Changing Employee Location

Employee Location=the building where an employee works. If an employee moves to a new building, you are required to update this data in the HR/Payroll system. To access this function on Emory HR Web, return to the General Update Folder and select Change Location.

**Location Change**
Initiate a request to change the location for one or more employees.

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**Instructions**
Follow this process to assign one or more employees to a new location:

1. Enter the date this location change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use + to add or delete more departments.

**Enter the Effective Date**
Enter the effective date for this location change.

As Of: 08/25/2009

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

1. Enter the date the location change will take place.
2. Type in the department code (6 digits)
Location Change
Initiate a request to change the location for one or more employees.

Instructions
Follow this process to assign one or more employees to a new location:
1. Enter the date this location change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the Effective Date
Enter the effective date for this location change.

As Of: 09/25/2009

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td>HR Administration</td>
</tr>
<tr>
<td>113040</td>
<td>Financial Operations: Payroll</td>
</tr>
</tbody>
</table>

3. Click the + box to add another department
4. Click continue when all departments relative to the location change have been entered – you will retrieve a list of all the employees in those departments to which you have access (those who “report to you”)
5. Select the checkbox next to the employee name(s) of those relocating (if there are too many to display on one page, scroll to the top of the page to the blue bar and click the arrows to navigate to the next page to select more names

All the employees selected must all have the same new location to use this method of entry.

6. Click "Continue" when finished selecting employees
Change Location

Below is the list of employees you selected for a location change. Click Submit once you have entered the location change information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>EmpID</th>
<th>Current Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Hinson</td>
<td>Dir, HR Communications</td>
<td>0365025</td>
<td>1599 CLIFTON RD</td>
</tr>
<tr>
<td>Laura Cox</td>
<td>Supv, Payroll</td>
<td>0375464</td>
<td>1599 CLIFTON RD</td>
</tr>
<tr>
<td>Elmer Fudd Jr</td>
<td>Temporary Employee</td>
<td>9999907</td>
<td>MATERIEL CENTER</td>
</tr>
</tbody>
</table>

New Location

Date Change Will Take Effect: 08/25/2009

*Location: [Search]

* Required Field

Submit

Is this date correct?? If this is NOT the correct date, click "Return to Select Employees" and follow the instructions for changing the date.

7. Enter 7-digit location code for new location, click "Submit".
8. Click "Submit" and a confirmation screen will summarize the entry. The updates will be visible on the Job Summary Screen as DTA/LOC – Data Change, Location Change.