# How to Change an Employee Role or Location

1. Edit the employee in Back Office.
2. Review **Locations & Roles**.
3. Remove an assignment the employee no longer needs.
4. Add the correct location and role.
5. Save.
6. Have the employee sign in again and verify the available workflow.

Do not leave old elevated roles active after a transfer or promotion change.

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Revision #1
Created 2026-09-13 03:23:48 UTC by Sunny
Updated 2026-09-13 03:23:49 UTC by Sunny