



Changing Employee's Manager

This guide will cover:

- Changing line managers (supervisors) for employee(s) within your area of supervision.

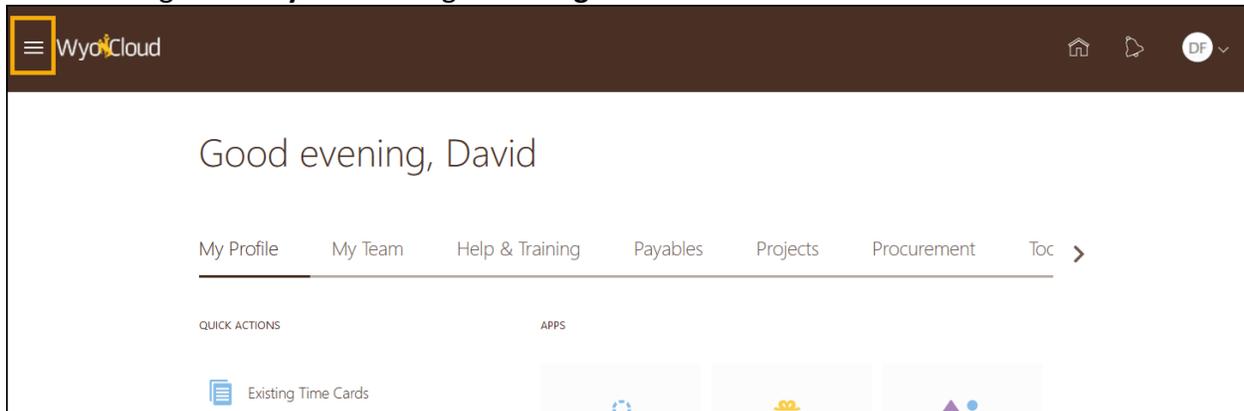


This guide details the steps for completing this process using **Supervisor/Manager** WyoCloud access.

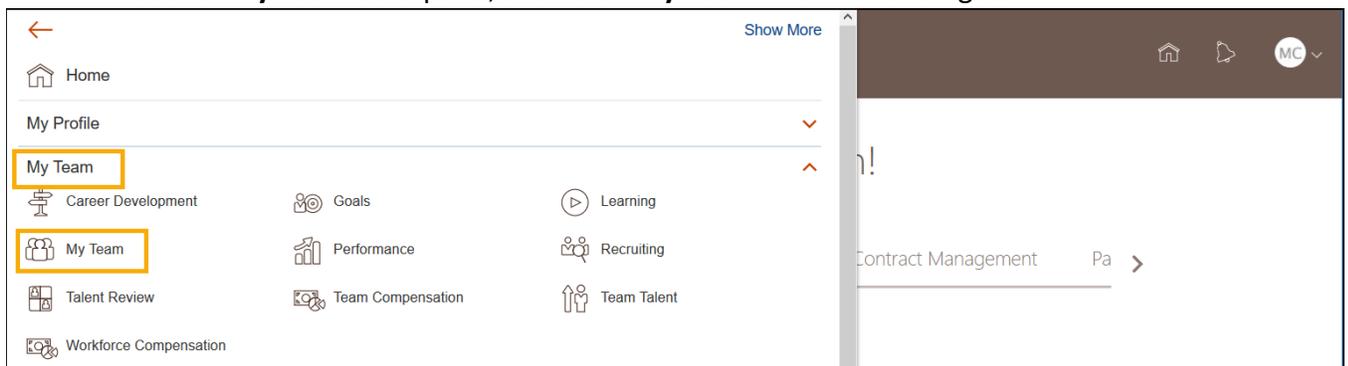
Step One

Sign into WyoCloud from WyoWeb.

- Navigate to **My Team** using the **Navigator** bar.

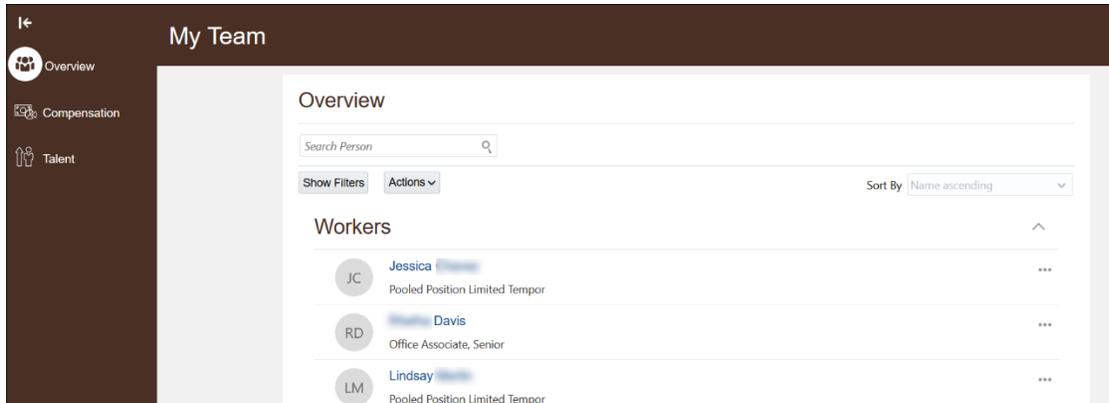


- First click **My Team** to expand, then click **My Team** within the navigator.





