

Beyond - Extending an Assignment

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When to Use the Extend Assignment Functionality

In Beyond, you can easily extend an assignment which can be a great way to track significant changes to an assignment overtime. For example, if the employee receives a pay raise or their responsibilities or hours have suddenly severely changed. In either case, it's nice to be able to document when this change occurred and to show how often an employee receives a raise, etc.

The extend assignment option will end the current assignment and create a new assignment record where you can update the pay rate.

How to Extend an Assignment

1. Navigate to the assignment you want to extend and select the details tab
2. On the Job Information card, select the extend assignment button next to the start date

The screenshot shows a 'Job Information' card with the following details:

Field	Value
Job Title	Customer Service Rep.
Business Code	Industrial NotHighTech
Original Start Date	2/12/2020
Expected End Date	--
Start Date	2/12/2020
End Date	--

3. The Extend Assignment window will open asking for the date this new change is taking place (this could be in the past or future)

The 'Extend Assignment' dialog box contains the following information:

Extend Assignment

Copy this assignment and close it with a status of Rate Change.

New Assignment Start Date

8/10/2020

CANCEL SUBMIT

4. Select Submit
5. You will be directed to the new assignment with the new start date, update the pay/bill rates and any other

assignment details.

How it Looks on the Employee's Record

On the employee's record > assignment tab you will see two different assignment records:

The screenshot shows the 'ASSIGNMENTS' tab selected in a navigation bar. Below the navigation bar, there are two assignment records for 'Customer Service Rep.' at 'Old Ed's Soda Shop - Primary'. Each record displays the assignment status, pay rate, and bill rate, along with buttons to view the job order and assignment details.

Assignment Status	Pay Rate	Bill Rate
Rate Change HighTech	15.00	22.50
Open	17.00	25.50

Buttons: Old Ed's Soda Shop - Primary, View Job Order, View Assignment

The original assignment will have a status of Rate Change and an end date that matches the start date of the new assignment.

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