

## **Enter Job/Position Changes** <sup>[1]</sup>

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](#) <sup>[2]</sup>

Step-by-Step: [Approving Transactions](#) <sup>[3]</sup>

### **Groups audience:**

HCM Community

### **Right Sidebar:**

HCM: Resources Key

HCM: Feedback

HCM: Document Library

HCM: Submit a Ticket

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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>