

Quick Reference Guide

Changing the Reporting Manager for a General Associate Relationship



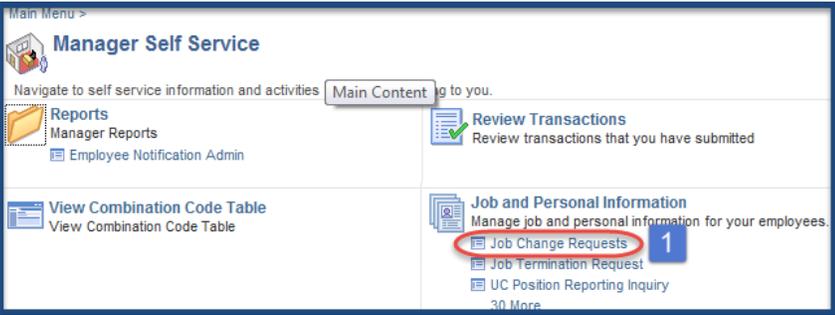
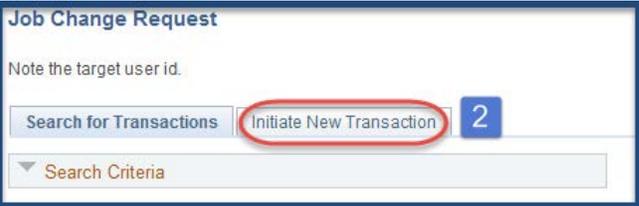
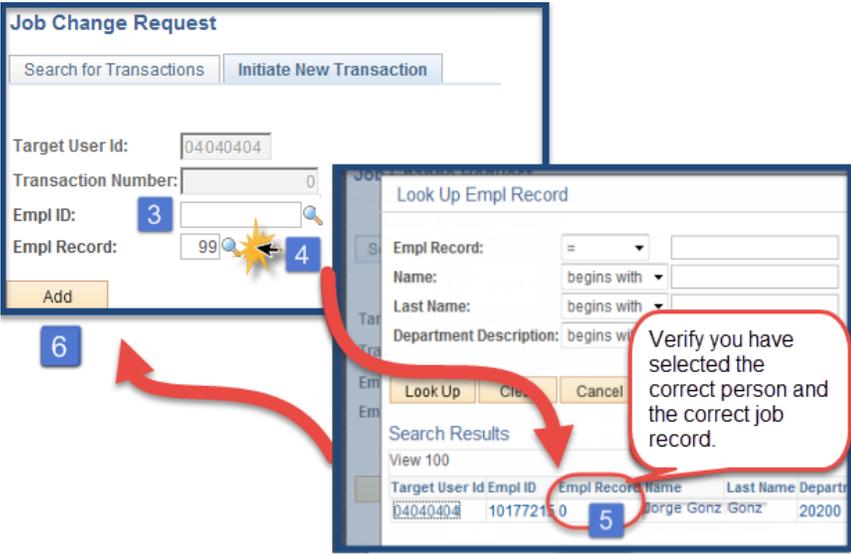
This Quick Reference Guide shows you how to update the reporting manager for a General Associate Relationship using the online Job Change Request Form.

Resources

Please visit the HR website [General Associate and Associate – Limited Access page](#) for full details about the General Associate relationships.

Before You Begin

You will require a **Reports to Manager** or **HR Forms Initiator** security role in Human Resources PeopleSoft.

Job Change Request Form	
To access the Job Change Request Form go to the myUofC portal , and under My work click Manager self-service .	
	<ol style="list-style-type: none">1. From the Manager Self Service page, under Job and Personal Information heading click on Job Change Requests.
	<ol style="list-style-type: none">2. On the Job Change Request page select the Initiate New Transaction tab.
	<ol style="list-style-type: none">3. On the Job Change Request page enter the Employee ID.4. In the Empl Record field click the look up button (or magnifying glass).5. A new window will open with the employee record Search Results. Double check the information belongs to the correct person and click on the appropriate Empl Record.6. Click Add to bring the job record into the job change request form.

Job Change Form Approvals

Transaction

Transaction # _____ Reques _____
 Transaction Status New Date Creat _____

Employee Info

Name Jorge Gonzalez
 Employee ID 10000000

Job Change Details

*Effective Date 2015/07/01 7
 *Transaction Extension 8
 Current Job Information
 Business Title Reports to Update 9 Effective Date _____

7. Enter the **Effective Date** of the new reporting relationship by clicking on the calendar icon.
8. Select the **Transaction** by clicking on the **drop down** arrow
9. Select **Reports to Update** from the menu.

