


Edit Probation Period




Maintain the probation period for an existing employee in a Skilled and Professional job or that are not Temporary or Contractual workers.

Procedure:

1. Enter the name of the employee for which you want to update the probation period in the search field.
2. Click the search icon.
3. Click the Related Actions and Preview  icon next to the employee's name.
4. Hover over **Job Change** and then click **Manage Probation Period**.
5. Click the Calendar icon to select the End Date.



Information: This field is filled out for New Hires and Promotions. It indicates the end of the initial probation period.

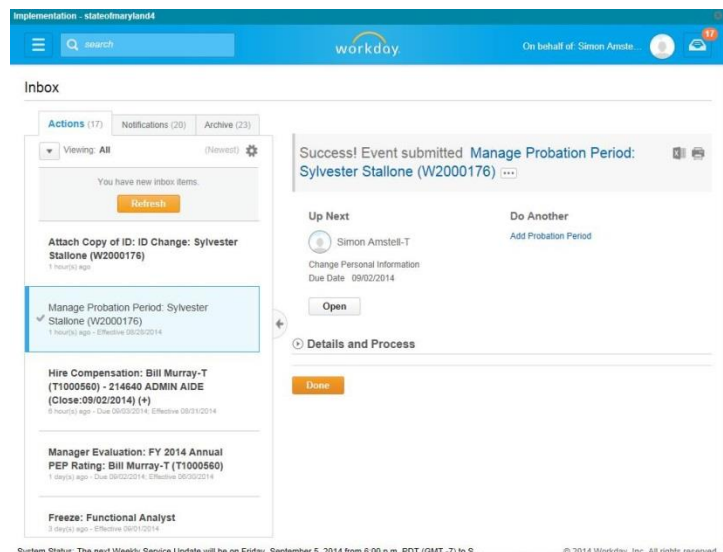
6. Type or use the prompt  to select the Type.
7. Type or use the prompt  to select the Reason.
8. Use the Calendar prompt to enter the Extension End Date, if extending the probation period.
9. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time

Inbox



10. Click the **Done**  button.



Information: The next step in the business process is to Change Personal Information.

Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

11. The System Task is complete.