3.1 Request a Reports-To Change

Step	Action
1.	Sign in to Peoplesoft: Enter your User ID into the **User ID** field.
2.	Press **[Tab]** to go to the **Password** field.
3.	Enter your password into the **Password** field.
4.	Click on the **Sign In** button.
5.	Click the **Main Menu** button.
6.	Click the **HR Coordinator WorkCenter.**
7.	This is the home page for the **Request A Reporting Change.** You will see a list of all of the employees you have access to for processing.
8.	Choose the employee(s) you would like to process a **Reports-To** change on
9.	Scroll to the bottom of the page to find the **Continue** button
10.	Click the **Continue** button.
11.	Verify that you have chosen the correct employee(s).
12.	Click on the **Calendar** to choose the effective date, or simply type the date in the date field.
13.	Enter the new **Reports-To Position Number**.
14.	After you have entered the new Position Number, press **[Tab]** to display the new manager's name
15.	Verify the new manager is the correct one, and then **Tab** to the **Location Code** field, and update the location code, if necessary
16.	Enter the new location code.
17.	Press **[Tab]** to see the description of the new location
18.	Verify that all information is accurate, and then click on the **Submit** button.
19.	You will get a confirmation message that your submission was successful. Click on the **OK** button.
20.	Navigate to Job Data to see the updated employee. Click on **Job Data** on the **HR Coordinator WorkCenter** menu
21.	Enter the employee's employee ID into the **Empl ID** field.
22.	Click the **Search** button.
23.	On the first tab of **Job Data**, called Work Location tab, you will see an action with an effective dated row with the date you chose, a Reason of **Change in Reports-To**, and a new location code, if you entered one. If you don't see that this has been updated, contact **HR/Classification & Compensation**.
24.	Click on the **Job Information** tab.
25.	On the second tab of **Job Data**, called Job Information, you can see the new Position Number and the new manager's name is displayed.

Step	Action
26.	Now we will also go and check the change to the Position. Navigate the **Position Information** link on the **HR Coordinator WorkCenter** menu.
27.	Enter the employee's position number into the **Position Number** field.
28.	Click on the **Search** button.
29.	You can see that the Employee's **Position** was updated with the new **Reports-To Position** and **Location**. Click on the **Request Reporting Change** to return to the **HR Coordinator WorkCenter.**
30.	You are returned to the Home Page of the **HR Coordinator WorkCenter** where you can now choose another employee to process, if necessary
31.	**End of Procedure.**