Change an Employee's Supervisor

Chapter 18
Change an Employee's Supervisor

Section Objectives

At the end of this section, you should be able to:

- Change an Employee’s Supervisor
Change an Employee’s Supervisor

The Change Manager form provides the ability for supervisors to reassign direct reports to a new supervisor and assign new direct reports to the supervisor.

Reassign Direct Reports to a New Manager

The Transfer Date (or effective date) may be the current date or a date in the future.

The transfer can be completed in two ways:

- The Transfer Date and new Direct Report’s Manager can be individually assigned to the Direct Report.

- A specific Transfer Date is chosen and a New Manager can be assigned to all current direct reports on that effective date.

Assign New Direct Reports

New Direct Report(s) may be assigned to the manager using a specific Transfer Date.
Once these are completed, the Professional User Interface (PRISM HR/Payroll system) is then updated to reflect these changes.

No employee records are generated by these changes.

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at http://www.bc.pitt.edu/policies/.
Lab 1: Change an Employee’s Supervisor

1. First, login to PRISM TRKS as SPVBXX.

2. Supervisor C will now be supervising Employees J & O. Change the Supervisor of Employee J StudentXX and Employee O StudentXX from Supervisor B StudentXX to Supervisor C StudentXX

3. Next, login to PRISMTRKS as SPVDXX

4. Since Supervisor A will be leaving the department, Supervisor D will reassign all employees from Supervisor A to Supervisor E until a new employee is hired.
Lab 1 Solutions: Change an Employee’s Supervisor

- Login as SPVBXX
- Select PRISM TRKS Supervisor responsibility
- Select the Change Manager link

Find Employee J StudentXX in the Reassign Direct Reports to a New Manager table.

In the Direct Report’s Manager field, delete Supervisor B’s name and replace with Supervisor C StudentXX.

Type all or part of Supervisor C’s name and tab, or use the Flashlight Find icon

Repeat steps 1-3 for Employee O StudentXX

Click the Next button in the top right corner.
Supervisor C’s name should appear in the Proposed manager column beside Employee O & Employee J’s names.

Click the Submit button to process the changes.

A Confirmation page should appear confirming that the changes have been submitted to Supervisor B’s supervisor for approval.

Click on Home button to return to the PRISM Homepage.
Lab 1 Solutions: Change an Employee’s Supervisor

- Login as SPVDXX
- Select PRISM TRKS Supervisor responsibility
- Select the Manager Actions link

- Find Supervisor A StudentXX in the Manager Actions: People in Hierarchy form and click on the plus sign to view direct reports, Employee C StudentXX and Employee P StudentXX.
- Click the Action icon across from Supervisor A StudentXX
Lab 1 Solutions: Change an Employee’s Supervisor

- Click on the Start button

- Verify effective date is correct
- Click on Continue button
Lab 1 Solutions: Change an Employee’s Supervisor

- Type all or part of Supervisor E’s name and tab, or use the Flashlight Find icon
- Click Assign to All button

- Review Effective Date and Direct Report’s Manager fields are accurate
- Click the Next button in the top right corner
### Lab 1 Solutions: Change an Employee’s Supervisor

- Supervisor E’s name should appear in the *Proposed manager* column beside Employee C & Employee D’s names.

- Click the *Submit* button to process the changes.

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<table>
<thead>
<tr>
<th>Reassigned Direct Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Worker Name</strong></td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Student20, Employee C</td>
</tr>
<tr>
<td>Student20, Employee D</td>
</tr>
</tbody>
</table>

### Additional Information

- **Attachments:**
  - To help approve the request, you can attach supporting documents, images, or links to this action.
  - None

### Approvers

<table>
<thead>
<tr>
<th>Details</th>
<th>Line No</th>
<th>Approver</th>
<th>Approver Type</th>
<th>Order No</th>
<th>Category</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Show 1" /></td>
<td></td>
<td>Student20, Supervisor D</td>
<td>HR People</td>
<td>1</td>
<td>Approver</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

- **Comments to Approver**

- A *Confirmation* page should appear confirming that the changes have been submitted to Supervisor D’s supervisor for approval.

- Click on the *Home* button to return to the *PRISM Homepage*.