

## BUSINESS &amp; FINANCE

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## Policies & Procedures

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### 4.1.4 Change an Employee's Job

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## Policy Statement

Units must submit employee job changes to their university human resources office.

## Procedure

To change an employee's job:

1. Contact your university HR office to determine how to submit the change.

## Additional Resources

[HR Front End Transaction Tips](#)[HR Front End Training](#)[Process for HR Transactions](#)

Last Updated: November 29, 2018 | Approved: Senior Associate Vice President for Business and Finance | Effective: March 2010

#### **4.1.5 Handle Unclaimed Payroll Checks**

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#### **Avoiding Payroll Problems**

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#### **Payroll Roles in Banner and ANA**

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#### **Payroll Deductions**

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#### **4.2.1 Submit Employee Work Time**

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#### **4.2.2 Report Tip Income**

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#### **4.3.1 Adjust an Employee's Pay (Underpayments)**

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#### **4.3.2 Process Payments for Employment- Related Agreements**

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#### **4.3.3 Process Employee Recognition Awards**

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#### **4.3.4 Correct Payroll Overpayments**

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#### **4.3.5 Submit Taxable Fringe Benefit Payments**

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#### **4.3.6 Process Payroll Separation**

## Vacation and Sick Leaves

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## Business and Finance

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