# 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

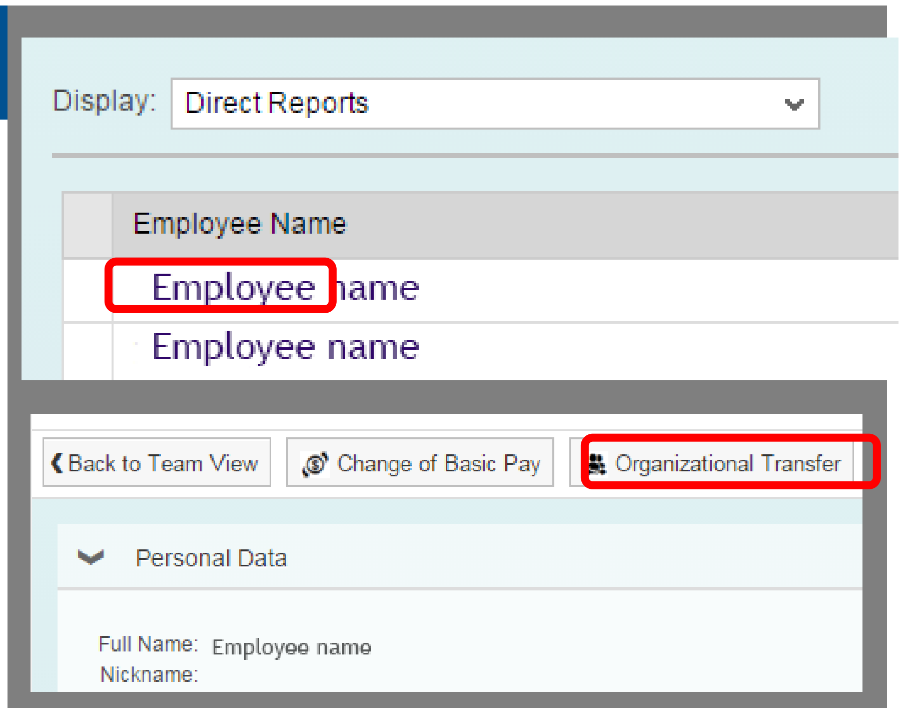
Log in to HR Central using your EssilorLuxottica employee ID and password.

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**.

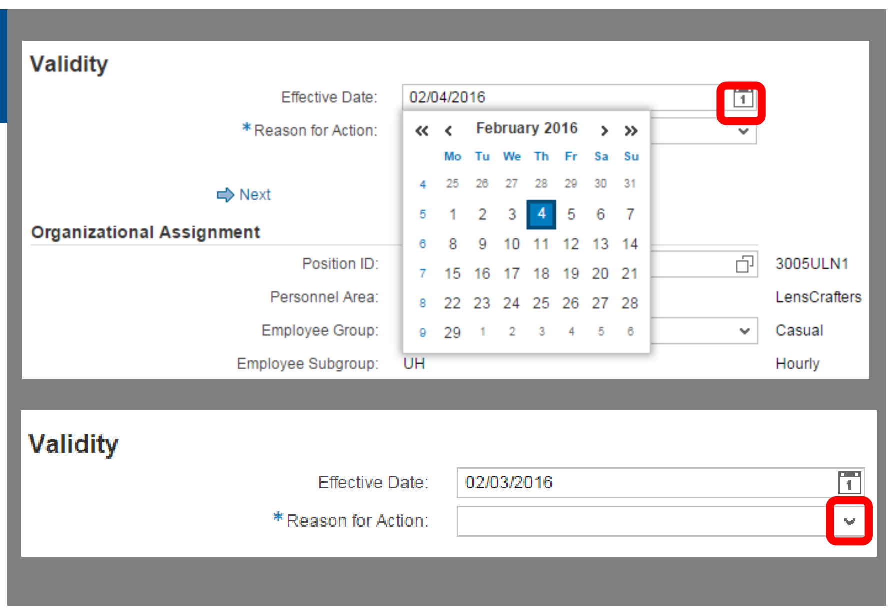



## 2 Choose Effective Date and Reason for Action

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.

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My Team

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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.

