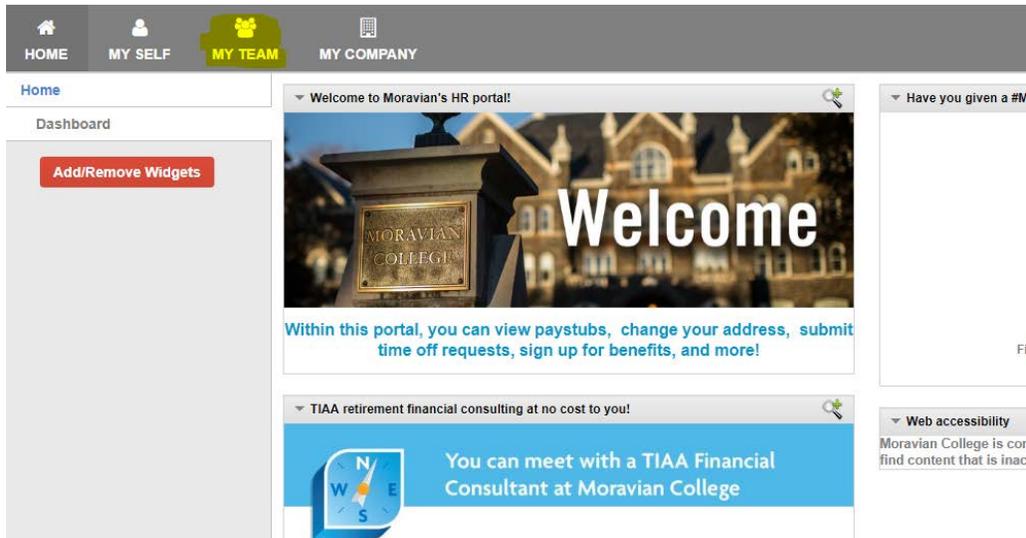


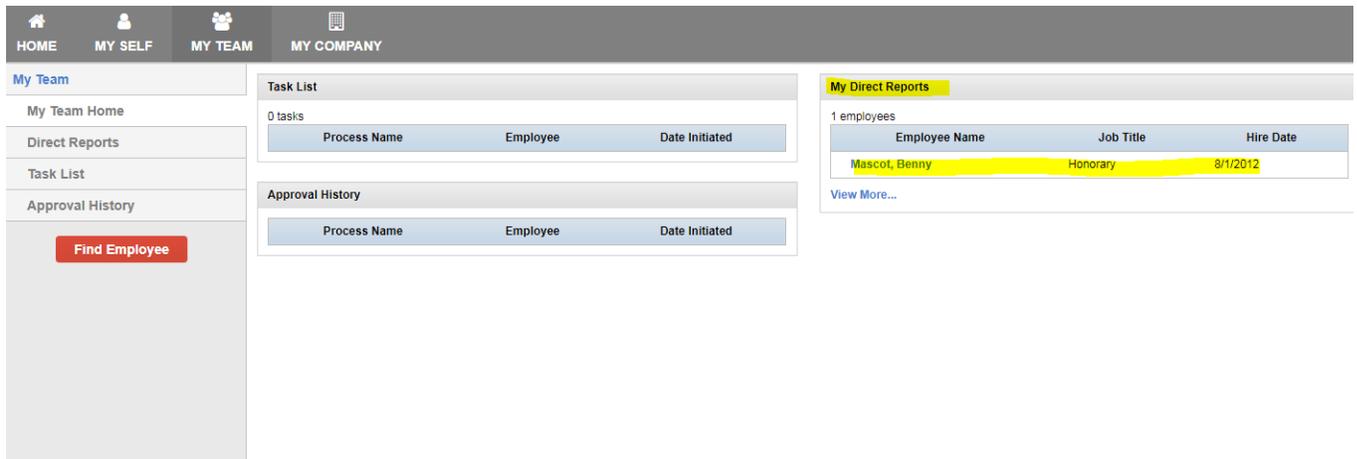


## HOW TO CHANGE AN EMPLOYEE'S SUPERVISOR

### 1. Click on "MY TEAM" tab



### 2. Click on the employee you would like to change under the "My Direct Reports" tab



Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

### 3. Click on “Job” tab

Mascot, Benny

Personal	 Employee ID: <b>520984</b> Job Title: <b>Honorary</b> Employment Status: <b>Active/Full Time/Regular</b> Work Phone Number: <b>(610) 861-1300</b> Work Email:
Employment	
Compensation	
<b>Job</b>	
Job Information	

### 4. Click on “Job Information”

Mascot, Benny

Personal	 Employee ID: <b>520984</b> Job Title: <b>Honorary</b> Employment Status: <b>Active/Full Time/Regular</b> Work Phone Number: <b>(610) 861-1300</b> Work Email:
Employment	
Compensation	
Job	
<b>Job Information</b>	

