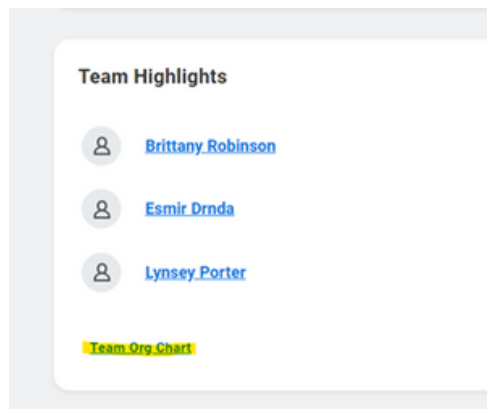


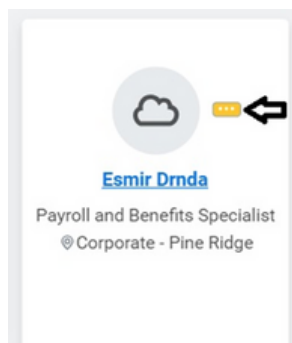
# Job Change: Team Member Location Change

Use this process when a team member is transferring to a new store location/manager.

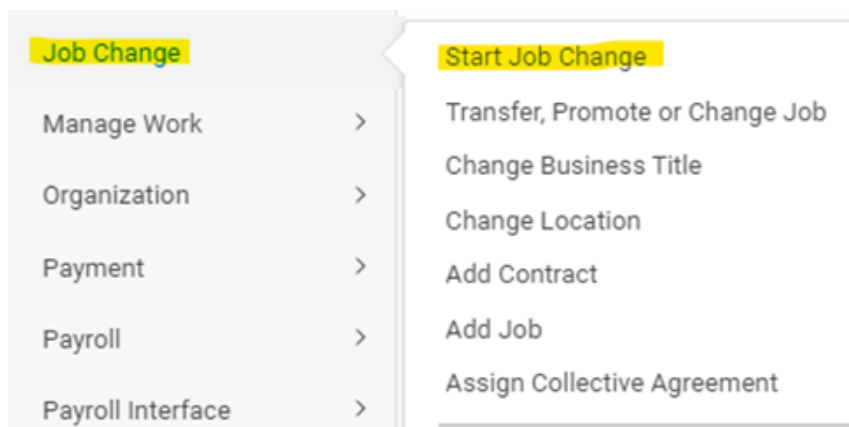
1. From the home page, scroll down to view “Team Highlights” section. Click on Team Org Chart.



2. Once you are in your Org Chart, hover over the employee’s tile for the ellipses to appear and **click the ellipses**.



3. Another menu will pop out when you click the ellipses. Hover over **Job Change** and **click Start Job Change**.



# Job Change: Team Member Location Change

- On the next screen, you need to specify your selection for the type of change, choose the selection, **“Change Location”** and click **“OK”**.

**Start Job Change**

Worker \*

What do you want to do? \*

Make a location change. You'll be able to access these job sections:

- Administrative
- Job Classifications
- Location Details

OK Cancel

- On the next screen:
  - Enter the date the transfer is effective
  - Who will be the manager after this change? Skip this.
  - Which team will this person be on after this change? Enter the name of the Supervisory Org. By entering this information first you are ensuring that all managers attached to that Supervisory Org are assigned to the employee.
  - Enter the location where the employee is going.
  - Click the check mark.
  - Review and click Start

\*When entering transfers, manager, supervisory org and location should align or they will not be approved.

**Start Details**

When do you want this change to take effect? \*

03/04/2024

Why are you making this change? \*

Change Location

Who will be the manager after this change?

Chelsea Pletke  
Michele Long  
Sophia Isaac

Which team will this person be on after this change?

Store Management : Store 013 - Oak Park

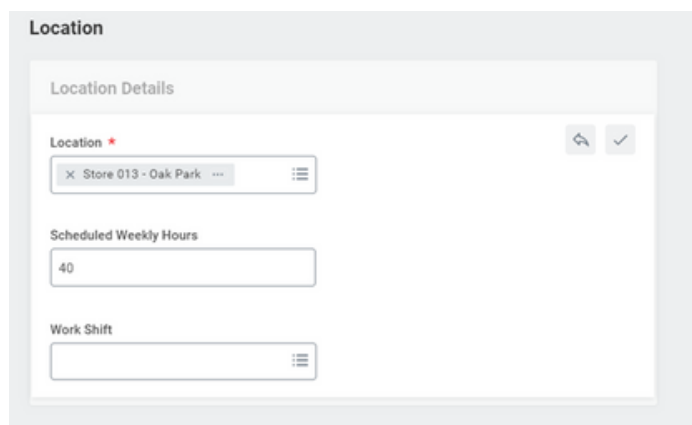
Where will this person be located after this change? \*

Store 013 - Oak Park

Do you want to use the next pay period?

# Job Change: Team Member Location Change

1. On the Location section ensure the location where the employee is going is showing and ensure the scheduled hours are correct.
  - Sales Associate- 10 scheduled weekly hours
  - Team Sales Lead- 20 scheduled weekly hours
  - Full Time- 40 scheduled weekly hours



The screenshot shows a 'Location' form with the following fields:

- Location Details**
  - Location \***: A dropdown menu showing 'Store 013 - Oak Park' with a search icon and a checkmark icon to its right.
  - Scheduled Weekly Hours**: A text input field containing the number '40'.
  - Work Shift**: A dropdown menu.

7. You should not need to change anything in the Details section but if you notice that something is incorrect, update the information or email [payroll@rallyhouse.com](mailto:payroll@rallyhouse.com) for assistance.
8. Click **Submit** and the task should be sent to the receiving manager to approve.
9. Once the task has gone through the approval chain, the employee will be sent onboarding tasks to complete.