

Payroll Coordinator

**Request a
Position Change**



CloudVergent 360

Payroll Coordinator

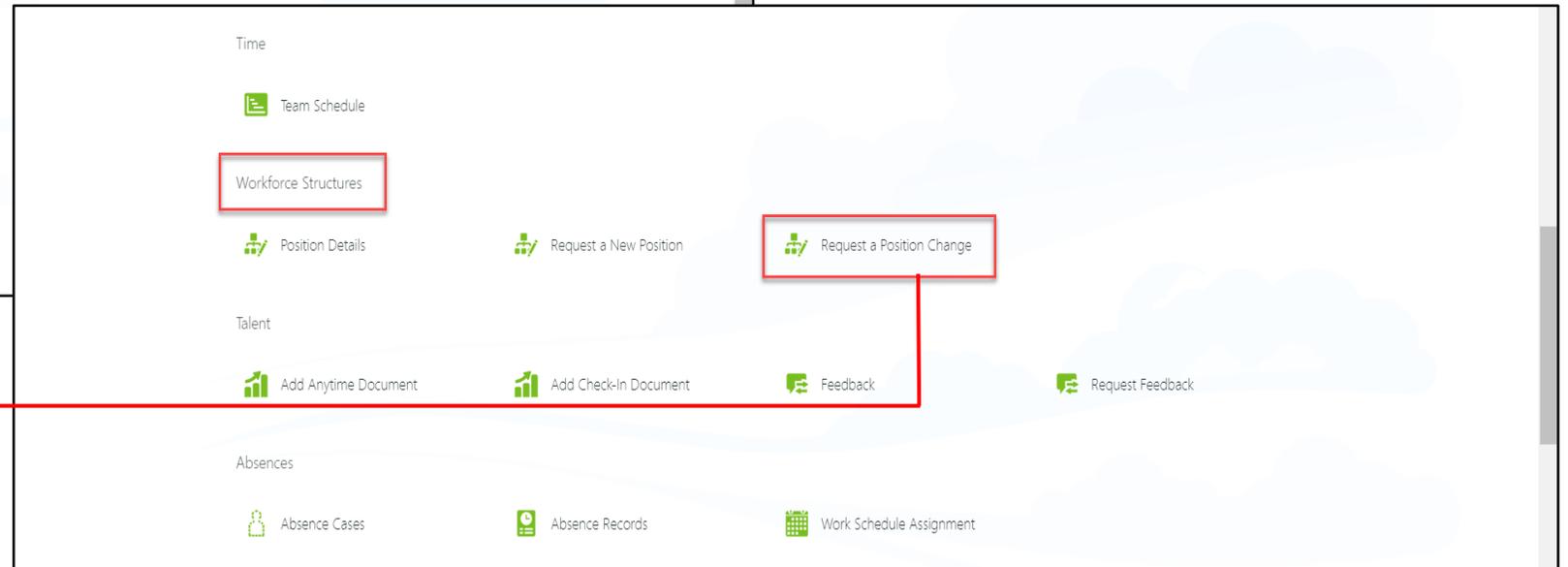
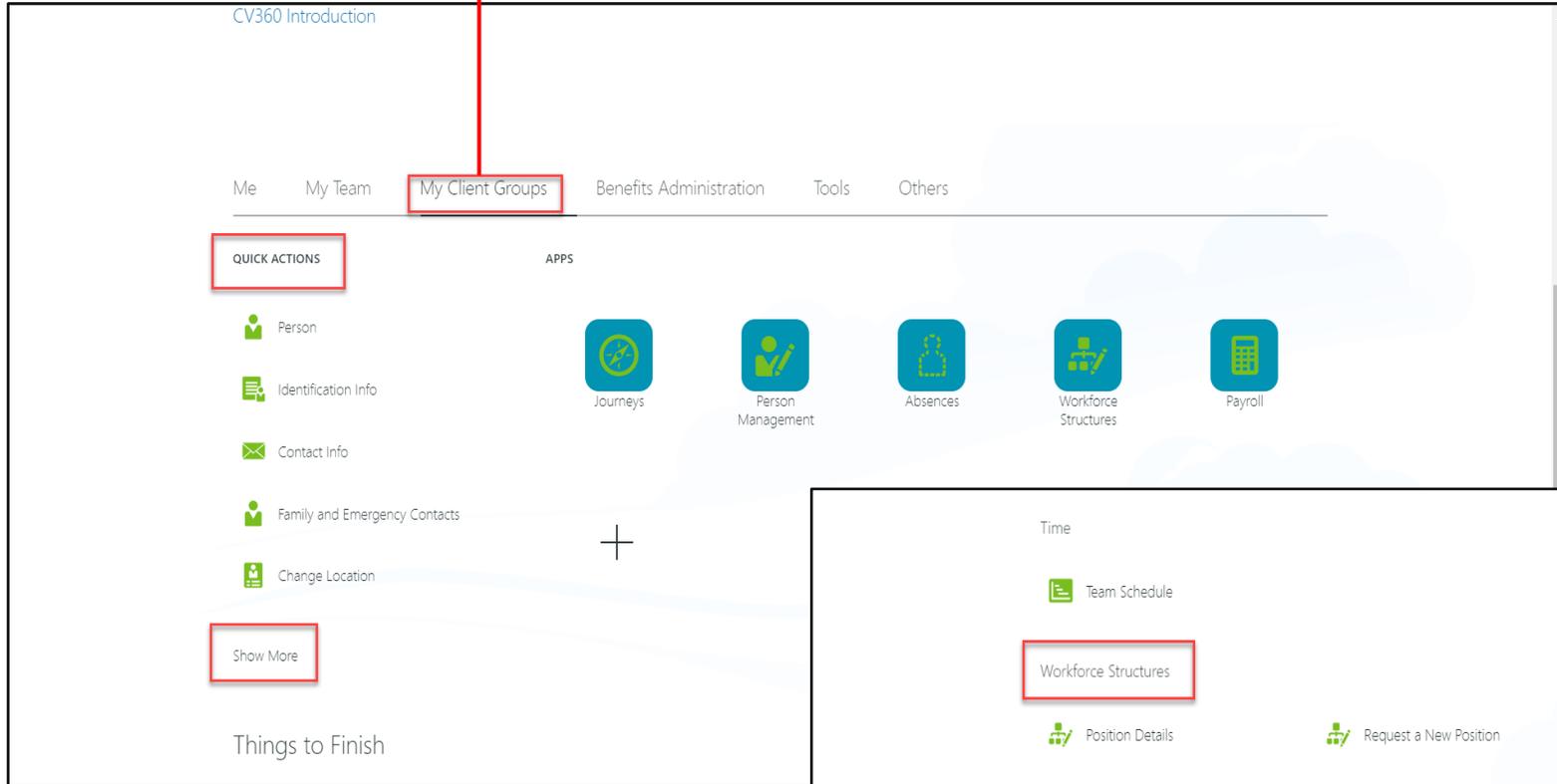
Request a Position Change

