

Manage Assignment Status: Suspend

Lesson Objective:

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

Objective

- Suspend an employee's assignment by updating the assignment status and completing the change correctly.



The assignment status change begins by identifying the employee and selecting the sections to be included in the assignment change process. The effective start date and the method of assignment change must be entered accurately.

The reason for the assignment change is selected as a status change. Position synchronization controls whether assignment values remain the same or match the position during the update.

The assignment status is updated to Suspended – Payroll Eligible to reflect the correct employment condition. Once all required details are reviewed, the change is confirmed and completed.

FOCUS



- This lesson focuses on managing an employee's assignment status using the suspend action.
- The lesson highlights selecting the correct assignment change type and change reason. It specifically focuses on using the status change option. This ensures the correct purpose of the assignment update.
- The final focus is on selecting the suspended payroll-eligible status. This determines how the employee remains linked to payroll during suspension. It confirms the assignment is updated to the required status.

Navigation

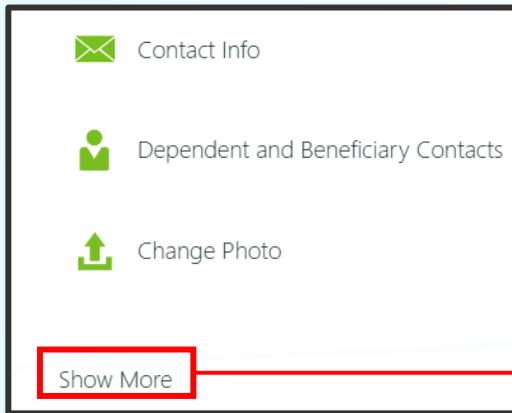
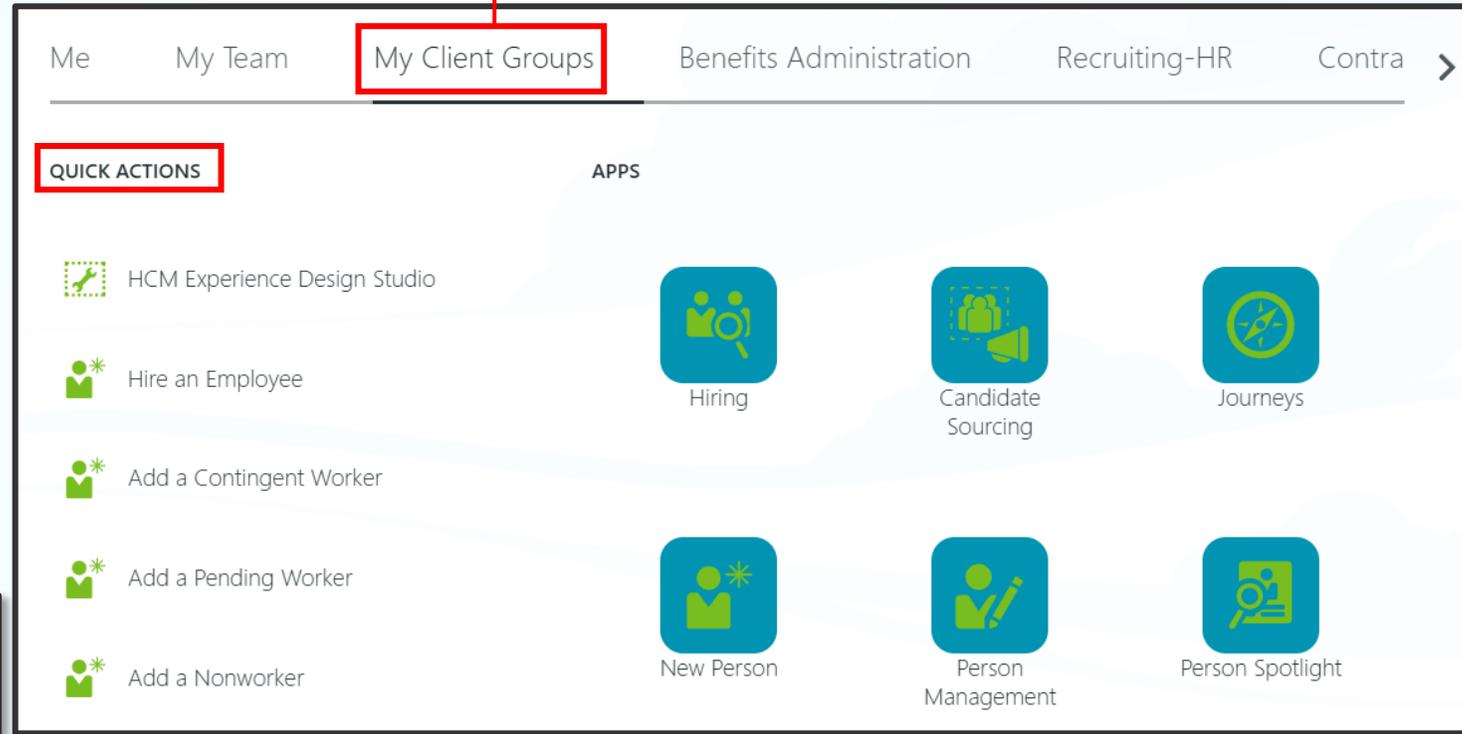


