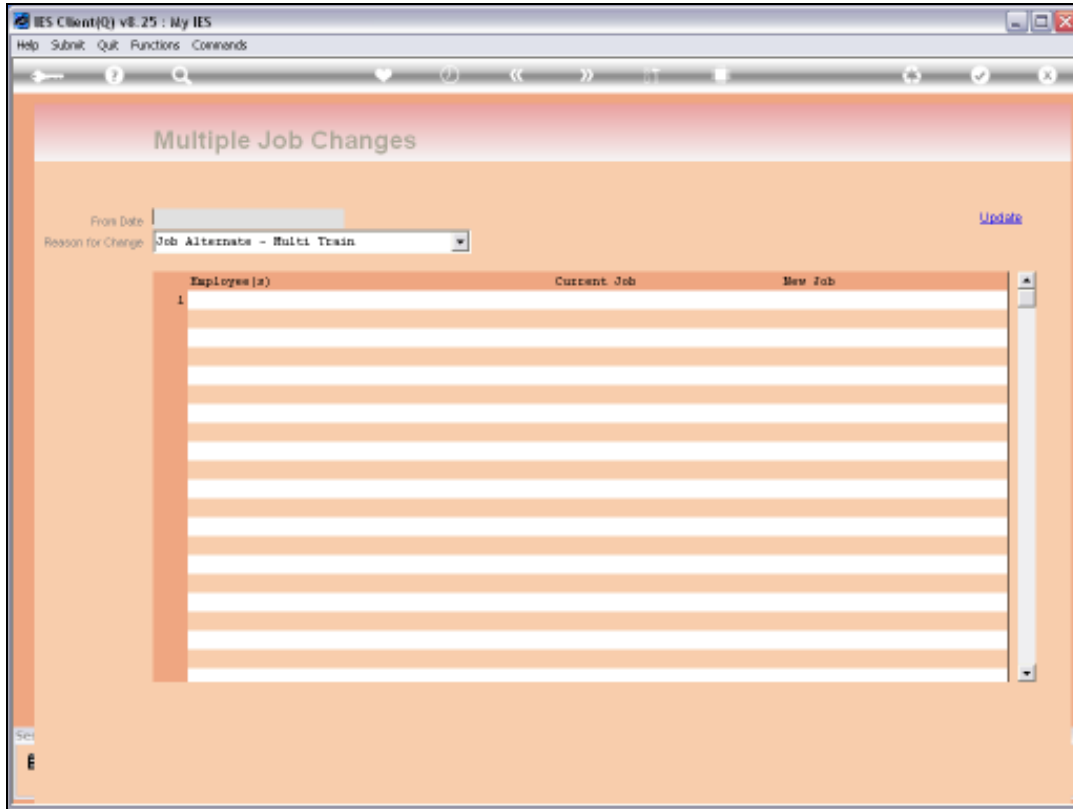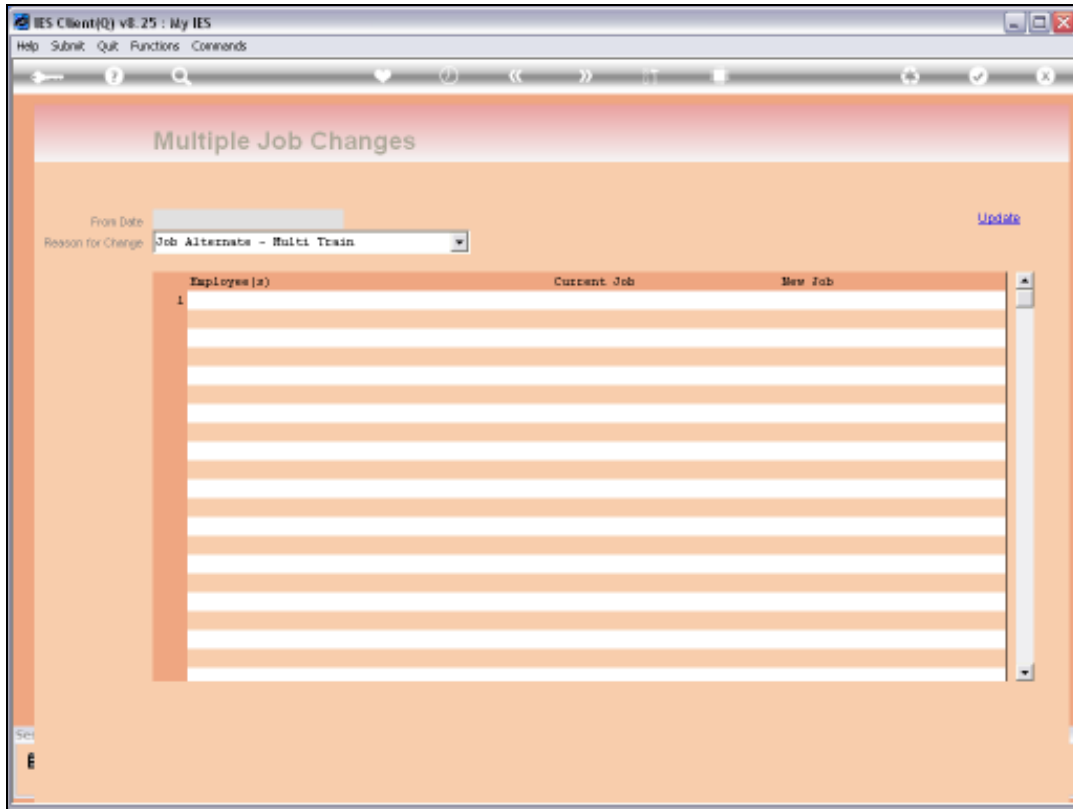Slide 1

Slide notes: When an Employee changes Job Position, it is updated to the Employee Master. However, there are also times when it is convenient to update such Job Changes in Groups, as we will see now.
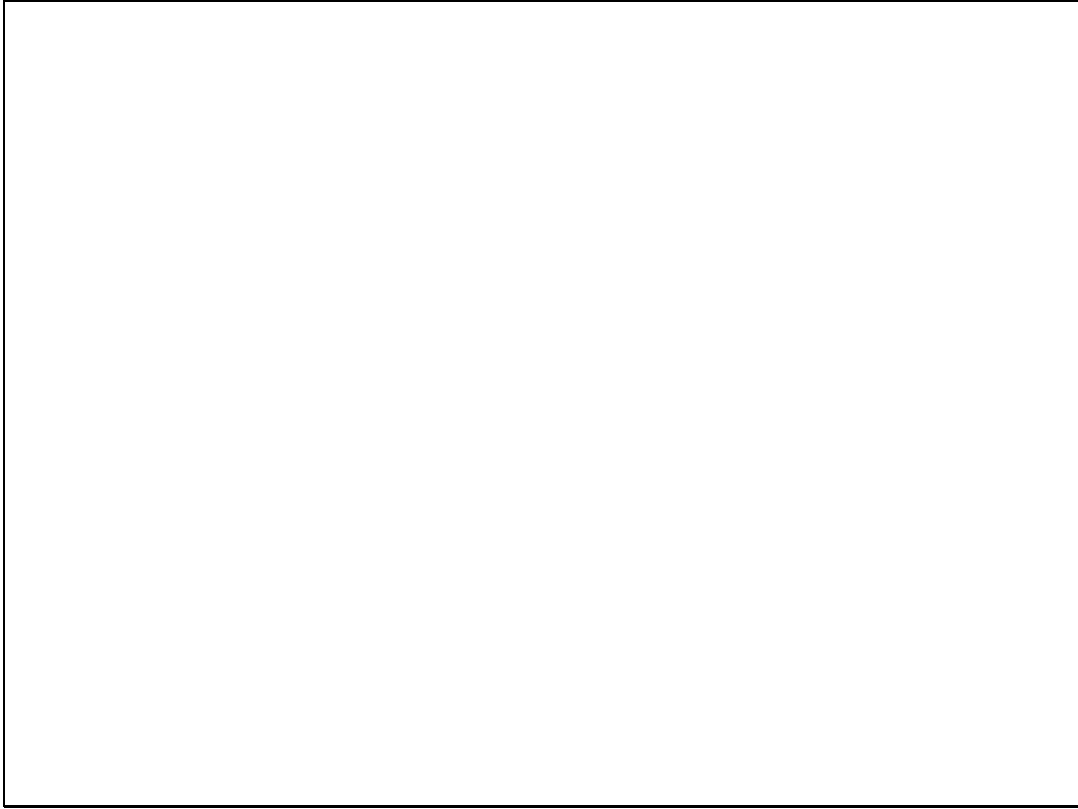
Slide 2

