

BUSINESS & FINANCE

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Policies & Procedures

4 Payroll

Responsibilities

Definitions

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4.1.2 Set up a New Unit or Location for Timesheets

4.1.3 Set Up Payroll Function in Banner and ANA

4.1.4 Change an Employee's Job

4.1.4 Change an Employee's Job

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](#)

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**4.1.5 Handle
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