

Quick Reference Guide

Extend a General Associate Relationship

This Quick Reference Guide shows you how to extend the end date for a General Associate Relationship using the online Job Change Request Form.

Resources

Please visit the HR website [General Associate and Associate – Limited Access page](#) for full details about the General Associate relationships.

Before You Begin

You will require a **Reports to Manager** or **HR Forms Initiator** security role in Human Resources PeopleSoft.

Jo.003m2 5346 From the Manager Self Service page, under Job and Personal Information heading click on Job Change Request.

	<ol style="list-style-type: none">2. On the Job Change Request page select the Initiate New Transaction tab.

3. On the Job Change Request page enter the **Employee ID**.
4. *In the Empl Record* field click the

