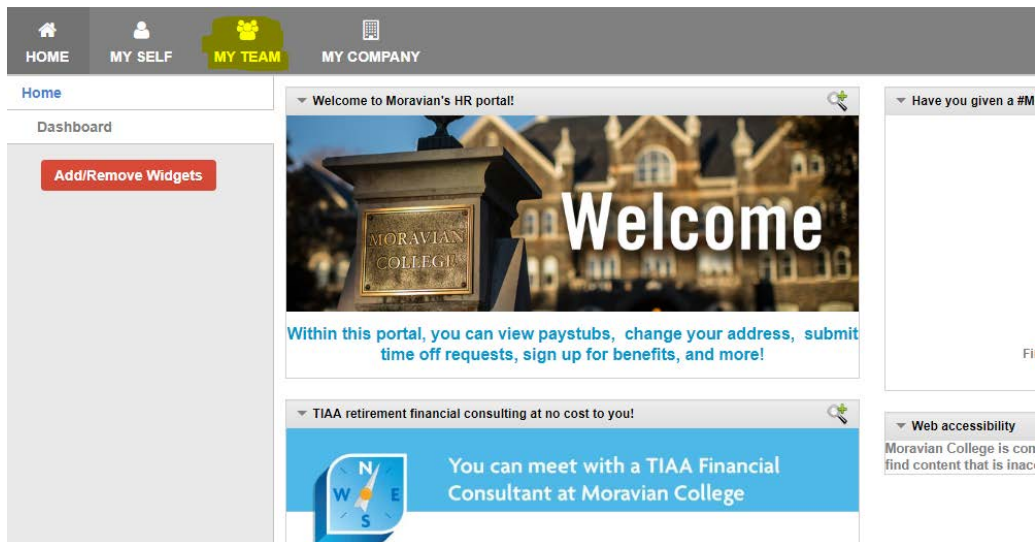


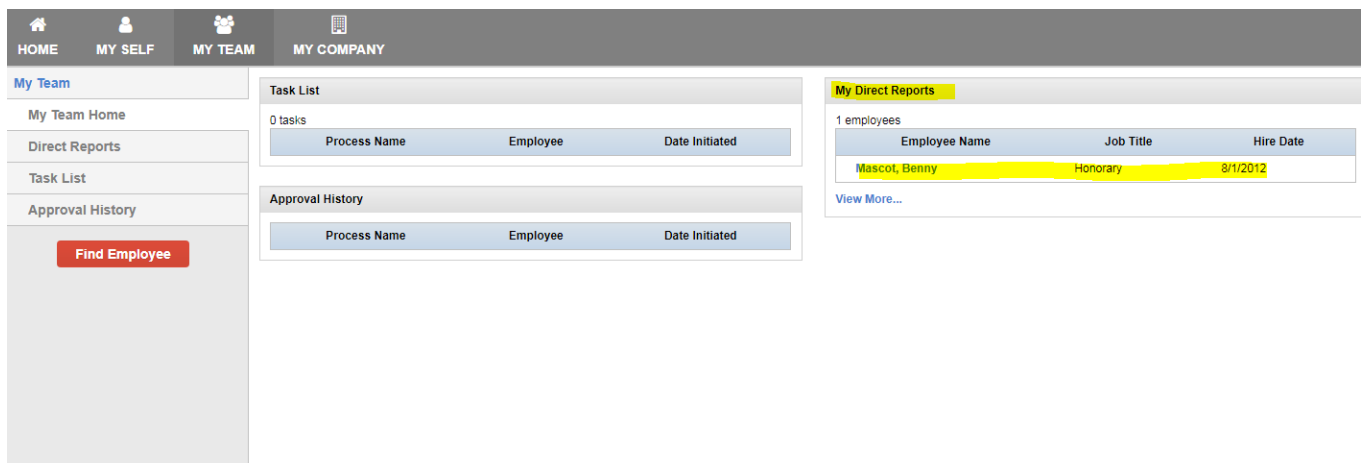


HOW TO CHANGE AN EMPLOYEE'S SUPERVISOR

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 or call 610-861-1527.



3. Click on "Job" tab


Mascot, Benny

Personal	
Employment	
Compensation	
Job	
Job Information	

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

4. Click on "Job Information"

Mascot, Benny

Personal	
Employment	
Compensation	
Job	
Job Information	

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

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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)*

Task List

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

Approval History

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

My Direct Reports

Employee Name	Job Title	Hire Date
Mascot, Benny	Honorary	8/1/2012

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

Task Summary

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

Details

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

History

Meixell, Hope E. (as HR Designate) - 1 minute ago

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