

## Changing an Employee Position in PeopleHub

1. From the Manager view of the portal, select the name of the employee from the **My Employee** list or use the search bar to locate the correct employee.

### My Employees

| Employee Name                   | Ext | Work | Mobile | Work Email          |
|---------------------------------|-----|------|--------|---------------------|
| <a href="#">ADAMS, JOHN</a>     |     |      |        | jnwri80@gmail.com   |
| <a href="#">AGATA, DANIEL</a>   |     |      |        |                     |
| <a href="#">ALANIZ, JAVIER</a>  |     |      |        |                     |
| <a href="#">ALDRIDGE, LILLY</a> |     |      |        | lbrock@tandemhr.com |
| <a href="#">APPLE, ERIKA</a>    |     |      |        | sesmmom@gmail.com   |
| <a href="#">APPLE, JAVIER</a>   |     |      |        |                     |

2. Once you are in the employee record, click the **Position Change** link.

HR / Change / Employee Details  
Company: (10147) TANDEM DEMO PEO (CLIENT NAME)  
Wolfgang Mozart

Employee: UB5651

**Name & Contact**  
Last Name: MOZART  
First Name: WOLFGANG  
Middle Name:  
Preferred First Name:  
Nickname:

Work Phone:  
Work Email:  
EP Username: mozart

**Employment**

|                   |                                     |                                    |                     |                        |
|-------------------|-------------------------------------|------------------------------------|---------------------|------------------------|
| Employment Status | ACTIVE                              | <a href="#">Status Type Change</a> | Employer            | TANDEM DEMO DO NOT USE |
| Status Date       | 07/21/2020                          |                                    | Employer Start Date | 07/21/2020             |
| Employment Type   | FULL TIME                           |                                    | Last Hire Date      | 07/21/2020             |
| Type Date         | 07/21/2020                          |                                    | Original Hire Date  | 07/21/2020             |
| Position          | ADMIN - Y                           | <a href="#">Position Change</a>    |                     |                        |
| Position EEO Code | PROF                                |                                    |                     |                        |
| FLSA Exempt       | <input checked="" type="checkbox"/> |                                    |                     |                        |
| W/C Class         | IL.8810 CLERICAL                    |                                    |                     |                        |

Save Clear

3. Click the **New Position Code** link to identify which of your company's current position listings will be assigned to the employee. If the position is new, complete the [Job Title Request Form](#) and submit it to your HR Business Partner in order to add it to the drop-down menu.
4. Fill in the **New Position Start Date** and **New Position Reason Code** fields and click **Save**.

HR / Action / Position Change  
Company: (10147) TANDEM DEMO PEO (CLIENT NAME)

Position Change  
Employee: UB5651 MOZART WOLFGANG

Current Employment Status: ACT  
Current Employment Type: FT  
Current Position Code: ADMIN  
Current Position Start Date: 07/21/2020  
ADMIN - Y

**New Position Code**  
New Position Start Date  
New Position Reason Code: -- Select --

Save Cancel Close