1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.

2. Choose Job and Personal Information from the actions menu and then choose Request Reporting Change.
1. Type of transaction

2. Steps to complete transaction – current step is indicated with a green circle.

3. Employee information – redacted here for privacy

4. Effective date – must be changed to date that coincides with the beginning of a payroll period

5. Click the magnifying glass next to the reports to title to select a new reports to position for this employee’s position and wait for the Lookup window to open.
6. Click the arrow next to search criteria to search for a reports to position

7. Search for a reports to position using any combination of the fields provided.
   Once the appropriate position is located, click on it to select it.
8. Verify under “New Information” that the yellow dots appear (which indicates that a change has been made) and that the manager name displayed matches the correct new reports to manager.

(The name is redacted here for privacy.)
10. Review the transaction one more time for accuracy and add any appropriate comments and attachments.

Make sure to indicate in the comments of a reporting change transaction how you expect the transaction to affect time approver – either change it concurrently or leave it as is.