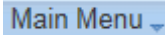
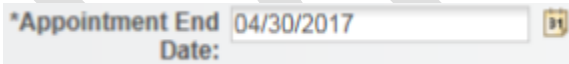







Taking Other Job Action

Step	Action
1.	Click the Main Menu button. 
2.	Click the UofA eForms WorkCenter option. 
3.	Click the Add an eForm link. 
4.	Step 1: <u>Conduct a search for the existing Person ID</u>
5.	Enter the employee's Person ID e.g. " 1254754 " into the Person ID field. 
6.	Click the Search button. 
7.	Step 2: <u>Select the Employee Record.</u> Choose the appropriate record from the Results grid if more than one record is displayed.
8.	Step 3: <u>Select an Action</u> Click the Take Other Job Action option. 
9.	Step 4: <u>Enter Job Change Details</u> 
10.	To activate the Highlights Feature, click the Highlights (Off) button. 
11.	Select the Intermittent Work checkbox if a Support employee is working less than 40% of a full time workload
12.	Click the Next >> button. 
13.	Step 5: <u>Enter Compensation Information</u>

Step	Action
14.	Within the Compensation Information section Ensure that the defaulted information is correct.
15.	Within the Compensation Distribution section, ensure that the combo code is correct.
16.	Click the Next >> button. 
17.	Step 6: <u>Enter UofA Specific Information</u>
18.	Click the button to the right of the Probation Type field. 
19.	Select the applicable probation type.
20.	Click the Next >> button. 
21.	Step 7: <u>Submit eForm for Approval</u>
22.	Ensure the appropriate Action/Reason information is correct.
23.	Add attachments to the eForm.
24.	Click the Submit button. 
25.	End of Procedure.