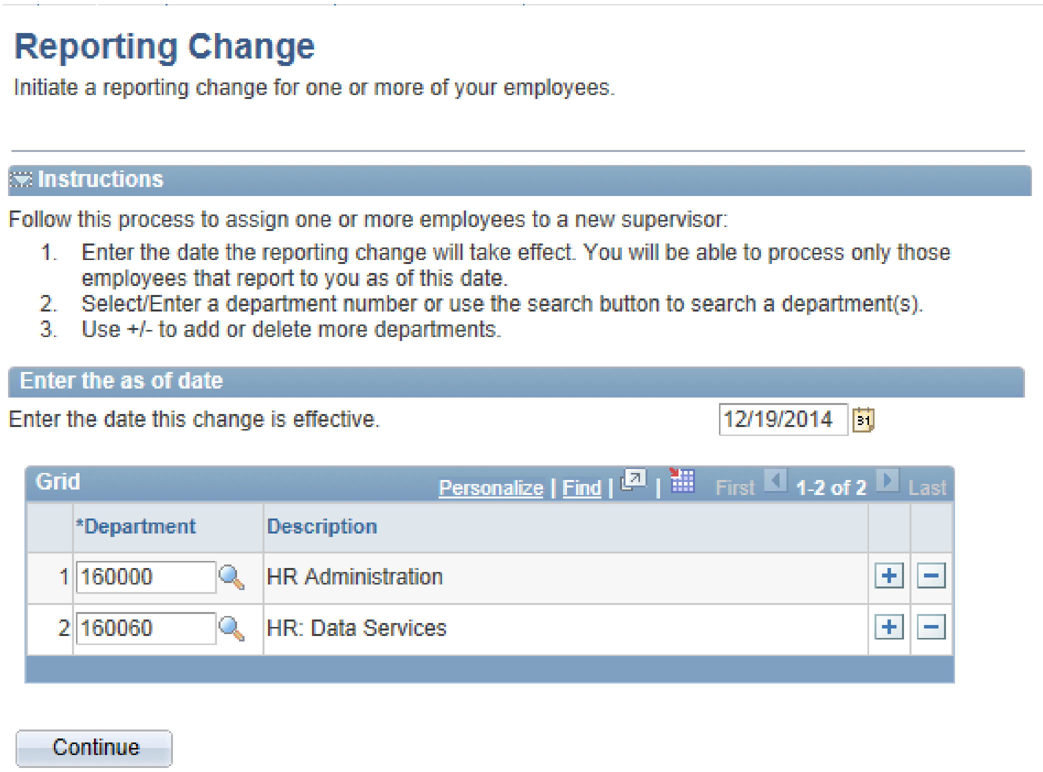
Entering Reporting Changes

To enter data on reporting relationships (who supervises who), go to HRWeb> General Update> Reporting Change.



1. Enter the date the reporting change will take place.

2. Type in the department code (6 digits)

3. Click the + box to add another department

4. Click continue when all departments relative to the reporting change have been entered – you will retrieve a list of all the employees in those departments to which you have access (those who “report to you”)

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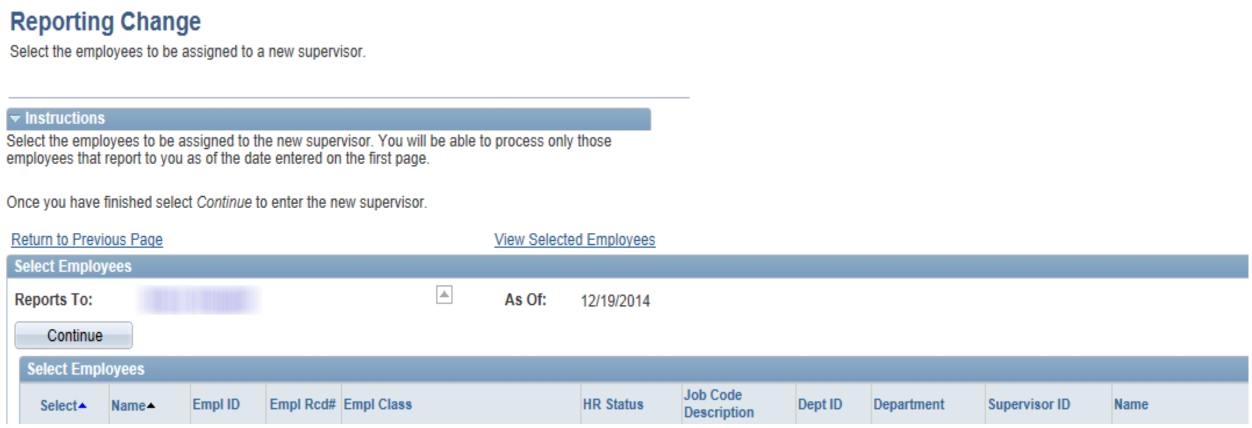

5. Select the checkbox next to the employee name(s) of those with reporting changes (if there are too many to display on one page, scroll to the top of the page to the blue bar and navigate to the next page to select more names

6. Click "Continue" when finished selecting employees

All the employees selected must all have the same supervisor to use this method of entry.

7. Check the effective date for the reporting change on the next screen. If the date is incorrect, click “Return to Select Employee” to make the correction.

8. If the effective date is correct, you may now specify the new supervisor.

9. Click the magnifying glass to search for the supervisor by name.

10. Be sure to click “Submit”

11. You will receive a confirmation page of all those employees updated.

12. The updates will also be visible on the Job Summary page for each employee with the effective date specified and Action Code DTA (Data Change) and Reason Code USI (Update Supervisor ID).