This guide will cover:

- The steps to completing various assignment changes on employees within your Area of Responsibility.
- In WyoCloud many key transactions are classified as assignment changes, including changing working hours, changing managers (supervisors), and adding assignments (i.e.: adding on call or overtime assignment). See step three for a full list of assignment changes available to DHR.

This guide details the steps for completing this process using Decentralized Human Resources Representative (DHR) WyoCloud access.

**Step One**

- Navigate to Person Management using the Navigator bar.

  - To find Person Management go to: Navigator > My Workforce > Person Management.
Step Two
Locate the employee whom the compensation change is needed.

- The Person Management: Search page will display. Here you can search for all employees within your area of responsibility.
- To search, enter at least one of the fields marked with a double asterisk (**). Name or Person Number are recommended.
- To search for previous employees, check the Include terminated work relationships box and adjust the Effective As-of Date.
- Click Search.

- Once the desired employee is located, click their name from the search results.
  - If the employee appears on the list multiple times, they have multiple assignments. Take care to ensure you select the correct assignment.
- After clicking on the employee’s name, *The Person Management: Manage Employment Page* will be displayed.

**Step Three**

- Select **Edit** then **Update**.
There are several assignment changes DHRs are able to process, some are only relevant for benefited or non-benefited employees. This chart outlines these actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Benefited Employees?</th>
<th>Non-Benefited Employees?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Change</td>
<td>Yes (i.e.: Sabbatical, Start Date change)</td>
<td>Yes (i.e.: update Projected End Date for GAs, Temp. Lecturers, and Work-study only)</td>
</tr>
<tr>
<td>End Assignment</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>End Probation</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Manager Change</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assignment</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Working Hours Change</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

In the *Update Employment* pop up window, enter in the following information:
- **Effective Start Date**: Enter when the assignment change should go into effect.
- **Action**: Select appropriate Action Reason (see chart above).
- **Action Reason**: Select the most appropriate Action Reason.

*Click OK.*
The Assignment Details page will appear. Fill in only the information pertaining to the assignment change selected on previous page. Step four outlines common changes, be sure to continue onto step five to complete the process.

Step four outlines common changes, be sure to continue onto step five to complete the process. See Employee Termination QRG for full details on ending an assignment.

Step Four: Manager Change

It is critical that all manager information remain up to date in WyoCloud as HCM relies on reporting relationships for proper approval chains. Managers in HCM represent the employee’s supervisor.

- Select Manager Change as the Action.
- To update, scroll down to the Manager Details section.
- Click on the down arrow next to the current manager’s name, then click Search.
In the Search window, search using any one of the four fields marked with a double asterisk (**). Click Search.

Once the correct employee has been found, click on the name in the search results then click Ok.

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Step Four: Working Hours Change

You may need to update the working hours of employees within your area of responsibility. Working hours are the total number of hours per week an individual is allocated to work.

- Select Working Hours Change as the Action.
- Towards the bottom of the Job Details section, update the Working Hours field.
Note that updating working hours does not change an individual’s salary, only their FTE. If a salary change is needed in coordination, please be sure to follow the steps to Manage Salary.

**Step Five**

After all updates have been made for the specific type of assignment change, the following steps are required to complete the transaction.

- Click the **Review** button in the top right corner.

- Confirm all changes are accurately conveyed on the *Edit Employment: Review* page.

- Scroll to the bottom of the page and click the **plus sign** under *Comments* to add a justification for the change.

- There is also a location to add relevant *attachments*.

- Approvers of the change can also be reviewed at the bottom of the page.

- After adding comments and confirming all changes, click **Submit** in the upper right corner.

This completes the assignment change process.