This QRG outlines the **Department Change Reclassification** process for an employeein **SuccessFactors.**

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| What is a Department Change Reclassification? | |
| A **Department Change Reclassification** occurs when an employee remains in their position, but the position is moved to a different department. | |
| Department Change Classification Process | |
| The **Initiator** will process the **Department Change Reclassification Request**. Once complete, it will NOT go through workflow. | |
| 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 will be displayed.  Scroll down to the correct employee’s name and click to select. | |  | | | |
| This will display the employee’s **Employee File.** | |  | | | |
| Taking Action | | | | | |
| There are two options available to begin processing a **Department Change Reclassification**.  The first option is found on the **SuccessFactors** home page.  Once the employee has been located, hover over their name to view their employee information on a separate pop up window.  Next, click **Take Action** to display action options. | | | |  | |
| Once the action options are  displayed, select **Change**  **Job and Compensation Info** to  begin processing the  **Department Change**  **Reclassification.** | | | |  | |
| The second option is found on the employee’s **Employee Profile**.  Click **Take Action** to display action options. | | | |  | |
| Once the action options are displayed, select **Change Job and Compensation Info** to begin processing the **Department Change Reclassification**. | | | |  | |
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| Processing a Department Change Reclassification | | | |
| Select **Job Information** by placing a check mark in the check box.  Next, manually input the date (mm/dd/yy) the job change should take effect or click the **Calendar** icon to display a calendar.  Click the day the job change should take effect to populate the date field. | |  | |
| Once the date field has been populated, the field options associated with all selected change types are displayed.  All of the field options will not be displayed immediately.  **Note:** Many fields will be pre-populated based upon existing employee data.  **Note:** Items with a red asterisk\* indicate that a field is required in order to complete the job change. | |  | |
| Scroll down to the **Organizational Information** header.  Enter department code or name and select.  **Note:** Once a field has been re-populated, the previous entry will appear below with a strike through. | |  | |
| Next, if not pre-populated by the **Department** selection, update the **Location (Building).**  Enter the location code or name and select. | |  | |
| Once all updates are complete, review and click **Save**.  **Note:** The **Department Change Reclassification Request** will NOT be routed through workflow. | |  | |
| Optionally, view the Org Chart to verify that the change applied as expected.  On the SuccessFactors Home screen, select ***Company Info*** from the ***Home*** drop down menu. | |  | |
| Use the search feature or other tabs to locate the department to be reviewed. | |  | |