

# Job Change

[Overview](#)

[Procedures](#)

[Frequently Asked Questions](#)

[Reference](#)

[Definitions](#)

## Overview

In alignment with our company's mission and values, we will treat each associate with respect, openness, honesty, and fairness.

- All job change requests must go through ExpressHR in order to update payroll records.
- Approval for a Job Change event is subject to any Collective Bargaining Agreements or other agreements (if applicable).



[Back to Top](#)



## Procedures

**\*If a Job Change involves a location change, the Location Transfer event must be initiated prior to initiating this event. If the Location Transfer event occurs prior to this event, proceed to Step 2.**

1. Determine if the associate is a manager who has assigned a Proxy:
  - a. If the associate being moved is not a manager with a Proxy, continue to Step 2.
  - b. If the associate being moved is a manager with a Proxy, the associate must remove the Proxy before moving to Step 2.
2. Initiate the Job Change event.
3. Complete the fields on the [Job Information](#) screen.

**Note:** Click the View Full Profile link for associate's current job detail

  - a. **Division** – This field defaults based on the associate's division.
  - b. **Location** – This field defaults based on the associate's location.
  - c. **Department** – Select the associate's new/current department.
  - d. **Position Title** – Based on Department selected, choose the associate's job title.
  - e. **Position Code** – Based on the Position Title selected, this field defaults to the job code.
  - f. **Pay Type** – Based on the job selected, choose the type of pay.
  - g. **Position Effective Date** – Enter the date that the associate's new position begins.

**Note:** The effective date must a Sunday date for hourly associates.
  - h. **Salaried Hourly Indicator** – Based on the Position Title selected, this field defaults to "S" or "H."
  - i. **Next Performance Review Date** – Enter the next month, day, and year that an associate's performance is scheduled to be reviewed.
  - j. **Full-Time/Part-Time Status Change Reason** – Select one of the following:
    - 00 No Change
    - 09 Reduced to Part-Time By Employee Request
    - 10 Increase to Full-Time - Permanent
    - 11 Increased to Full-Time - Temporary
    - 12 Qualified For Regular Status
    - 13 Lost Regular Status
    - 14 Reduced to Regular Less Than Full-Time
    - 15 Reduced to Part-Time and Temporary Job
    - 16 Reduced to Part-Time, Lack of Work
    - 17 Reduced from Full-Time Regular to Part-Time Regular
    - 18 Promoted to Full-Time – Out-Of-Ratio
    - 19 Removed From Full-Time – Out-Of-Ratio
    - 20 Requalified for Regular Status

- k. Full-Time/Part-Time Indicator** – Select one of the following:
- 4 – Part-Time
  - 2 – Probationary Full-Time
  - 1 – Full-Time
  - 3 – Part-Time with Full-Time Benefits
  - 6 - Student
  - 7 - Casual
  - 0 – Temporary Employee
  - 9 – Strike Worker
- l. Home Wage Account** – This field defaults based on the Position Title selected.
- m. Contract Reference ID** – This field defaults based on the Division, Location, Department and Job.
- n. C&A ID /Contract Group** – This field defaults based on the Division, Location, Department and Job.
- o. Prism Union Code/Contract Code** – Select the appropriate code which identifies an associate's group within the contract/agreement and is used to denote the type of union, benefits, local number, and/or other grandfathering rules.
- If you have further questions, contact the Human Resources Shared Service Center (HRSSC) at 1-800-952-8889, when prompted say "ExpressHR" or enter 47.
4. Complete all fields on the Compensation Detail screen.
- Note:** Click the View Full Profile link for associate's current pay detail.
- a. For Hourly Wage Progression associates, enter the following fields:**
- **Change Reason**
    - **00 No Change** – This will never be selected for the Compensation Change event.
    - **05 Experience Credit Hire** – Given credit at the time of hire.
    - **10 Merit Increase** – Chosen to give scheduled increases based on PED performance (typically the most common Compensation Change Reason).
    - **20 Length of Service Increase** – Union scheduled merit increase
    - **25 Experience Credit** – Credit given at the time of promotion/job change for wage progression associates.
      - For a New Hire that was entered without experienced credit, select this Compensation Change Reason option.
    - **30 General Wage Increase/Apprentice Raise** - Contractual increase.
    - **40 Promotional Increase** – Chosen to give an increase due to a promotion.
    - **45 Contract Change** – Chosen when moving from one contract to another.
    - **50 Reclassified** – Chosen when a job is reclassified.
    - **55 Wage Schedule Change/Contractual Increase** – Increase given for ASP or when associates transfer from one division to another.
      - **Pay Step/Pay Rate** – Based on the Position Information selected, choose the correct rate.
      - **Pay Rate** – Based on Pay Step/Pay Rate selected, this field defaults.
      - **Accrued Credit Units** – Based on the contract select one of the following:
        - Hours
        - Days
        - Weeks
        - Months
      - **Accrued Credit Quantity** – Based on the Accrued Credit Units selection, enter the amount of credit granted from previous job experience.
    - **70 Decrease** – Chosen if the associate's wages are decreasing.
    - **96 Deferred** - Chosen when compensation is deferred.
    - **98 Lump Sum Cash** – Chosen when a lump sum payment is made instead of a salary increase.
- b. For Salary and Hourly Non-Wage Progression associates, enter the following fields:**
- **Percent of Work Week** – Enter 100% for full-time associates and the applicable amount for part-time associates.

