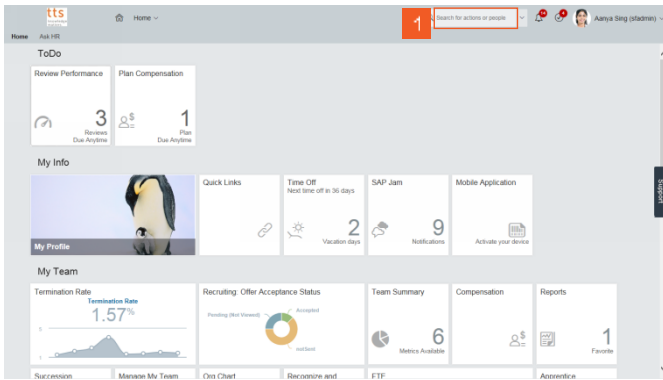
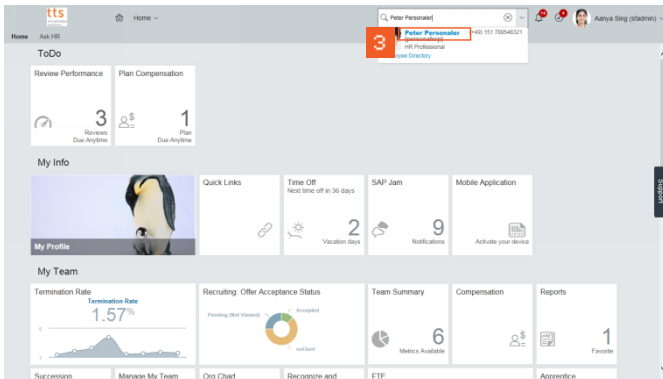


Home - Internet Explorer



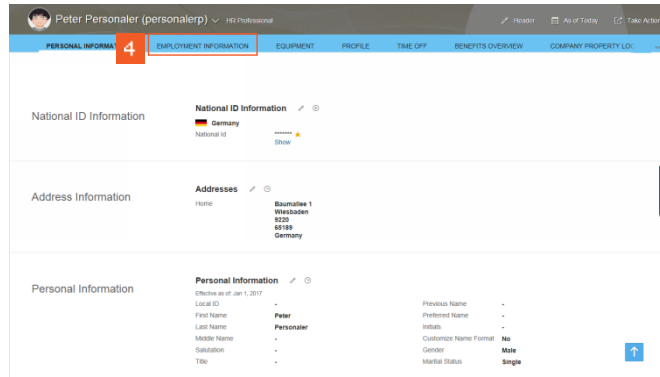
» 1 Click the **Search for actions or people** input field.



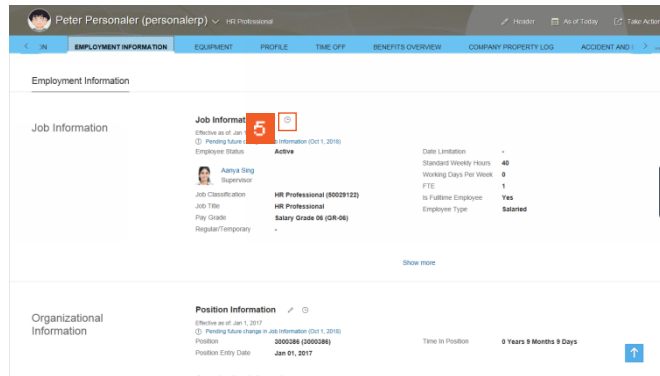
» 2 Please enter the name of the employee. In this example I enter **Peter Personaler**.

» 3 Select the employee. In my example I click **Peter Personaler**

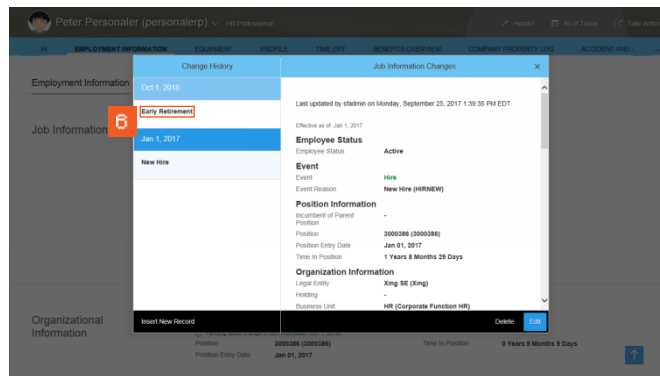
SuccessFactors: People Profile - Internet Explorer



» 4 Click the **Employment Information** tab.

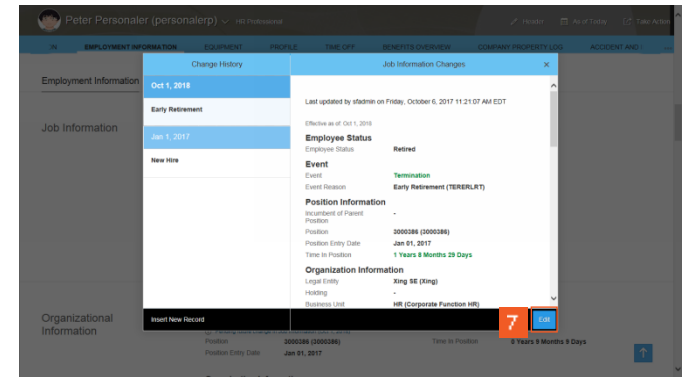


» 5 Click **History (the clock symbol)** next to **Job Information**.

