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Manual for use Lateral Move in SAP SuccessFactors

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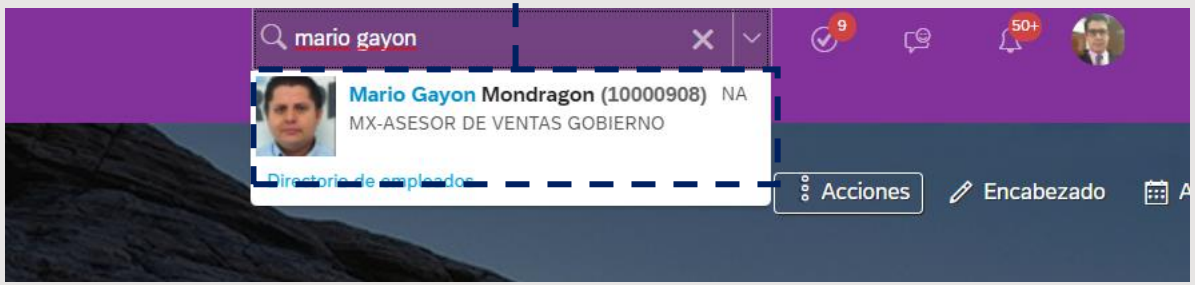
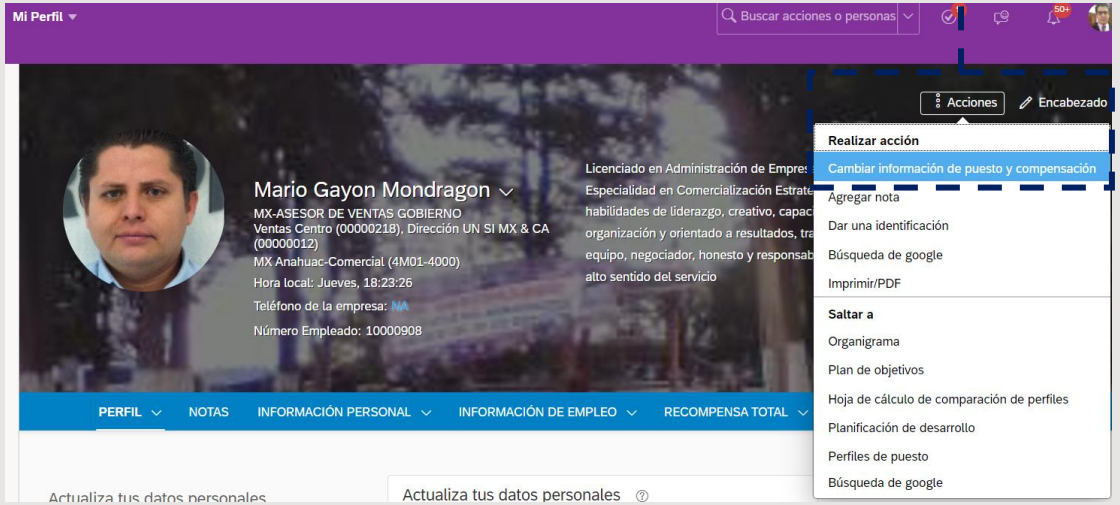
LATERAL MOVES

