Changing a Line Manag/ Supervisorin Oracle

In yourOraclescreenclick on My TeamYou should then see a screen like below.

Click on Change Manager. You'll see a screen similar to the screen below.

You'll need to change the line manager for eathdent employeeClick on each student named go through the following process:

Select the effective date for this change. Please note: we recommend a change in line manager occurs at the end of a pay period so there's no confusion as to who scressibility .3 5.348 0 r.9 (y)-4.6 (.3m)-9.L.2 (s)-4.3.4 (

On this next section you will edit the new line manager should be for this student.

① When and W	hy			✓ Edit
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				Delete OK Cancel
	*Name		Туре	-
	when and why.			
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		Comments and Attachm	nents	

You can add comments and attachments if you choose and then when you're finished, select Submit. See below.



You'll need to perform the change manager function for each student employee

After the change is made the neared previous manager should receive a bell notification that this change has been made ou will no longer be able to access this student employee's job information or timecard, only the new line manager can do that.

