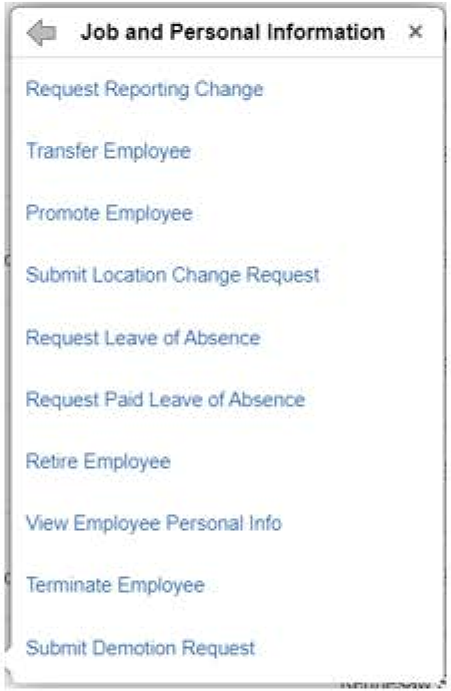
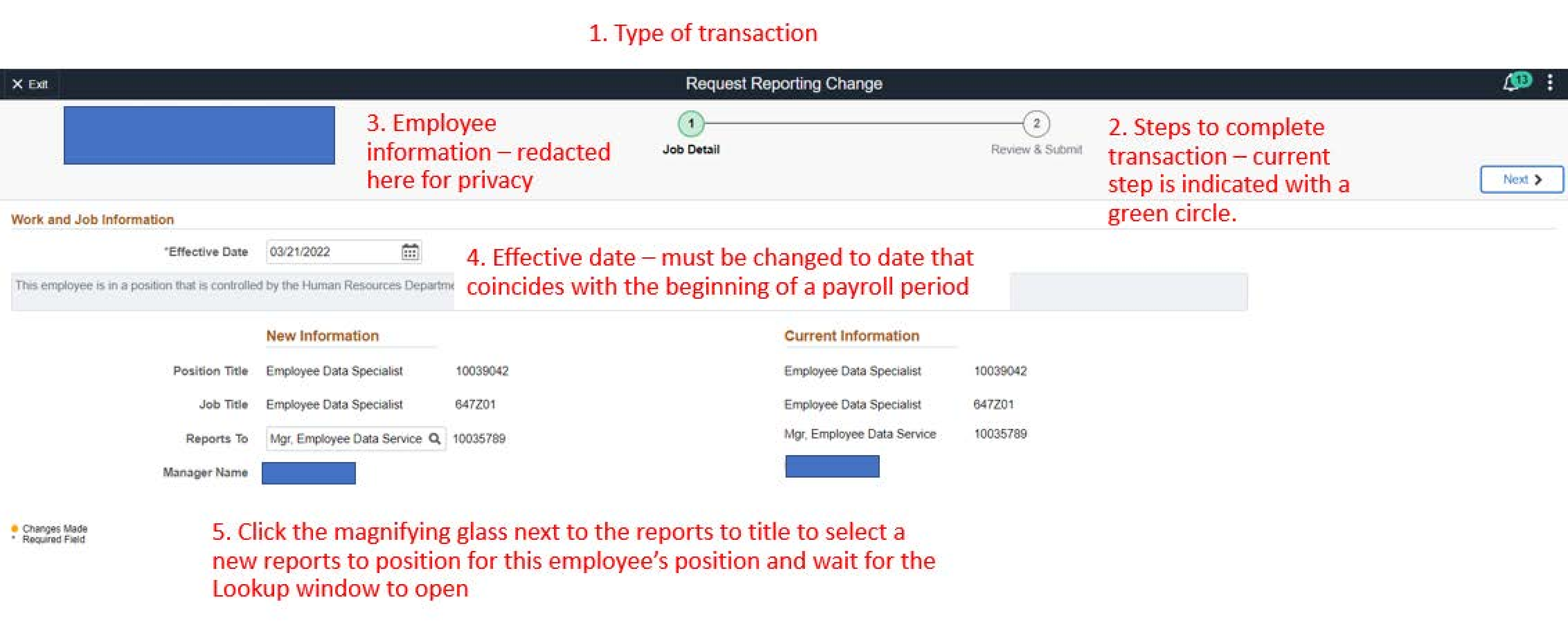
1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.