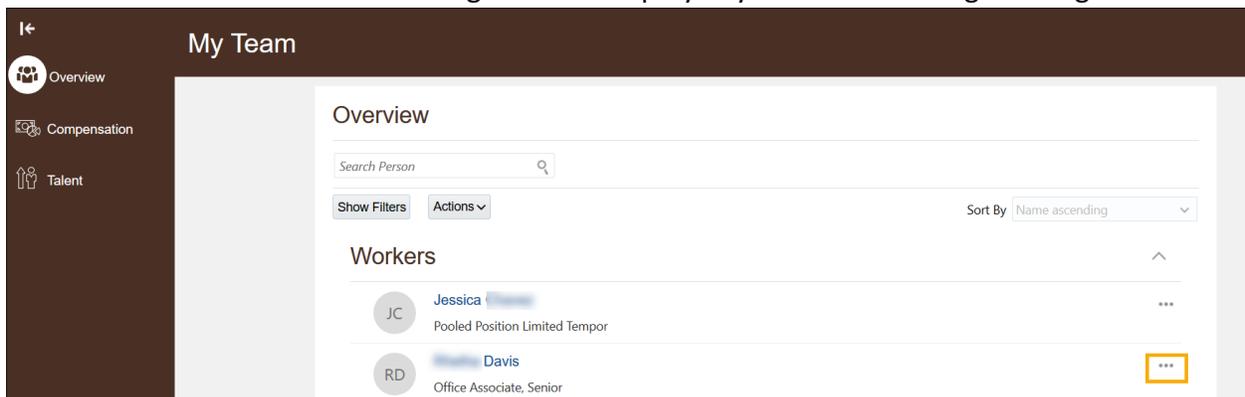
- The *My Team* homepage will display. Here you will see all employees in your direct line of supervision.



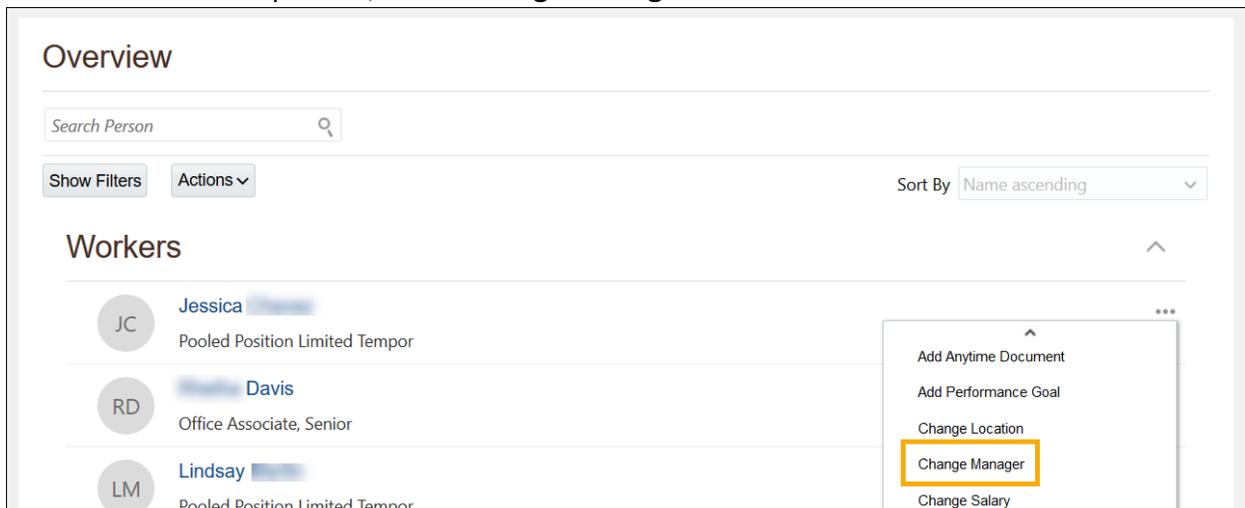
Step Two

Select the individual whose line manager is to be changed.

