



Employee/Organizational Transfer

Employee/Organizational Transfer MANAGER

Use this job aid when changing an active employee's classification, status, job title and/or department. For example, the change may be from full time (FT) to part time (PT) or changing to seasonal or casual.

Reminder(s):

- Managers can only backdate organizational changes/transfers by a maximum of 60 days through HR Central.
- Store managers must continue to follow current POS protocol for some organizational transfers.
- The employee must acknowledge that they are "waiving" their FT benefits coverage before a transfer can occur.
- If the transfer requires a change in pay, refer to the **Modifying an Employee Pay Rate/Salary** job aid.

1 Access Current Employee Detail

Log in to HR Central using your EssilorLuxottica employee ID and password.

From the **Self Service** menu, select **My Team**.

Select the employee's name.

(You are able to search for an employee by the Employee Name or EssilorLuxottica ID fields. Just click on the field title and perform the search.)

At the employee's data information screen, select **Organizational Transfer**.

The screenshot shows the 'Direct Reports' list with 'Employee Name' as a column header. Below the list, there are navigation buttons: 'Back to Team View', 'Change of Basic Pay', and 'Organizational Transfer'. The 'Organizational Transfer' button is highlighted with a red box. Below the buttons is a 'Personal Data' section with fields for 'Full Name' and 'Nickname'.

2 Choose Effective Date and Reason for Action

In the **Effective Date** field, select the calendar icon and choose the valid date for the organizational transfer (should be first date of a pay period).

Note: HR Central can only backdate changes for 60 days.

1. Use the drop-down menu for the **Reason for Action** to select the reason for the organizational transfer.

The screenshot shows the 'Organizational Assignment' form. The 'Effective Date' field is set to 02/04/2016, with a calendar icon highlighted by a red box. The '* Reason for Action' field has a dropdown menu icon highlighted by a red box. The form also includes fields for 'Position ID', 'Personnel Area', 'Employee Group', and 'Employee Subgroup'. A calendar for February 2016 is displayed, with the 4th of the month selected.



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2. Use the search icon in the **Position ID** textbox to select the new position.
 - a. The **Organizational Transfer for Employee** menu appears. Enter an **Org. Unit**, which is a **6-digit** number
 - Cost Center,
 - Department Number
 - Store Number with leading zeros
 - b. Click the **Search** button.
 - c. The Search: Org.Unit menu appears.
 - d. The Available Positions will populate. Select the desired position.

*If you don't know the Org. Unit number:

1. Click the **search icon** in the Org. Unit textbox.
 2. The **Search: Org.Unit** menu appears. Enter part of a **Cost Center** number in the Org Unit Short field or part of a **Department Name** in the Org. Unit field.
 3. Click **Search**.
 4. Select the desired **Org.Unit**. It will populate the Org.Unit textbox in the Organizational Transfer for Employee menu.
 5. Click **Search**.
 6. Select the desired position.
3. Use the drop-down menu for the **Employee Group** to select the status change, if changing.

4. Once the **Reason for Action**, **Position ID** and **Employee Group** are selected, click **Next**.

Note the information at the top left of the screen. The current record will be effective until the day before the effective date, when this employee will become part-time. If the change requires a pay change, click **Next** again. If not, review your entries then select **Check**.

Note: If performing a Status Change from Full-Time, the employee must acknowledge online in HR Central that they are "waiving" benefits coverage before a transfer can occur.

Organizational Assignment

Position ID: 50157622 3005ULN1
 Personnel Area: UL20 LensCrafters
 Employee Group: Casual v Casual
 Employee Subgroup: UH Hourly

Organizational Transfer for Employee: Employee name

* Org.Unit: 111315

Position:

Search

Organizational Transfer for Employee: Employee name

* Org.Unit: 111315

Position:

Search

Available Positions

Org. Unit	Position ID	Position	Supervisor
111315	50158068	Sr Business Systems Analyst	Klosterman, Maureen
111315	50163522	Manager- IT	Klosterman, Maureen
111315	50164110	Technical Analyst	Klosterman, Maureen
111315	50164857	Sr Manager- eCommerce	Klosterman, Maureen
111315	50165844	Sr Technical Manager	Klosterman, Maureen

Search: Org.Unit

Search Criteria

Organization Unit ID v

Org Unit. Short v

Org.Unit v 1113

Search Clear Entries



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3 Review Any Warnings and / or Errors and Send

Review all warnings and/or errors.

The first warning states that a record will be deleted. This references the previous status of the employee. The second warning is letting you know that the original record will no longer apply as of the day prior to the effective date you entered. This is expected and a good opportunity to double-check the entry date.

Once you have reviewed any warnings and corrected any errors, select **Send** to complete the Action.

You will see a “Data sent” message and a link to return to **My Team Data**.

The next-level manager will receive a notice in My Data Approvals that this Action needs approval only if it includes a pay change.

The screenshot displays the HR Central interface for an organizational transfer. The top section shows the record details for Employee TIER1-3, TestFlor02. A red box highlights two warnings: "This entry deletes a record" and "Record valid from 06/01/2015 to 11/29/2015 deleted at end - Display Help". Below the warnings, the "Validity" section shows an effective date of 11/29/2015. The "Basic Pay" section shows a pay scale change from FT to PT, with an effective date of 11/02/2015, a pay scale type of Hourly, and an annual salary of 25,000.00 USD. A table at the bottom shows the wage type 1001 with an amount of 12.02 USD. The bottom section of the screenshot shows a "Step Completed" message: "Transfer Request was Completed." with a link to "Back to 'My Team Data'".



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4 Waiver Confirmation by Manager

Once the employee submits the waiver (Employment Status Request), the manager can access the **My Data Approvals** and view the Employment Status Request.

Click on “OK” in the lower right corner to confirm that you have received the request.

A “Submit Decision” box will appear in the middle of the screen to confirm your selection and allow you to add any necessary notes.

Click “Submit” and wait for the “Task Successfully Processed” message to appear.

