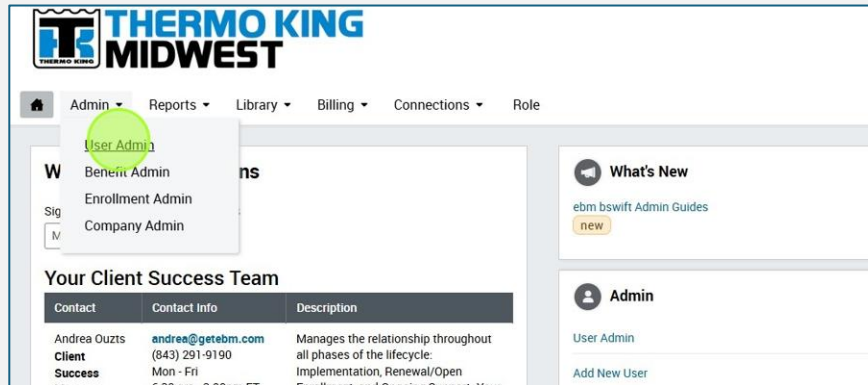
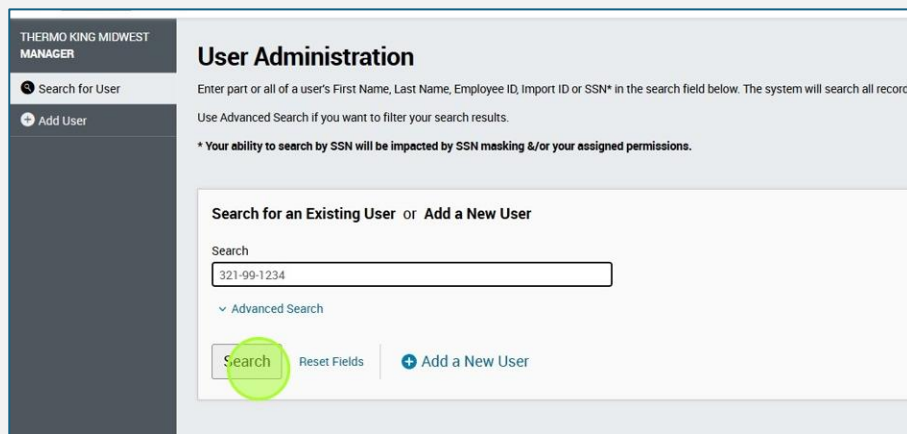


Changing FT/PT Status in Bswift

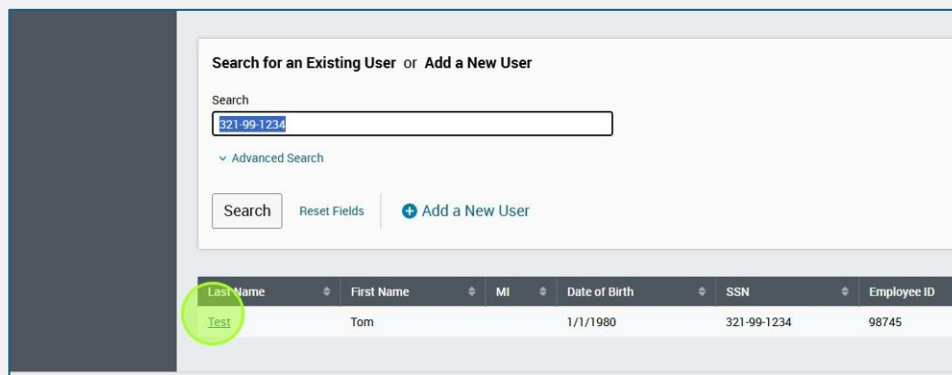
1. From the Bswift manager dashboard, select **User Admin** from the **Admin** dropdown.



2. Enter the employee's first name, last name, or social security number and click **Search** to access the employee's record.



3. Select the employee you want to edit.



4. From the employee's record, click the **Employment** tab.

The screenshot shows the THERMO KING MIDWEST employee record for Tom Test (Employee ID: 98745). The left sidebar contains navigation options: Admin, Reports, Library, Billing, Connections, and Role. The main content area has tabs for Demographics, Employment, Compensation, Benefits, and HR. The Employment tab is highlighted with a green circle. Below the tabs, the Demographic Information section is visible, showing fields for First Name (Tom), Middle Initial, Last Name (Test), Social Security Number (321-99-1234), Date of Birth (1/1/1980), Age (45), Gender (Male), and Marital Status. An Edit button is present next to the Demographic Information header.

5. In the Employment tab, scroll to Time Status Information. Click **Edit**.

The screenshot shows the Time Status Information section in the Employment tab. It includes fields for Return from Leave Date, Anticipated End Date, Pay Status, and Certification (No). Below this is the Employment Status Information section, showing Effective Date (8/11/2025) and Employment Status (Active). The Time Status Information section is highlighted with a green circle, showing Effective Date (8/1/2025) and Time Status (Full Time Hourly). An Edit button is visible next to the Time Status Information header.

6. Enter the **Effective Date** of the status change. Date can be current, in the past, or in the future.

The screenshot shows the Edit Time Status Information form. It includes fields for Effective Date (8/1/2025) and Time Status (Full Time Hourly). The Effective Date field is highlighted with a green circle. Below the fields are Save and Cancel buttons. The form also displays a message: "Fields are required".

7. Select the new **Time Status** from the dropdown menu.

*Changing an employee's status to Full Time will open a benefits enrollment window.

*Changing an employees status to Part Time will remove any existing benefits.

The screenshot shows the THERMO KING MIDWEST Manager interface. The top navigation bar includes a home icon, 'Admin', 'Reports', 'Library', 'Billing', 'Connections', and 'Role'. The left sidebar lists various management functions: 'THERMO KING MIDWEST MANAGER', 'Search for User', 'Add User', 'Impersonate User', 'View/Edit', 'Life Events', 'Notes', 'Employee File', 'Personalized Forms', and 'Family Information'. The main content area has tabs for 'Demographics', 'Employment' (selected), 'Compensation', 'Benefits', and 'HR'. Below the tabs, the breadcrumb trail shows 'Tom Test > Edit Time Status Information'. A note states '* Fields are required'. The 'Effective Date' is set to '08/12/2025'. The 'Time Status' dropdown menu is open, showing 'Part Time Hourly' selected, and is highlighted with a green circle. At the bottom, there are 'Save' and 'Cancel' buttons.

8. Click **Save** to finalize the status change.

This screenshot is identical to the previous one, showing the 'Edit Time Status Information' form for Tom Test. The 'Time Status' dropdown is still set to 'Part Time Hourly'. In this view, the 'Save' button at the bottom left is highlighted with a green circle, indicating the next step in the process.