Updating Holiday/Leave Plans for Current Workers
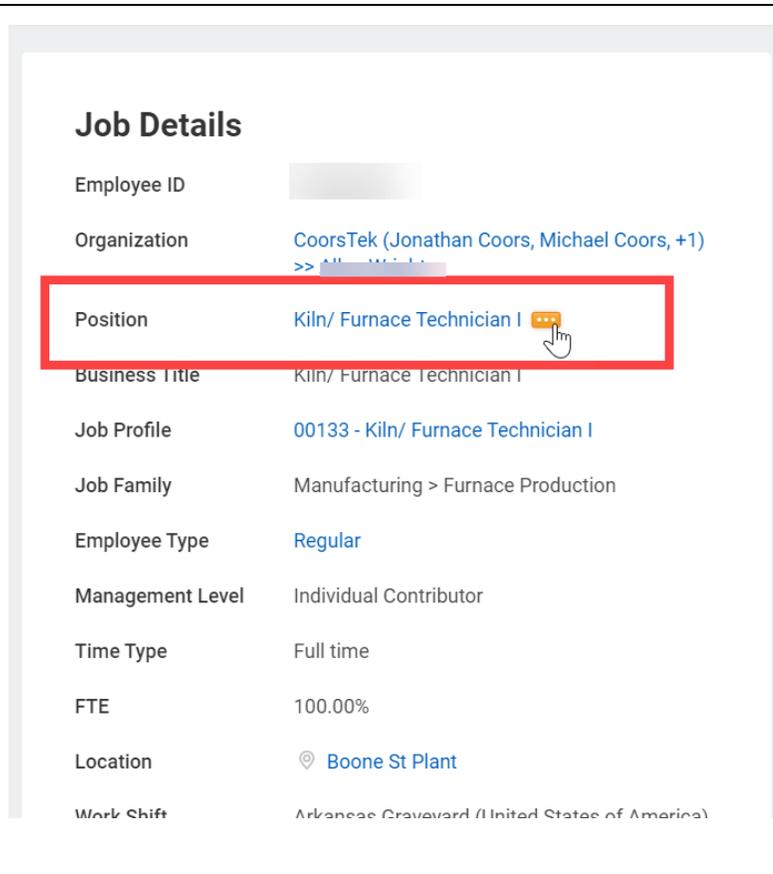
Overview
Step by step process to update/edit the holiday and/or leave plans for current workers.

Who Does This: HR Business Partner
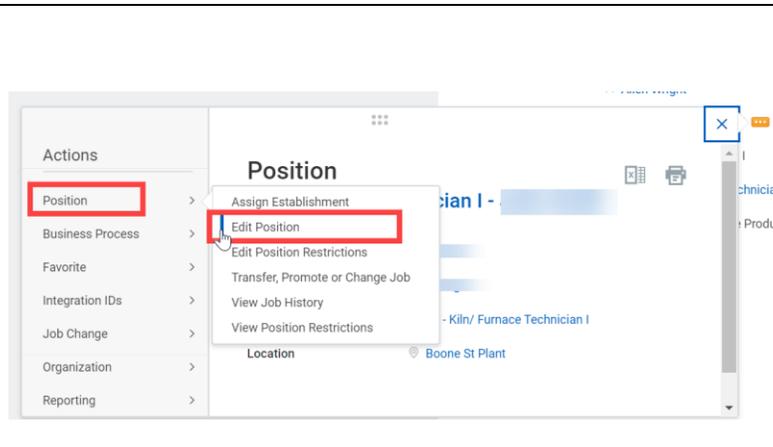
Things to Know:
- This process is for Current Workers.
- If during the process you leave a step or accidentally click out of it, there will be a task sitting in the HRBP's inbox to continue completing the process.

Step 1
Enter the worker's name in the search box and under the "Job Details" section, click on the related actions bar (bar with 3 dots) off of the worker's position.

Step 2
From the related actions button off, select "Position" and then select "Edit Position".

Edit Position Position Kiln/ Furnace Technician I - Worker Organization Effective Date * MM / DD / YYYY 📅 Reason ≣	**Step 3** Enter the effective date of the new Holiday and/or Leave Plan(s).
Job Details Employee Type * ✕ Regular 🗗 ≣ Job Profile * ✕ 00133 - Kiln/ Furnace ··· ≣ Technician I Job Title Kiln/ Furnace Technician I Business Title Kiln/ Furnace Technician I Time Type * ✕ Full time ≣ Location * ✕ Boone St Plant ··· ≣ Pay Rate Type ✕ Hourly ≣ Scheduled Weekly Hours 40	**Step 4** The "Job Details" section should pre-populate the Current Worker's job information.

