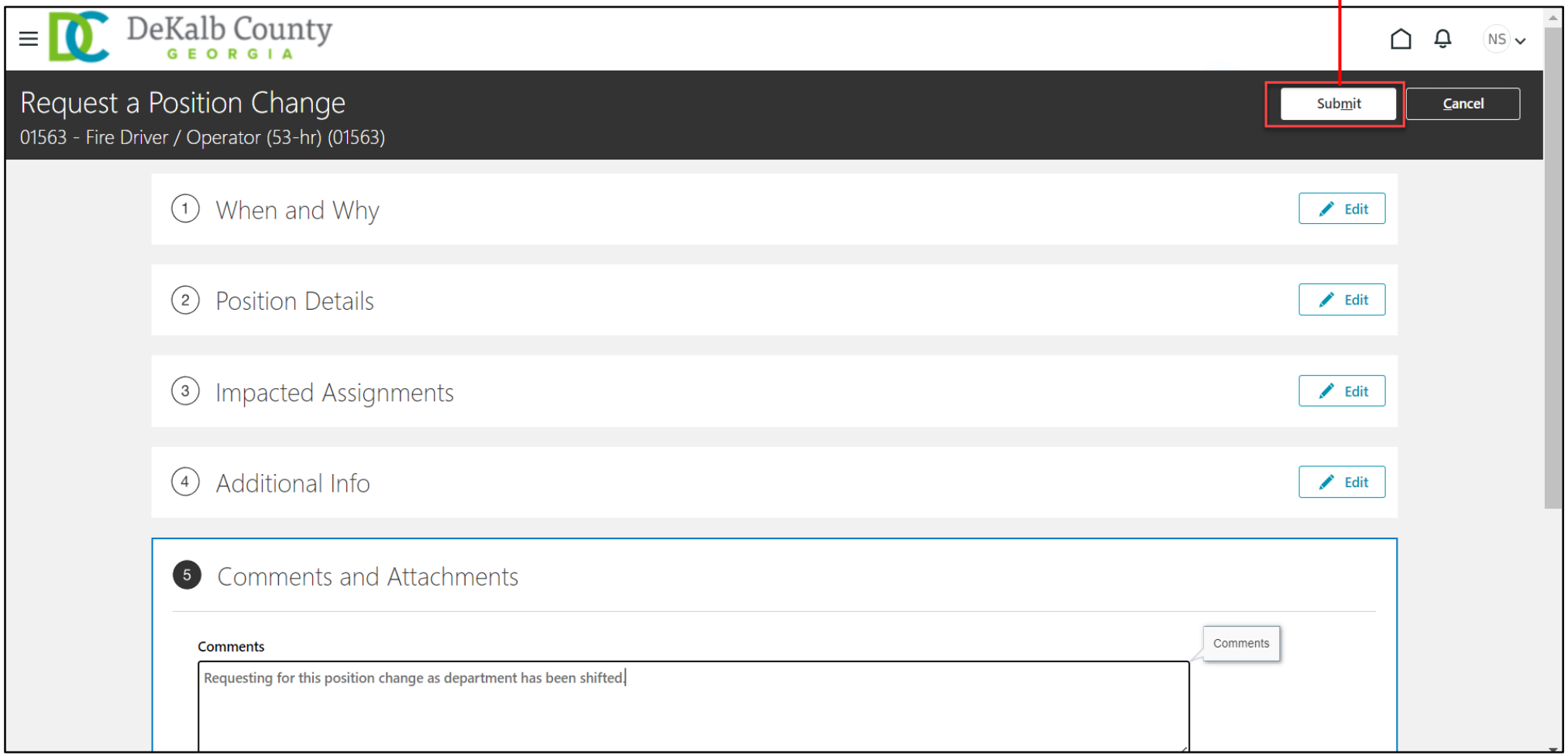
Select the **Submit Button** to route the position change request for approval.