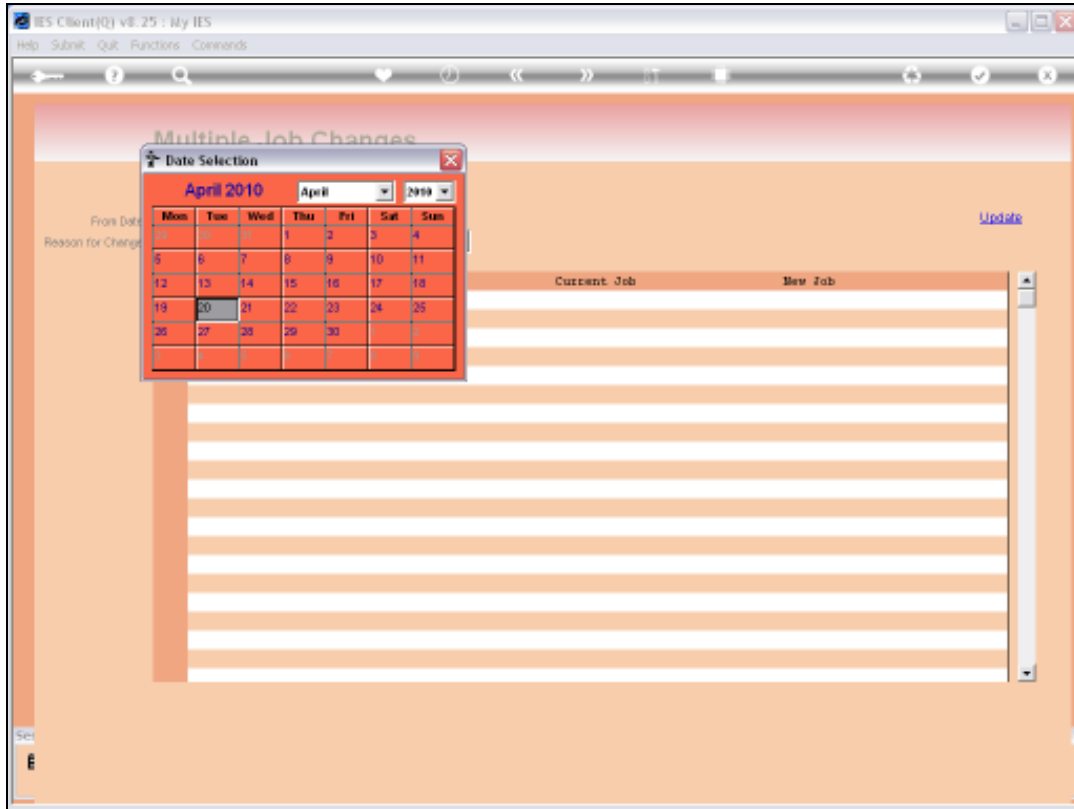Slide notes: We start by selecting the effective Date for the Job Change.
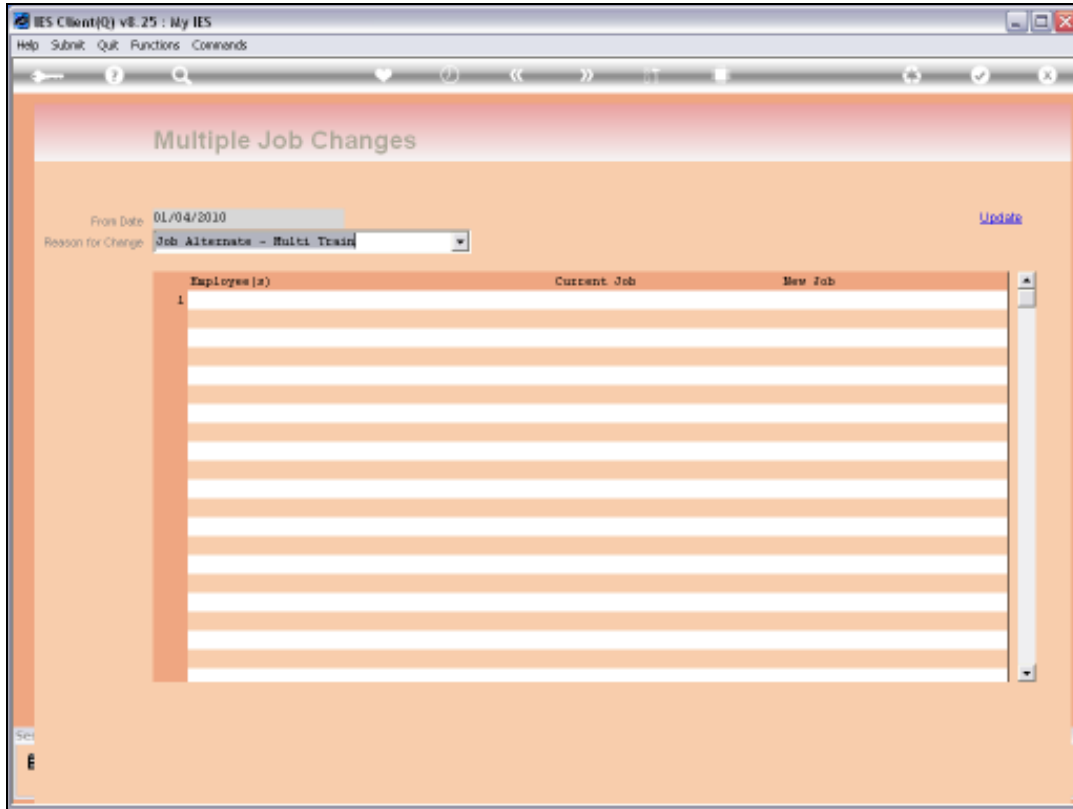
Slide 3
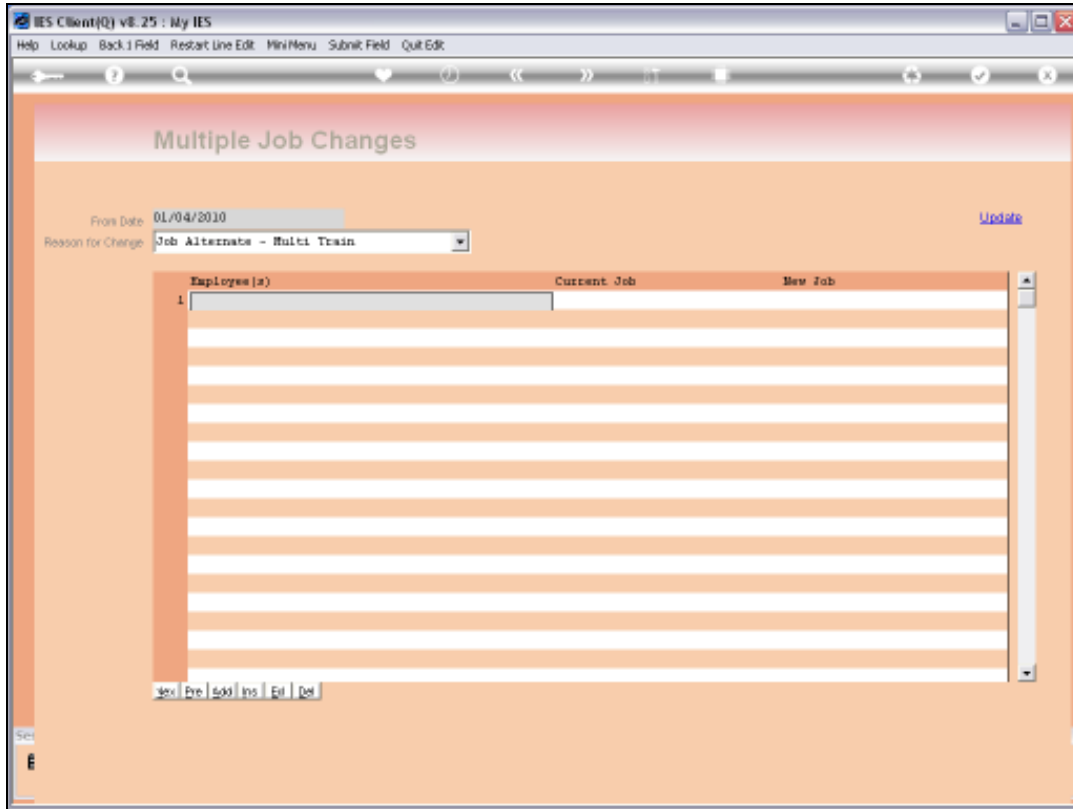Slide notes:

Slide 4
Slide notes:
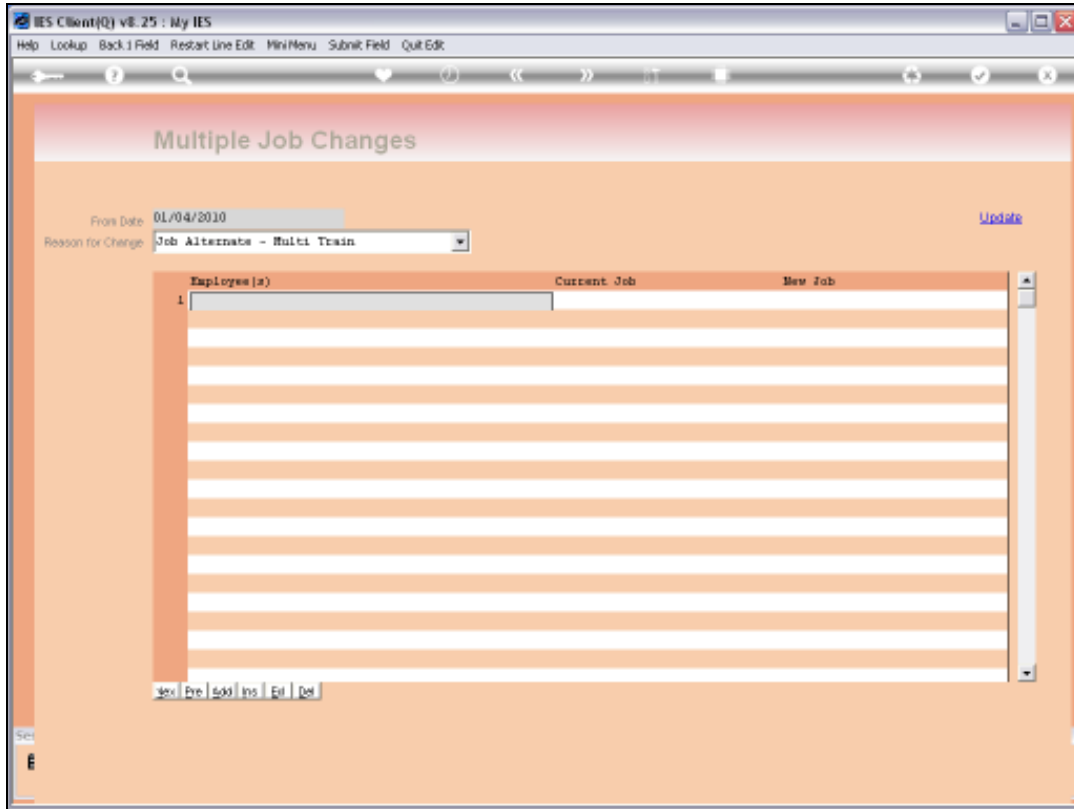
Slide 5
Slide notes:

Slide 6

Slide notes: We also select the reason for the change, and the drop list allows new values to be input if a required option is not yet listed.
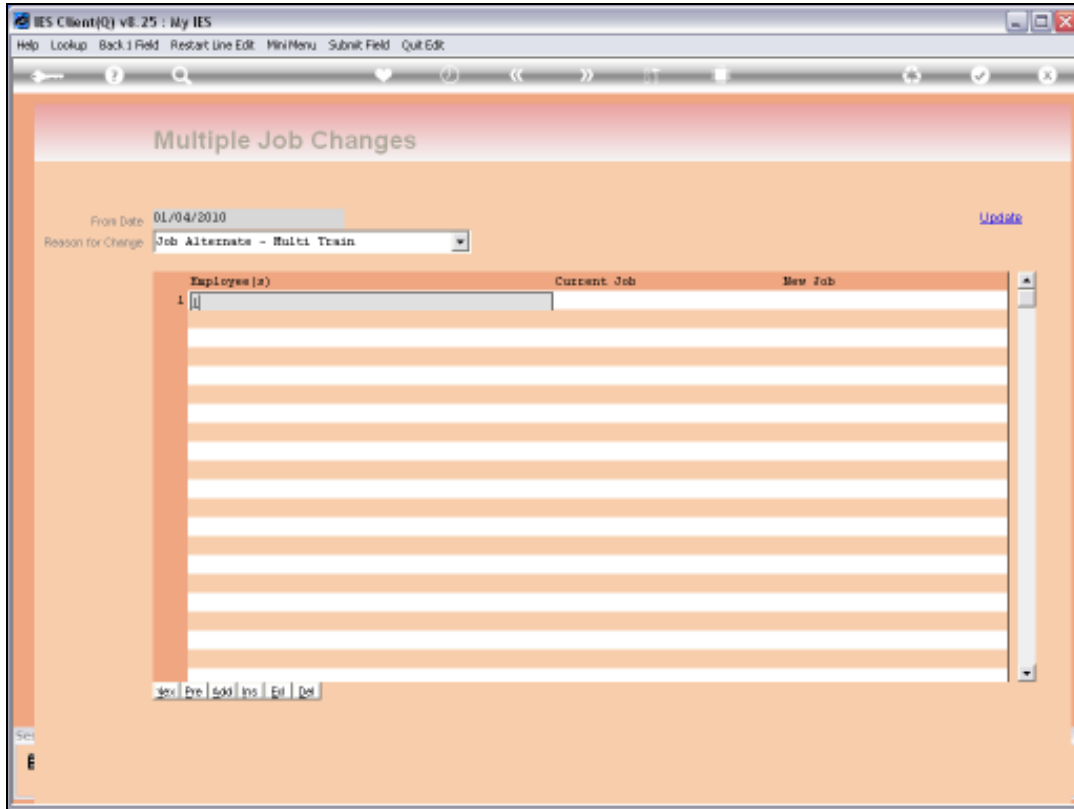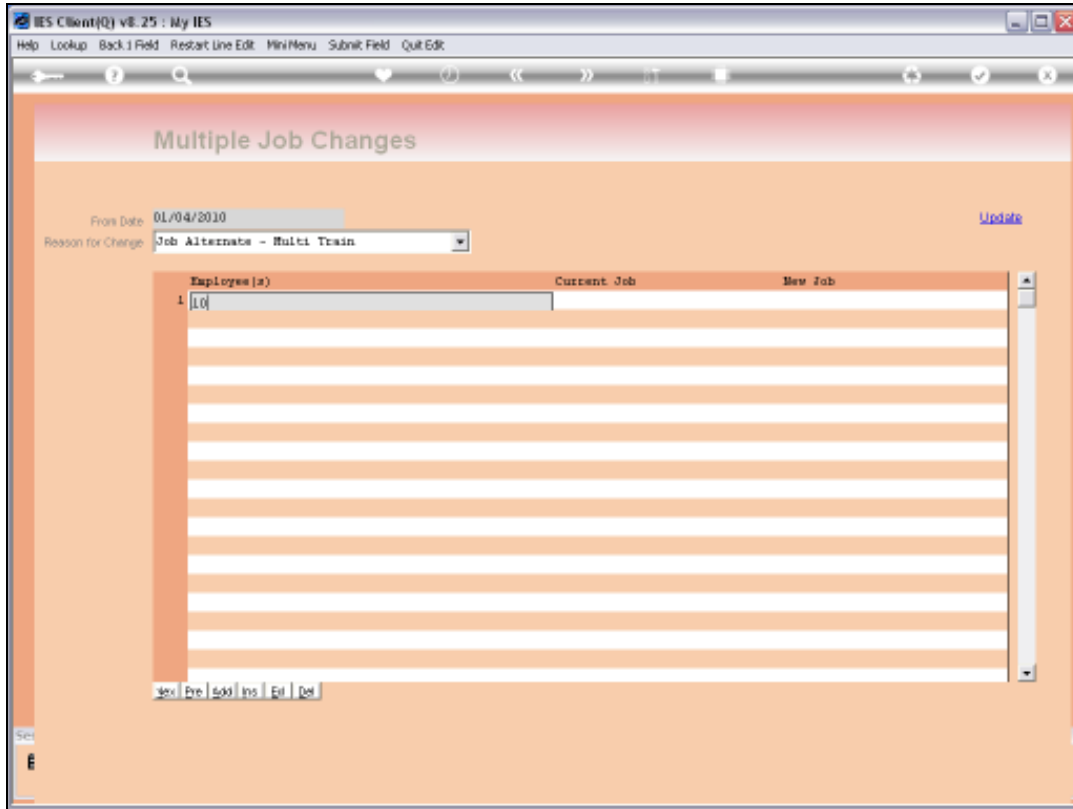
Slide 7