## 5. Click on “Change Supervisor”

Mascot, Benny - Job Information

**Job Information**

Supervisor: **Mo Mascot** **Change Supervisor**

Start Date:	Employee Type:	Department:	Job Title:
08/01/2012	Administration - 12	President	Honorary

Start Date: **08/01/2012** Employee Type: **Administration - 12**

Department: **President** Job Title: **Honorary**

Comments: **Add Comment**

[Close](#)

## 6. Find new Supervisor from drop down

Mascot, Benny - Job Information

**Job Information**

Previous Supervisor: **Mo Mascot**

New Supervisor: **Mo Mascot** ▼

**Save Supervisor** [Cancel](#)

## 7. Click on “Save Supervisor”

Mascot, Benny - Job Information

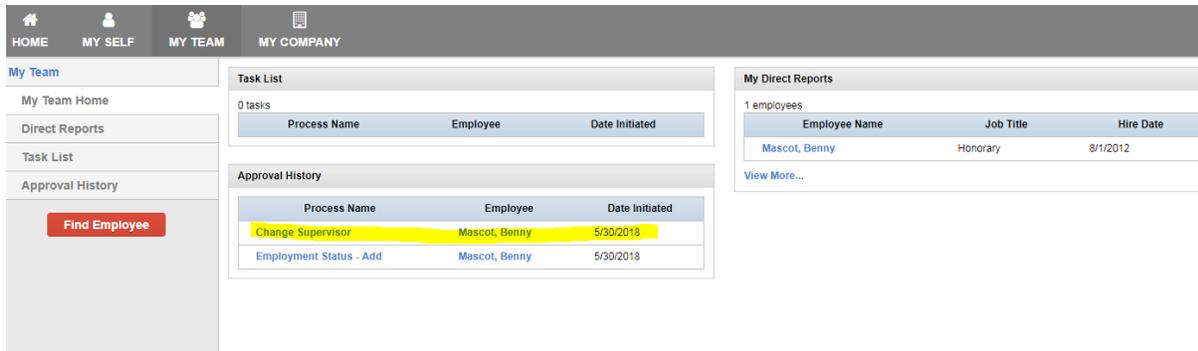
**Job Information**

Previous Supervisor: **Mo Mascot**

New Supervisor: **Hope E. Meixell** ▼

**Save Supervisor** [Cancel](#)

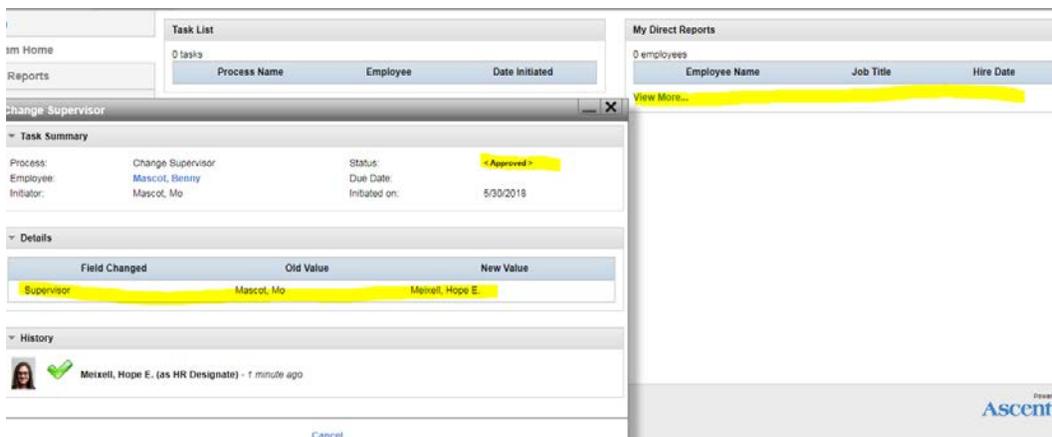
8. Refresh your “My Team” page and you will see your “Change Supervisor” has been initiated. You can find your status of your supervisor change by clicking on the “Change Supervisor” under the “Approval History” on the “My Team” home screen. *(All Supervisor changes need to be approved by Human Resources)*



The screenshot shows the 'My Team' page with a navigation menu on the left. The main content area is divided into three sections: 'Task List', 'Approval History', and 'My Direct Reports'. The 'Approval History' section contains a table with the following data:

Process Name	Employee	Date Initiated
Change Supervisor	Mascot, Benny	5/30/2018
Employment Status - Add	Mascot, Benny	5/30/2018

9. You will then be able to see the status. Once approved, the status will be changed to “Approved”



The screenshot shows a 'Change Supervisor' approval window. The 'Task Summary' section displays the following information:

Process:	Change Supervisor	Status:	Approved
Employee:	Mascot, Benny	Due Date:	
Initiator:	Mascot, Mo	Initiated on:	5/30/2018

The 'Details' section shows a table of field changes:

Field Changed	Old Value	New Value
Supervisor	Mascot, Mo	Meixell, Hope E.

The 'History' section shows a notification from Meixell, Hope E. (as HR Designate) - 1 minute ago.