Correcting the Department

Please Note: This procedure is only to be used for student workers. Department number changes for all other employee types must be processed through Classification and Compensation.

**STEP 1**
Sign in using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Job Information > Job Data.

**STEP 3**
Enter Empl ID, name, national ID or Clemson University ID to retrieve the student worker’s record.

Please Note: If your search results in several records, ensure you have the correct record before making any entries.
STEP 4
Enter the effective date.
Enter the correct department number.
Add the earnings distribution.

STEP 5
Click the plus icon to add a row.
Select “Data Change” from the Action drop-down box and “Correction-Department” from the Reason drop-down box.

STEP 6
Review the account codes and make any necessary changes.
• Enter the percent of distribution or the amount for each account code.
• Click Edit Account Code to enter the combination code.

Note: Be sure to change the department number on all earnings distribution rows.

Add additional account numbers by clicking the plus icon and entering the account information. The earning distribution must equal 100 percent or the full amount of the overall salary.
Quick Reference: Correcting the Department and Job Code

**STEP 7**
Change the business title and position phone number.

**STEP 8**
Click the CU Business Addr tab and change the business address if needed. Click Save.
**Please Note:** This procedure is only to be used for student workers. Job Code changes for all other employee types must be processed through Classification and Compensation.

**STEP 1**
**Sign in** using your Clemson user ID and password.

**STEP 2**
**Navigate to** Workforce Administration > Job Information > Job Data.

**STEP 3**
Enter Empl ID, name, national ID or Clemson University ID to retrieve the student worker’s record. **Click** Search.

**Please Note:** If your search results in several records, ensure you have the correct record before making any entries.
Quick Reference: Correcting the Department and Job Code

**STEP 4** Enter the effective date.

**STEP 5** Click the plus icon to add a row. Enter the effective date. Select “Data Change” from the Action drop-down box and select “Correction-Job Code” from the Reason drop-down box.

**STEP 6** Enter the new job code.
Quick Reference:
Correcting the Department and Job Code

STEP 7
Change the business title and position phone number.

STEP 8
Click the CU Business Addr tab and change the business address if needed. Click Save.