Employee Job Changes Workflow
Manager Change

Notification

- Current or New Supervisor notifies HR Consultant (HRC) or HR Coordinator that an employee’s manager is changing
- HRC confirms all info with all parties, including effective date

Processing

- HR Coordinator drafts letter confirming Employee (EE)’s new Supervisor
- HRC signs letter and HR Coordinator provides it to the New Supervisor
- New Supervisor provides signed letter to EE
- HR Coordinator sends letter and relevant information to Payroll, including any changes in Time & Labor or Absence Management groups

Change Effective

- Within 3-5 business days of change request or on effective date, if it is in the future, manager change is effective in PeopleSoft
- Time & Labor and Absence Management groups are updated the week of the effective date
- On the effective date or on change request date, if the request was backdated, all current ePerformance documents are transferred to New Supervisor
- The Friday after the effective date or change request date, if the request was backdated, EE will move to New Supervisor in the HUIT Org Chart

Please Note: Manager Changes often occur as part of a larger organizational change or in addition to a title or salary change. This process remains the same, regardless of any other changes that take effect simultaneously.