# Status Change Event

## Overview

In alignment with our company's mission and values, we strive to keep accurate records for all associates.

## Procedures

The Status Change event is initiated by the HR Processor at the HRSSC when an associate's full-time or part-time employment status is changing. This would include a change from full-time to part-time, part-time to full-time, or a change in the quantity of part-time work.

1. The division will provide the HRSSC the following information:

   a. Status information:
      i. Status Effective Date
      ii. Full-Time / Part-Time Status Change Reason
      iii. Full-Time / Part-Time Indicator

   b. Pay Details (one of the following will appear based on the associates' Position):
      i. Hourly Wage Progression
         1. Compensation Change Reason
         2. Pay Step / Pay Rate
         3. Accrued Credit Units (if applicable)
         4. Accrued Credit Quantity (if applicable)
      ii. Hourly Non-Wage Progression
         1. Compensation Change reason
         2. Pay Level
         3. Hourly Pay Rate
         4. Full-Time Bonus Potential – automatically populated, unless a different amount needs to be keyed for a grandfathered associate. JDE payroll divisions may use the Percentage field if applicable
      iii. Salary
         1. Percent of Work Week
         2. Compensation Change Reason
         3. Pay Level
         4. Full-Time Annual Salary
         5. Full-Time Bonus Potential – automatically populated, unless a different amount needs to be keyed for a grandfathered associate. JDE payroll divisions may use the Percentage field if applicable
         6. Next Salary Review Date
         7. Indicate if the associate will need access to Express HR. Managers with direct reports will need access; most other associates will not need access.

2. The HRSSC will enter the above information into ExpressHR. Once submitted, the event will go through the approval process. Once the event is approved, the Status Change event is complete and the associates' record will be updated.
**NOTE:** The Manager should review the Associate Profile within ExpressHR for the associate(s) to ensure the information has been accurately input into the system. If changes are necessary, the Manager can call the HRSSC at 1.800.952.8889 say Express HR or key 47#.

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## Frequently Asked Questions

1. When will my associate see the changes in ExpressHR?
   ▪ Once applied in payroll, the change is reflected in ExpressHR.

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## Reference

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## Definitions

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