- Click the **three dots** to the right of the employee you'd like to change manager on.



- From the drop down, select **Change Manager**.





Step Three

Edit the line manager on the *Change Manager* page.

- Enter the effective date in the *Change Manager Date* field.
- Confirm that **Manager Change** is selected in the *Change Manager Action* field.
- Select the most appropriate option from the *Change Manager Reason* drop down.

Change Manager: Manager1 Testerson

Printable Page Review Save Submit Cancel

MT

Name Manager1 Testerson
Assignment Number ETR8000
Position Manager Position
Location Merica Hall

Person Number TR8000
Job Manager
Department Associate Vice President of Human Resources
Manager Manager2 Testerson

Basic Details

* Change Manager Date 12/27/2018
* Change Manager Action Manager Change
Change Manager Reason Addition of Employee 1

Manager Details +

* Name Testerson, Manager2 ETR8001 Active - Payroll Eligible
* Type Line manager

Manage Direct Reports

- When you update the effective date, you may get the following confirmation message. Click **Ok**, then confirm all details remain correctly entered.

Confirmation

If you change the effective date, changes made on the current effective date will be lost. Do you want to continue?
(PER-1530418)

OK Cancel

- In the *Manager Details* section, use the *Name* field drop down to select **Search**.

MT

Name Manager1 Testerson
Assignment Number ETR8000
Position Manager Position
Location Merica Hall

Person Number TR8000
Job Manager
Department Associate Vice President of Human Resources
Manager Manager2 Testerson

Basic Details

* Change Manager Date 12/27/2018
* Change Manager Action Manager Change
Change Manager Reason Addition of Employee 1

Manager Details +

* Name Testerson, Manager2
* Type Line manager

Search...

Manage Direct Reports



- Locate the new manager (supervisor) below the *Name* header using the search feature. Search by listing the new manager's last night, first name. Once located, click to the left of the name to highlight the row then click **OK**.

Search and Select: Name

Search

Advanced

** At least one is required

** Name Testerson, Manager2

** Department

** Job

** Email

Assignment Status

Search Reset

Name	Assignment Number	Department	Job	Email	Assignment
Testerson, Manager2	ETR8001	Associate Vice President of Human R...	Manager		ACTIVE

OK Cancel

- You will be returned to the *Change Manager* page. Confirm the correct name is listed under **Manager Details** and *Line Manager* is selected under **Type**.
- If changes are also needed for individuals below the selected employee, that can be done by clicking the **arrow** to the left of *Manage Direct Reports* to expand additional options.

Basic Details

* Change Manager Date 12/27/2018

* Change Manager Action Manager Change

Change Manager Reason Addition of Employee 1

Manager Details

* Name Testerson, Manager2 ETR8001 Active - Payroll Eligible * Type Line manager

Manage Direct Reports

Manage Direct Reports Details

Effective Date 12/27/2018

* Action Manager Change

Action Reason Change of Manager of

Reassign Line Reports

Reassign To

View Detach

Select	Direct Report	Proposed Manager
All	Name	Name
<input checked="" type="checkbox"/>	Employee1 Testerson	



Step Four

Submit the update.

- In the upper, right-hand corner of the page, click **Review**.

Change Manager: Manager1 Testerson

Printable Page **Review** Save Submit Cancel

MT

Name: Manager1 Testerson
Assignment Number: ETR8000
Position: Manager Position
Location: Wyoming Hall

Person Number: TR8000
Job: Manager
Department: Associate Vice President of Human Resources
Manager: Manager2 Testerson

Basic Details

Change Manager Date: 12/3/2018
Change Manager Action: Manager Change
Change Manager Reason:

Manager Details

Name: Testerson, Manager2 ETR8001 Active - Payroll Eligible Type: Line manager

Manage Direct Reports

- After reviewing the *Change Manager* page, click **Submit** in the upper, right-hand corner of the page.

Change Manager Manager1 Testerson

Printable Page Back Save **Submit** Cancel

MT

Name: Manager1 Testerson
Assignment Number: ETR8000
Position: Manager Position
Location: Wyoming Hall

Person Number: TR8000
Job: Manager
Department: Associate Vice President of Human Resources
Manager: Manager2 Testerson

Basic Details

Change Manager Action: Manager Change Change Manager Date: 12/3/2018
Change Manager Reason:

Manager Details

Current Value

Name	Assignment Number	Assignment Status	Type
No data to display.			

Proposed Value

Name	Assignment Number	Assignment Status	Type
No data to display.			

- Click **Yes** in the Warning window.

Warning X

The request will be submitted. Do you want to continue? (HRC-1035163)

Yes No

You have completed the steps to Changing Employee's Manager.