1 Find the employee who is subject to a Move



2 Once at the employee, click on *Actions* > *Change Position and Compensation Information*



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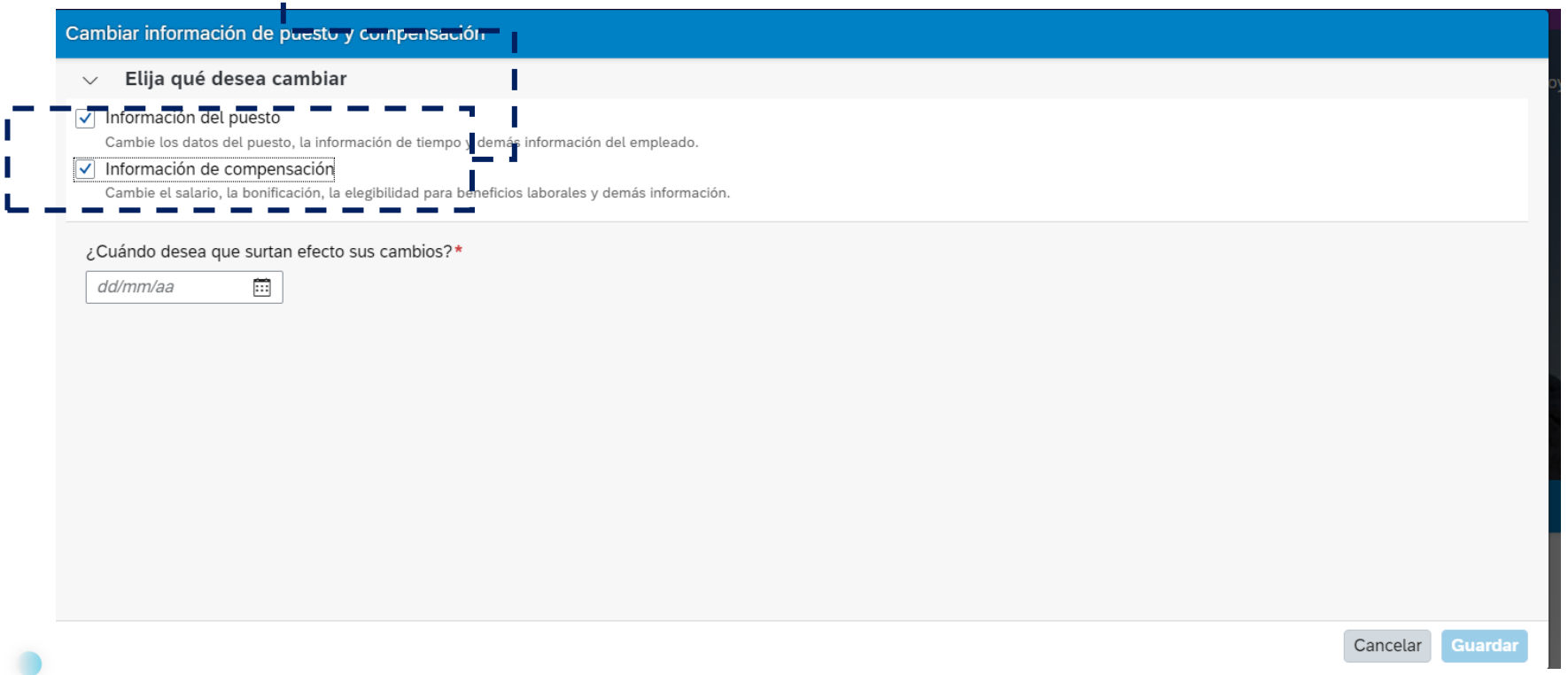
3 **Chose the fields you want to change; in this case, check *the "Compensation Information"* and "Position Information" *boxes.* Always remember to change the Position Information.**



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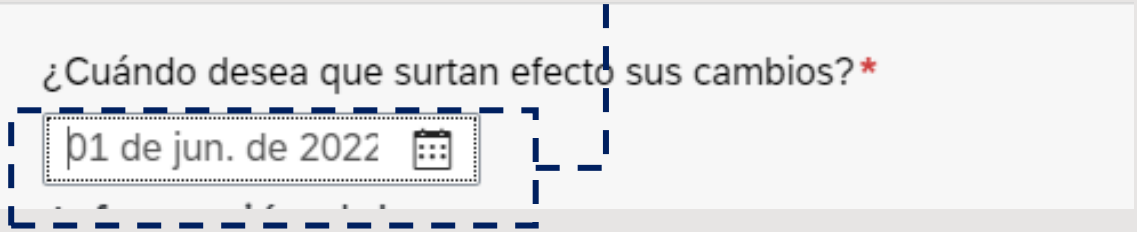
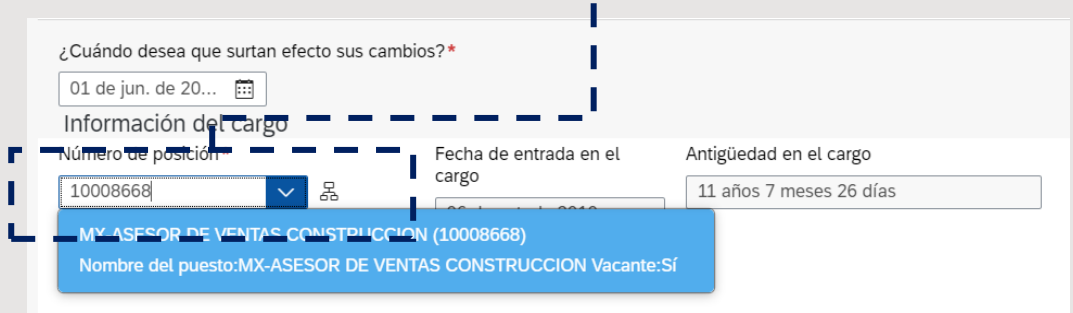
4 Enter the date on which the employee's move is effective

