# HOW TO CHANGE AN EMPLOYEE'S SUPERVISOR

1. **Click on "MY TEAM" tab**
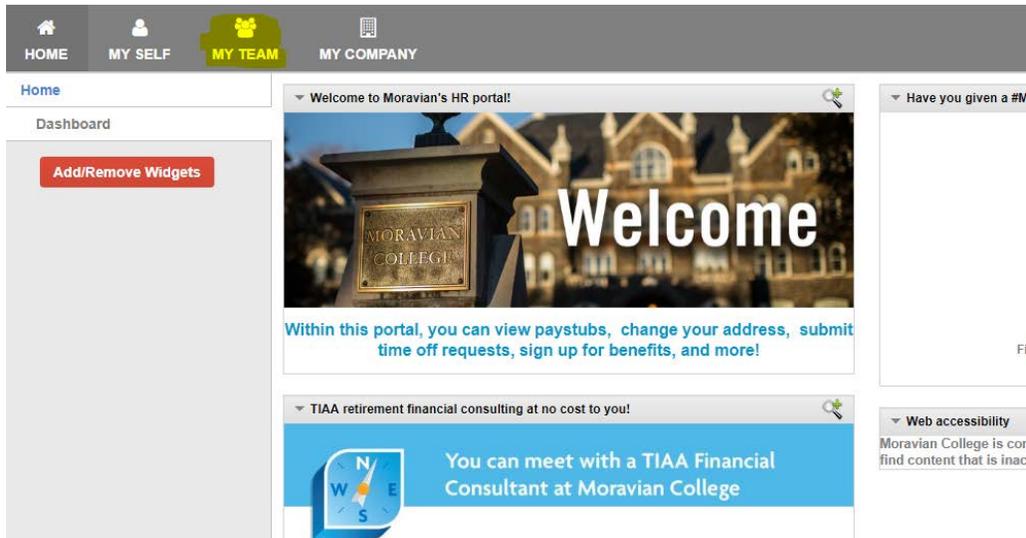
2. **Click on the employee you would like to change under the "My Direct Reports" tab**
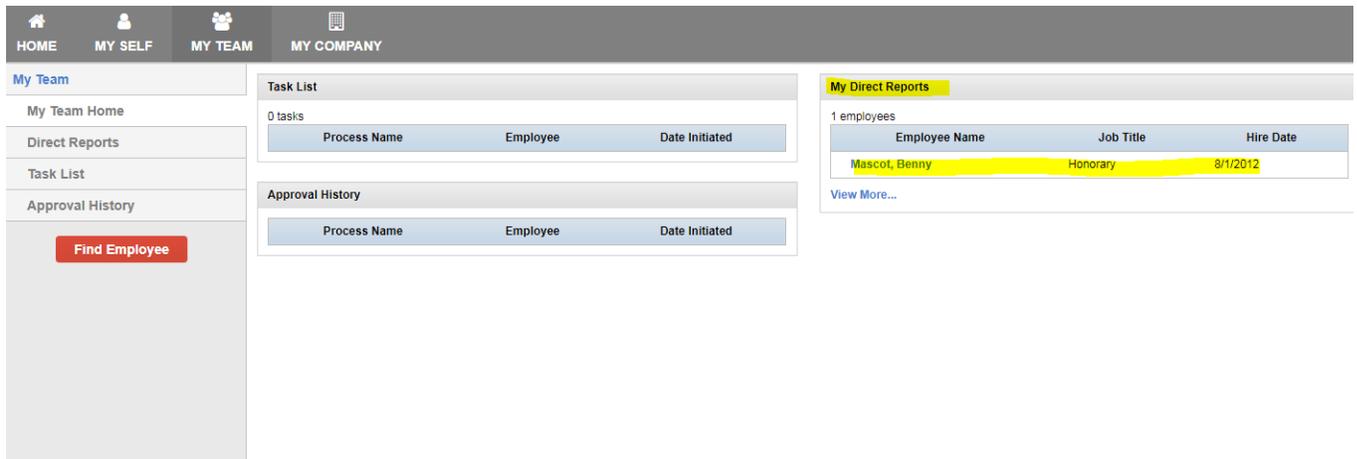
Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

3. Click on "Job" tab

4. Click on "Job Information"

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5. Click on "Change Supervisor"

6. Find new Supervisor from drop down

7. Click on "Save Supervisor"

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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)*
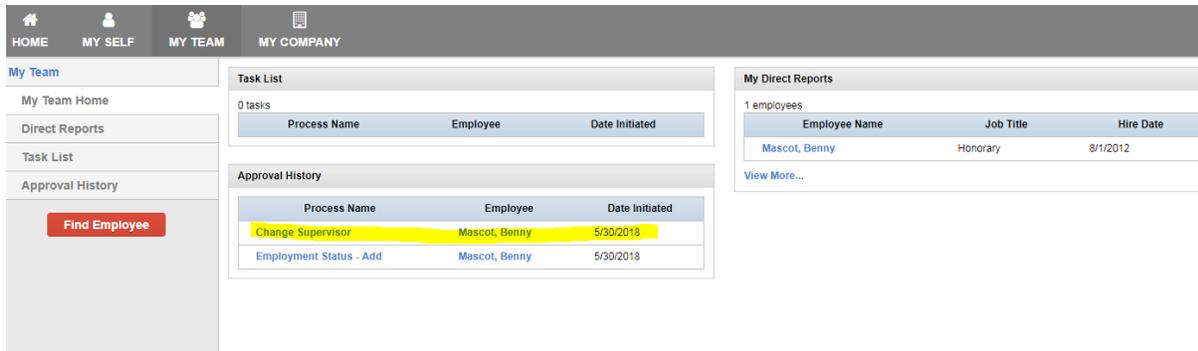
9. **You will then be able to see the status. Once approved, the status will be changed to "Approved"**

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