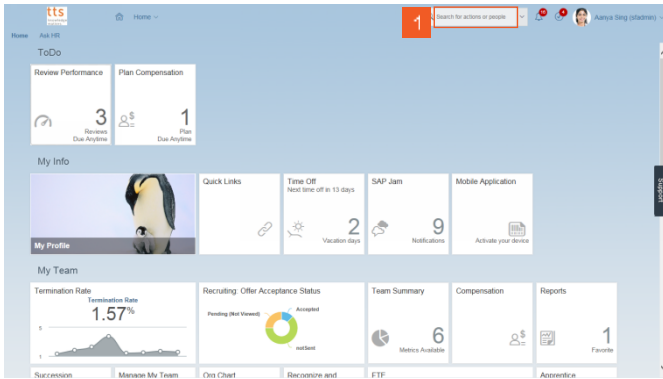
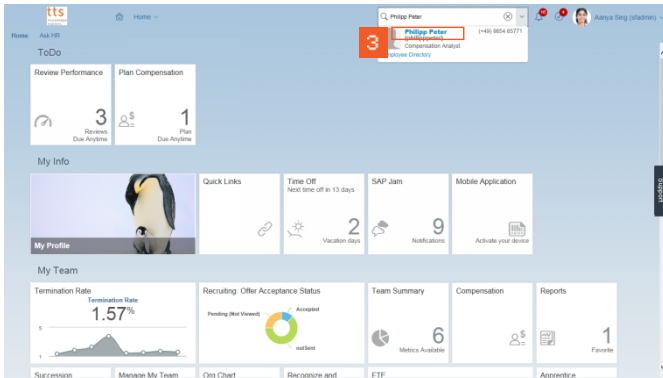


Home - Internet Explorer



» 1 Click the **Search for actions or people** input field.

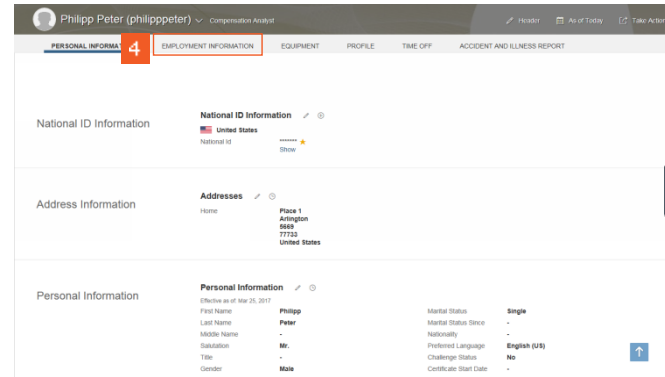


» 2 Please enter the name of the employee. For this guide I enter as an example the name **Philipp Peter**.

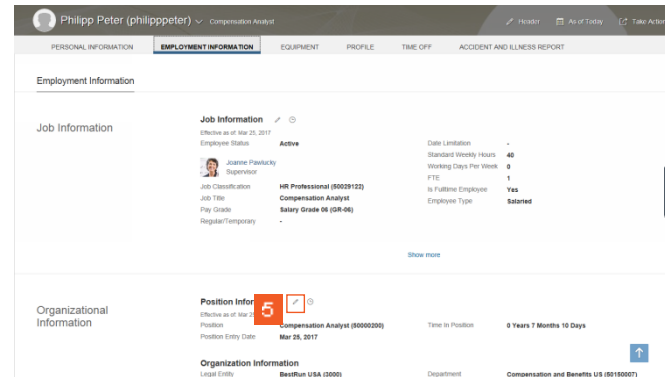
» 3 Click the name of the employee. In my example I select



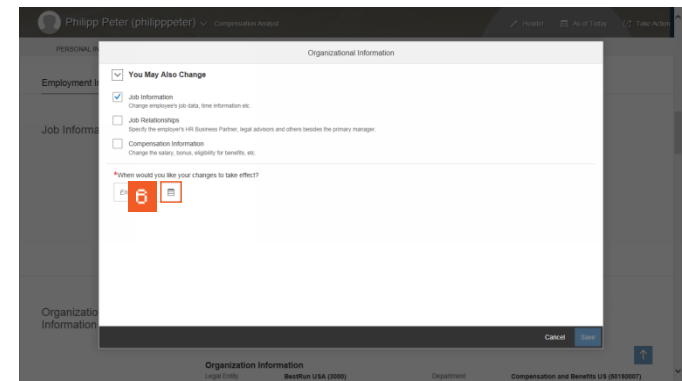
SuccessFactors: People Profile - Internet Explorer



