



ACTIVATING
THE POWER OF OUR PEOPLE

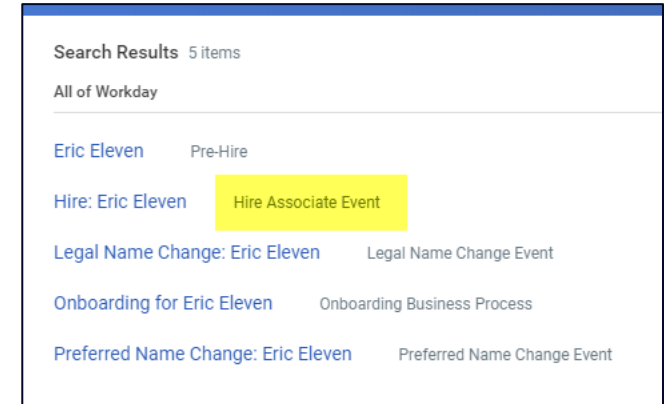
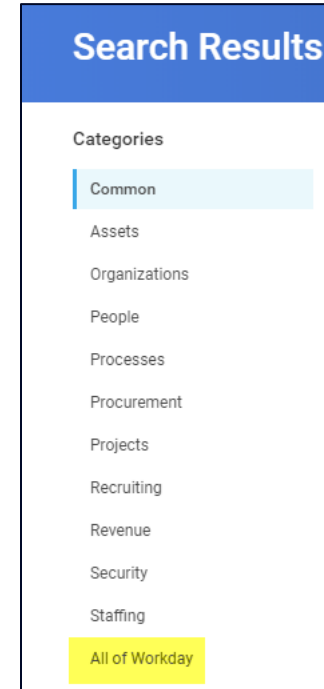
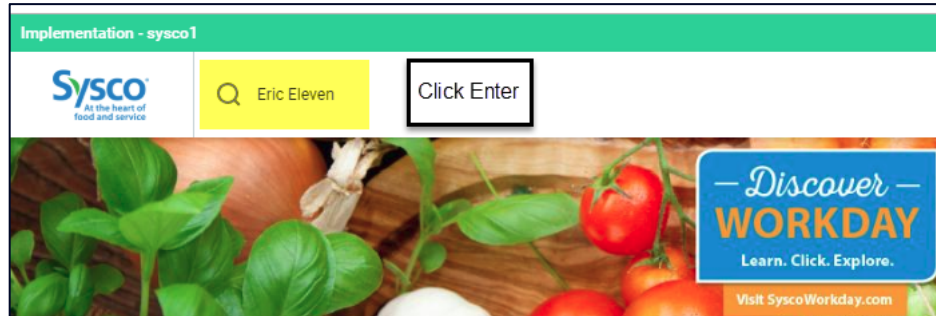
Updating / Changing Start Dates



CHANGING A START DATE

- **A Primary Recruiter can only change the start date from the Ready for Hire stage.**
- **If the candidate has already been pushed through Ready for Hire, then the Primary Recruiter will send the Ad Hoc Change in Start Date communication to notify the candidate.**
 - **At this point there is no new offer letter that can be regenerated with a new start date and the email communication is sufficient.**
 - **If this candidate is an internal, the HR Ops will have to make the update.**
- **If the candidate has already been hired then we can change the start date by correcting the hire date.**

UPDATING A START DATE ONCE ASSOCIATE IS HIRED



UPDATING A START DATE ONCE ASSOCIATE IS HIRED

View Event
Hire: Eric Eleven **Actions** 1

For P50000

Overall Process Hire: Eric Eleven

Overall Status Successful

Due Date 09/30/2018

Calendars In Use Consecutive

Details Process

Actions

- Business Process 2
- Favorite >

Event Hire: Eric Eleven

- Correct 3
 - View Hire or Contract Start Date Correction Conflicts
 - View Remaining Process

Initiated On 09/16/2018 07:39:44 PM

Due Date 09/30/2018

Effective Date 09/16/2018

Correct Business Process
Hire: Eric Eleven **Actions**

For P50000654 Driver-1

Overall Process Hire: Eric Eleven

Overall Status Successfully Completed

Due Date 09/30/2018

Associate Eric Eleven

Hire Date * 09/16/2018

Submit Cancel Hire