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Create New Request

My Existing Requests

I am Stuck

🔍 Search to filter the list below

Personal Data Changes
Make Changes to personal data

Job Data Changes
Make Changes to job data

Additional Pay
Make Changes to pay data

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My Existing Requests

I am Stuck

Job Data Changes

Choose the changes you want to make:

Self Service Transactions

☐ Business Title

☐ Company

☐ Department

Non-self Service Transactions

☐ Agency

☐ Amazon Discount Code

☐ Business Unit

Who do you want to make this change for

| 5 or less employees | More than 5 employees |

● **Upload a file containing the changes**   ○ **Create changes online now**

| | Select file | Upload | Download a template

Upload Approvals

| | Select file | Upload |

| Cancel | Submit |

☐ Seasonal - Individual

☐ Shift- Individual(CR)

☐ Standard Hours

☐ Status Change

☐ Suspension

☐ Telecommuting-Individual

Abhinav Sharma, 102116126
HRBP, HR Services - GHRS (8676)

Home   Profile   Contact

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Home | Profile | Contact

Create New Request

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- ☑ Business Title
- ☐ Company
- ☐ Department

Non-self Service Transactions

- ☐ Agency
- ☐ Amazon Discount Code
- ☐ Business Unit

Who do you want to make this change for

5 or less employees	More than 5 employees

Self Service is available for the transactions you have chosen. Since you have requested this change for 5 employees or less, we recommend you follow the instructions below to make this change.

Step1: Go to Peopleportal ⧉

Step2: Lorem ipsum dolor is the dummy text of

Step3: Lorem ipsum dolor is the dummy text of

Upload Approvals

| | Select file | Upload |

| Cancel | Submit |

- ☐ Seasonal - Individual
- ☐ Shift- Individual(CR)
- ☐ Standard Hours
- ☐ Status Change
- ☐ Suspension
- ☐ Telecommuting-Individual

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Job data change templates

Template 1 ⬇	Template 2 ⬇	Template 3 ⬇	Template 4 ⬇	Template 5 ⬇	Template 6 ⬇
Template 7 ⬇	Template 8 ⬇	Template 9 ⬇	Template 10 ⬇	Template 11 ⬇	Template 12 ⬇
Template 13 ⬇	Template 14 ⬇	Template 15 ⬇	Template 16 ⬇	Template 17 ⬇	Template 18 ⬇
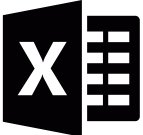
Cancel   Submit

- [ ] Seasonal - Individual
- [ ] Shift- Individual(CR)
- [ ] Standard Hours
- [ ] Status Change
- [ ] Suspension
- [ ] Telecommuting-Individual

Home   Profile   Contact

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Job Data Changes

Choose the changes you want to make:

Self Service Transactions	Non-self Service Transactions
☑ Business Title	☐ Agency
☐ Company	☐ Amazon Discount Code
☐ Department	☐ Business Unit

Who do you want to make this change for

5 or less employees   More than 5 employees

○ Upload a file containing the changes   ● Create changes online now

Search and add employees to the list below	Emp ID ▼ 🔍

Employee	Effective Date	Business Title	Department	Supervisor	FCLM Area & Job	
Employee ID	Date	Business Title	Department ID	Supervisor ID	FCLM Area	FCLM Job

Upload Approvals

	Select file	Upload

Cancel   Submit

☐ Suspension

☐ Telecommuting-Individual

Home   Profile   Contact

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Self Service Transactions	Non-self Service Transactions
☑ Business Title	☐ Agency
☐ Company	☐ Amazon Discount Code
☐ Department	☐ Business Unit

Who do you want to make this change for

5 or less employees

More than 5 employees

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| | Select file | Upload | **Download a template**

Upload Approvals

| | Select file | Upload |

Cancel   Submit

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☐ Shift- Individual(CR)

☐ Standard Hours

☐ Status Change

☐ Suspension

☐ Telecommuting-Individual