My Client Groups →
Quick Actions →
Show More →
Employment →
Change Assignment

Manage Assignment Status: Suspend

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Select the My Client Groups tab



2

From the Quick Actions section, 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 Dashboard



Change Location



Change Manager



Change Photo



Change Working Hours

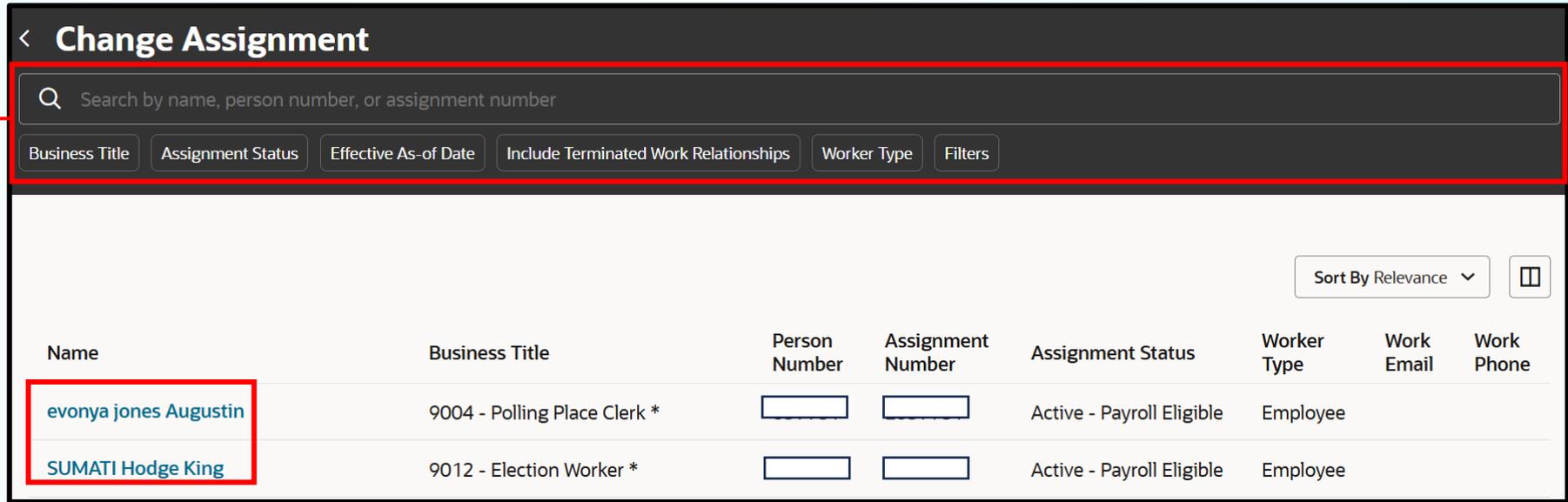
4

Select Change Assignment under the Employment section

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In the Search field, key in the employee's name, person number, or assignment number.



< Change Assignment

Search by name, person number, or assignment number

Business Title Assignment Status Effective As-of Date Include Terminated Work Relationships Worker Type Filters

Sort By Relevance ▾

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email	Work Phone
evonya jones Augustin	9004 - Polling Place Clerk *	<input type="text"/>	<input type="text"/>	Active - Payroll Eligible	Employee		
SUMATI Hodge King	9012 - Election Worker *	<input type="text"/>	<input type="text"/>	Active - Payroll Eligible	Employee		



The Coordinator can select the employees directly from the **Change Assignment** page instead of using the search



