

HR03 Internal changes

Objective and scope

Objective: In this procedure we define the operative process to carry out an internal change for the employees. Internal changes are the modifications about employees that the hotel director proposes in order to update the employee master data for any current situation change.

This procedure describes how to introduce the changes and how these changes are approved for its application. The objective is to automate the operative and homogenize the information flow between the Hotel and the departments in Central Services with the Human Resources department.

SAP Click&Hire contains three options:

- a. Vacancies
- b. Candidates
- c. Internal Changes

This procedure describes the operative for the option c. Internal Changes.

There are two main types of Internal Changes, which need a previous vacancy, created or not:

- It requires a previous vacancy: internal transfer / organization reassignment. For this option is mandatory a vacancy previously created in *Click&Hire*, in the option *Vacancies*
- It does not require a previous vacancy: refers to the rest of changes related to the labor conditions of the employee, e.g.: change in hours, employee leave, contract extension, etc.

Scope: This procedure applies to all employees in any department in all Business Units.

Summary

1. Operative
 - 1.1. Identify the necessity of making an Internal Change for an employee
 - 1.2. Select Position and Employee
 - 1.3. Fill in changes details
 - 1.4. Dispatch for approval
 - 1.5. WF for approval and communication (Automatic Task)
 - 1.6. Apply Changes
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 - 1.8. Approve / Reject the Changes
 - 1.9. Application rejected
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1 OPERATIVE

1.1 Identify the necessity of making an Internal Change for an employee

Area Responsible (Hotel / BU CS / Corporate)

Once the change is identified, the supervisor of the employee must review the different steps depending on the type of change.

If it is a change with a vacancy required, it is mandatory a vacancy previously created. In this case, please see below section 10.

1.2 Select Position and Employee

Area Responsible (Hotel / BU CS / Corporate)

Once the vacancy has been created, the Area Responsible must select the position. In this option all vacancies are published once have been approved.

1.3 Fill in changes details

Area Responsible (Hotel / BU CS / Corporate)

In the option *Change Details* of the system is necessary to complete the following information according to the following types of changes:

- **Leaving**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - Reason for leaving: the reason defines the circumstances of the leaving.
 - Proposal date: Proposal date for the leaving.
- **Change in hours**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.
 - Proposal date: Proposal date for the change.
 - Employment Percentage: This field indicates the employment percentage according to the work schedule.
 - Daily Working Hours: Working hours per day.
 - Weekly Working Hours: Working hours per week.
 - Monthly Hours: Working hours per month.
- **Salary change**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - Proposal date: Proposal date for the change.
 - Reason: reason for the salary change.
 - Reference bonus: From the left to the right side:
 - New amount of this wage type to change by the user.
 - Actual amount of this wage type.
 - Number of payments.
- **Change in contract**

- Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - o Proposal date: Proposal date for the change.
 - o Contract: New contract.
 - o Contract End Date: End date of the new contract

- **Legal guardianship**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.
 - o Proposal date: Proposal date for the change.
 - o Employment Percentage: This field indicates the employment percentage according to the work schedule.
 - o Daily Working Hours: Working hours per day.
 - o Weekly Working Hours: Working hours per week.
 - o Monthly Hours: Working hours per month.
 - o Date of birth: date of birth of the child.
 - o First Name: Name of the child.
 - o Last Name: Last name of the child.

- **Partial retirement**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - The reliever must be in the system. If the reliever is not in the system yet, the user must request for the new vacancy and the new applicant before.
 - In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.
 - o Proposal date: Proposal date for the change.
 - o Employment Percentage: This field indicates the employment percentage according to the work schedule.
 - o Daily Working Hours: Working hours per day.
 - o Weekly Working Hours: Working hours per week.
 - o Monthly Hours: Working hours per month.
 - o Reliever Number: employee number of the reliever.
 - o Reliever percentage: working time percentage of the reliever.

- **Contract extension**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - o Proposal date: Proposal date for the change.
 - o Contract: Actual contract.
 - o Contract End Date: New end date of the actual contract.

- **Transfer to permanent**
 - Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.

- Proposal date: Proposal date for the change.
- Employment Percentage: This field indicates the employment percentage according to the work schedule.
- Daily Working Hours: Working hours per day.
- Weekly Working Hours: Working hours per week.
- Monthly Hours: Working hours per month.


- **Internal transfer / organizational reassignment**

- Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - Proposal date: Proposal date for the change.
 - New position: The new position of the employee.

- **Change in address**

- Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - Proposal date: Proposal date for the change.
 - Address Type: The address type specifies whether the address in question is the employee's permanent or temporary place of residence.
 - Street Key: Abbreviation used to identify different types of street addresses.
 - Street and House Number: Name and number of the street.
 - Second Address Line: Additional specifications for an address.
 - City: City of the address.
 - Postal Code: Postal Code of the address.
 - Province: Province.
 - Country: Country.
 - Telephone: Telephone number.
 - Communication (complementary): Additional telephone number, fax, etc.

- **Change in bank details**

- Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.
 - Proposal date: Proposal date for the change.
 - Subtype: Bank details type.
 - Bank Country: Country of the applicant bank.
 - Bank Number: Number of the applicant bank.
 - Bank Account: Account number of the applicant.
 - Bank Control: Control number of the bank.
 - IBAN: The user could generate automatically the IBAN number clicking in the  button. Previously, the Bank Number, Bank Account and Bank Control must be selected.
 - Payment Method: Normally, T for Transfer.
 - Payment currency: Currency for payment.

