

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

**HCM Department Manager -  
Change Manager for Student  
Employees**

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

1/14

Click 'My Team'







This will be for changing managers of Student Employees and Part Time Faculty

Note: This action will only be available for HCM Department Managers. If you are not an HCM Department Manager, please seek out that person to make changes.

# 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

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance

 Onboarding Tasks

 Current Tasks

 In-Progress Checklists

 Completed Checklists

 Payslips

 Payment Methods

2/14 ×  
Click 'Show More'

Show More

Current Jobs

Web Clock

Roles and Delegations

  
Expenses

  
Campus Address

  
DPU Alert



## Things to Finish

Assigned to Me

0



BlueSky Help

Good morning, HCM Department Manager!

Me My Team Procurement Tools Others

Show Less

Emplo 3/14

Click 'Change Manager'



Change Manager



Transfer



Employee Summary



Promote



Employment Info



Change Assignment



Document Records



Direct Reports



Document Delivery Preferences



Allocate Checklists



Change Photo

Compensation

BlueSky Help

# Change Manager

4/14  
Type the name of the person you'd like to change the manager for in this field and click their name once it appears.

Search for a Person

Search 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

## Direct Reports

LM **Line Manager**  
Manager, Benefits



What info do you want to manage?

Direct Reports

Comments and Attachments

5/14

Select which aspects you will need to manage when changing this employee's manager.

For example: If you need to make comments or add attachments, click that box.

If not, you can leave it blank, and click 'Next' to continue.



Change Manager  
Exempt Staff

6/14 x  
Click 'Continue'

Continue Cancel

What info do you want to manage?

Direct Reports

Comments and Attachments



1 When and Why

\*When does the manager change start?

10/27/2020

Why are you changing the manager?

\*What's the way to change the manager?

Manager Change

Continue

2 Managers

3 Comments and Attachments

Seniority Dates

7/14  
Select manager change start date.





1 When and Why

\*When does the manager change start?

10/27/2020

Why are you changing the manager?

\*What's the way to change the manager?

Manager Change

Continue

2 Managers

3 Comments and Attachments

Seniority Dates

8/14  
Set this field to Manager Change.

Bluesky Help



### 1 When and Why

\*When does the manager change start?

10/27/2020

\*What's the way to change the manager?

Manager Change

9/14 x  
Select why you are changing the manager.

Why are you changing the manager?

Dropdown menu

Continue

### 2 Managers

### 3 Comments and Attachments

Seniority Dates

1 When and Why

\*When does the manager change start?

10/27/2020

\*What's the way to change the manager?

Manager Change

Why are you

Manager

Why are you making changes to direct reports?

10/14  
If you'd like to make a change, select from drop-down.  
If not, click 'Next'

Continue

2 Managers

3 Reassigning of Reports

4 Direct Reports

5 Comments and Attachments

Seniority Dates



1 When and Why

\*When does the manager change start?

10/23/2020

Why are you changing the manager?

Manager Change

\*What's the way to change the manager?

Manager Change

Why are you making changes to direct reports?

11/14  
Click 'Continue'

Continue

2 Managers

3 Direct Reports

4 Comments and Attachments

Seniority Dates



1 When and Why Edit

2 Managers

		<span>+ Add</span>
LM	Line Manager Manager, Benefits	Line manager
BM	Budget Manager Business Manager 1	HCM Department Manager <span>✎</span>

Continue

3 Direct Reports

4 Comments and Attachments

Seniority Dates ▼

12/14

What we're waiting for is a student to use this feature for. It will only apply to student and part time faculty, seasonal and temp positions. There needs to be an edit pencil next to line manager.



1 When and Why Edit

2 Managers + Add

LM	Line Manager Manager, Benefits	Line manager	
BM	Budget Manager Business Manager 1		<span>Edit</span>

13/14 ×  
Click 'Continue'  
Continue

3 Comments and Attachments

Seniority Dates ↓



### 1 When and Why

\*When does the manager change start?

10/23/2020

Why are you changing the manager?

\*What's the way to change the manager?

Manager Change

Continue

### 2 Managers

Seniority Dates

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Complete remaining fields and once you are satisfied with your changes, click 'Submit'.

If you would like to discard your changes, click 'Cancel'.

### 1 When and Why

\*When does the manager change start?  
10/23/2020

Why are you changing the manager?  
[Dropdown]

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

You have completed this task.

### 2 Managers

Seniority Dates