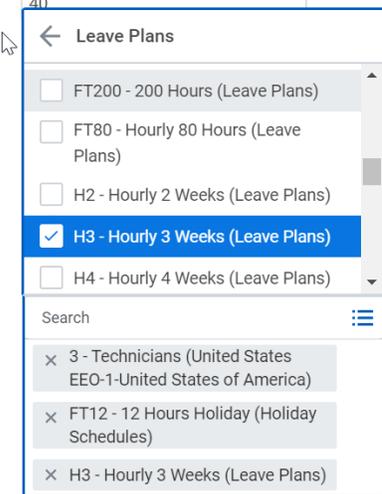|	

Click to Expand:
 	
 > **Additional Information**
 	
 Expanded view:
 	
 Job Category   Skilled Manufacturing
 Job Classifications   51-9051 - Furnace, Kiln, Oven, Drier, and Kettle Operators and Tender
    6 - Craft Workers (United States EEO-1-United States of America)
 	
 Management Level from Job Profile   Individual Contributor
 	
 Additional Job Classifications
    × 3 - Technicians (United States EEO-1-United States of America)
    × FT12 - 12 Hours Holiday (Holiday Schedules)
    × H2 - Hourly 2 Weeks (Leave Plans)
 	
 Company Insider Types
 	
 Workers' Compensation Code from Job Profile   4062 - Manufacturing (United States of America)
 Workers' Compensation Code Override
 	
 Work Shift   × Arkansas Graveyard (United States of America)
 	
 End Employment Date
	Step 5
	 Click the arrow to expand the "Additional Information" section.
	
	 Scroll down to the "Additional Job Classifications" field.
	
	 Click the "x" to remove the old holiday and/or leave plan.
	
	 Click the drop down menu to add the new holiday/leave plan(s).

Default Weekly Hours   40
 	
 FTE
 Job Exempt
 	
 ←   Leave Plans
 ☐ FT200 - 200 Hours (Leave Plans)
 ☐ FT80 - Hourly 80 Hours (Leave Plans)
 ☐ H2 - Hourly 2 Weeks (Leave Plans)
 ☑ H3 - Hourly 3 Weeks (Leave Plans)
 ☐ H4 - Hourly 4 Weeks (Leave Plans)
 	
 Job Category
 Job Classifications   tors and   of Ame
 	
 Management Level from Job Profile
 Additional Job Classifications
 	
 Search
    × 3 - Technicians (United States EEO-1-United States of America)
    × FT12 - 12 Hours Holiday (Holiday Schedules)
    × H3 - Hourly 3 Weeks (Leave Plans)
 	
 Company Insider Types
 	
 Workers' Compensation Code from Job Profile   4062 - Manufacturing (United States of America)
	Step 6
	 From "Additional Job Classifications" field, click the "x" to remove the old holiday and/or leave plan.
	
	 Click the drop down menu to add the new holiday/leave plan(s).
	
	 Click Submit

You have submitted

Edit Position: ▭ (Actions)

Up Next

▭
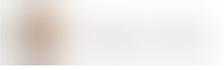
Change Organization Assignments
Due Date   05/07/2020

(Open)

> **Details and Process**

(Done)

Step 7

Click on the "Open" button to act on the Change Organizations Assignments task.

Change Organization Assignments   ☆ 🖨 ⚙

Assign Organizations: ▭ (Actions)

2 hour(s) ago - Due 05/07/2020; Effective 05/05/2020

Start

Details

Effective Date ✱
05/05/2020

Worker
▭

Position
Kiln/ Furnace Technician I - John Smith

~~Supervisory Organization~~

(Submit)   (Save for Later)   (Close)

Organizations

Company

Company ✱   ✏
CoorsTek Inc

Cost Center

Cost Center ✱   ✏
4012 AR-Carbide Firing

Other

CoorsTek Business Unit   ✏
10700 Arkansas

Japan Departments   ✏

Step 8

Review all the information to ensure that nothing has changed or use the pencil icon to edit any section as needed.

Click submit when complete.

	Step 9
Success! Event submitted Assign Organizations: [Actions] ✓ Process Successfully Completed ❯ **Details and Process** **Done**	After clicking submit, you will receive notification that the process is complete. Click "Done".

FAQ's

Q: I just checked, and the PTO plans I entered are not showing on the Worker's position. Why aren't my edits changing their position?

A: This is most likely happening if you are backdating the change, and there has been another change since then, which the current position information is pulling from. Example: If today was 05/01/2020, and you backdated a PTO change to 01/15/2020, but the Worker was transferred on 03/01/2020, your change that you made effective 01/15/2020 would have changed their PTO plan from 01/15/2020-03/01/2020. However, from 03/01/2020-05/01/2020 (and beyond) would be whatever plan was in the transfer effective 03/01/2020. Should a situation like this comes up, rather than create additional edits to the position, and possibly run into the issue, it is best to submit a ticket so that you can work with HRIS to get the transfer (or any change job) updated correctly.

What happens next? Nothing, the process is complete.