Slide notes: Then we capture the Employees who are changing Job Position on this date, and the new Job Position in each case.
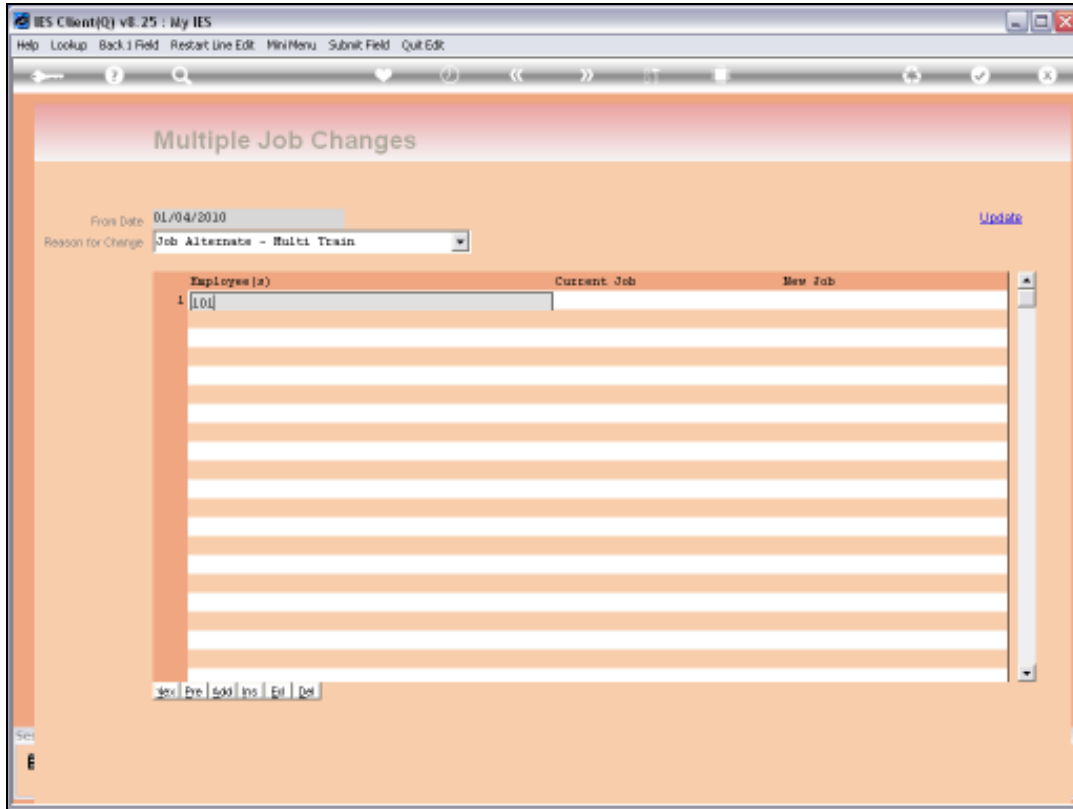
Slide 8

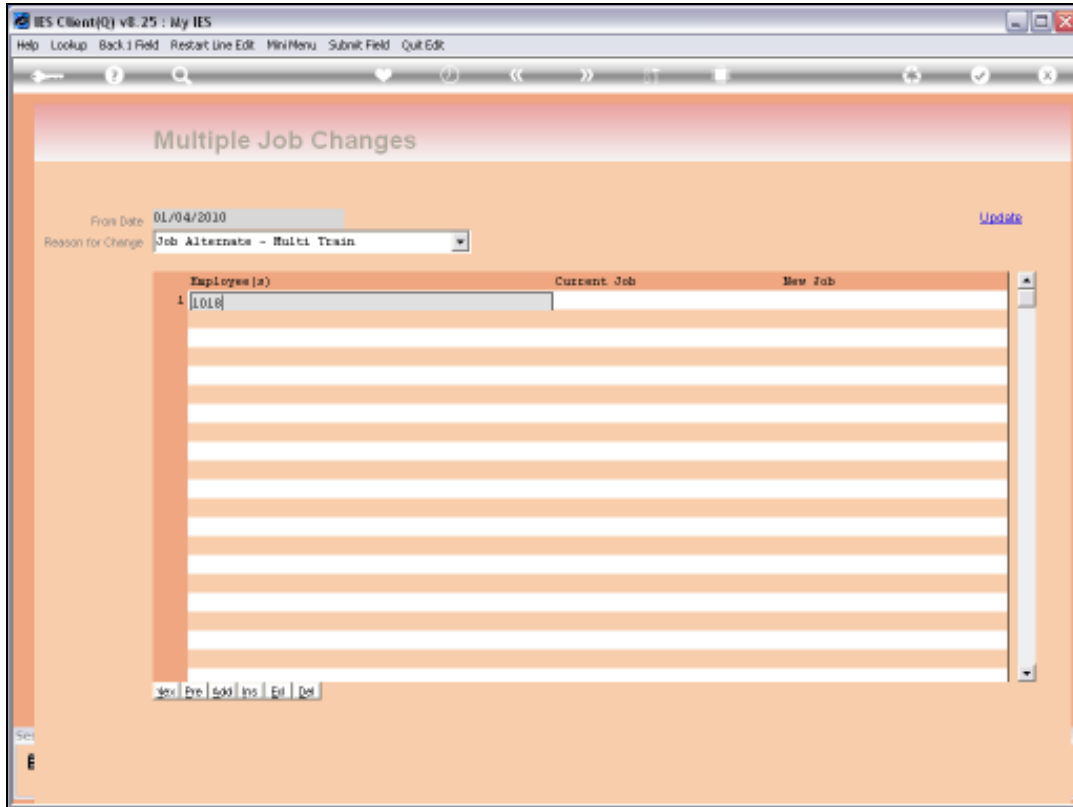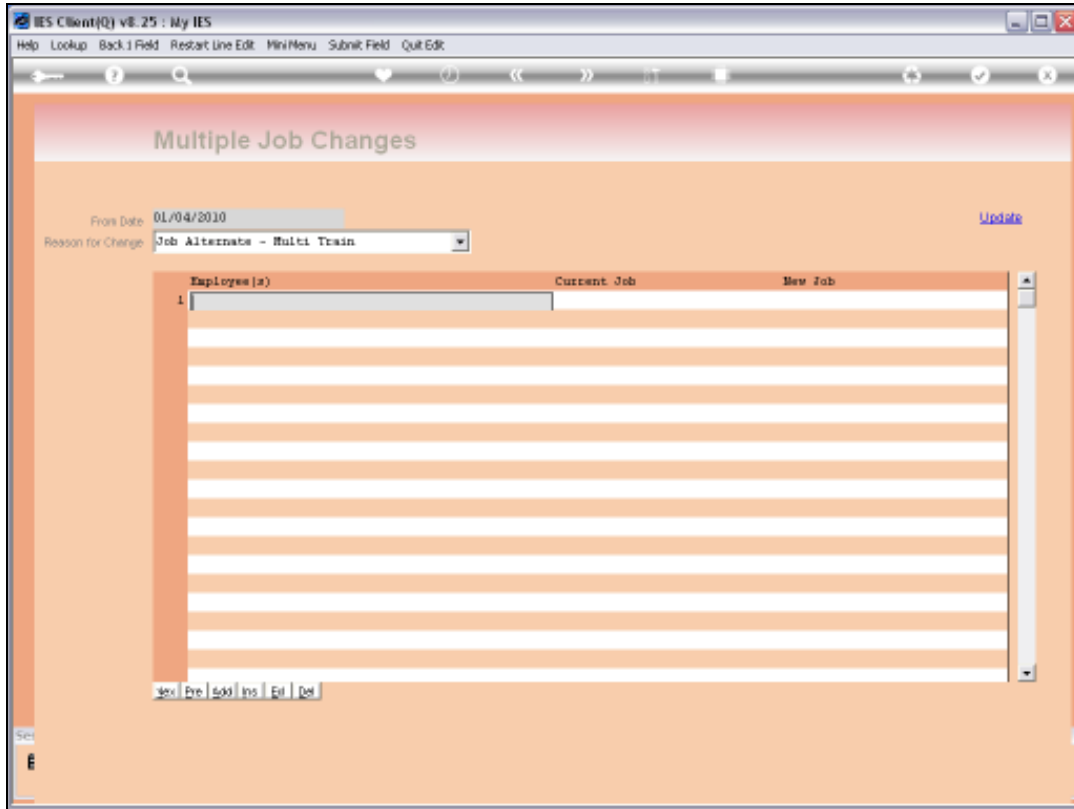Slide notes:

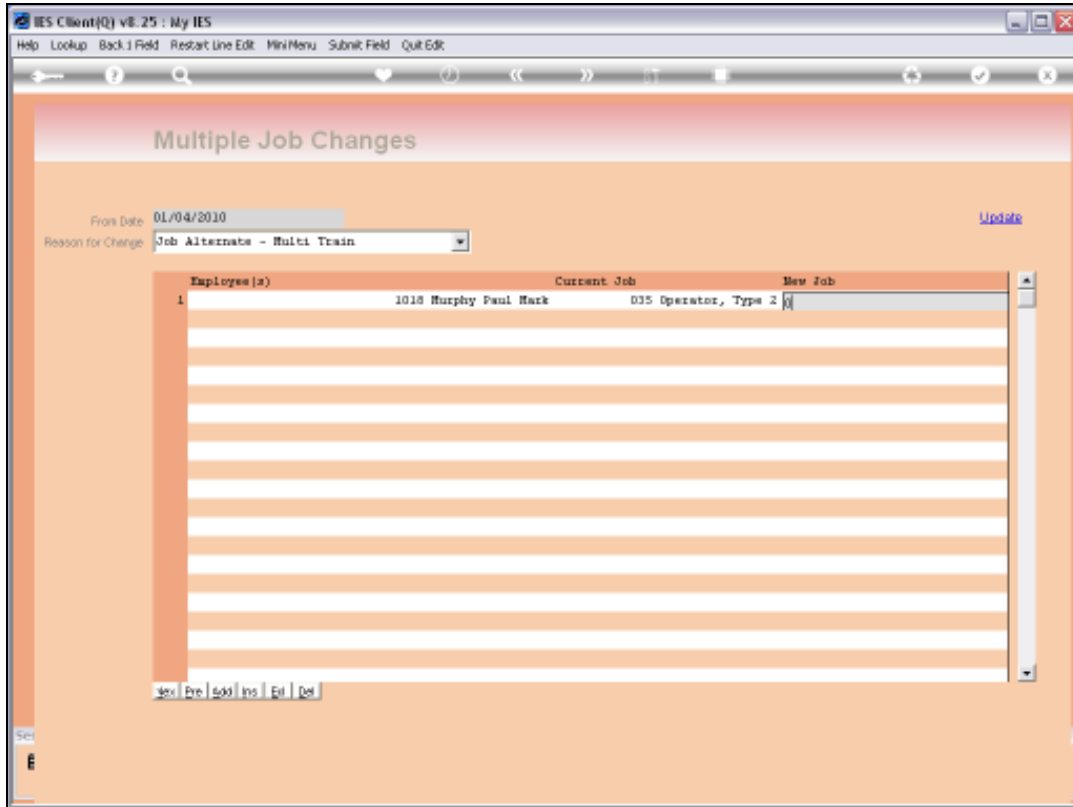Slide 9
Slide notes:

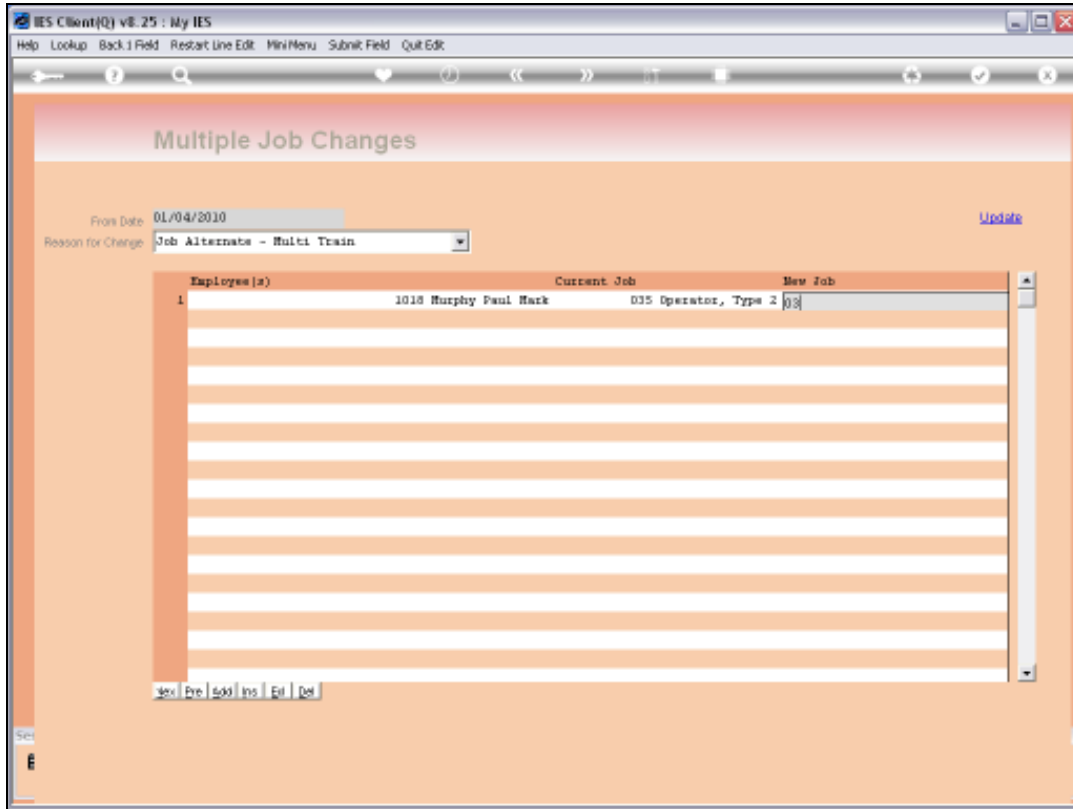Slide 10
Slide notes:
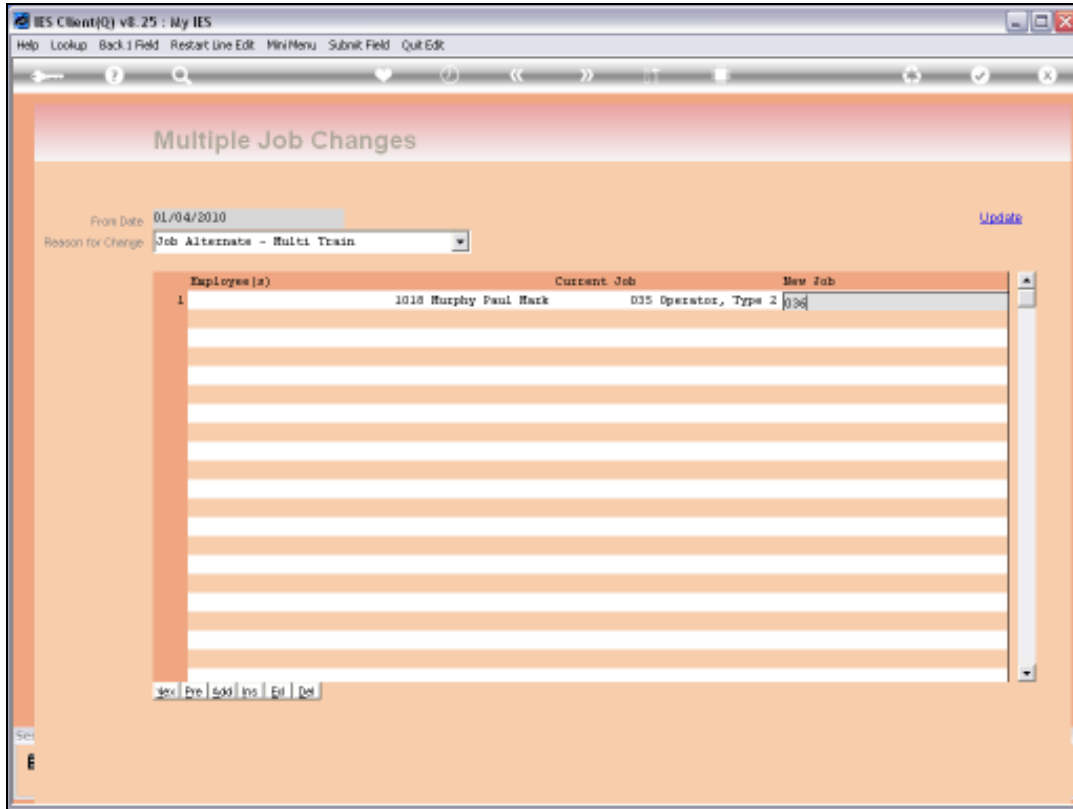
Slide 11
Slide notes:

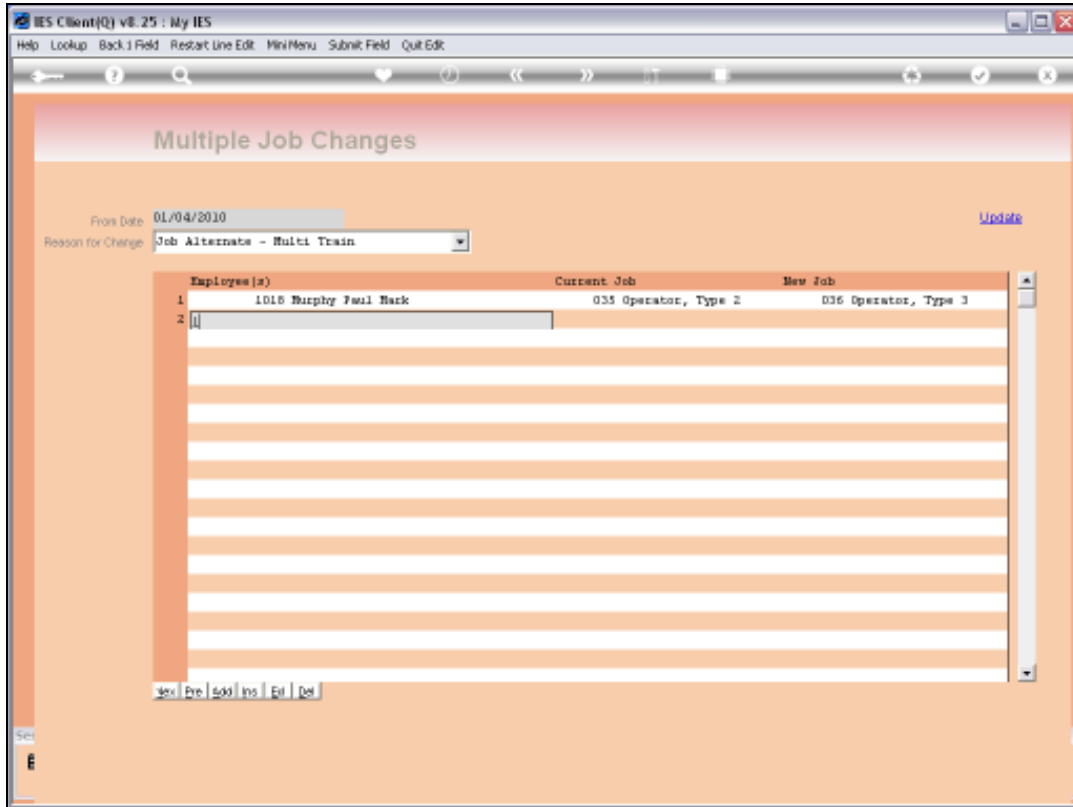Slide 12

Slide notes:

Slide 13
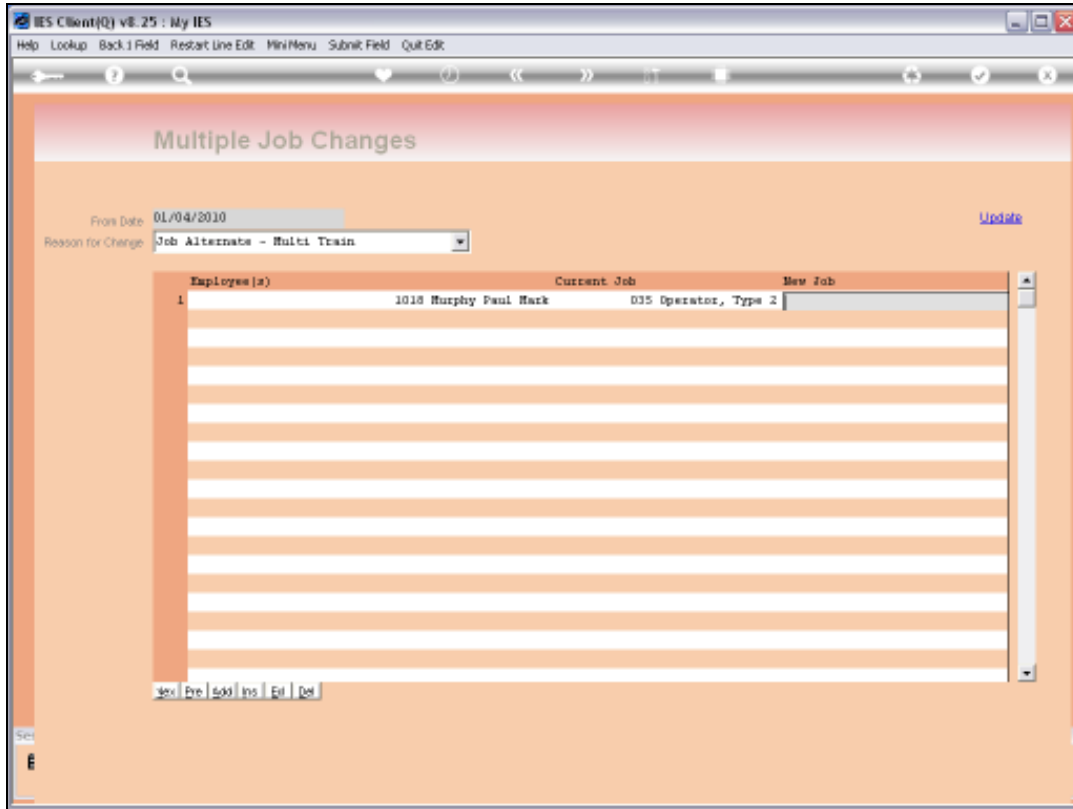Slide notes:

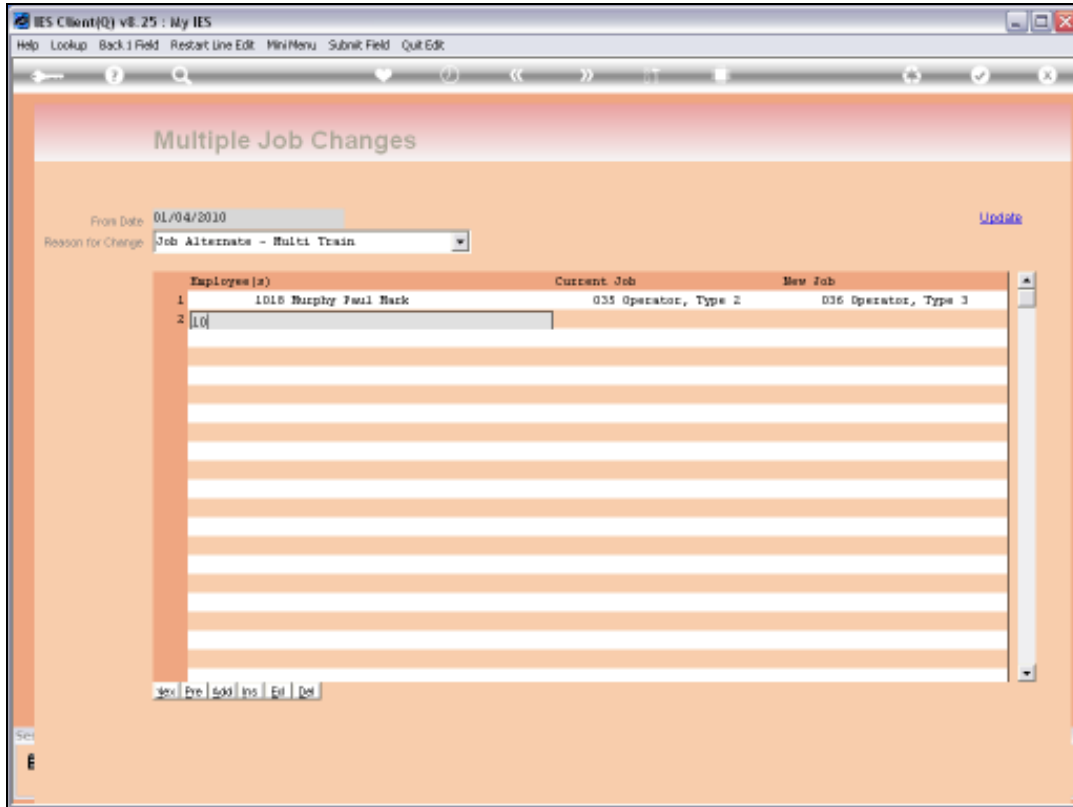Slide 14
Slide notes:

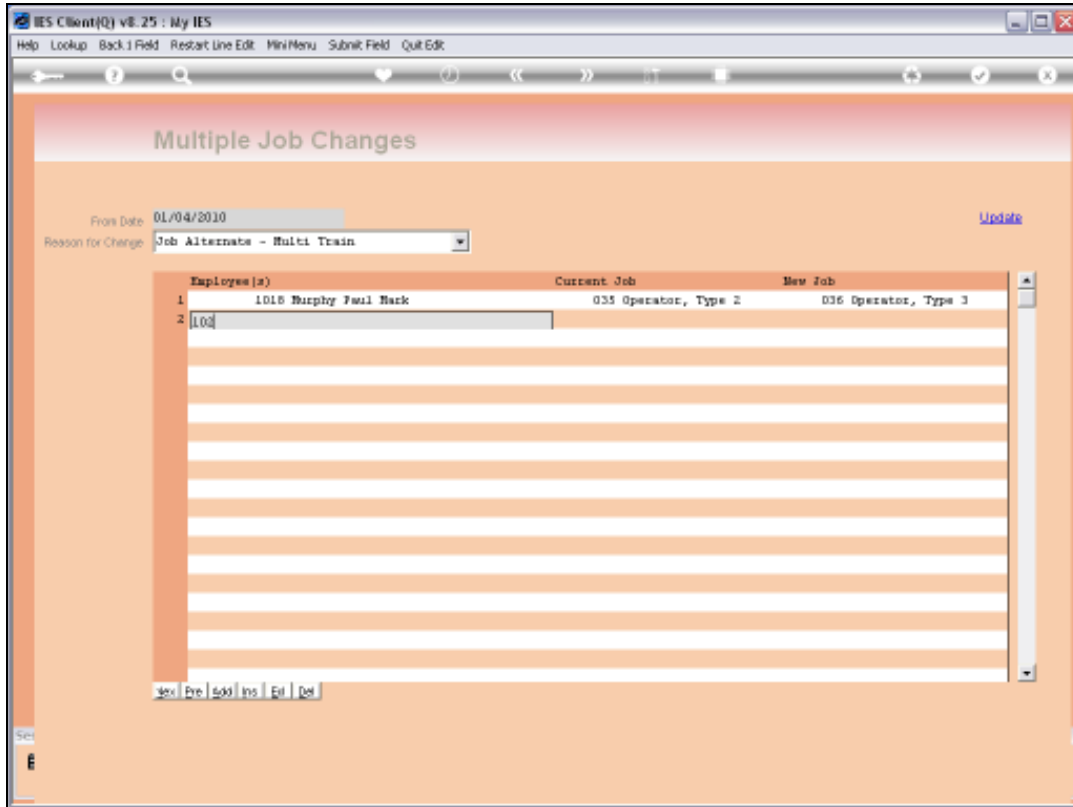Slide 15
Slide notes:

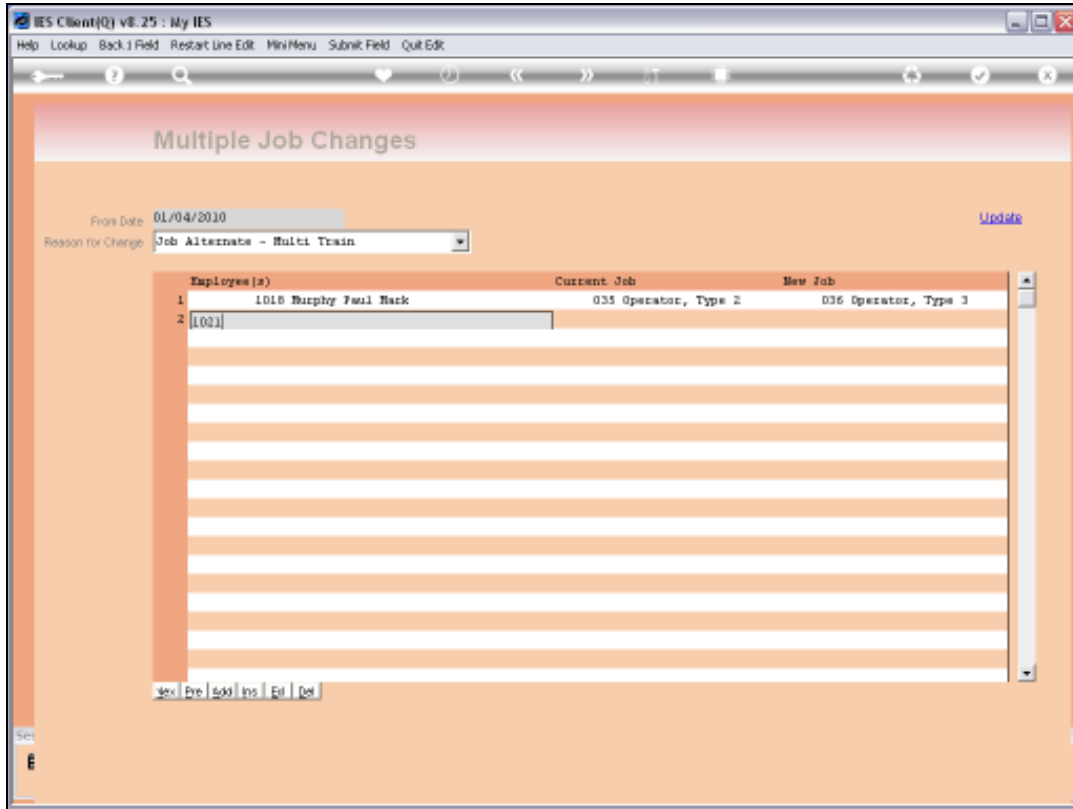Slide 16
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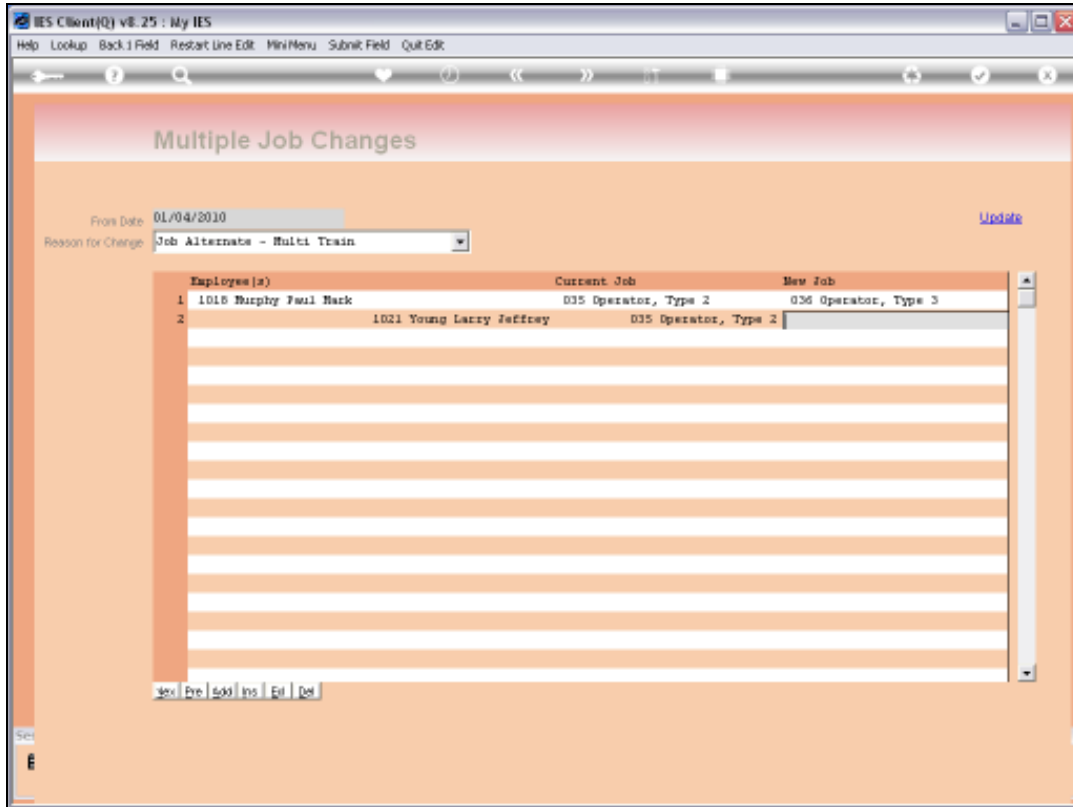
Slide 17
Slide notes:

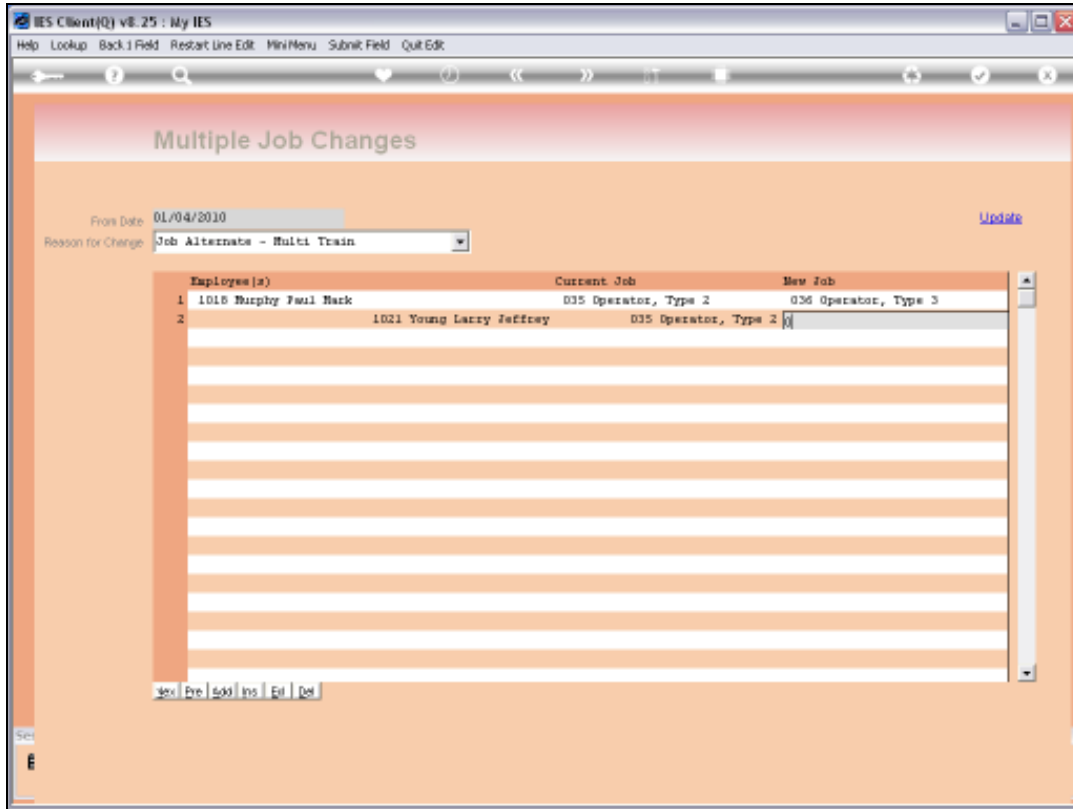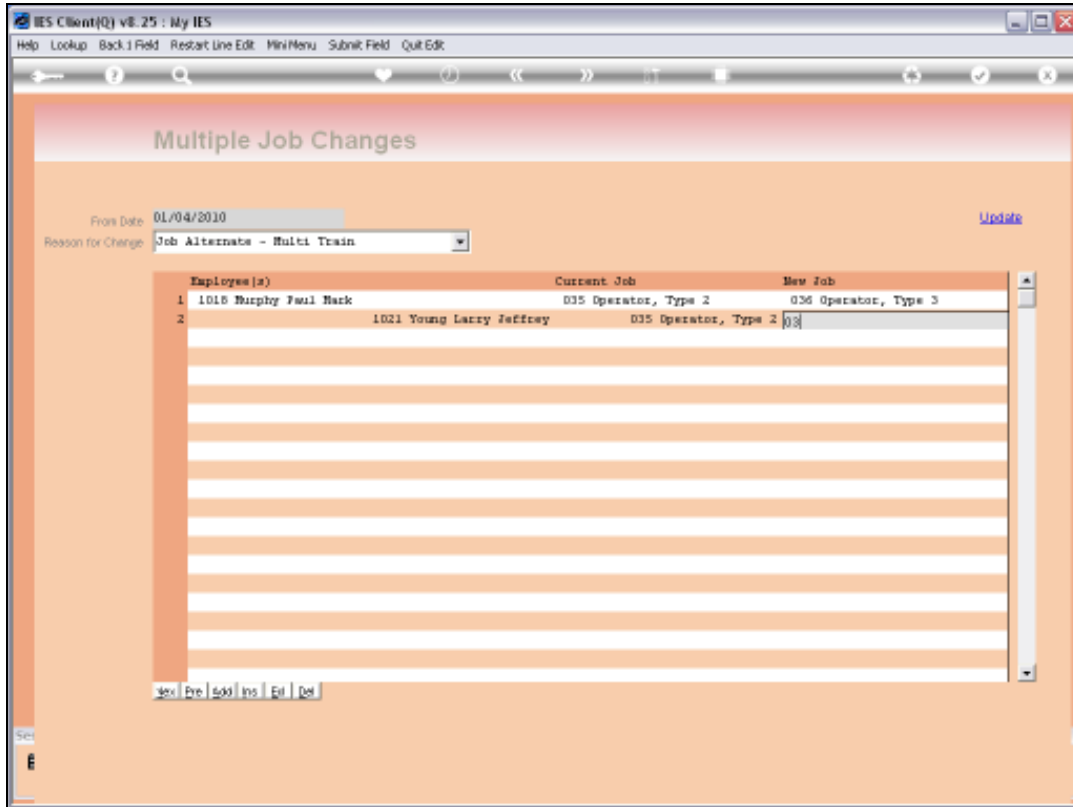Slide 18

Slide notes:

Slide 19
Slide notes:

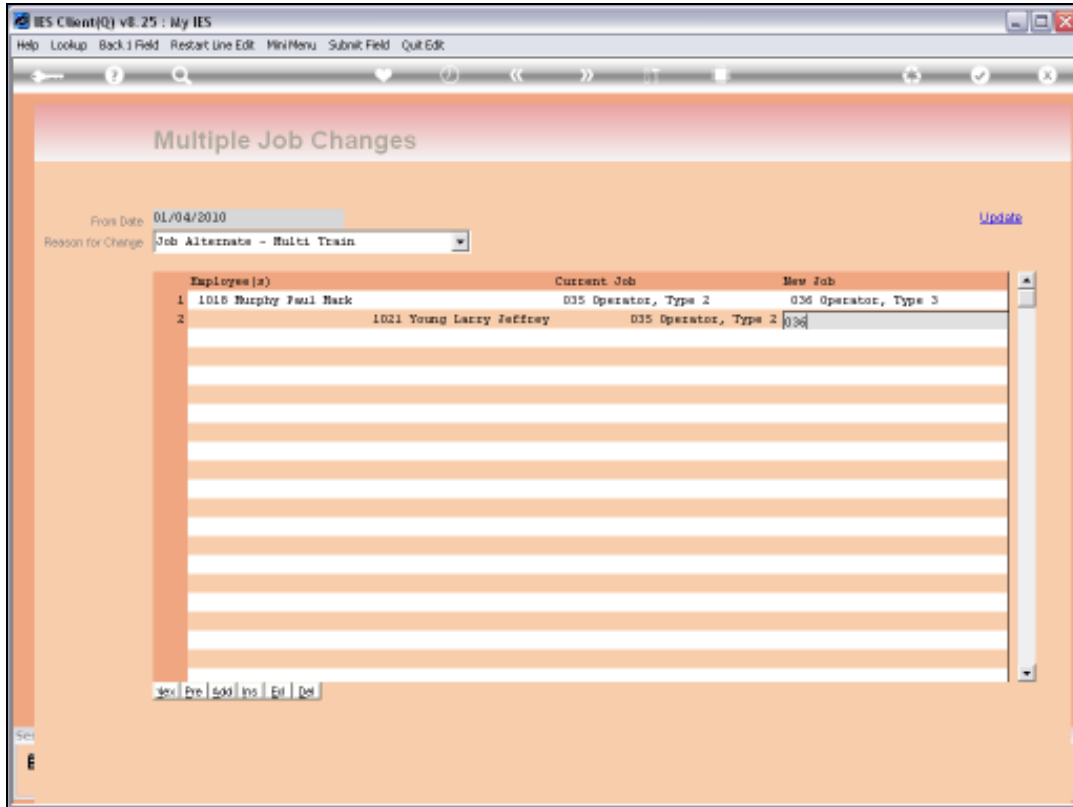Slide 20
Slide notes:

Slide 21
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Slide 22
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Slide 23
Slide notes:
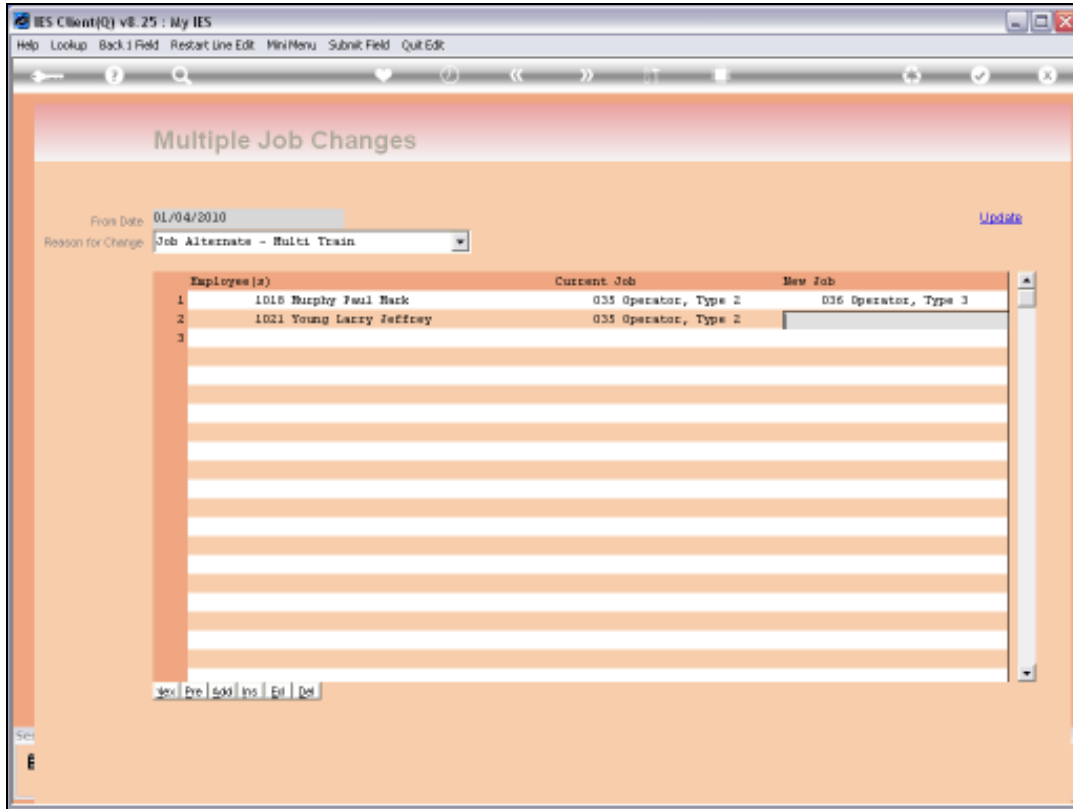
Slide 24