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

Request a Position Change

1

Navigate to My Client Groups > Quick Actions > Show More



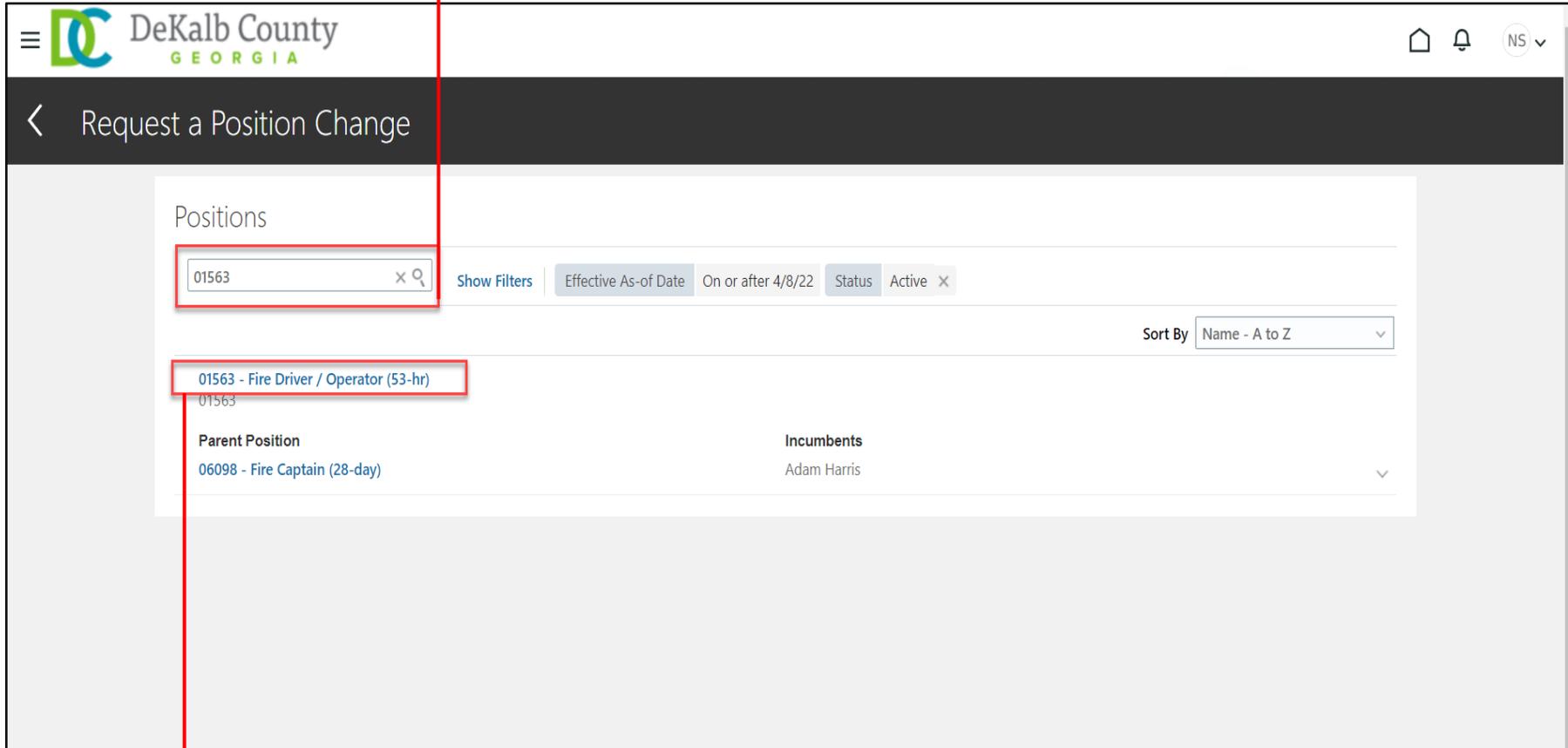
2

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

Request a Position Change

3

Enter the requested position number for change approval.



