

Entering Reporting Changes

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

Reporting Change

Initiate a reporting change for one or more of your employees.

Instructions

Follow this process to assign one or more employees to a new supervisor:

1. Enter the date the reporting change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the as of date

Enter the date this change is effective.

12/19/2014 

Grid		Personalize	Find			First	1-2 of 2	Last
	*Department	Description						
1	<input type="text" value="160000"/> 	HR Administration						
2	<input type="text" value="160060"/> 	HR: Data Services						

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”)

Entering Reporting Changes

Reporting Change

Select the employees to be assigned to a new supervisor.

Instructions

Select the employees to be assigned to the new supervisor. You will be able to process only those employees that report to you as of the date entered on the first page.

Once you have finished select *Continue* to enter the new supervisor.

[Return to Previous Page](#)

[View Selected Employees](#)

Select Employees

Reports To: As Of: 12/19/2014

Select Employees

Select	Name	Empl ID	Empl Rcd#	Empl Class	HR Status	Job Code Description	Dept ID	Department	Supervisor ID	Name
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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).

Request Reporting Change

Instructions

Below is a list of the employees you selected for the reporting change. Select Submit once you have entered the reporting change information.

Selected Employees

Name	Job Title	Empl ID	Supervisor
	Administrative Assistant, Exec		

Reporting Change Details

*Reporting Change Date: 12/19/2014 Enter effective date

New Information

*Supervisor:
(Name Format: First Last)

Current Information

* Required Field

[Return to Select Employees](#)