2. Choose Job and Personal Information from the actions menu and then choose Request Reporting Change.


1. Type of transaction
Exit
Request Reporting Change
3. Employee information – redacted here for privacy
1
Job Detail
2
Review & Submit
2. Steps to complete transaction – current step is indicated with a green circle.
Next
Work and Job Information
*Effective Date
03/21/2022
4. Effective date – must be changed to date that coincides with the beginning of a payroll period
This employee is in a position that is controlled by the Human Resources Departme
New Information
Current Information
Position Title
Employee Data Specialist
10039042
Employee Data Specialist
10039042
Job Title
Employee Data Specialist
647Z01
Employee Data Specialist
647Z01
Reports To
Mgr, Employee Data Service
10035789
Mgr, Employee Data Service
10035789
Manager Name
Changes Made
* Required Field
5. Click the magnifying glass next to the reports to title to select a new reports to position for this employee's position and wait for the Lookup window to open

Cancel

Lookup

Search for: Reports To

Search Criteria

Search Results

Only the first 300 results can be displayed.

6. Click the arrow next to search criteria to search for a reports to position

Position Number (begins with)

Description (begins with)

Position Status

Business Unit (begins with)

Department (begins with)

Job Code (begins with)

Reports To Position Number (begins with)

Search Clear

7. Search for a reports to position using any combination of the fields provided

Once the appropriate position is located, click on it to select it.

✕ Exit

Request Reporting Change

[redacted]

1 Job Detail — 2 Review & Submit

Next >

Work and Job Information

*Effective Date 03/01/2022

This employee is in a position that is controlled by the Human Resources Department. An email notification will be sent to Human Resources to process the transaction.

	New Information		Current Information	
Position Title	Employee Data Specialist	10039042	Employee Data Specialist	10039042
Job Title	Employee Data Specialist	647Z01	Employee Data Specialist	647Z01
Reports To●	Deputy CHRO, HR Operation	10034719	Mgr, Employee Data Service	10035789
Manager Name●	[redacted]		[redacted]	

● Changes Made
* Required Field

8. Verify under "New Information" that the yellow dots appear (which indicates that a change has been made) and that the manager name displayed matches the correct new reports to manager.

(The name is redacted here for privacy.)

9. Navigate to next step

× Exit

Request Reporting Change

[redacted]

1 Job Detail — 2 Review & Submit

11. Click Submit

< Previous | Submit

Review and Submit

Effective Date 03/01/2022

	New Information		Current Information	
Position Title	Employee Data Specialist	10039042	Employee Data Specialist	10039042
Job Title	Employee Data Specialist	647Z01	Employee Data Specialist	647Z01
Reports To	Deputy CHRO, HR Operations	10034719	Mgr, Employee Data Service	10035789
Manager Name	[redacted]		[redacted]	

Request Summary

	New Information		Current Information	
Position Title	Employee Data Specialist	10039042	Employee Data Specialist	10039042
Job Title	Employee Data Specialist	647Z01	Employee Data Specialist	647Z01
Reports To	Deputy CHRO, HR Operations	10034719	Mgr, Employee Data Service	10035789
Manager Name	[redacted]		[redacted]	

Comments

10. Review the transaction one more time for accuracy and add any appropriate comments and attachments.

Make sure to indicate in the comments of a reporting change transaction how you expect the transaction to affect time approver – either change it concurrently or leave it as is.

Attachments

No documents have been attached.

Add Attachment

Related Information

Add Analytics

Decision Support