Changing a Line Manager/Supervisor in Oracle

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In your Oracle screen click on My Team. You should then see a screen like below.

Click on <u>Change Manager</u>. You'll see a screen similar to the screen below.

<	Change Manager					
		Se	earch for a Person		v	
		Direct Reports				^
		AM SW-Office Assistant			le.com	
		DA Senior Administrative Assistant, Alu	umni Relations and College Events	1-518-580-5614	e.com	

You'll need to change the line manager for each student employee. Click on each student name and go through the following process:

Select the effective date for this change. Manager Change will be your only choice and you can pick the applicable reason for this change under "Why are you changing the manager?" Click Continue.

Change Mana MB	nger		Sub <u>m</u> it Cancel
	When and Why When does the manager change start? 22-26-2024 What's the way to change the manager? Manager Change	Why are you changing the manager?	
	 (2) Maintain Managers (3) Comments and Attachments 		
	③ Comments and Attachments		

On this next section you will edit who the new line manager should be for this student.

Change Mana	ger			Sub <u>m</u> it Cancel
	(1) When and Why		🖊 Edit	
	2 Maintain Managers			
	MM	Line manager	+ Add	
		Continue		

Click on the pencil icon to edit who the new line manager should be. See below.

You can then use the drop-down box to select the new supervisor or type in the name of the new supervisor. See below. Select the supervisor and then click OK and continue.

① When and Why	🖊 Edit
Maintain Managers	
	Delete OK Cancel
Name Type Line manager	Person umber
ED ent Employment/Office	
(1) When and Why	🖊 Edit
 Maintain Managers 	🖉 Edit
Comments and Attachments	Conments
Attachments Drag files here or click to add attachment v	

You can add comments and attachments if you choose and then when you're finished, select Submit. See below.

Change Mana	nger		Submit Cancel
	① When and Why	🖉 Edit	
	 Maintain Managers 	🖌 Edit	
	Omments and Attachments		
	Comments		
	Attachments		
	Crag files here or click to add attachment V		

You'll need to perform the change manager function for each student employee.

After the change is made the new and previous manager should receive a bell notification that this change has been made. You will no longer be able to access this student employee's job information or timecard, only the new line manager can do that.

	ED ED
Notifications	Show All
Q Search	ins 🔻
FYI Manager Changed for 12-26)	1 minute ago
	Dismiss