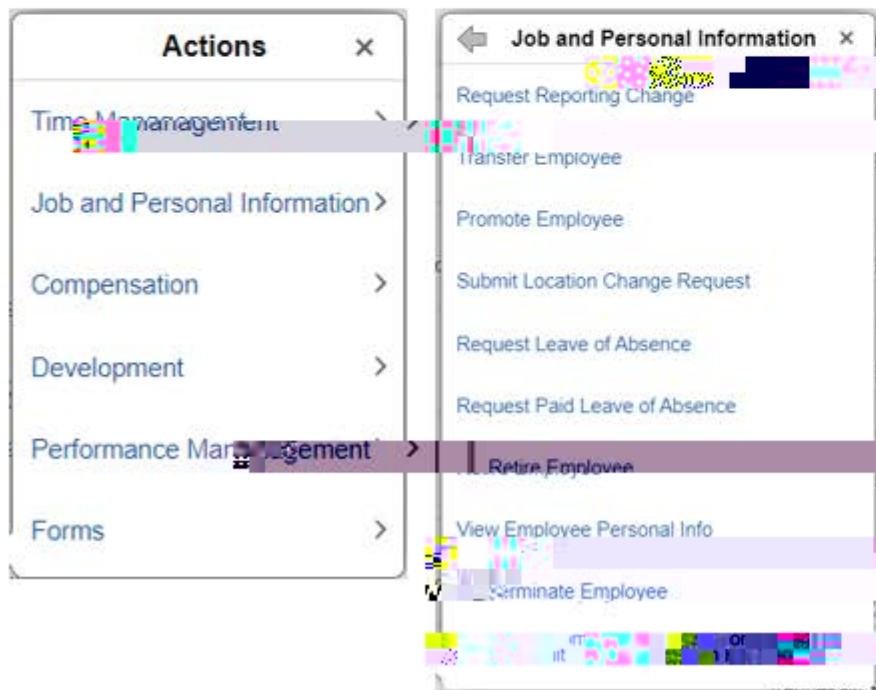




1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.



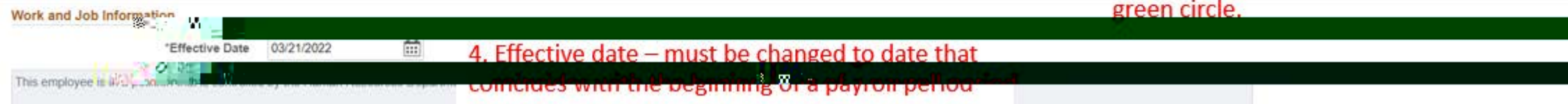
2. Choose Job and Personal Information from the actions menu and then choose Request Reporting Change.

1. Type of transaction



3. Employee information – redacted here for privacy

2. Steps to complete transaction – current step is indicated with a green circle.



4. Effective date – must be changed to date that coincides with the beginning of a payroll period

New Information		
Position Title	Employee Data Specialist	10039042
Job Title	Employee Data Specialist	647201
Reports To	Mgr, Employee Data Service	10035789
Manager Name	[Redacted]	

Current Information	
Employee Data Specialist	10039042
Employee Data Specialist	647201
Mgr, Employee Data Service	10035789

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

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

Job Code
(begins with)

Reports To Position Number

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

Once the appropriate position is located

click it to select it.

Search

Job Desc

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

Reports To Deputy CHRO, HR Operation 10034719

Mgr, Employee Data Service 10035789

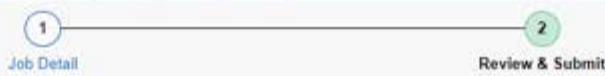
Manager Name

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 is displayed with the correct new reports to manager.

(The name is redacted here for privacy.)

Navigate
to next
step



11. Click Submit

Previous Submit

Related Information

Add Analytics

Review and Submit

Effective Date 03/01/2022

New Information

Position Title Employee Data Specialist 10039042
 Job Title Employee Data Specialist 647201
 Reports To Deputy CHRO, HR Operations 10034719
 Manager Name [Redacted]

Current information

Employee Data Specialist 10039042
 Employee Data Specialist 647201
 Mgr. Employee Data Service 10035789

Request Summary

New Information

Position Title Employee Data Specialist 10039042
 Job Title Employee Data Specialist 647201
 Reports To Deputy CHRO, HR Operations 10034719
 Manager Name [Redacted]

Current information

Employee Data Specialist 10039042
 Employee Data Specialist 647201
 Mgr. Employee Data Service 10035789

Comments

[Empty comment box]

Attachments

No documents have been attached

10. Review the transaction one-to-one for each reporting change and add appropriate comments and attachments.

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