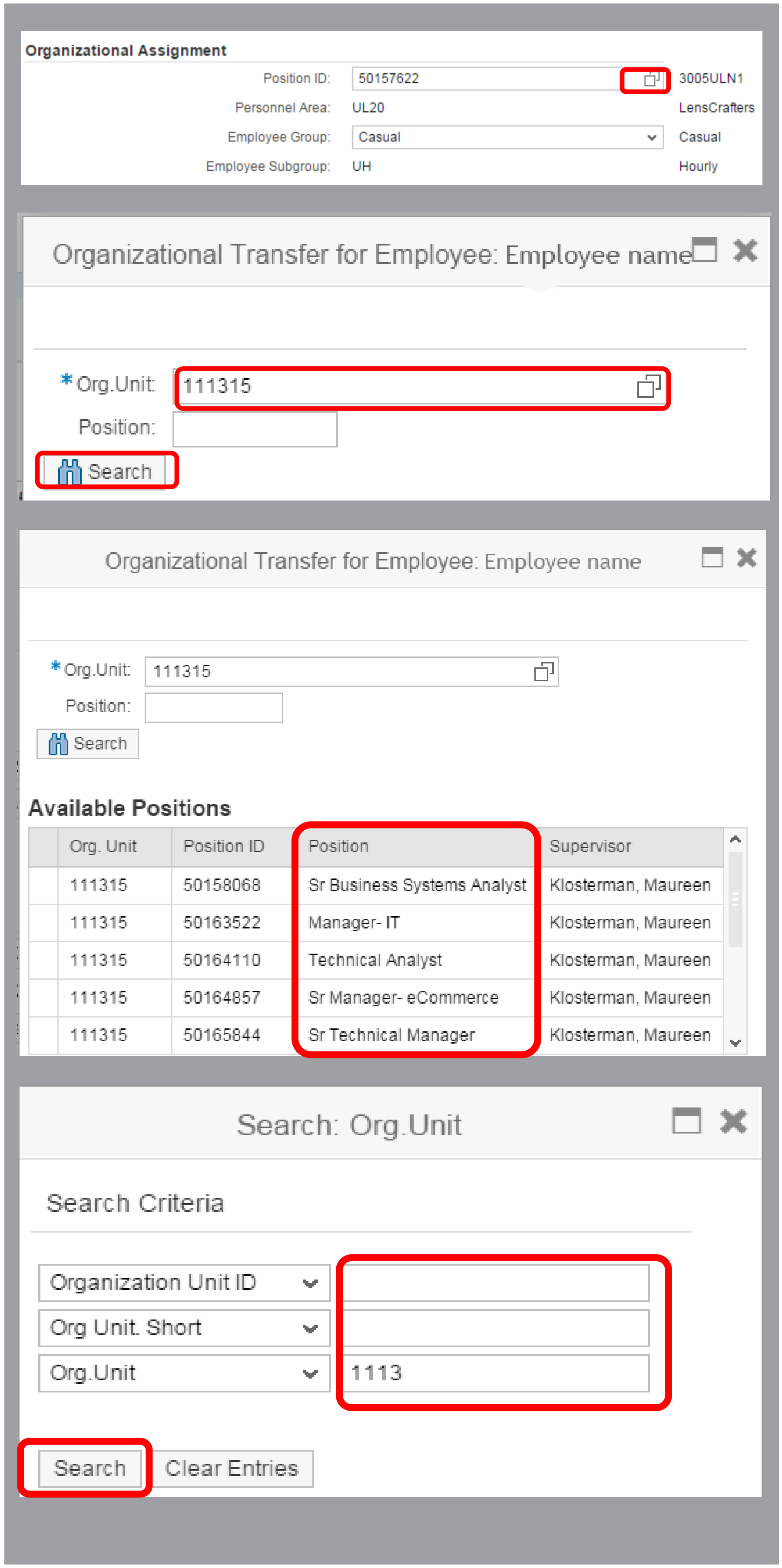
*If you don't know the Org. Unit number:
1. Click the **search icon** in the Org. Unit textbox.
2. The **Search: Org.Unit** menu appears. Enter part of a **Cost Center** number in the Org Unit Short field or part of a **Department Name** in the Org. Unit field.
3. Click **Search.**
4. Select the desired **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.



My Team

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## 3 Review Any Warnings and / or Errors and Send

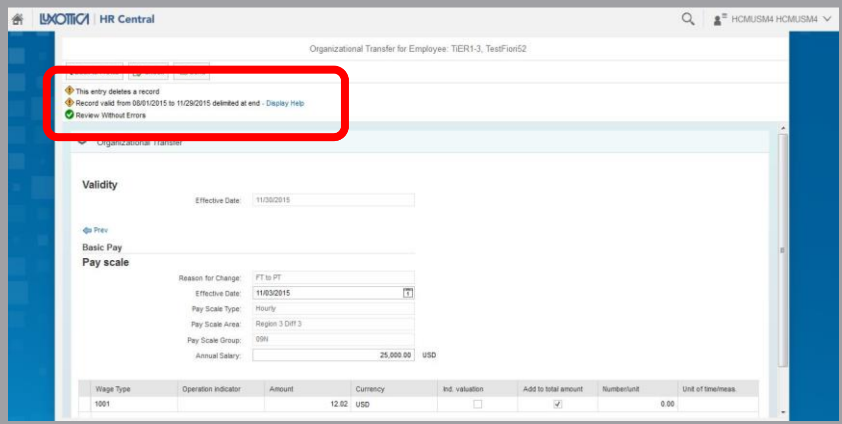
Review all warnings and/or errors.

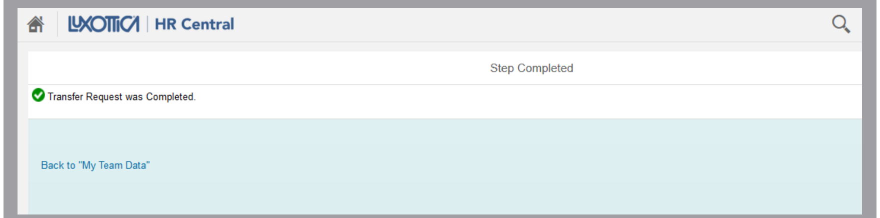
The first warning states that a record will be deleted. This references the previous status of the employee. The second warning is letting you know that the original record will no longer apply as of the day prior to the effective date you entered. This is expected and a good opportunity to double-check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



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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.