CONNECTed

Process: Update Job Information
Objective: Make changes to the employees' lifecycle

Maintain Employee Data	
1.1.3.2 Update Job Information	
Roles	**Transaction**
Manager	Responds to Employee lifecycles: Reclassification Termination Acting Capacity Probationary Period Contract Renewal
*Employee Services Manager/ Analyst	Review Employees that need a lifecycle transaction Apply Mass Change or Apply changes by individual Employee
Inputs:	Lifecycle transactions
Outputs:	Updates to Job Information
* Initiates process	

Process Details
Manager responds to the types of actions needed for their direct reports. Such as reclassification requests, terminations, acting capacity requests, probationary periods, and contract renewals.

Employee Services Manager/Analyst reviews the employees that require a lifecycle transaction and decide if they need to apply the changes by individual Employee or Mass. Applying the job changes by mass requires the mass job data update to be defined before the employee record is changed and reviewed. When applying the job change by individual Employee, the job related information is identified and updated. If applicable, a Transferred Employees report is scheduled to run.

1.1.3.2 Update Job Information
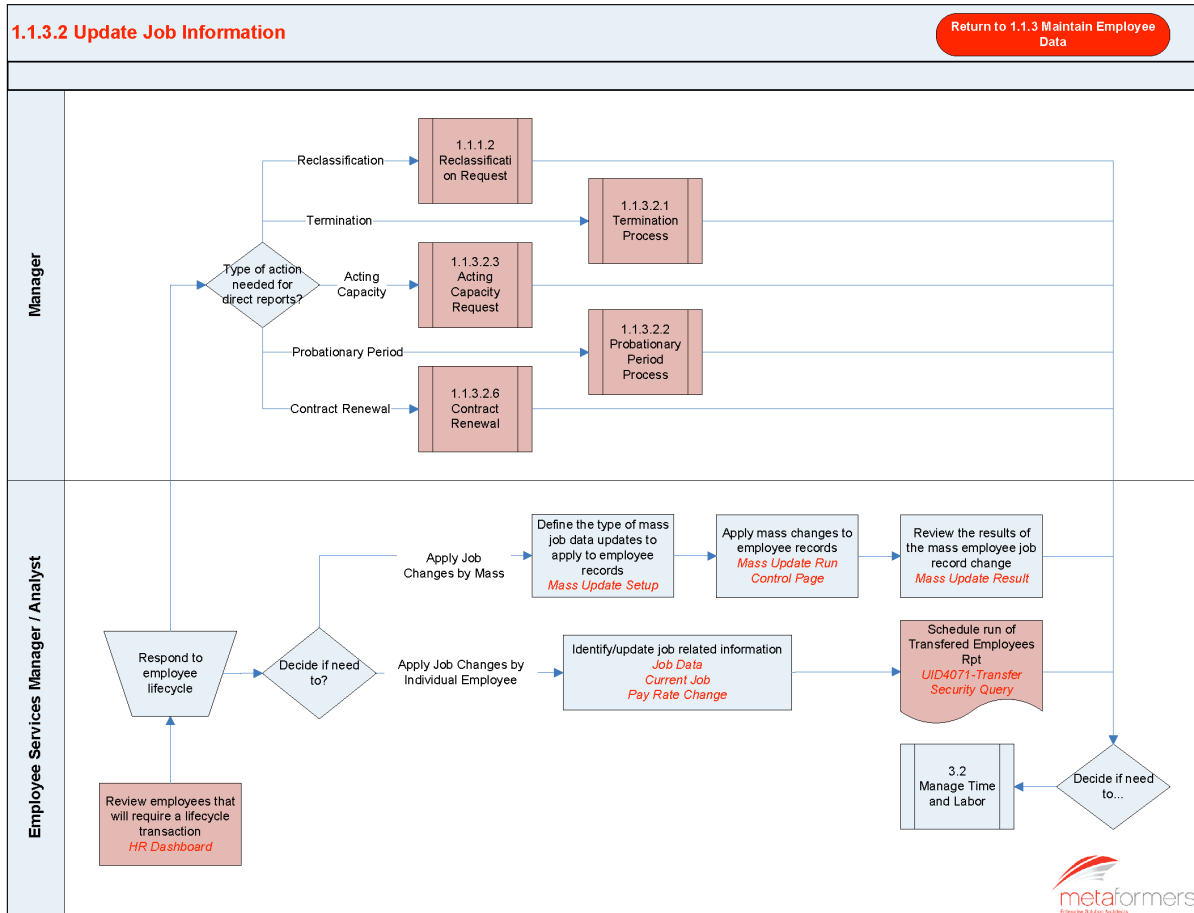
Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Position Management	1 = Fundamental
	2 = Intermediate
Update Job Information	3 = Comprehensive
Roles	**Knowledge and Skill Level**
Manager	2
Employee Services Manager/Analyst	3

Level	Description
1	**Fundamental** – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	**Intermediate** – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	**Comprehensive** – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.