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.

<table>
<thead>
<tr>
<th>Job Change Request Form</th>
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<td>To access the Job Change Request Form go to the myUofC portal, and under My work click Manager self-service.</td>
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1. From the Manager Self Service page, under Job and Personal Information heading click on Job Change Request.


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.
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.

Questions? Contact HR at (403)220-5932 or hr@ucalgary.ca