Quick Reference Guide

Extend a General Associate Relationship

This Quick Reference Guide shows you how to extend the end date for a General Associate Relationship using the online Job Change Request Form.

Resources

Please visit the HR website *General Associate and Associate – Limited Access page* for full details about the General Associate relationships.

Before You Begin

You will require a **Reports to Manager** or **HR Forms Initiator** security role in Human Resources PeopleSoft.

Job Change Request Form
To access the Job Change Request Form go to the **myUofC portal**, and under My work click **Manager self-service**.

	1. From the Manager Self Service page, under Job and Personal Information heading click on **Job Change Request.**
	2. On the Job Change Request page select the **Initiate New Transaction** tab.
	3. On the Job Change Request page enter the **Employee ID.** *4. In the* **Empl** *Record* field click the **look up** button (or magnifying glass). 5. A new window will open with the employee record Search Results. Double check the information belongs to the correct person and click on the appropriate **Empl Record**. 6. Click **Add** to bring the job record into the job change request form.

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7. Enter the Effective Date *of the extended relationship* by clicking on the calendar icon. The effective date should be the day following the current expected end date.

8. Select the **Transaction** by clicking on the **drop down** arrow

9. Select **Extension** from the menu.

10. Enter the new **Expected End Date** for this relationship. A General Associate relationship can be extended for up to two years.

11. Scroll down to the bottom of the screen and click **Save**.

12. Scroll down again and click on **Validate Job Data.**

    Ensure the **Job Edits Message** indicates "**Job Edits are OK".**

13. Scroll down once again and click on **Begin Approvals.**

14. Ensure the **Job Change Request** workflow box appears.