

## Changing Positions with attendance attached

When an employee changes positions with an attendance group attached, you must put an end date on the current Attn group record and then add the new position on the attendance tab

This is the ended appointment. Do Modify and put the end date on the attendance record that is the same end date as the position

Groups		Balances		Transactions Calendar					
Attendance Group	Start Date	End Date	FTE	Yrs.Credit	AccrMan	Position	Seq	Ackn	
ITPA 12	07/01/2019	02/29/2020	1.0000	14.000	<input type="checkbox"/>	6231	01		
	/ /	/ /	0.0000	0.000	<input type="checkbox"/>				

  

Attendance Description	AttCd	Attendance Grp	ITPA12	01	ITPA 12
Sick	S	Primary Position	6231		<b>Systems Training Assistant</b>
Personal	P	Work Calendar	12MO		12 MONTH
Vacation	V	Effective	07/01/2019		
Bereavement	B	End Date	02/29/2020		
Family Sick	FS	Proration of Leave Benefits			
Comp Time Earned 1.0	CE	FTE	1.0000		<input checked="" type="radio"/> per Week
Comp Time Used	CU	<input type="radio"/> per Day			
Jury Duty	JU	Anniversary Date for Leave Benefits	07/01/2006		
Weather Related	SN	Years Credit for Additional Accruals	14.000		
Workers Comp -Paid	WC	Accruals Entered Manually	<input type="checkbox"/>		
Leave Without Pay	LW	Notes	Participates in Leave Bank	<input type="checkbox"/>	as of 00/00/0000

Units Taken limit per Day/Transaction  
Attendance Code Sick Min 0.2500 Max 1.0000 Incremnt 0.0000

While in the MODIFY mode, click on BOB and select ADD Similar attendance Group with balance transfer option

Delete ITPA 12
Re-Assign Attendance Group
<b>Add Similar Attendance Group with Balance Transfer</b>

You will get the below message.



Transfer of balances and transactions to the new group will not take place until your updates are saved.

Balances from the old group will be transferred to the new group and the available balance for the old group will be zeroed out. Therefore, any new requests for the old group may cause issues if they are posted since there will be no balance.

OK

Cancel

After clicking OK, you will see a second record in the grid with a new start date.

You will need to update the Primary Position field to the new Position code

Groups		Balances		Transactions Calendar					
Attendance Group		Start Date	End Date	FTE	Yrs.Credit	AccrMan	Position	Seq	Ackn
ITPA 12		03/01/2020	/ /	1.0000	14.000	<input type="checkbox"/>	6234	02	
ITPA 12		07/01/2019	02/29/2020	1.0000	14.000	<input type="checkbox"/>	6231	01	
		/ /	/ /	0.0000	0.000	<input type="checkbox"/>			

  

Attendance Description	AttCd	Attendance Grp	ITPA12	02	ITPA 12
Sick	S	Primary Position	6234	Systems Training Asst 11 Mt	
Personal	P	Work Calendar	12MO	12 MONTH	
Vacation	V			Proration of Leave Benefits	