Quick Reference Guide

Changing the Reporting Manager for a General Associate Relationship

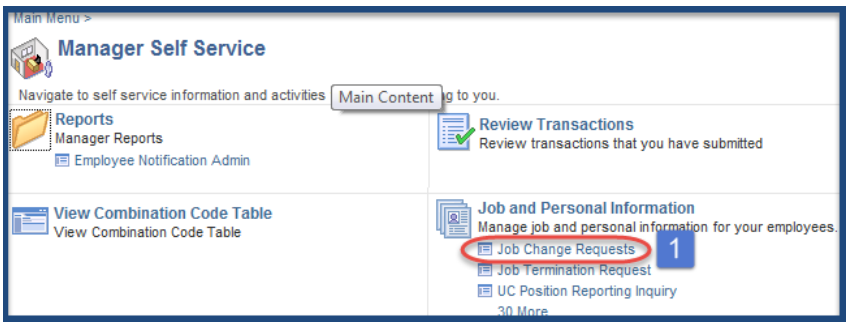
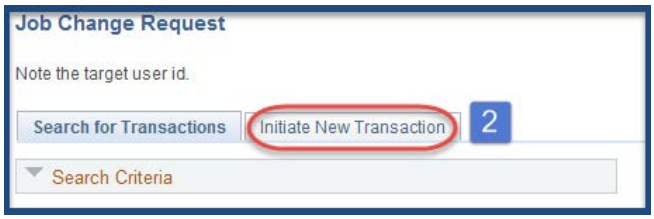
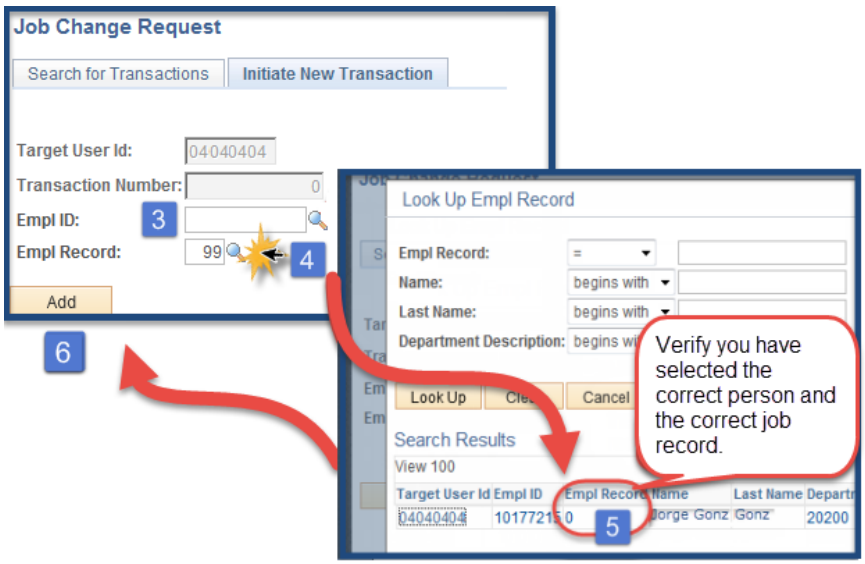
This Quick Reference Guide shows you how to update the reporting manager for a General Associate Relationship using the online Job Change Request Form.

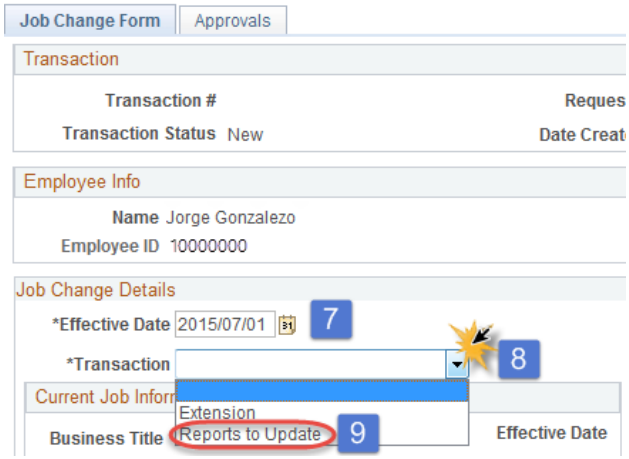
Resources

Please visit the HR website *General Associate and Associate – Limited Access page* for full details about the General Associate relationships.

