Syssero® Solution Packet
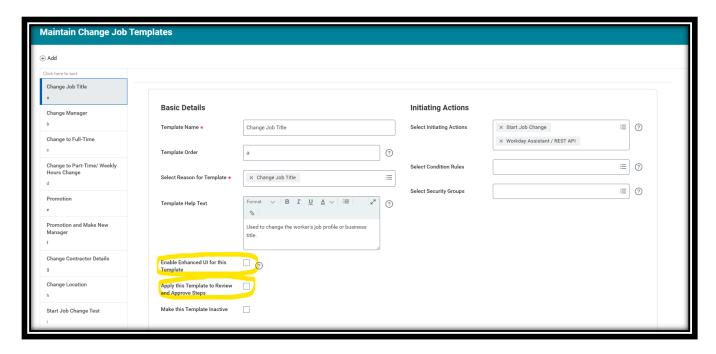## New Change Job User Experience

Solution Overview

This solution is to provide instructions on how to opt in to the enhanced Change Job user experience.

This [Community link](#) will take you to the Next Level video series outlining what is changing, how to opt in prior to WD 2025R5, and provides demonstrations of the BP in action.
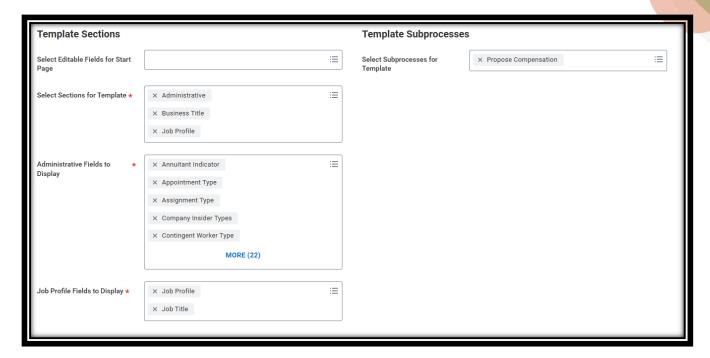
Maintain Change Job Templates

Click into the templates and check the box for "Enable Enhanced UI for this Template". Also check the box "Apply this Template to Review and Approve Steps".

Verify template sections are as needed, as well as fields to display.

In the Template Subprocesses section, include Assign Collective Agreement, Change Organization Assignments, and/or Propose Compensation if those subprocesses should be part of the template.
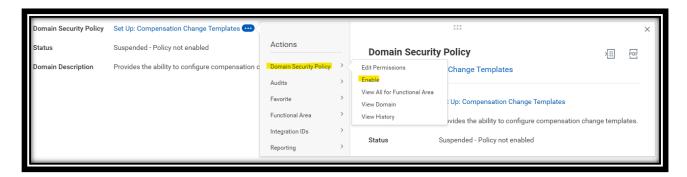
Update domain security policy

To allow Compensation templates to be used, enable the **Set Up: Compensation Change Templates** domain in the Core Compensation functional area.

Be sure to run the task "Activate Pending Security Policy Changes" to fully enable this policy.
- This policy will inherit parent permissions from the **Set Up: Compensation** parent domain unless the view/modify permissions are explicitly updated on **Set Up: Compensation Change Templates.**

Maintain Compensation Change Templates

Use the (+) Add button to create a new compensation change template.
- Name the template and include Security Groups, the BP type for which you are enabling this template (Change Job or Hire), and the Reason(s) for Change Job.
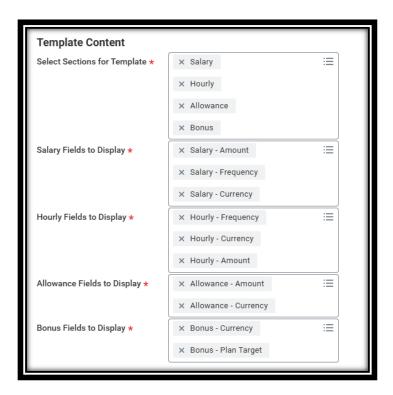
Under the **Template Content** section:

Select sections for template such as Salary, Hourly, Allowance, and Bonus.

As you add new sections to the template, the sections will appear below in a box where you can add fields to display such as amount and currency.

Template Content

Select Sections for Template *	× Salary
	× Hourly
	× Allowance
	× Bonus
Salary Fields to Display *	× Salary - Amount
	× Salary - Frequency
	× Salary - Currency
Hourly Fields to Display *	× Hourly - Frequency
	× Hourly - Currency
	× Hourly - Amount
Allowance Fields to Display *	× Allowance - Amount
	× Allowance - Currency
Bonus Fields to Display *	× Bonus - Currency
	× Bonus - Plan Target

Other Items to Consider

Configure Optional Fields
- Functional Area = Staffing > Change Job
- Add fields that should have unique visibility. Choose to hide, require, or make read only.

Maintain Staffing Field Defaults
- Under Change Job (All), add rules for fields that should dynamically update if another field is modified. For example, if Scheduled Hours are changed, then the Time Type will automatically change based on this rule.

Business Process Approval Routing
If the approval routing should change by template, add a condition rule for those approval steps, with the rule based on the Change Job Template type.