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

1. From the Manager Self Service page, under Job and Personal Information heading click on **Job Change Requests**.
2. On the Job Change Request page select the **Initiate New Transaction** tab.
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.

**Questions?** Contact Integrated Service Centre – ISC (403)220-5932
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.

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

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.

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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.

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