

Change Employee Site

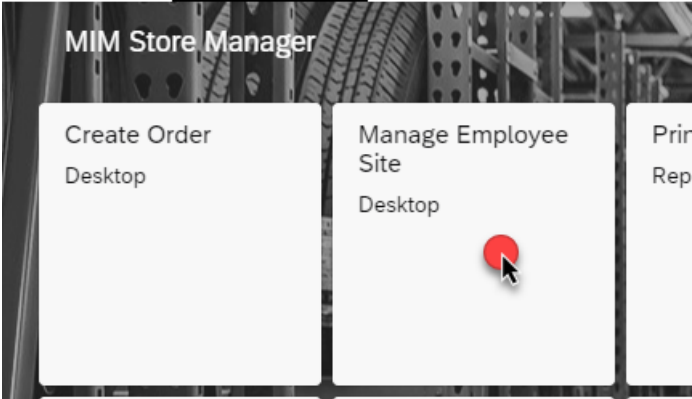
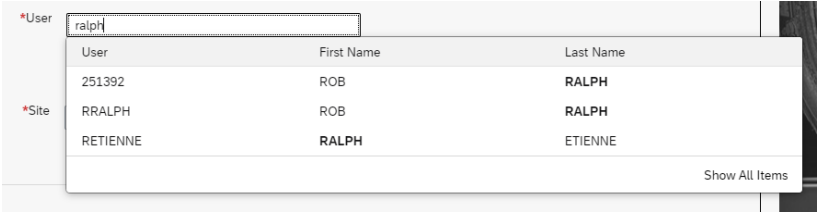
Purpose Managers use the Desktop MIM to assign employees to a Discount Tire site. Use this function if your employee is assigned to the wrong site, or whenever you lend or transfer an employee to another site.

When the employee returns to your site, do the procedure again to reassign them back to your store.

This is a task that either the Store Manager or Senior Assistant Manager can do.

Assigning Employee to a Site

Follow these steps to assign an employee to a site:

Step	Action
1	<div>Select the Manage Employee Site tile.</div> <div></div>
2	<div>Type the Payroll ID or name of the employee who needs a new site assignment into the 'User' field.</div> <div></div>
3	<div>Enter the site number or store name to be assigned and click the Save button</div>