

1. Select the **My Team** icon
2. Select the Employee you want to switch the primary job
3. Click the **Actions** button and hover over the **Job Change** action
4. Select **Switch Primary Job**
5. Click on **Reason** and a drop box will appear. Choose from the options the reason you are switching the employee's primary job.
(*Note: The most common reason will be Primary Job is Ending.*)
6. Enter the **Effective Date**
(*Note: The following information will be filled in automatically. If the student has more than two jobs you will need to select a new primary job.*)
7. Click **Submit**.

Notes for Managers:

- *The only reason to switch an employee's primary job is when the employee has multiple positions and the position under your stewardship is primary. If the employee has only one position, see the training on **Terminations**.*

What's Next?

- *Once the **Switch Primary Job** has submitted the proposed primary job will become the primary job and the **End Additional Job** process can be completed.*