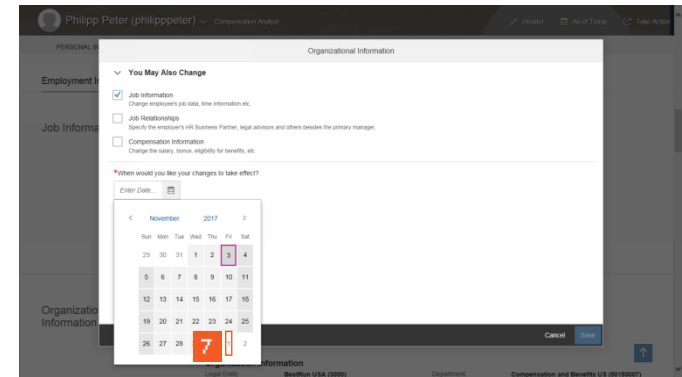
» 4 On the profile page of the employee click the tab **Employment Information**.



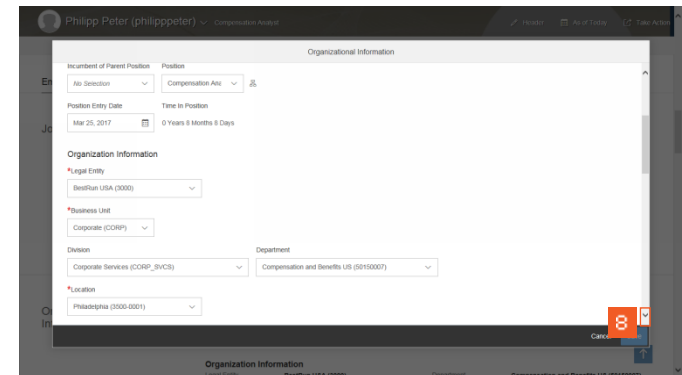
» 5 In Position Information click the pencil symbol to start **Editing**.



» 6 Click the **calendar icon**.

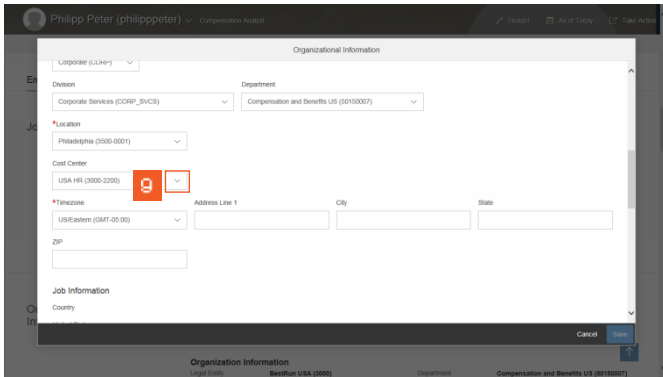


» 7 Click the date when the cost center will change for the employee. I have chosen December **1st** 2017.



