Changing Reporting Relationships

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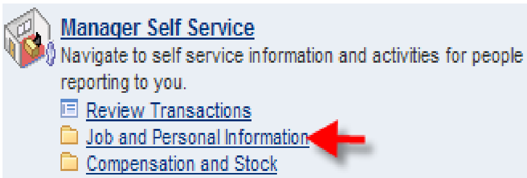
This option allows a manager to change who an employee reports to. To change the Reporting Relationship for an employee:

1. Log in to **Manager Self Service**.
2. Select **Request Reporting Change** from the **Job and Personal Information** menu.



3. Enter the **Effective Date** of the change.
4. Click on the **Continue** button to view a list of your current reports.
5. From the list of employees that appears, select the employee or employees for whom you want to process the change.
6. Click on the **Continue** button.
7. Enter the name of the supervisor to whom the employees will report after the change is processed. *You can also click on the Magnifying Glass icon to pull up a searchable list of valid supervisors and select the correct one from the list.*
8. Click on the **Submit** button.
9. When you receive the **Submit Confirmation** page, click on "**OK**" and your part is done.

Approve Reporting Changes

As the manager acquiring a new employee, you will have to approve the Reporting change. You will receive an email informing you of the reporting change. To approve the change:

1. Log in to **Manager Self Service**.
2. Select **Approve Reporting Change** from the **Job and Personal Information** menu.
   A list of changes that require your approval will appear.
3. Select the **Transaction Number** link to see details of the change(s).
4. The **Reporting Change** details page will appear.
5. Click on **Approve** to submit the changes to the data center for finalization, or **Deny** to end the transaction.
6. The **Submit Confirmation** page will appear. Click on **OK** to see the transaction details page and you are done with the Approval process.

View Reporting Change Status

To view the status of a reporting relationship change that you have requested:

1. Log in to **Manager Self Service**.
2. Select **View Reporting Change** from the **Job and Personal Information** menu.
   A list of the reporting changes that you initiated will appear.
3. The **Workflow Status** column will tell you where the change(s) are in their processing stage.
   - **Denied** means that the change was terminated without the change being made.
   - **In Approval Process** means that the receiving manager has not yet approved the change.
   - **Administrator is Processing** means that the change is with HRIS for finalization.
4. Click on the **Transaction Number** link to view the details on any transaction, regardless of its status.