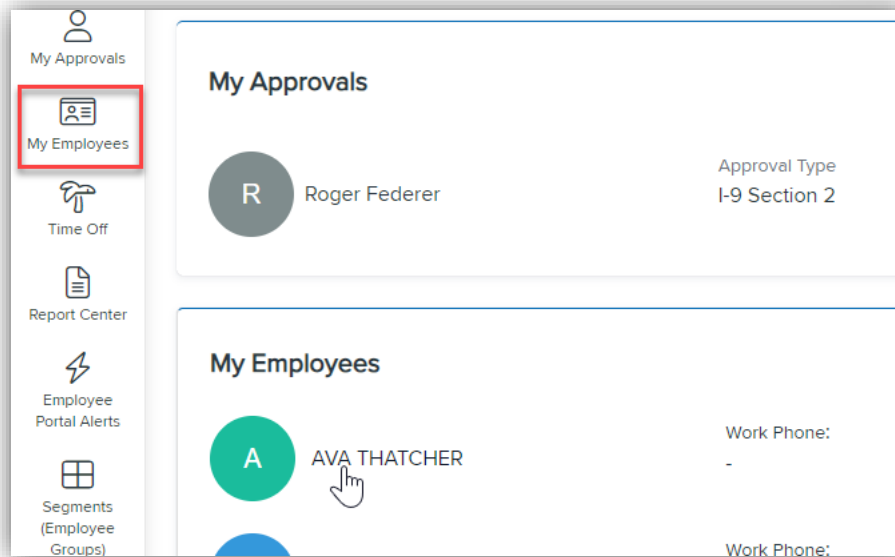
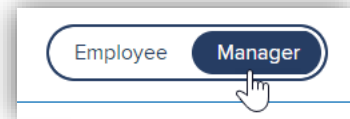


Changing an Employee Position in PeopleHub

1. From the Manager view of the portal, select **My Employees** on the left navigation menu and click on the name of the employee you wish to change.



2. Once you are in the employee details screen, click **HR Actions** and then **Position Change**.
3. You will be able to view the current position details for this employee. Select the new position from the drop-down menu of titles available at your organization. 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 **Position**, **Position Start Date**, and **Reason Code** fields and click **Save**.