Apply filters under search bar to ease the search to find an employee

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< Change Assignment

Q 052465 — Lakethia Mccray

Lakethia Mccray



Select the **Employee** from the search result

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Check the boxes for the sections to be included in the process under Info to Include page

Change Assignment

LM Info to include
Lakethia Mccray, 32130 - Detention Sergeant

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Info to include

When and why

Position override

Assignment

Managers

Payroll details

Salary

Compensation

Managers

Payroll details

Salary

Compensation

Cancel Continue Submit

8

Click on **Continue** to move to the next section

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

Change Assignment

LM When and why
Lakethia Mccray, 32130 - Detention Sergeant

When does the assignment change start?
11/30/25

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

Why are you changing the assignment?
Required

Business Unit
DeKalb County

Position
04158 - Detention Sergeant

Cancel Continue Submit

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

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

Change Assignment

LM When and why
Lakethia Mccray, 32130 - Detention Sergeant

When does the assignment change start?
11/30/25

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

Why are you changing the assignment?
Required

Business Unit
DeKalb County

Position
04158 - Detention Sergeant

Cancel Continue Submit

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Info to include

When and why

Position override

Assignment

Managers

Payroll details

Salary

12

Click on Continue to move to the next section

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Change Assignment

LM Position override
Lakethia Mccray, 32130 - Detention Sergeant

Information
The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
<input checked="" type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	32130 - Detention Sergeant	32130 - Detention Sergeant
<input type="checkbox"/>	Grade	ENF2_E16	ENF2_E16

Change Assignment

LM Position override
Lakethia Mccray, 32130 - Detention Sergeant

Information
The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
<input type="checkbox"/>	Synchronize from Position	-	-
<input checked="" type="checkbox"/>	Job	32130 - Detention Sergeant	32130 - Detention Sergeant
<input checked="" type="checkbox"/>	Grade	ENF2_E16	ENF2_E16
<input checked="" type="checkbox"/>	Department	03220 - SHERIFF'S OFFICE - JAIL	03220 - SHERIFF'S OFFICE - JAIL

Cancel Continue Submit



When position synchronization is **enabled** for an attribute, the switch is **disabled**.

- If position synchronization is **disabled** and you want to keep the assignment's current value, set the switch to **off**.
- If position synchronization is **disabled** and you want the assignment's value to match the value on the position, set the switch to **on**.
- Click **Continue** to move to the next page

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Change Assignment

LM Assignment
Lakethia Mccray, 32130 - Detention Sergeant

Assignment Number E052465	Assignment Status Suspended - Payroll Eligible
Person Type Employee	Primary Assignment Yes
Position 04158 - Detention Sergeant	Job
Business Title 32130 - Detention Sergeant	Grade ENF2_E16
Department	Reporting Establishment DeKalb County GA

Cancel Continue Submit

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

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Click on Continue to move to the next section



If there is a **Salary Change** based on the **Suspension**, edit **Payroll details** and **Compensation pages** as required for Salary and Compensation. If no Salary Change is needed, these sections can be skipped

Troubleshooting



Complete the required actions on remaining page sections and remember to click Continue on each page to move to the next page

Manage Assignment Status: Suspend



Change Assignment

LM Need help? Contact us.
Lakethia Mccray, 32130 - Detention Sergeant

DH	Department Admin dontarvis Janeen Harris	TEST_31294sendmail-test-discard@oracle.com
RW	Department Admin Reginald J Jeanine Wiggins	TEST_31752sendmail-test-discard@oracle.com
SC	Department Admin Shnicka bryan Contreras	TEST_14394sendmail-test-discard@oracle.com
RP	Department Admin Rapheisha EARL Palmer	TEST_18789sendmail-test-discard@oracle.com

Cancel Skip **Submit**

Click on **Submit** to submit the transaction

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Conclusion



- The learner can now select the employee for assignment status change. They understand how filters and direct selection support this step. This ensures the correct employee record is used.
- The learner understands how to choose the assignment change start date. They know how this date controls when the status change becomes effective. This ensures accurate timing of the assignment update.
- The learner can now select the correct assignment change method. They understand how the status change option applies to the process. This ensures the intended change type is applied.
- The learner understands how position synchronization affects assignment fields. They know when values remain unchanged and when they match the position. This ensures proper control of assignment data.
- The learner can now select the correct suspended payroll-eligible status. They understand how this status affects the employee assignment. This ensures the suspension is applied correctly.
- The learner can now complete the assignment status update process. They understand how the flow moves forward after selecting the new status. This confirms the suspension process is completed successfully.