Job Change Form Approvals

Transaction

Transaction # _____ Reques _____

Job Change Details

*Effective Date 2015/07/01
 *Transaction Reports to Update
 Expected End Date 2017/04/30

Current Job Information

Reg./Ten.	Temporary	Emp. Clas.	Effective Date
Full/Part Time	Part-Time	HCE	NOC Code
Std Hrs/Wk	0.01	FTE	Union
Reports To	00000000	Pay Group	NPY
		Last Start	2015/05/01

New Job Information

Reg./Ten.	Temporary
Full/Part Time	Part-Time
Std Hrs/Wk	0.01
Reports To	00000000 10

10. Click the **Reports To** look up button.

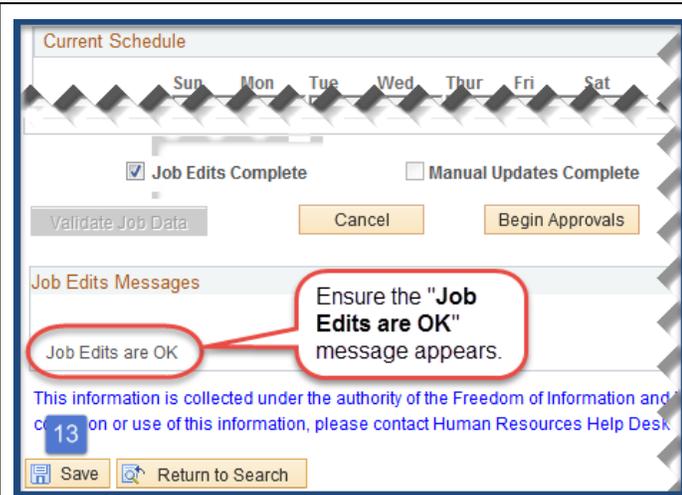
Look Up Reports To

Position Number: begins with _____
 Business Title: begins with _____
 Department: begins with _____ 11
 Department Description: begins with _____
 Last Name: begins with _____
 First Name: begins with _____

Look Up Clear Cancel

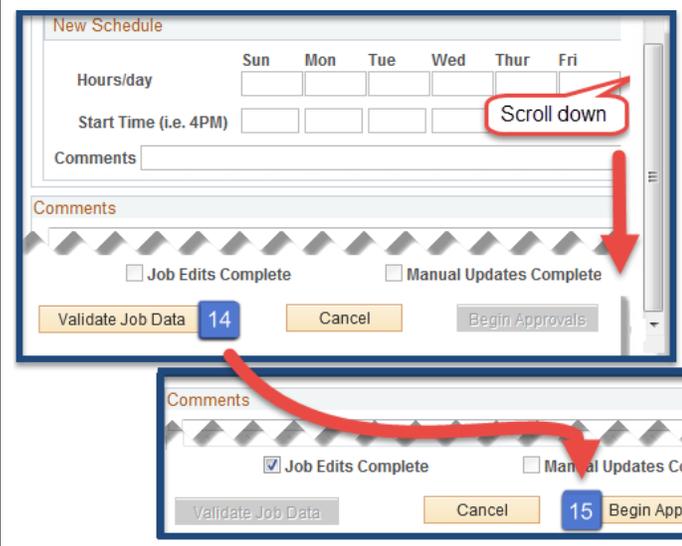
Click Look up and select the new Reports To Manager

11. A search can be performed using single or multiple criteria. Enter a combination of the **Department ID, Last Name, and/or First name** fields to perform your search.
12. To initiate your search, click the **Look Up** button and then **select your new Reporting Manager** from the results.



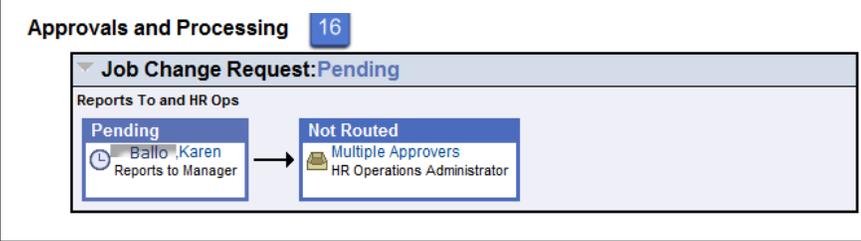
Ensure the **Job Edits Message** indicates "Job Edits are OK".

13. Scroll down to the bottom of the screen and click **Save**.



14. Scroll down again and click on **Validate Job Data**.

15. Scroll down once again and click on **Begin Approvals**.



16. Ensure the **Job Change Request** workflow box appears.