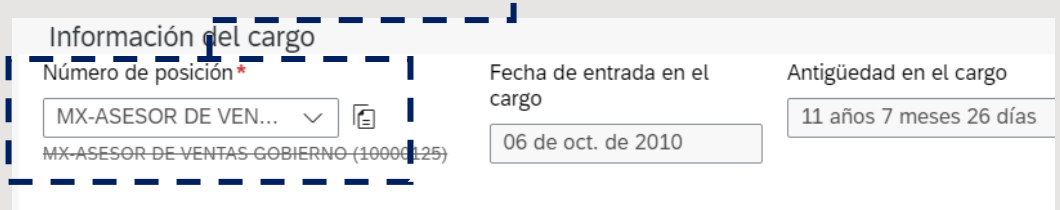


The date must be within the first business days of the payroll period to enter changes (the system does not allow dates outside that parameter)

5 Enter the number of the position to which the person will move



The Position field is enabled after the date is entered



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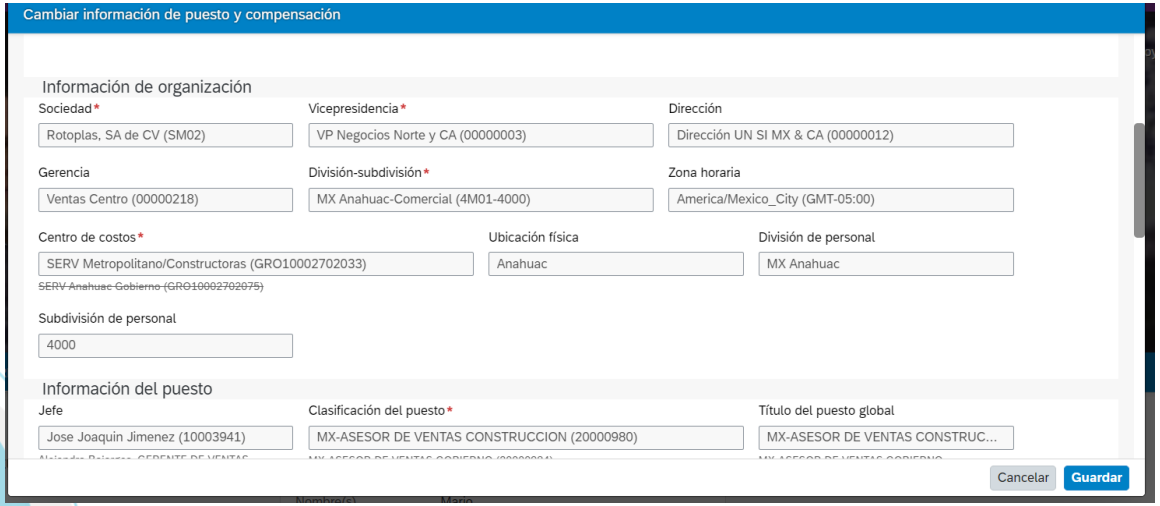
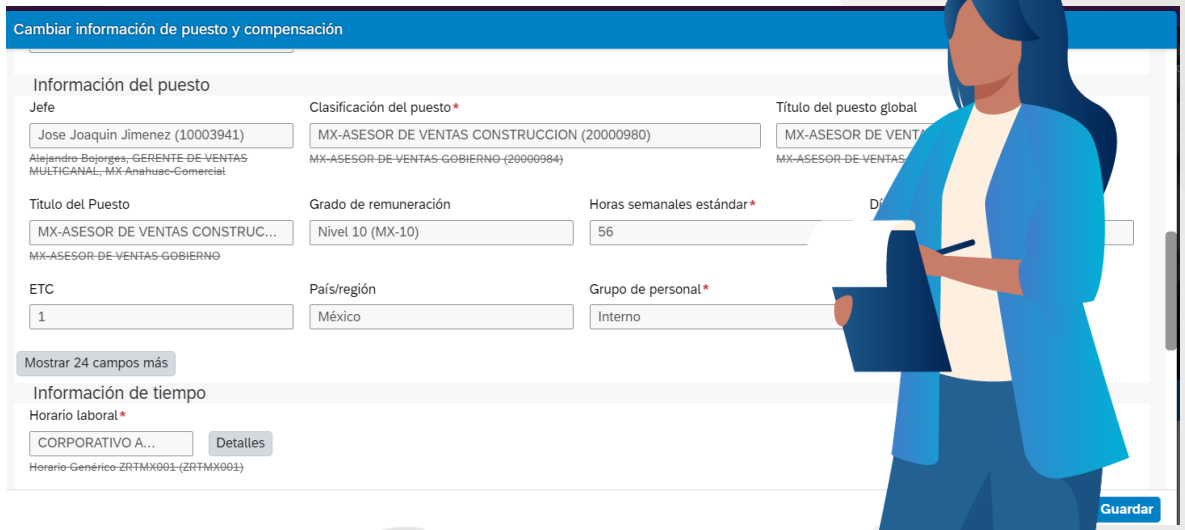
6 Automatically, it will display the data of the destination position; the fields that change will show the previous data crossed out





