People and Money system

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Line Manager/School/PSG Admin Guide- How to change location
Line manager/School/PSG Admin
Estimated time to complete: 12 minutes

In Brief...

This is a simple overview of the process.

1. From the Dashboard, select the My Team section and then select Show More under Quick Actions
   Note: School/Department Admins should select My Client Groups in the first instance
2. In the Employment section, select Change Location
3. In the search box that appears search for the team member whose location you would like to change or select them from the list of Direct Reports that will be displayed below
4. In the When and Why box, select the:
   a. Date on which the location change starts based on the hint provided
   b. Reason for changing location from the dropdown menu

      To see all the available reasons, see the Appendix

      Then press Continue

5. In the Location box, to change location select from the dropdown list
6. Hit Submit

For detailed guidance, see the next section.

In Detail...

1. From the Dashboard, select the My Team section and then select Show More under Quick Actions
Note: School/Department Admins should select **My Client Groups** in the first instance

2. In the Employment section, select **Change Location**

3. In the search box that appears search for the team member whose location you would like to change or select them from the list of Direct Reports that will
4. In the **When and Why** box, select the:
   
a. **Date** on which the location change starts based on the hint provided
b. **Reason** for changing location from the dropdown menu

To see all the available reasons, see the [Appendix](#).

5. Then press **Continue**
6. In the Location box, to change location, start **typing** the desired location into the drop down box by way of searching and options will appear.

7. Hit **Submit**

**Note:** To confirm that the location has updated, go to the employee’s Employment page via My Client Groups > Person Management and check **Location** under Job Details.

**Glossary**

Please refer to Glossary
### Appendix

**Reasons for changing location:**

<table>
<thead>
<tr>
<th>Reason</th>
<th>When to use this reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Move</td>
<td>When the employee’s department has moved to a new location</td>
</tr>
<tr>
<td>Employee Working From a Different Location</td>
<td>When the employee is working from a different location</td>
</tr>
<tr>
<td>Outcome of Restructure</td>
<td>When there’s been a departmental restructure</td>
</tr>
</tbody>
</table>