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This QRG outlines the process of processing an employee’s **Demotion – No Transfer with or without Pay Decrease** in **SuccessFactors.**

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| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad** or from the **Employee Self-Service web page** click **SuccessFactors**  Log in using Purdue Career Account ID and Password. | <https://one.purdue.edu/>    <https://www.purdue.edu/hr/global/pgnew.php> |
| From the **SuccessFactors** home page, type the name of the employee in the **Search** field on the navigation bar. |  |

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| Searching for an Employee | |
| As the employee’s name is being typed, multiple matches may be displayed.  Scroll down to the correct employee’s name and click to select. |  |
| This will display the employee’s **Employee File.** |  |
| Taking Action | |
| Click on **Actions** to display drop down menu and select **Change Job and Compensation Info.** |  |

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| The **Change Job and Compensation Info** box is displayed.  Check the boxes next to **Job Information and Compensation Information.** |  |
| Processing a Demotion – No Transfer with or without a Pay Decrease | |
| Select the date the effective date by clicking the **Calendar** icon or by manually entering the date (MMDDYY). |  |
| Scroll to the **Job Information** header.  Change the **Job Classification** and **Position Title** in that order.  Upon changing the Job Classification, other information will automatically update (i.e. Employee Class, Job Title, etc.  If you are changing a position from salaried to hourly or from hourly to salaried, you will need to select the appropriate Employment Type.  It’s important to note that you should never change the Position under the Position Information section (section that is two sections before the Job section). That moves the employee to a completely different position. For the No Transfer actions, we do not want the employee’s record to be a change in positions, only Jobs. The only position related item that should change is the Position Title in the Job Section. |  |

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| Processing a Demotion – No Transfer With Pay Decrease | |
| ***Skip this step if a Pay Decrease is not needed***  If a pay decrease is associated with the demotion, scroll down to the **Compensatio**n section.  Change the **Amount** if a new bi-weekly salary or hourly rate is needed.  If you are changing from salaried to hourly, make sure the **Pay Component** is changed to **Hourly (1005)** and type the hourly rate into the **Amount** box. This change will update the frequency.  If you are changing from hourly to salaried, make sure the **Pay Component** is changed to **A-Base Salary (1000)** and type the bi-weekly rate into the **Amount** box.  Click **Save**.  A pop-up box may appear as a warning if you changed the **FTE** or the **Employment Type**. If this occurs, you will need to reselect the **Pay Component** (click on **Correct** and reselect the **Pay Component**). If you did NOT change these fields, click **Proceed**. | |
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| The confirmation box appears.   * Make sure the reason listed is **No Transfer with or without Pay Decrease for XXXX**. * Click on **Show workflow participants** to view who is required to approve the request. * Click **Confirm** to initiate the workflow.   **Note:** Once complete, a notification will be sent to the approver(s). |  |