

Good morning, HCM Department Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

HCM Department Manager - Change Direct Reports

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance







BlueSky Help

Good morning, HCM Department Manager!





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Click 'My Team'

Me **My Team** Procurement Tools Others

QUICK ACTIONS

-  Personal Details
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APPS

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance

BlueSky Help

 Promote

 Employment Info

 Change Assignment

 Document Records

 Direct Reports

2/14 ×
Click 'Show More'

Show More



Performance Overview



Performance



Learning



Workforce Compensation



Termination



BlueSky Help

Things to Finish

Assigned to Me

0

Created by Me

0



You have no open notifications.

Good morning, HCM Department Manager!

Me My Team Procurement Tools Others

← Show Less

Employment



Change Manager



Transfer



Employee Summary



Promote



3/14
Click 'Direct Reports'



Change Assignment



Document Records



Direct Reports



Document Delivery Preferences



Allocate Checklists



Change Photo

Compensation



Change Salary



Individual Compensation



Compensation Info



Team Compensation




View Compensation Change Statements

BlueSky Help

Direct Reports

4/14
Click this field and a list of your direct reports will auto-populate.

Direct Reports

 **Line Manager**
Manager, Benefits

Direct Reports

5/14

Click the name of the employee you would like to change direct reports for.

Note: The person you select must have direct reports.

Search for a Person

	Name	Business Title	Work Email	Person Number
ES	Exempt Staff	Senior Research Associate		8653488
LM	Line Manager	Manager, Benefits		7668935
NS	Nonexempt Staff	Benefits Coordinator	Test@mail.com	8223480

Search Person

LM Direct Reports
Line Manager

Submit Cancel

6/14 x

1 When and Why

*When do these changes start?
10/26/2020

*What's the way to make these changes?
Manager Change

Why are you making these changes?

Continue

2 Reassigning of Reports

3 Direct Reports

4 Comments and Attachments



1 When and Why

*When do these changes start?

10/26/2020

Why are you making these changes?

*What's the way to make these changes?

Manager Change

7/14
Click 'Continue'

Continue

2 Reassigning of Reports

3 Direct Reports

4 Comments and Attachments

LM Direct Reports
Line Manager

Submit Cancel

8/14
Select employees for whom you would like to manage direct reports by clicking the box next to their name.

Edit

Select All

ES Exempt Staff
Senior Research Associate

NS Nonexempt Staff
Benefits Coordinator

Total selected: 0

Search for proposed manager

Continue

Bluesky Help

- 3 Direct Reports
- 4 Comments and Attachments

LM Direct Reports
Line Manager

Submit Cancel

1 When and Why Edit

2 Reassigning of Reports

Select All

<input checked="" type="checkbox"/>	ES	Exempt Staff Senior Research Associate
<input type="checkbox"/>	NS	

Total selected: 1

Search for proposed manager

Continue

3 Direct Reports

4 Comments and Attachments

9/14
Search and select people that will now be the manager of the selected profile.

LM Direct Reports
Line Manager

Submit Cancel

1 When and Why Edit

2 Reassigning of Reports

Select All

NS Nonexempt Staff
Benefits Coordinator

Total selected: 0

Search for proposed manager

Proposed Managers

Stephanie Smith

ES Exempt Staff
Senior Research Associate

10/14 Click 'Continue'

Continue

Bluesky Help

3 Direct Reports

LM Direct Reports
Line Manager

Submit Cancel

1 When and Why Edit


2 Reassigning of Reports Edit

3 Direct Reports

11/14 Search for People to add as direct reports.

Search for people to add as reports

Search


 There's nothing here so far.

Continue

4 Comments and Attachments

LM Direct Reports
Line Manager

Submit Cancel

- ① When and Why Edit
- ② Reassigning of Reports Edit
- ③ Direct Reports
Search for people to add as reports
Search
 12/14 ×
Click 'Continue'
Continue
- ④ Comments and Attachments

LM Direct Reports
Line Manager

Submit Cancel

1 When and Why Edit

2 Reassigning of Reports Edit

3 Direct Reports Edit

4 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

13/14
Add any comments or attachments relevant to the reassignment of direct reports. If none, click 'Next' to continue.

BlueSky Help



14/14

Click **'Submit'** when you are finished.

You can also click 'Cancel' to discard your changes.

① When and Why


② Reassigning of Reports

③ Direct Reports

④ Comments and Attachments

Comments

Attachments

 Drag files here or click to add attachment

LM Direct Reports
Line Manager

Submit Cancel

1 When and Why [Edit]

2 Reassigning of Reports [Edit]

3 Direct Reports [Edit]

4 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

You have now reassigned the direct reports for the desired employees.

To view this again, search 'Change Direct Reports in BlueSky Help.'

BlueSky Help