

Enter Job/Position Changes ^[1]

Manage your department through Job/Position Changes.

Through this transaction, you can change an employee's appointment, supervisor, location, pay group and much more.

Step-by-Step: [Entering Job Changes: Data Changes and Pay Rate Changes](#) ^[2]

Step-by-Step: [Approving Transactions](#) ^[3]

Groups audience:

HCM Community

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Source URL: <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/enter-job-changes>

Links

[1] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/enter-job-changes>

[2] <https://www.cu.edu/docs/entering-job-changes-data-changes-and-pay-rate-changes>

[3] <https://www.cu.edu/docs/sbs-approving-transactions>