

# Manager- Work Contact Change

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## USER GUIDE

### INTRODUCTION

Work Contact Change would be used if an employee is moving from one location to another in the County. This is not used for a position change, but for an example:


Eric Employee's business location is listed as Lakeview Drive, but now works out of the Courthouse.

### WORK CONTACT CHANGE

1. In the search bar, enter **Change Work Contact Information**. Choose the task.

#### Change Work Contact Information

Task

2. Enter in the **employee name** you are needing to change the work contact for and click **Enter**.
3. Click on the pencil icon  to start making changes to the work location. Any fields with a red asterisk \* are required.

#### Business Location

##### Business Address

1000 Lakeview Drive, Ste. 300, Wausau, WI 54403

##### Primary Work Location

Current work location is business location.

##### Alternate Work Location

- (empty) added

4. Once the information has all been entered, click **Submit**.
5. This will go to an HR Partner for further review and approval.



**Note:** If you have questions prior to completing this task, reach out to the HR Partner for your department.