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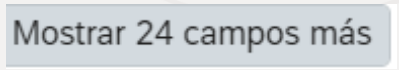
7 It is important to upload the signed offer letter. Click on “show 24 more fields”



8 Once the field is clicked, go to “Attachment” and the upload button

9 Now upload the chart

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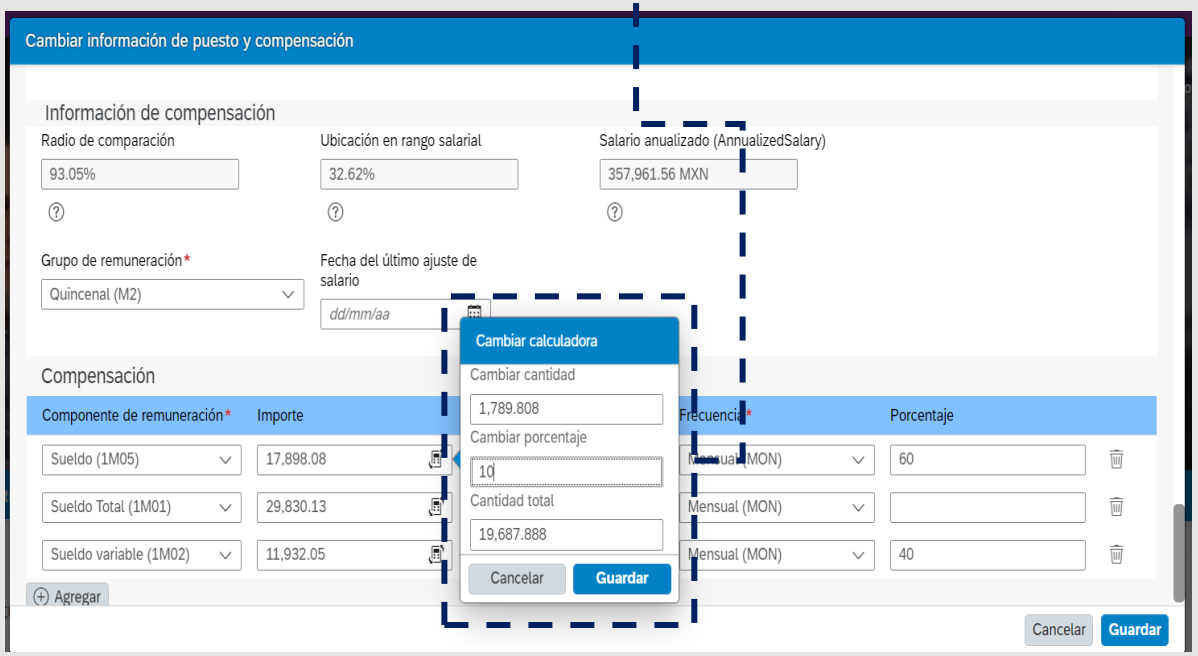
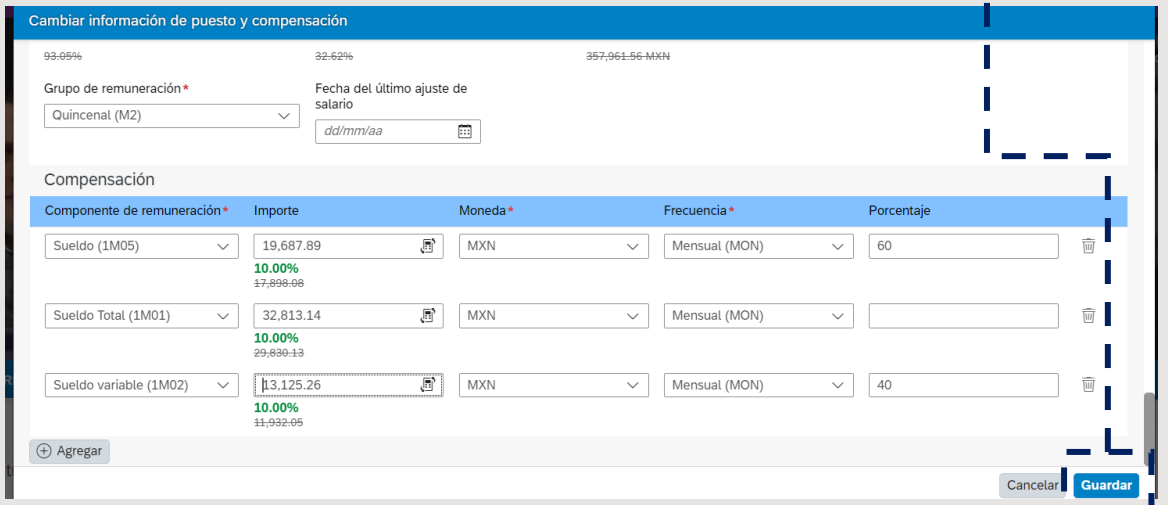
10 Modify the salary. It is important to modify both fixed salary and total and variable salary, if applicable



