



Temp Panel Changes

2023-07-15 - Chris Tondini - Systems

With the recent myHR upgrade in summer 2023, the previous Temp Panel has been upgraded to Manage Temp Job. myHR administrators will notice some changes.

Navigation

- To navigate to the **Manage Temp Job** page (pay/title changes, temp terminations), select “Workforce Administrator” from the top left corner; then select the “Manage Temp Job” tile.
- To navigate to the **Temp Reports To** page (timekeeping/training approvers), select the Compass icon (top-right corner), and click Workforce Administration > Job Information > Temporary Assignments > Temp Reports To.

Selecting a Record on Manage Temp Job

1. After searching and selecting a temp employee’s record, you’ll first see a summary screen of the most recent job data.
2. Click the **Create Job Action** button in the top right corner.
3. The following fields will be immediately available:

Effective Date. This date populates to the beginning of the current pay period. *This cannot be changed.* If you enter a different date, it will revert back on the following page.

Effective Sequence. This populates as the next-available Effective Sequence for the employee’s job data. *This should not be changed.*

Action. Similar to the radio buttons on the previous Temp Panel, you must select an action to take. Clicking the magnifying glass will present three options: PAY (for pay rate or title changes), TER (for terminations), and XFR (for transfer to a new department node). Select the appropriate option.

Reason. Select the magnifying glass and choose the appropriate reason. (Note:

When using the XFR action, there is only one reason. When using the PAY action, choose SAJ for a salary change, or REC for a title change.)

Regulatory Region and **Business Unit** populate automatically. *These should not be changed.*

4. Click the **Continue** button.
5. Enter the relevant information on the next screen, and click the **Next** button.
6. Review your changes and click the **Validate** button. You may receive some system-generated "Warnings," but these can be ignored.
7. Click the **Next** button.
8. Click the **Submit** button.

Additional Resources

For more information about Manage Temp Job, and for details about the Temp Reports To page, please check out these additional resources:

- Updated online [Managing Temporary Employees](#) guide
- Brief video walk-throughs for [Title Change](#), [Pay Rate Change](#), [Transfer](#), and [Termination](#)
- Refreshed online [Managing Temporary Employees training](#)
- Brief myHR [upgrade demonstration](#) highlighting all system changes