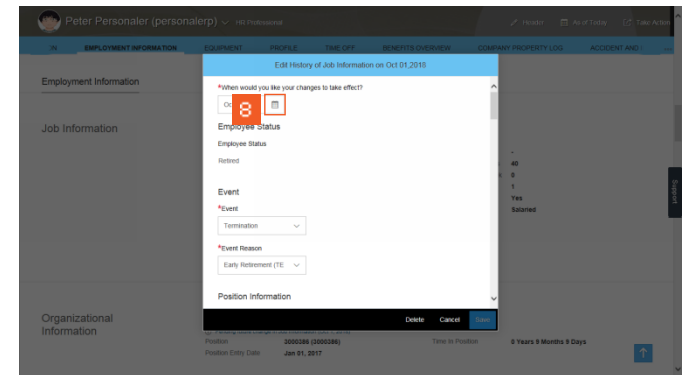


» 6

Click the termination reason. In my example I have an **Early Retirement**.

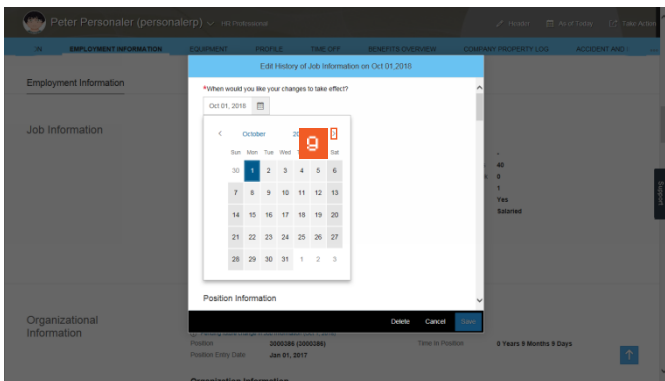


» 7 Click the **Edit** button.

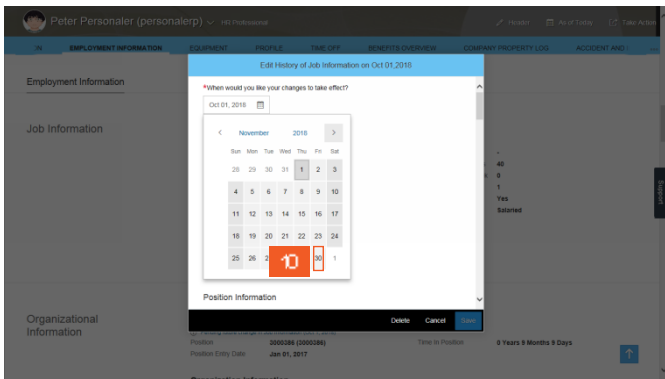



» 8

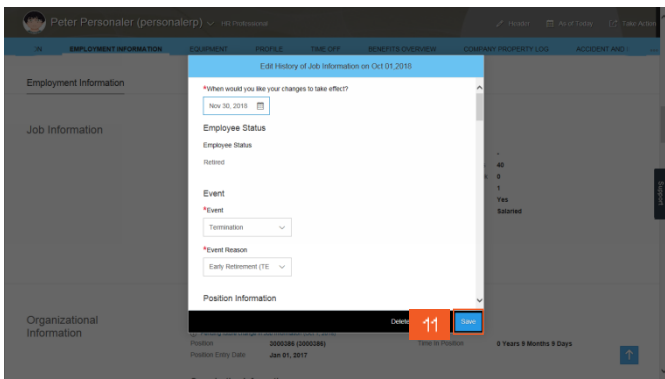
Click the **calendar icon**.




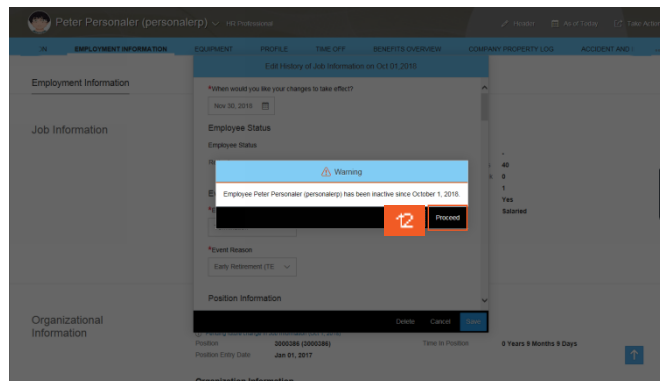
>>  Click **slim-arrow-right**.



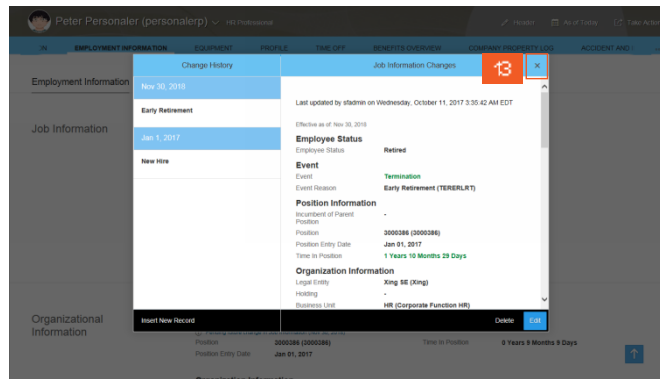
>>  Select the new date. In my example I choose November 30, 2018.




>>  Click the **Save** button.



>>  Click the **Proceed** button.



>>  The changes are made. Click **Cancel** to close the job information history window.