DeKalb County
GEORGIA

Request a Position Change

Positions

01563

Show Filters Effective As-of Date On or after 4/8/22 Status Active

Sort By Name - A to Z

01563 - Fire Driver / Operator (53-hr)
01563

Parent Position Incumbents
06098 - Fire Captain (28-day) Adam Harris

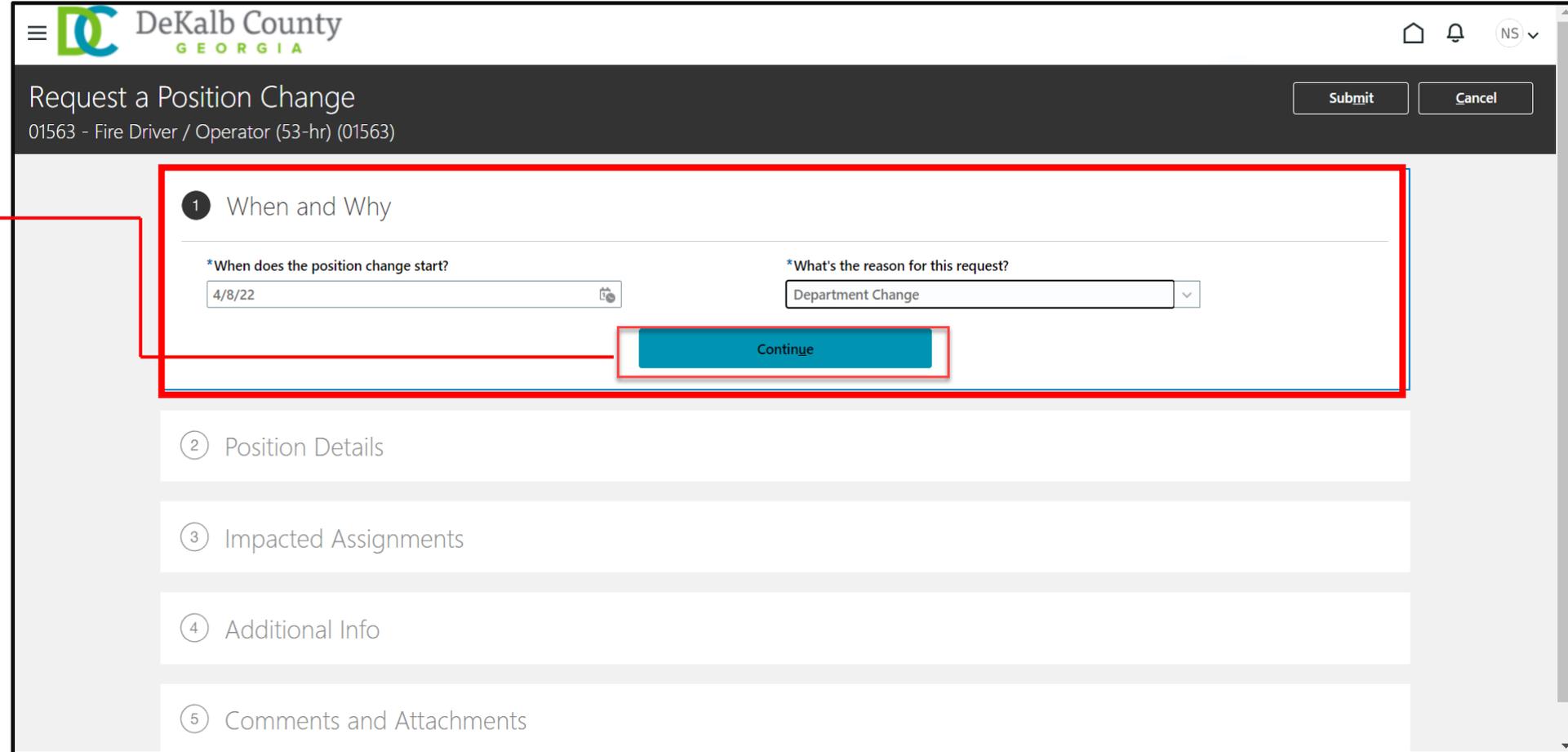
4

Select the correct position hyperlink

Request a Position Change

5

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



DeKalb County
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Request a Position Change
01563 - Fire Driver / Operator (53-hr) (01563)

Submit Cancel

1 When and Why

*When does the position change start?
4/8/22

*What's the reason for this request?
Department Change

Continue

2 Position Details

3 Impacted Assignments

4 Additional Info

5 Comments and Attachments

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

Request a Position Change

Request a Position Change
01563 - Fire Driver / Operator (53-hr) (01563)

1 When and Why Edit

2 Position Details

Status Active	Full Time or Part Time Full time
Parent Position 06098 - Fire Captain (28-day)	Standard Working Hours 53 Weekly
*Name 01563 - Fire Driver / Operator (53-hr)	Working Hours 53 Weekly
Code 01563	Regular or Temporary Regular
*Department 00004 - DISCOUNTS TAKEN	Hiring Status Approved
*Job 49130 - Fire Driver / Operator (53-hr)	Merit Status Y
Location FIRSTA-23 - PS Fire Station 23	Salary Admin Plan FIR2

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

*Name 01563 - Fire Driver / Operator (53-hr)	Working Hours 53 Weekly
Code 01563	Regular or Temporary Regular
*Department 00004 - DISCOUNTS TAKEN	Hiring Status Approved
*Job 49130 - Fire Driver / Operator (53-hr)	Merit Status Y
Location FIRSTA-23 - PS Fire Station 23	Salary Admin Plan FIR2
Grade FIR2_F18 Add Another Grade	Division Code 04900 - FIRE & RESCUE SERVICES
Assignment Category Full-time regular	Context Value
Attachments  Drag files here or click to add attachment	
Continue	

Request a Position Change

1 When and Why Edit

2 Position Details Edit

3 Impacted Assignments

Adam Harris 023707	Start Date 1/16/22
Business Title 49130 - Fire Driver / Operator (53-hr)	End Date
Assignment Type Employee	

Continue

4 Additional Info

5 Comments and Attachments

8

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

Request a Position Change

Request a Position Change
01563 - Fire Driver / Operator (53-hr) (01563)

1 When and Why [Edit](#)

2 Position Details [Edit](#)

3 Impacted Assignments [Edit](#)

4 Additional Info

[Continue](#)

