# Extend Assignment

OPS/Student OPS

Use this process to extend the assignment of an OPS/Student OPS employee.

Extending the assignment of an OPS employee must be initiated by the manager or HR Partner.

Manager/HR Partner Steps

From the Home screen:

1. Type the **Employee's Name** or **Z Number** in the search box.

2. Click on the **Employee's Name**.

3. In the employee's **Profile**, click on the **All Jobs tab.**

4. In the position column, click the **Related Actions** icon (•••) next to the assignment that needs to be extended.

5. Roll over **Job.** Then click **Edit Job**.
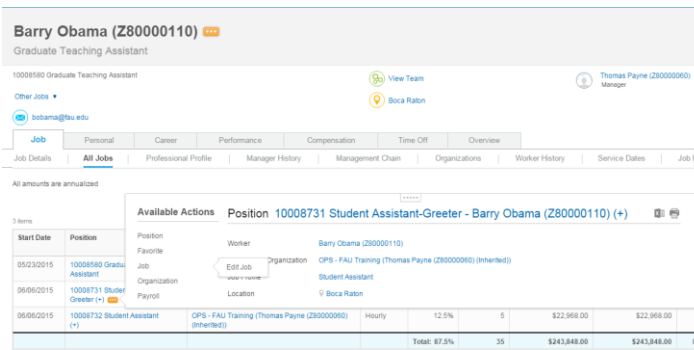
Edit Job Details Page:

6. Enter the **Effective Date** of the extension.

7. Use the Prompt icon (⊟) to select the **Reason**.

8. Click **Edit Position**, then click **Edit Position> Update.**

9. In the **Job Details** section, the Employee Type, Job Profile, Job Title, Business Title, Time Type, Location, Work Space, Pay Rate Type, and Scheduled Weekly hours will all default with the assignment's existing information. However, changes can be made to these fields.

10. Click on **Additional Information**.

11. Enter the new **End Date** for the assignment.

12. **Click Submit**.

13. The process will route to the Cost Center Manager to assign costing allocation for the assignment as well as to change the compensation, if applicable.

14. Once the process is fully approved, the process will be complete.

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