Slide notes:
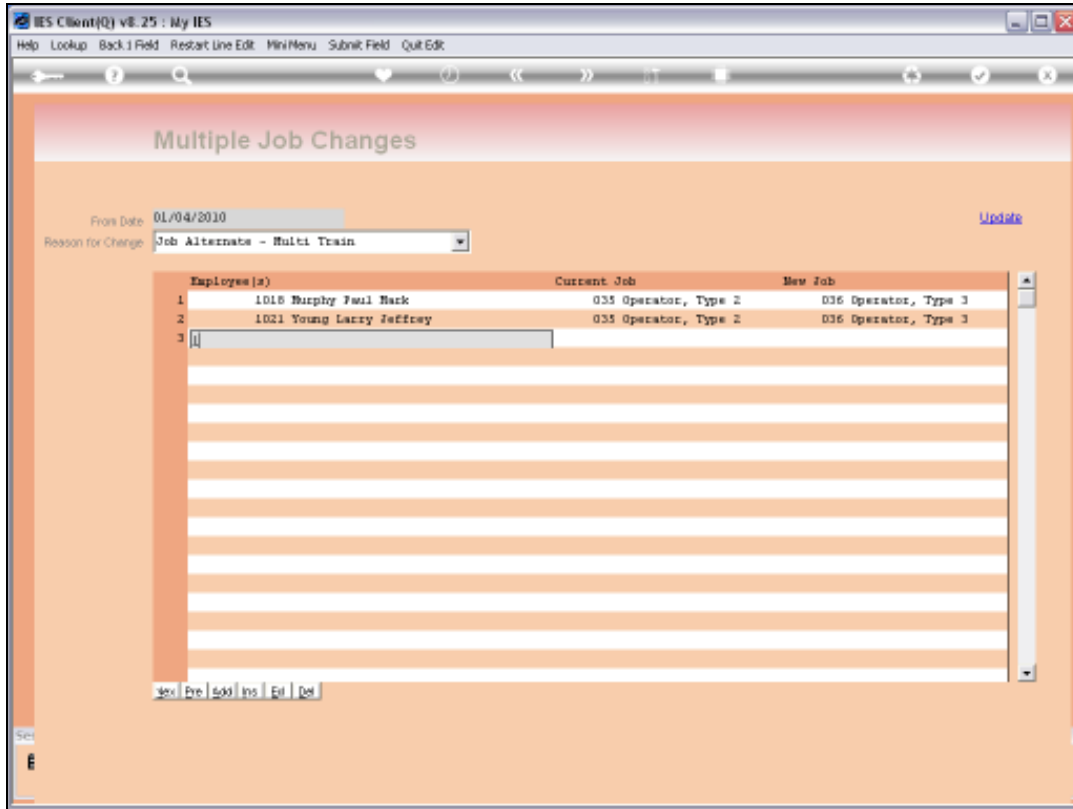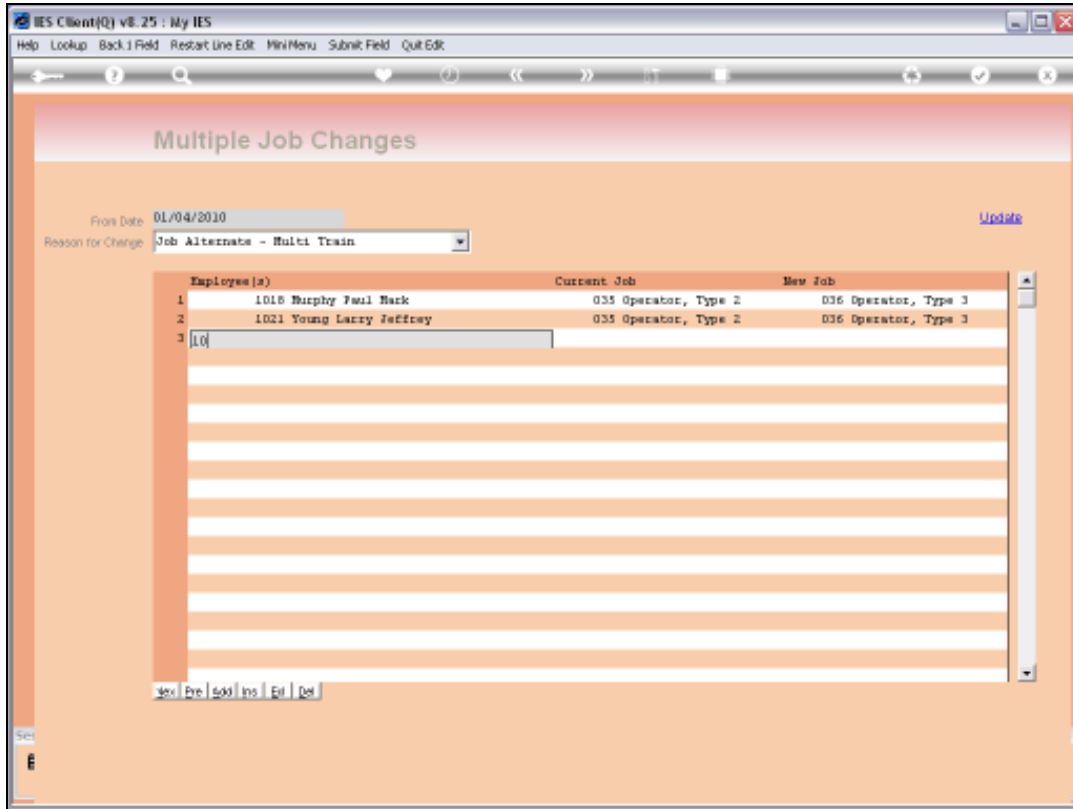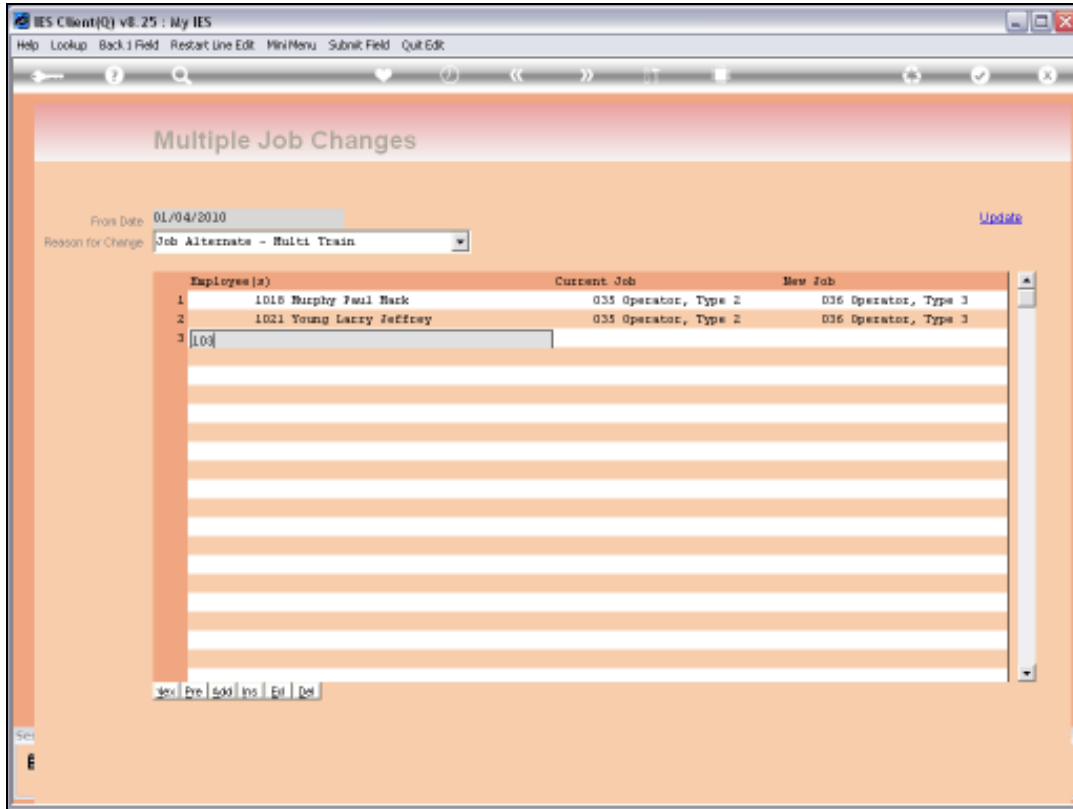
Slide 25
Slide notes:

Slide 26
Slide notes:

Slide 27
Slide notes:
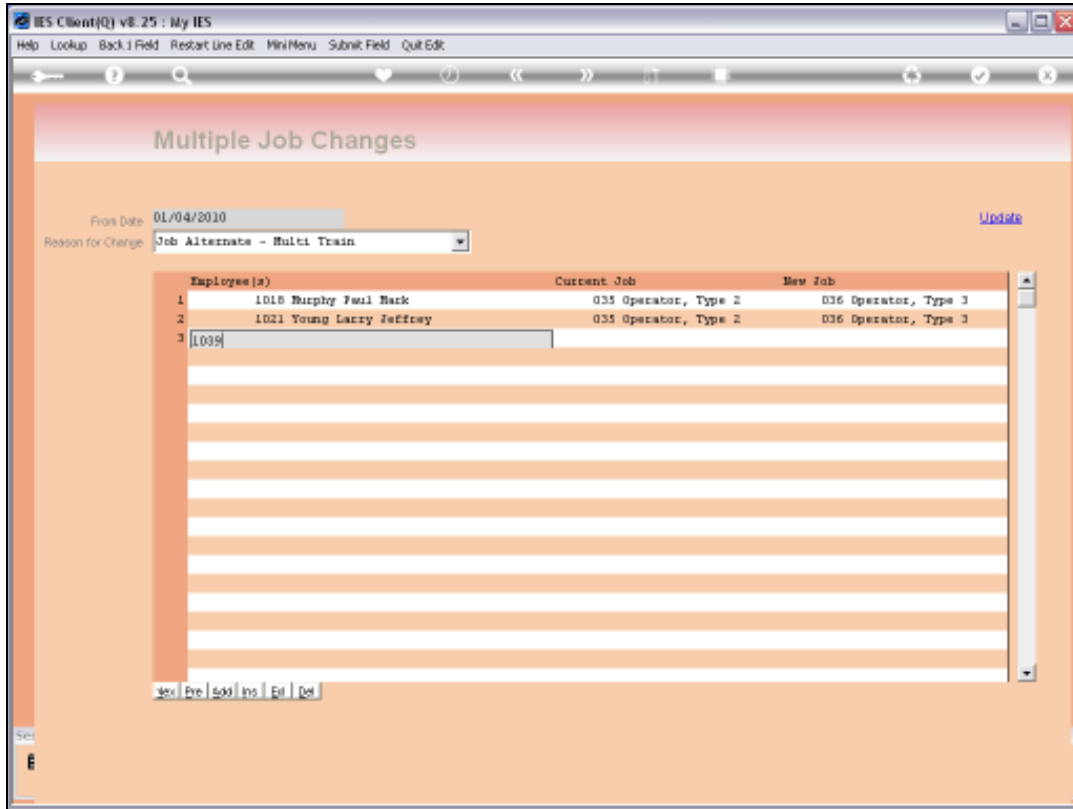
Slide 28
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Slide 29
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Slide notes:

Slide 31
Slide notes:

Slide 32
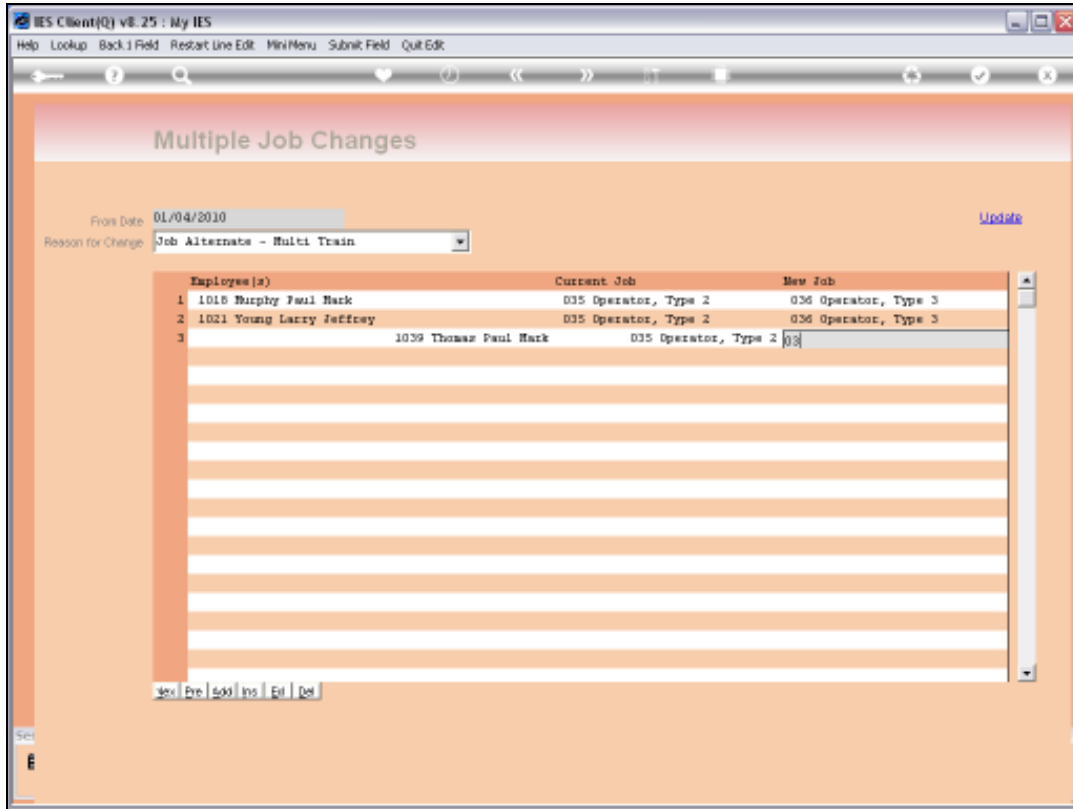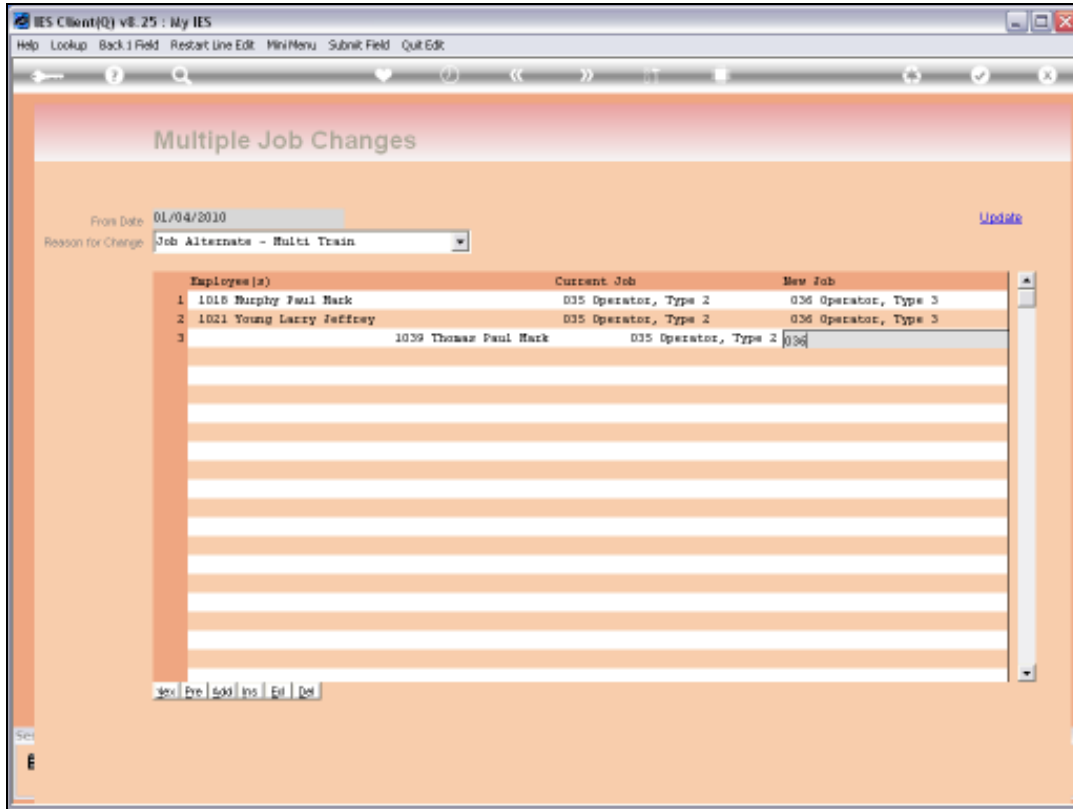Slide notes:

