

Moving Workers Between Supervisory Organizations

Note:

- *The purpose of this process is to move an employee from one supervisory organization to another.*
- *Only Managers, HR Partners, and Administrators can perform this action.*

1. Search **Move Workers (Supervisory)** in the search bar
2. Select **Effective Date**
3. Verify that the **Supervisory Organization** listed is where the employee is currently located. For moving students, make sure that this is the “S –“ group where they are currently reporting.
4. Click **OK**
5. For **Proposed Supervisory Organization**, enter the name of the new **Supervisory Organization** in which your employee will be moving to.
6. Select the employees you wish to move by checking the box on the left next to their name.
7. If desired, you may send employees to different organizations by altering the **Proposed Supervisory Organization** field at the right of the employee’s name.
8. Review information to make sure it is correct, then **Submit** it for approval

What's Next?

- *Once you have submitted the **Move Workers (Supervisory)** form, it will be sent to the appropriate HR Partner. You will see an **Up Next** message appear after submitting the job change. This informs you who will be approving the submission and what processes remain.*