5 Comments and Attachments

9 Select the Continue Button

10

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

4 Additional Info [Edit](#)

5 Comments and Attachments

Comments

Requesting for this position change as department has been shifted

Attachments

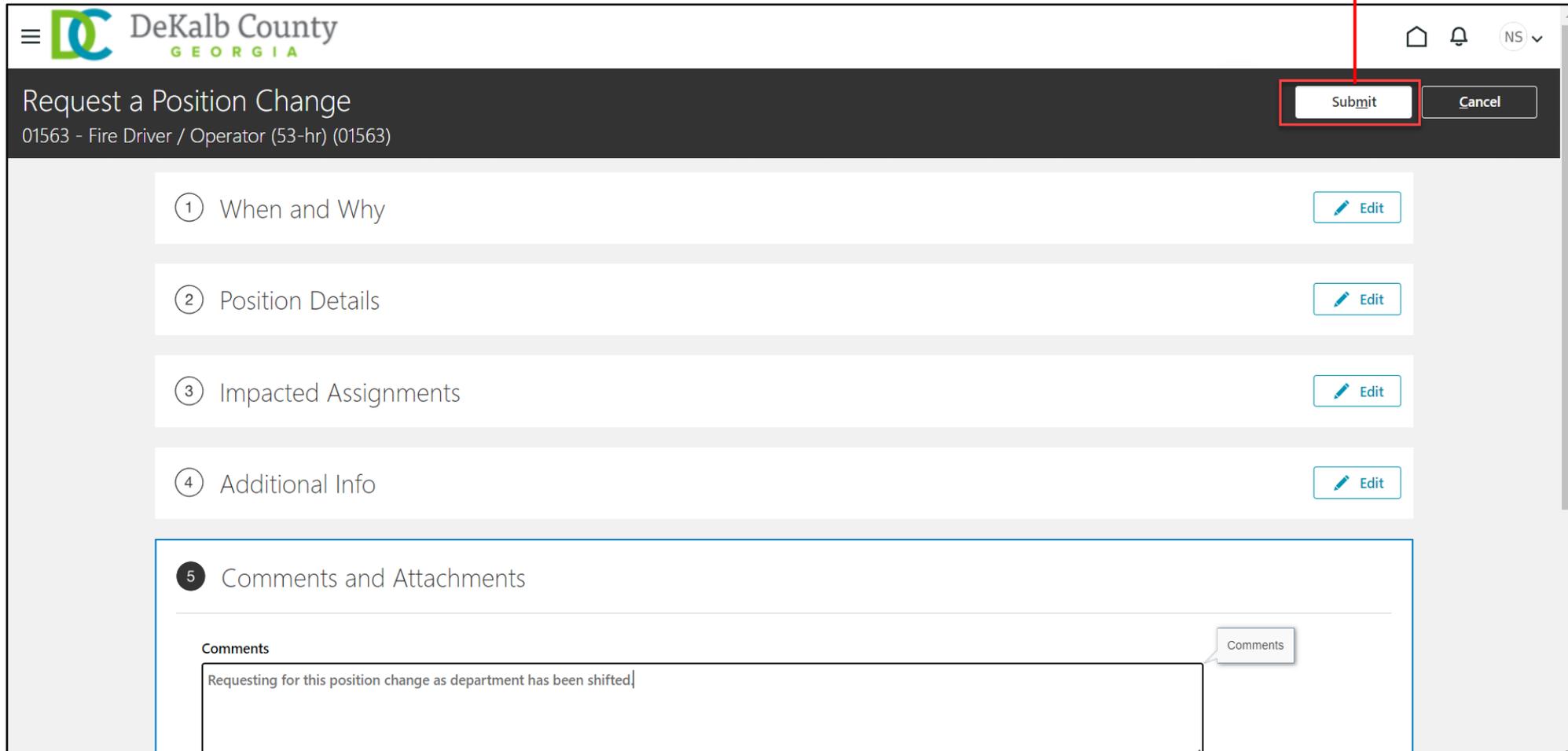
Drag files here or click to add attachment

Doc1.docx (782.33 KB) Miscellaneous
By Nora M Stewart on 4/8/22

Request a Position Change

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



DeKalb County
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Request a Position Change
01563 - Fire Driver / Operator (53-hr) (01563)

Submit Cancel

1 When and Why Edit

2 Position Details Edit

3 Impacted Assignments Edit

4 Additional Info Edit

5 Comments and Attachments

Comments

Requesting for this position change as department has been shifted