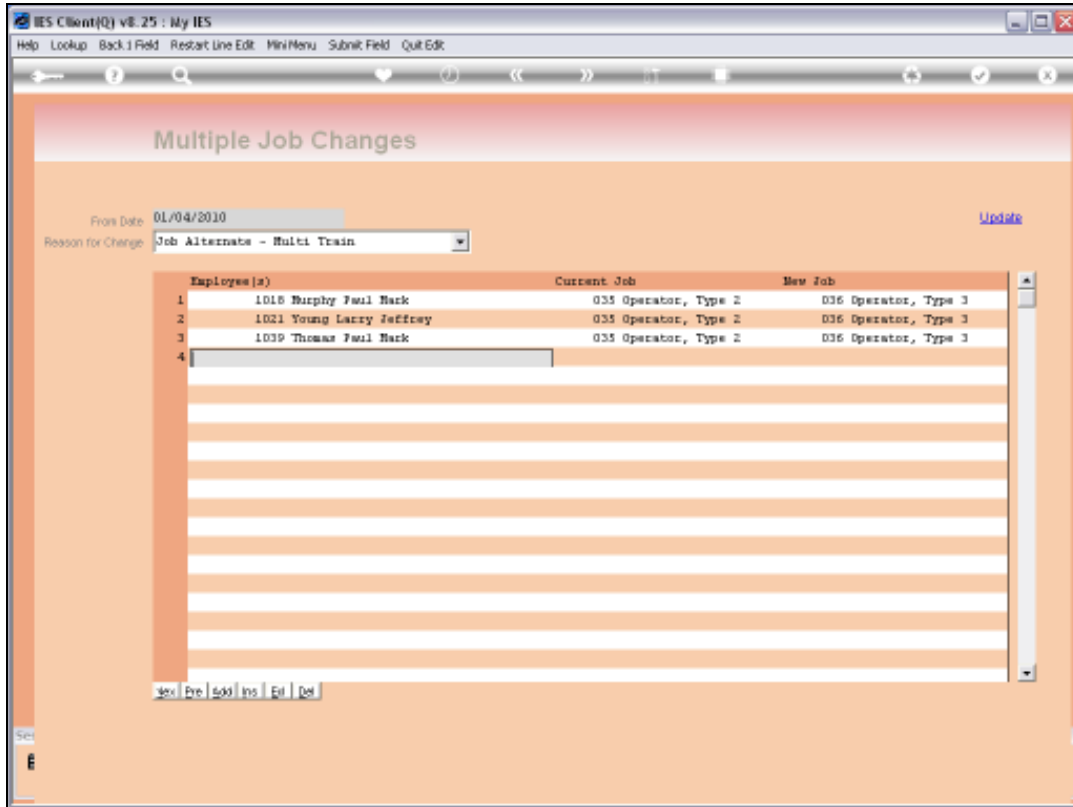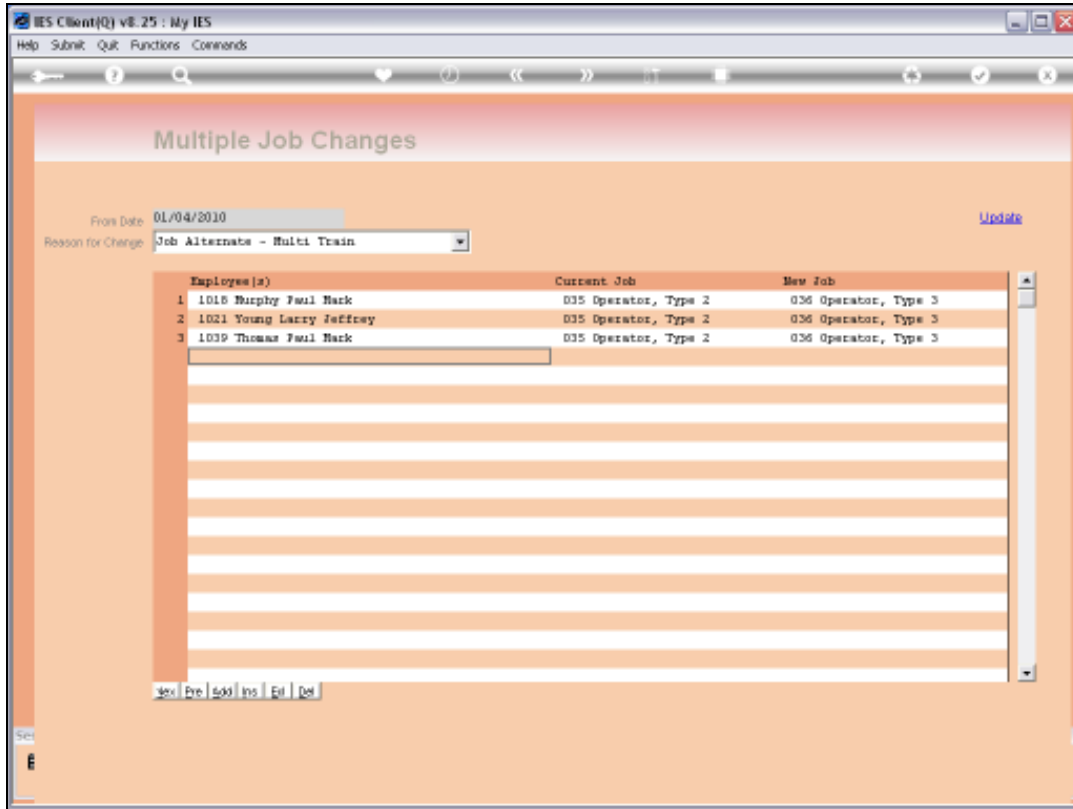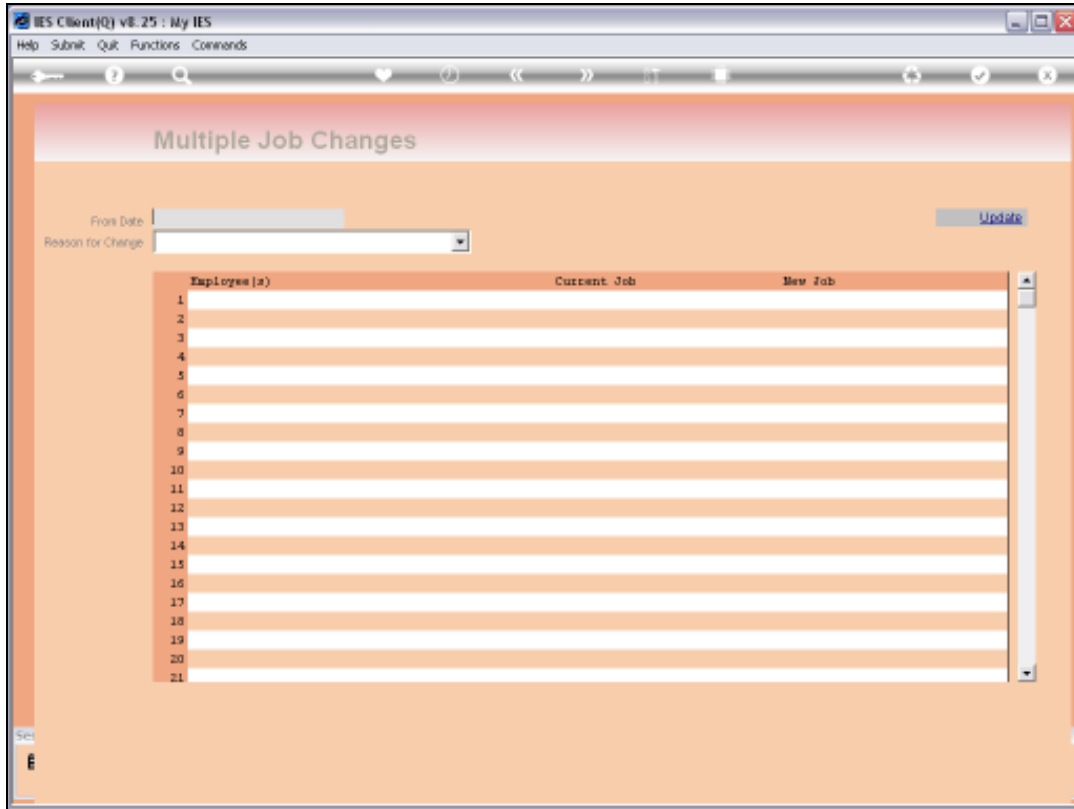Slide 33
Slide notes:

Slide 34
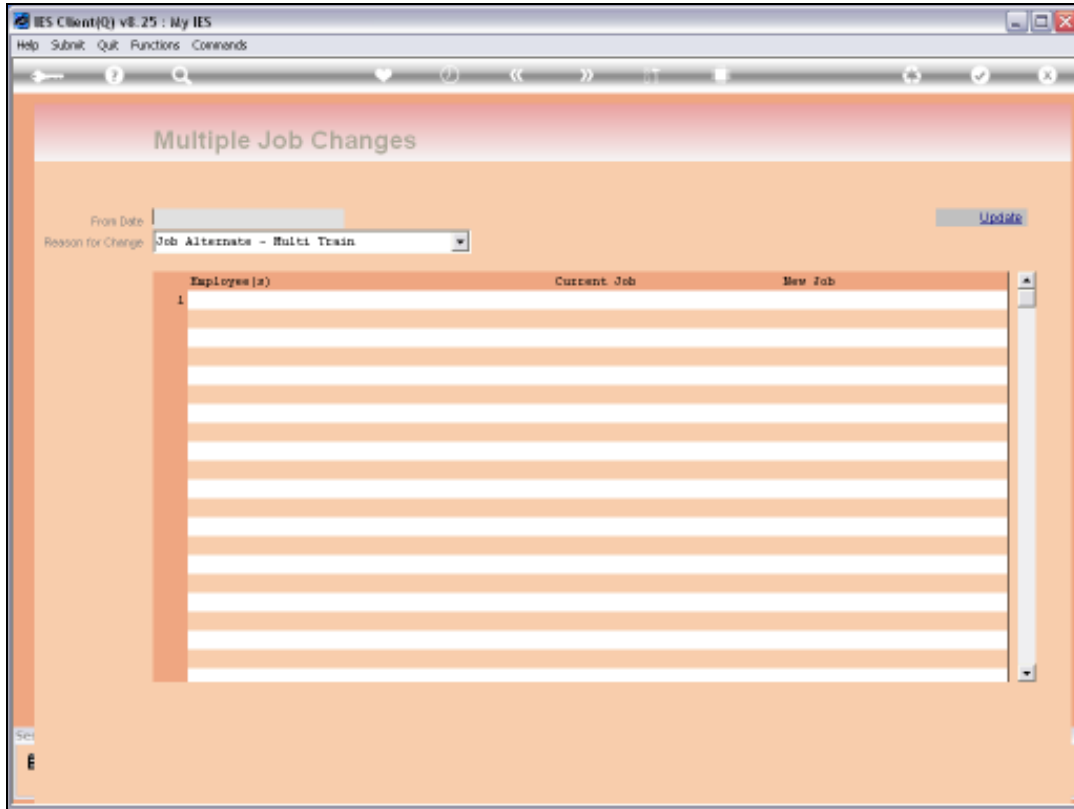Slide notes:

Slide 35
Slide notes:

Slide 36

Slide notes: When the Job Change Group is complete, we choose UPDATE and this results in each of the Employee Master records being updated accordingly.

Slide 37
Slide notes:

Slide 38
Slide notes: