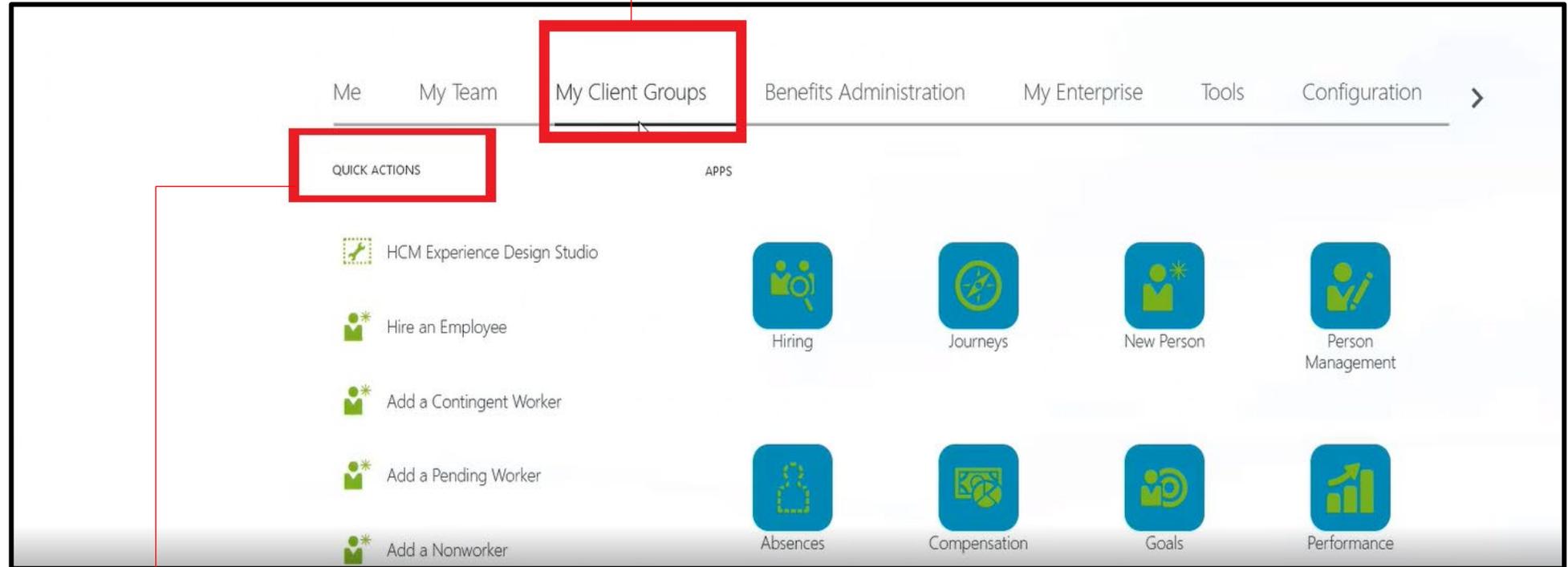


# Manage Assignment Status: Suspend

1

Select the **My Client Groups** tab



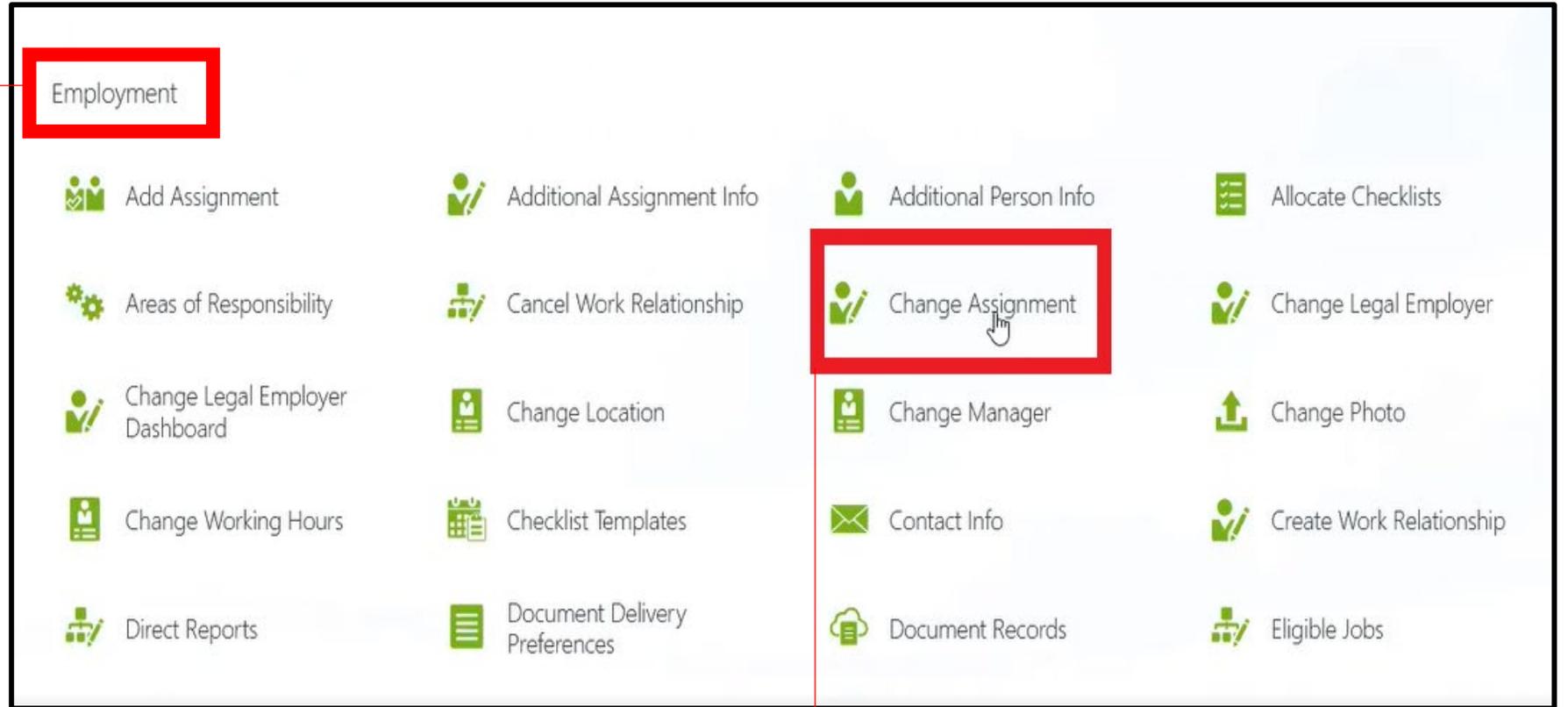
2

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

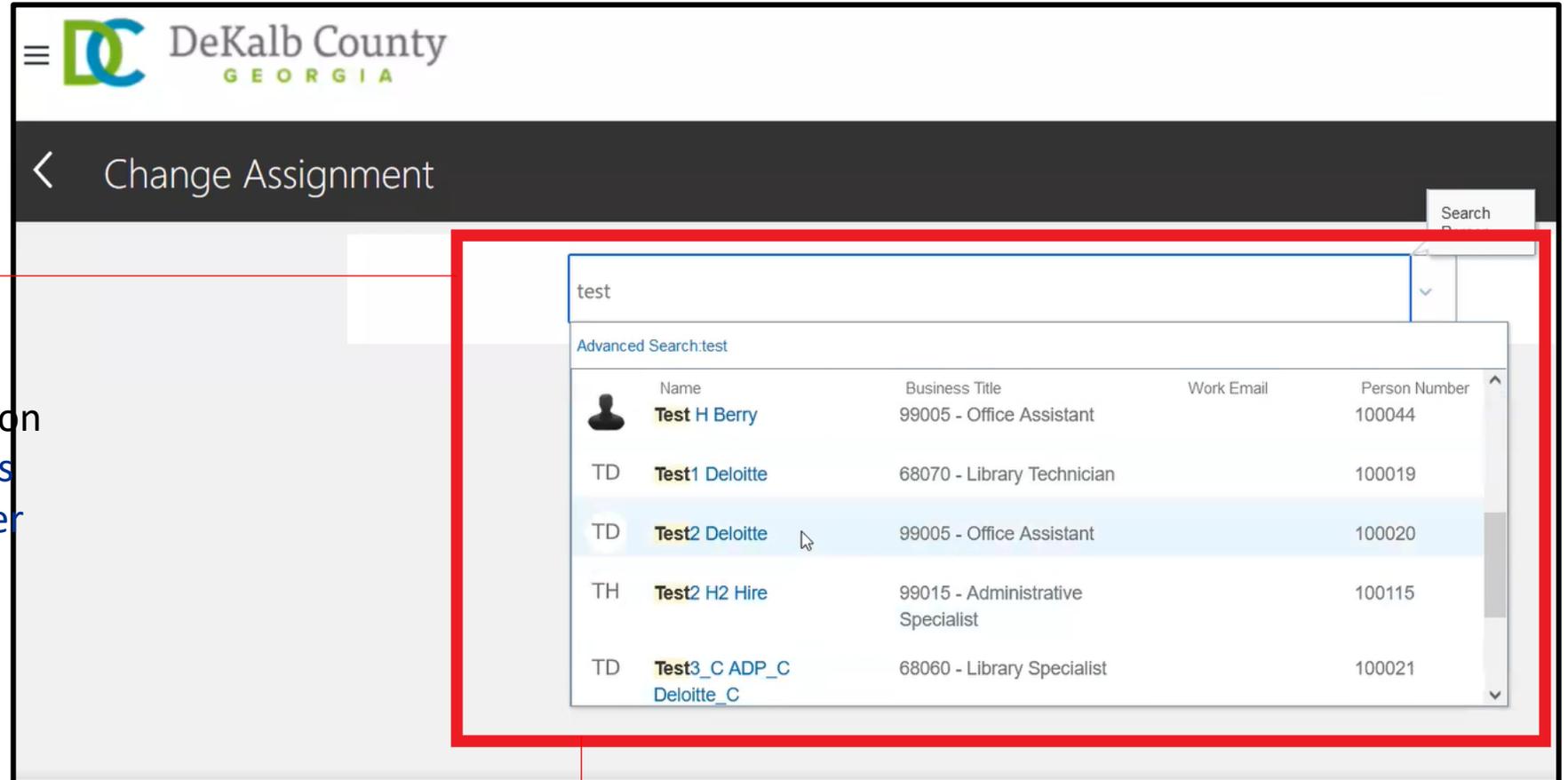
4

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

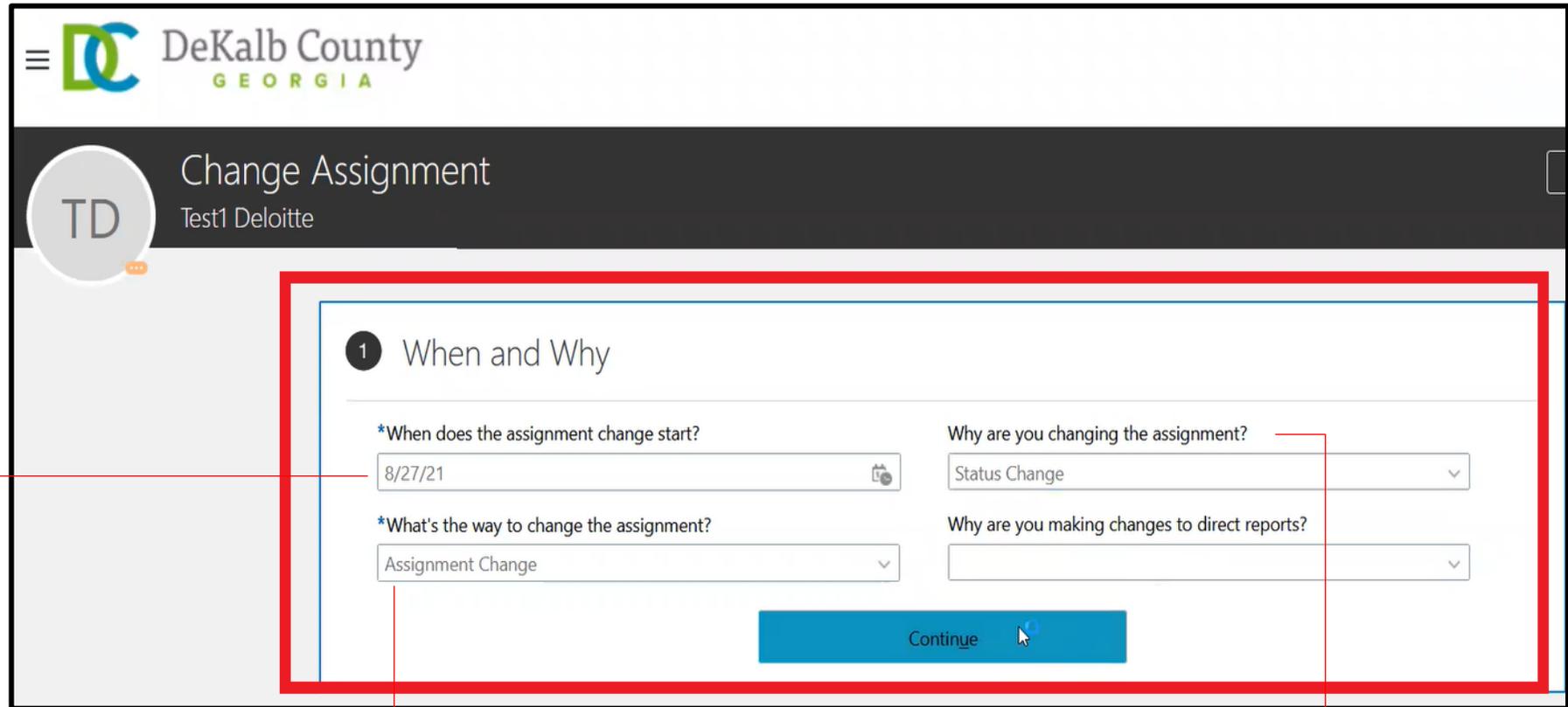