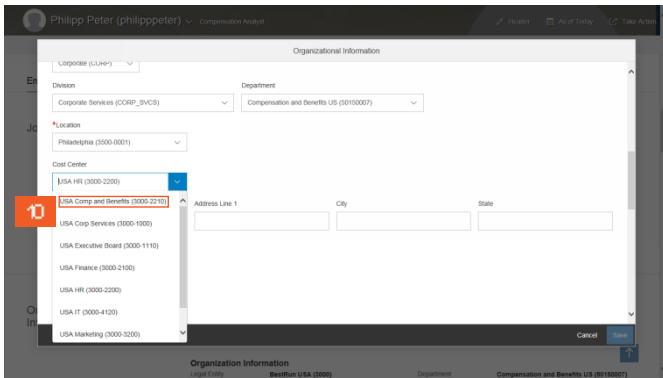
» 8

Scroll down to the Cost Center



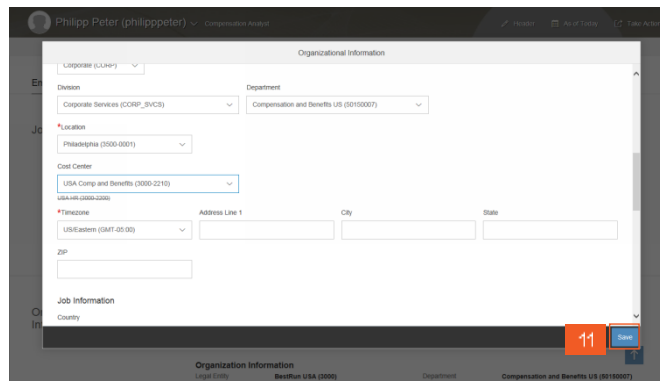
» 9

Click the drop down menu to select the new cost center.

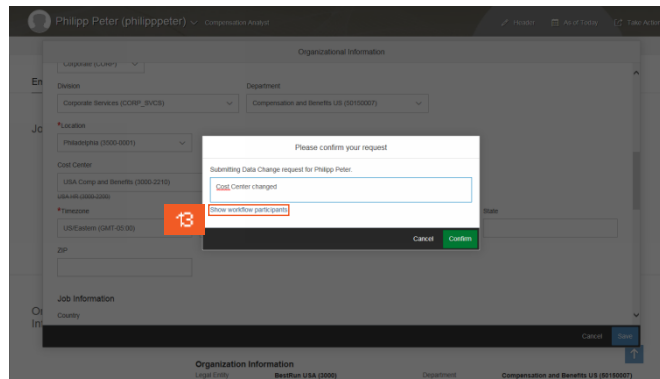


» 10

Choose the new cost center from the drop down picklist. In my example I use **USA Comp and Benefits (3000-2210)**.



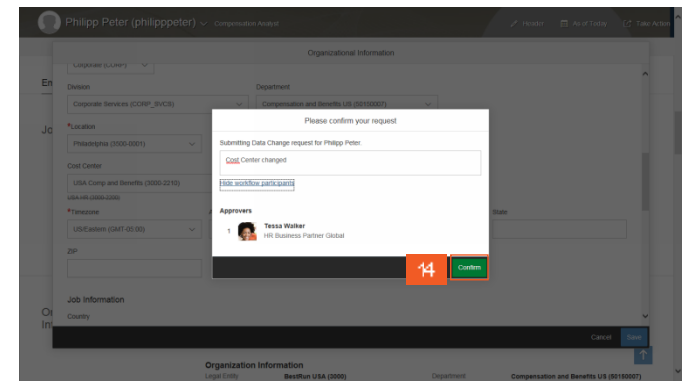
» 11 Click the **Save** button.



» 12

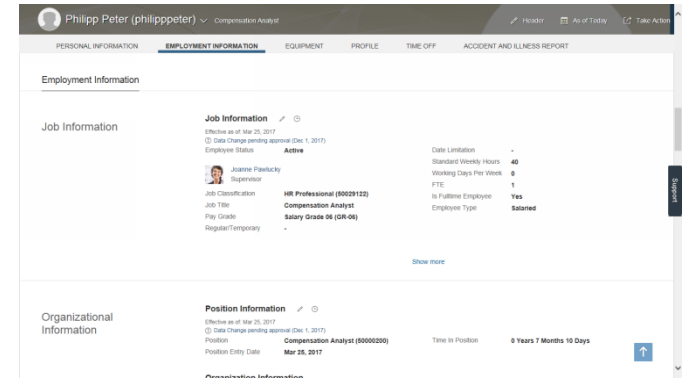
You can enter a message for the approver. For my example I enter **Cost Center changed**.

» 13 To see how the workflow is setup and who needs to do what click **Show workflow participants**. Remark: you will only see this link if a workflow for cost center change was configured for your solution.



» 14

Once done click **Confirm** to start the workflow for the cost center change.



» 15

You should see the changes or if the change is future dated it should state the "data change pending approval" for the date you have set.