

Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

APPS

Notifications

**HCM Department Manager - Request Manager Change**



Things to Finish

Assigned to Me

0

Created by Me



You have no open notifications.


1/15

NOTE: This process is only available to the HCM Department Manager of your department. It is also for changing a student's or part-time faculty's line manager.


HCM Department Managers, click '**My Team**' to begin a student or part-time faculty transfer.


Me **My Team** My Client Groups Tools Reports Others


QUICK ACTIONS


 Notifications

APPS

 Set Preferences

 Approvals

 Scheduled Processes






Things to Finish

Assigned to Me

0

Created by Me



You have no open notifications.

# Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

### QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records

### APPS

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
New Person	Workforce Compensation	Team Goals Center	+	

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Click 'Show More.'

Back

Show More

### Things to Finish



# Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

Show Less

## My Team

Team Time Cards

## Document Records

Document Records

## Employment

Allocate Checklists

Change Assignment

Change Manager

Direct Reports

Employee Summary

Employment Info

Promote

Terminate Employment

Transfer



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Click 'Change Manager.'

Back

Change Manager

4/15

Select your employee from the list below. Alternatively, you can enter your employee's name in the search field.

Next

Worker Type | Show primary assignment only | Worker Type | Filters | Clear (1)

Sort By Relevance | Grid icon

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
DePaul Part Time Staff	Academic Advisor (PT)	5005358	E5005358	Active - Payroll Eligible	Employee	
DePaul Full Time Staff	Academic Administrator	5005357	E5005357	Active - Payroll Eligible	Employee	



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You will not click 'Direct reports' when changing a manager. Comments and attachments can be added if desired, but are not required.

Back Next

Change Manager



Info to i  
DePaul Full Tim

Direct reports

Add direct reports and other report types.

Comments and attachments

Add additional comments and attachments for approver.

Cancel

Continue

Submit

1 | 3



Info to include

When and why

Managers

Change Manager



## Info to include

DePaul Full Time Staff, Academic Administrator

### Direct reports

Add direct reports and other report types.



### Comments and attachments

Add additional comments and attachments for approver.



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Click **'Continue.'**

Back

Cancel **Continue** Submit

Info to include

Reason and why

Managers

Comments and attachments

7/15



Select the **effective start date of the manager change.**

Following this, the 'What's the way to change the manager?' field will auto-populate.

**Back**

**Next**

When does the manager change start?



Required

What's the way to change the manager?

Why are you changing the manager?

2 | 4



Info to include

When and why

Managers

Comments and attachments

Cancel

Continue

Submit

Change Manager



## When and why

DePaul Full Time Staff, Academic Administrator

When does the manager change start?  
7/1/2026

Why are you changing the manager?

8/15

Click '**Why are you changing the manager?**' and make your selection from the dropdown that appears.

Back Next

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Info to include

When and why

Managers

Comments and attachments

Cancel Continue Submit

### Change Manager



## When and why

DePaul Full Time Staff, Academic Administrator

When does the manager change start?  
7/1/2026

What's the way to change the manager?  
Manager Change

Why are you changing the manager?  
Manager Change

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Click 'Continue.'

Back

Cancel **Continue** Submit

to include

on and why

Managers

Comments and attachments

Change Manager



## Managers

DePaul Full Time Staff, Academic

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Click the edit icon (i.e., the pencil) for the **Line manager** entry.

Next

+ Add	
DePaul Manager Academic Advisor E5005356	Active Manager Type Line manager
DePaul Manager Academic Advisor E5005356	Active Manager Type HCM Department Manager

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Cancel Continue Submit

Info to include  
When and why  
Managers  
Comments and attachments

### Change Manager

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Enter or select the name of the employee's new line manager.

**Back** **Next**

Managers  
DePaul Manager

Manager Type  
Line manager

Cancel

Save

**DM** DePaul Manager  
Academic Advisor  
E5005356

Active

Manager Type  
HCM Department Manager



Cancel

Continue

Submit

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Info to include

When and why

Managers

Comments and attachments

### Change Manager



## Managers

DePaul Full Time Staff, Academic Administrator

+ Add

Managers  
DePaul Manager

Manager Type  
Line manager

Cancel

Save

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Click 'Save.'  
Back

DM DePaul Manager  
Academic Advisor  
E5005356

Active

Manager Type  
HCM Department Manager



Cancel

Continue

Submit

Info to include

When and why

Managers

Comments and attachments



Change Manager



# Managers

DePaul Full Time Staff, Academic Administrator

+ Add



DePaul Manager  
Academic Advisor  
E5005356

Active

Manager Type  
Line manager



DePaul Manager  
Academic Advisor  
E5005356

Active

Manager Type  
HCM Department Manager



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If you have no further information to add, you can click '**Submit.**' If you have enabled additional fields, click '**Continue.**'

Back

Cancel Continue Submit



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to include

n and why

Managers

Comments and attachments

Change Manager

## DS Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL

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Info to include

When and why

Managers

Comments and attachments

Cancel

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Add any comments or attachments here.

NOTE: You must click '**Save Comment**' to save your comment.

Back Next

Change Manager



## Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL

15/15 ×

Click **'Submit'** once you are satisfied with your changes.

Alternatively, you may click 'Cancel' to discard your changes.

**Back** **Next**

Cancel **Submit**

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Info to include

When and why

Managers

Comments and attachments

Change Manager

**DS** **Comments and attachments**  
DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL

Add URL

Cancel

Submit

Congratulations! You have requested a manager change. This will now have to be approved by HR Central. Await a bell notification saying so.

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Info to include

When and why

Managers

Comments and attachments