Advanced Search:test

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

6

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

# Manage Assignment Status: Suspend



DeKalb County  
GEORGIA

Change Assignment  
Test1 Deloitte

1 When and Why

\*When does the assignment change start?  
8/27/21

Why are you changing the assignment?  
Status Change

\*What's the way to change the assignment?  
Assignment Change

Why are you making changes to direct reports?

Continue

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

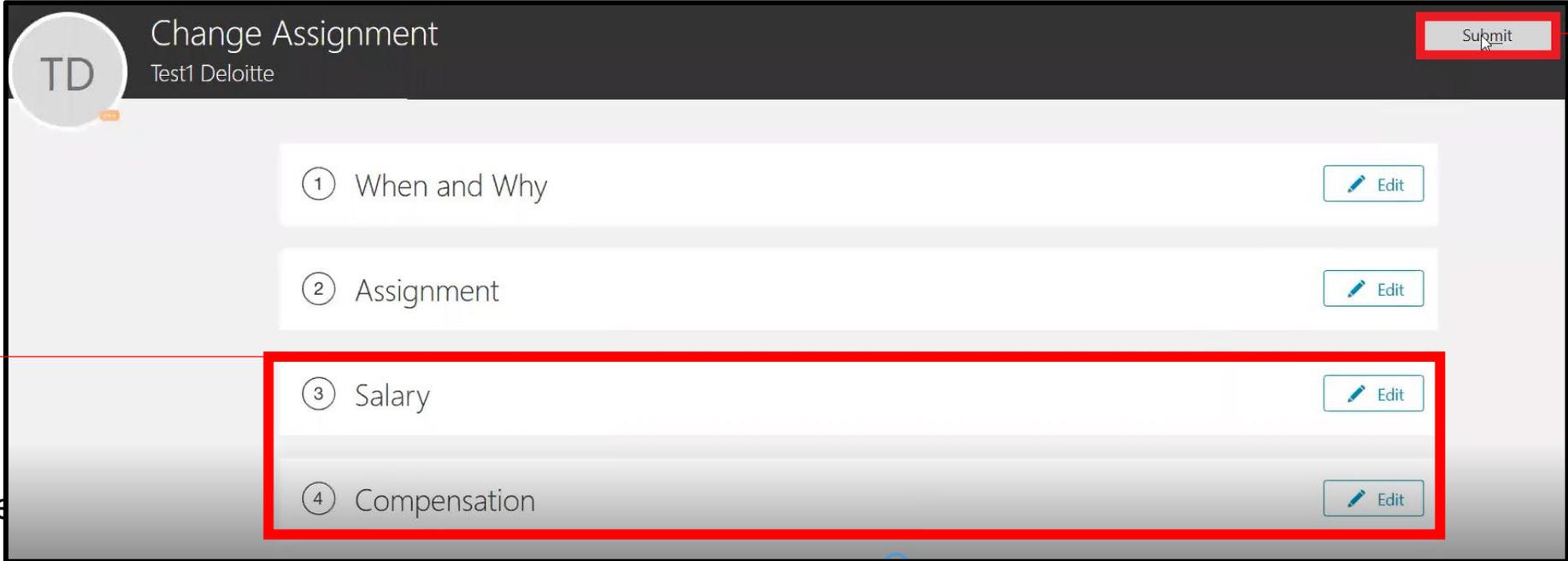
Probation End Date

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 web interface for 'Change Assignment' for 'Test1 Deloitte'. The interface includes a user profile 'TD' and a 'Submit' button in the top right corner. The main content area contains four sections, each with an 'Edit' button:

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

A red box highlights the 'Submit' button and the 'Salary' and 'Compensation' sections. A red line connects the number '8' to the 'Salary' section.

9

Select the **Submit** button