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.

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

- Select *My Team* under the *My Team* header 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 actions menu (orange down arrow) next to the employee whose manager you’d like to change.
• From the drop down, select Personal and Employment then 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.

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

In the Manager Details section, use the Name field drop down to select Search.
- Locate the new manager (supervisor) below the Name header using the search feature. Search by listing the new manager’s last name, first name. Once located, click to the left of the name to highlight the row then click OK.

- 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.
Step Four
Submit the update.
- In the upper, right-hand corner of the page, click Review.

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

- Click Yes in the Warning window.

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