1.4 Dispatch for approval

Area Responsible (Hotel / BU CS / Corporate)

Before sending the change for approval through the system, it is necessary to review the information.

Dispatch the request will record the data in the internal tables and start the workflow approval process.

No data will be recorded to the master of the employee except for bank detail changes and address changes. In both options, the change is recorded in the system directly without approval flow.

1.5 WF for approval and communication (Automatic Task)

All supervisors must approve / reject the changes of their employees.

1.6 Apply Changes

HR Specialist (BU HR)

Once the changes have been approved, a notification via SAP Business Workplace is sent automatically to the Human Resources department and they will have to edit and update the request with the remaining data.

1.7 Communicate the rejection to the requestor

Area Responsible (Hotel / BU CS / Corporate)

If the changes have not been approved, the area responsible will communicate this decision to the employee.

1.8 Approve / Reject the Changes

Responsible (BU)

Not all type of changes require approval. For example Legal Guardianship or Partial retirement do not need any approval since both are employee rights.

The workflow will send the final request to the Human Resources department, once the WF is completed.

1.9 Application rejected

Responsible (BU)

The user will have the option to reject ("*Reject*") the application, adding his comments.

A notification will be sent to the corresponding responsible.

The process ends.

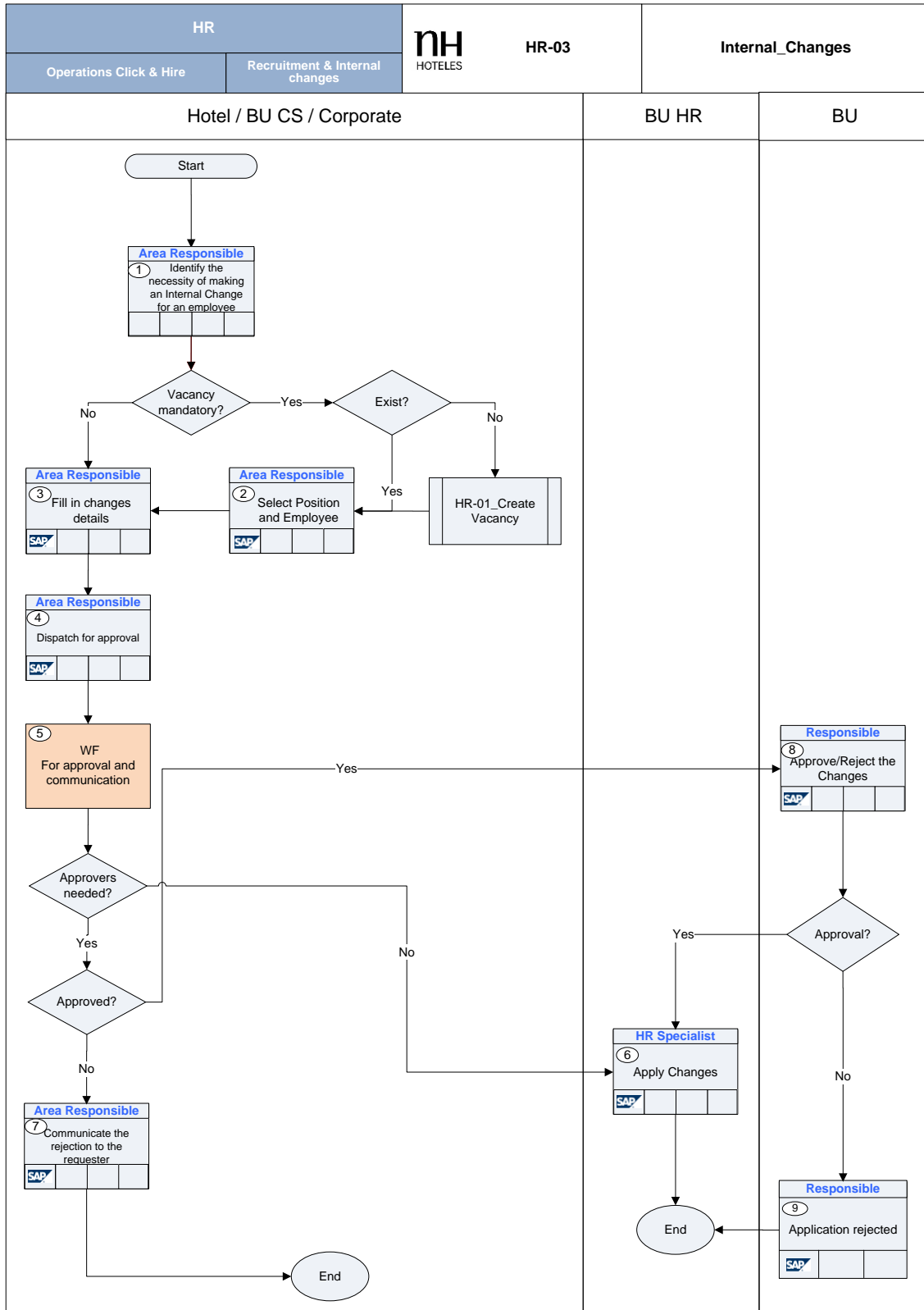
2 Related documents

Click&Hire user manual

3 Templates and file

Code	Template or document	Responsible	File period
	N/A	N/A	N/A

4 Flowchart



5 Procedure validation

Version	Corporate Area	Approved by		Approval date
1	Operations (Process Owner)	Operations Control Director Chief Operations Officer		Month-Year
	Internal Audit	SVP Internal Audit		
	Resources	SVP Human Resources		
	Strategy & Development	SVP Quality & Competition		
	Management Committee			