11 The new salary is displayed, and once you have modified it, click on Save Guardar



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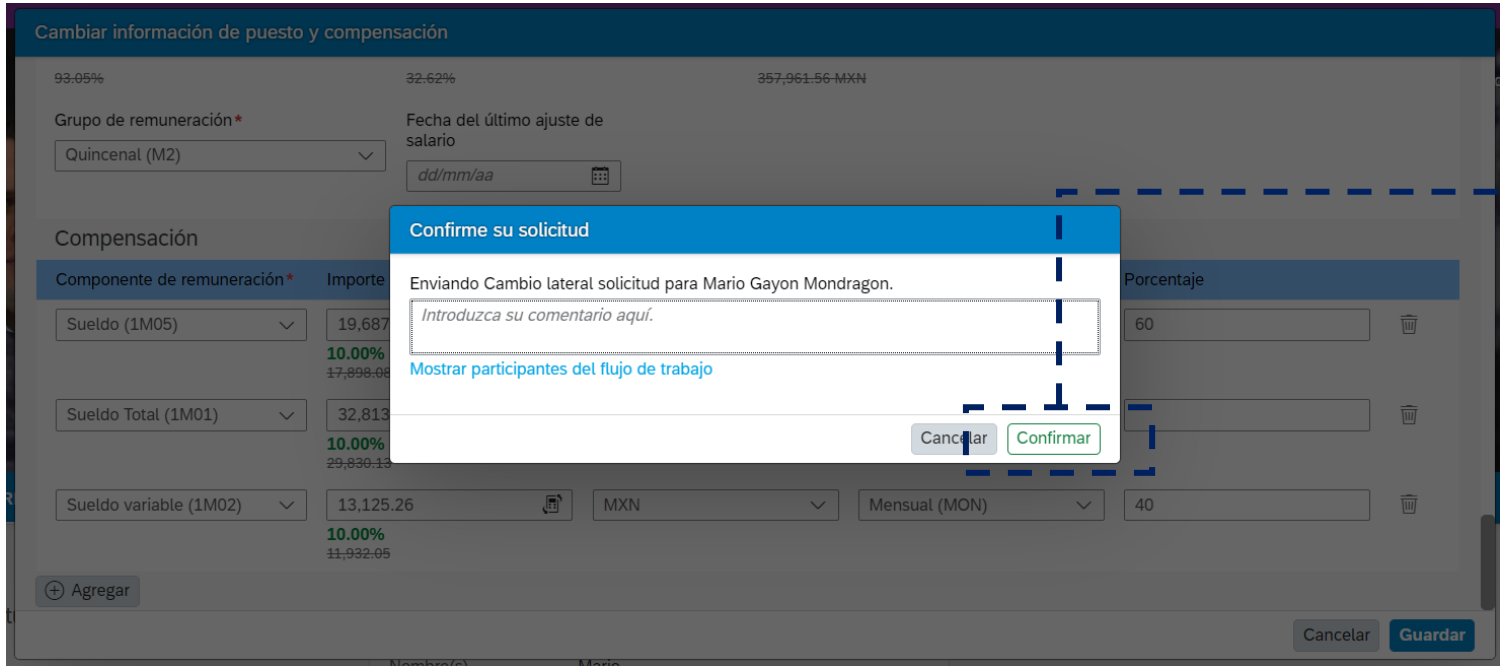
6 **Automatically, the system will detect that a Lateral Move has been made, because the position has already been changed to one of equal or lower responsibility *(if higher, it will detect this as a promotion).* You will be able to enter a comment for the approvers to view. Lastly, click on *Confirm.***



The request will now reach the approvers, and once the change is approved, it will be applied to payroll.