- **Change Reasons**
    - **00 No Change** – This will never be selected for the Compensation Change event.
    - **05 Experience Credit Hire** – Given credit at the time of hire.
    - **10 Merit Increase** – Chosen to give scheduled increases based on PED performance (typically the most common Compensation Change Reason).
    - **20 Length of Service Increase** – Union scheduled merit increase
    - **25 Experience Credit** – Credit given at the time of promotion/job change for wage progression associates.
      - For a New Hire that was entered without experienced credit, select this Compensation Change Reason option.
    - **30 General Wage Increase/Apprentice Raise** - Contractual increase.
    - **40 Promotional Increase** – Chosen to give an increase due to a promotion.
    - **50 Reclassified** – Chosen when a job/status is reclassified.
    - **55 Wage Schedule Change/Contractual Increase** – Increase given for ASP or when associates transfer from one division/contract to another.
    - **70 Decrease** – Chosen if the associate's wages are decreasing.
    - **96 Deferred** - Chosen when compensation is deferred.
    - **98 Lump Sum Cash** – Chosen when a lump sum payment is made instead of a salary increase.
  - **Level** –
    - For merit increases enter the associate's current level (Click the View Profile link on the upper right-hand corner for this information).
    - For promotional increases, select the associate's new level (Make sure the new level matches the job offer, promotion, length of service, etc. notification that is sent from division HR to the manager and the HRSSC).
  - **Full-Time Annual Salary** – Enter the associate's new salary dollar amount with all increases included.
  - **Pay Rate** – Enter the amount of wages paid per hour.
  - **Full-Time Bonus Potential/Bonus Potential** – This field automatically populates based on the level entered for the associate.
  - **Next Salary/Wage Review Date** – Date of the associate's next salary review (The next PED date is entered in a different field and is not necessarily the same as Next Salary Review Date).
  - **Part-Time Annual Salary** – Application calculates based on full-time annual salary entered and percent of work week.
  - **Part-Time Bonus Potential** - Application calculates based on full-time annual bonus entered and percent of work week.
  - Will this associate have direct reports and need access to Manager Self Service –
    - Select **Yes** or **No**
    - Note:** HR department sends an electronic copy of offer letter or other supporting document to the HRSSC for salaried or hourly non-wage progression associates
5. Compensation Effect Date: Verify the date is the last compensation effective date using the "View Profile" screen, or if this is a new compensation date, update the date field to reflect the new compensation date.
  6. Confirm and Acknowledge the Job Change information.  
**Note:** The Time and Attendance section of the confirmation screen only applies to Fred Meyer, QFC, Ralphs, Food4Less, Smiths, and Fred Meyer Jewelry.
  7. Track the status of the event using your Workbox link.

[Back to Top](#)



## Frequently Asked Questions

1. What are my responsibilities?
  - Initiate, confirm, acknowledge and track the status of the Job Change event.

2. When should I initiate a Job Change event for my associate?
  - Initiate a Job Change event if your associate is promoted, demoted, accepts a lateral position, transfers to another location or the job code for the current job changes, etc.  
**Note:** If the change involves a location transfer, the Location Transfer event must be initiated by the associate's current manager before the Job Change event is initiated. The Job Change event must be initiated the next day, or on Tuesday if the event is approved on Saturday or Sunday, to complete the Location Transfer process.
3. Who are considered direct reports?
  - Direct reports are the associates that report directly to a manager based on the organizational hierarchy established in ExpressHR.
  - For example, the Store Manager/Director's direct report will be the store clerk.
4. Do all managers have direct reports?
  - No, depending on the position responsibilities, an associate may or may not have direct reports.
5. Where can I find the latest Compensation (Salary) Plan?
  - Contact your HR department for the latest Compensation (Salary) Plan.
6. How can I track the status of this event?
  - If the request is waiting on approval from the HRSSC or a Reviewer, the request will be in your Outbox Pending.
  - If the request is approved or rejected by the HRSSC or a Reviewer or if the event has expired, the request will be in your Outbox Complete.  
**Note:** If the event is rejected, a business-related reason is available in the **Comments** field.
7. When will my event expire?
  - Your event expires within 12 days if no one approves your request.
8. What happens if the event expires or is rejected?
  - If an event expires or is rejected by the HRSSC or Reviewer:
    - The event must be reinitiated (if applicable).
    - Follow up with the HRSSC and/or Reviewer at 1.800.952.8889 say Express HR or key 47#.
9. When will my associate see the changes in ExpressHR?
  - Once applied in payroll, the change is reflected in ExpressHR.

[Back to Top](#)



## Reference

Please refer to the following for more details:

- Business Ethics Policy
- Corporate Values Statement
- Equal Employment Opportunity Policy
- Pay Administration Guidelines
- PED Documents
- Pharmacy (HIPAA) Privacy Policy and Documents
- Tobacco (AVC) Policy
- Transfer Policy

[Back to Top](#)



## Definitions



[Back to Top](#)