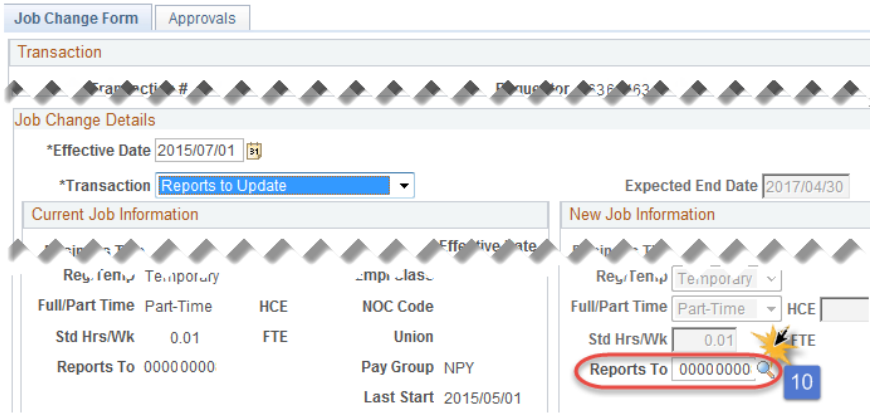
Before You Begin

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

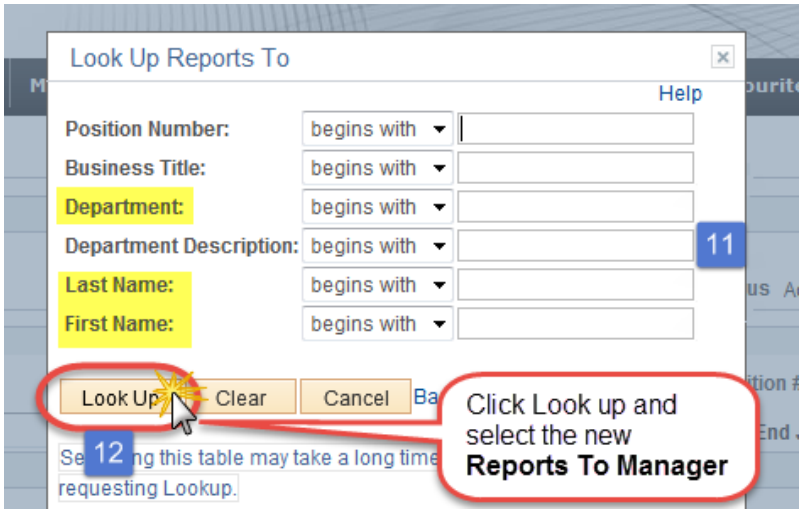
Job Change Request Form	
To access the Job Change Request Form go to the **myUofC portal**, and under My work click **Manager self-service**.	
	1. From the Manager Self Service page, under Job and Personal Information heading click on **Job Change Requests.**
	2. On the Job Change Request page select 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.



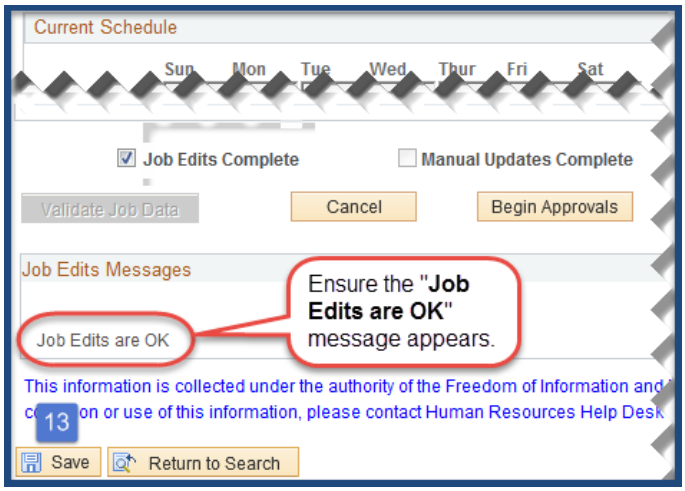
7. Enter the **Effective Date** of the new reporting relationship by clicking on the calendar icon.
8. Select the **Transaction** by clicking on the **drop down** arrow
9. Select **Reports to Update** from the menu.



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

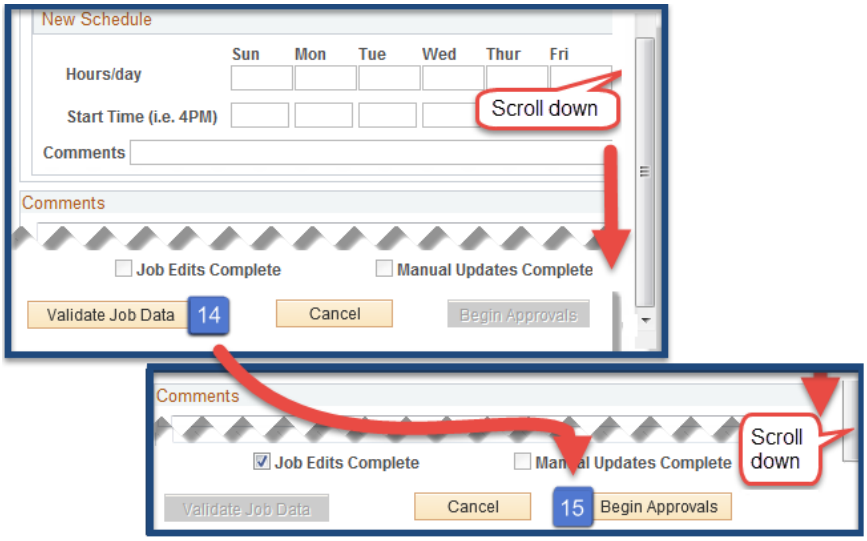


11. A search can be performed using single or multiple criteria. Enter a combination of the **Department ID, Last Name, and/or First name** fields to perform your search.
12. To initiate your search, click the **Look Up** button and then **select your new Reporting Manager** from the results.

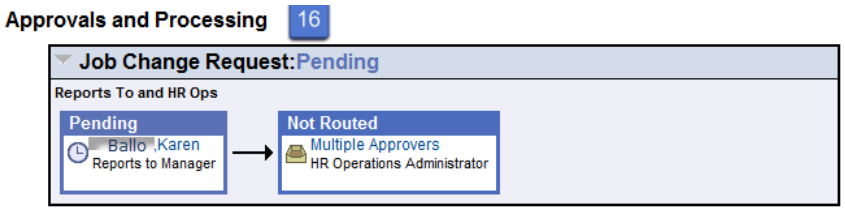


Ensure the **Job Edits Message** indicates "**Job Edits are OK**".

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.