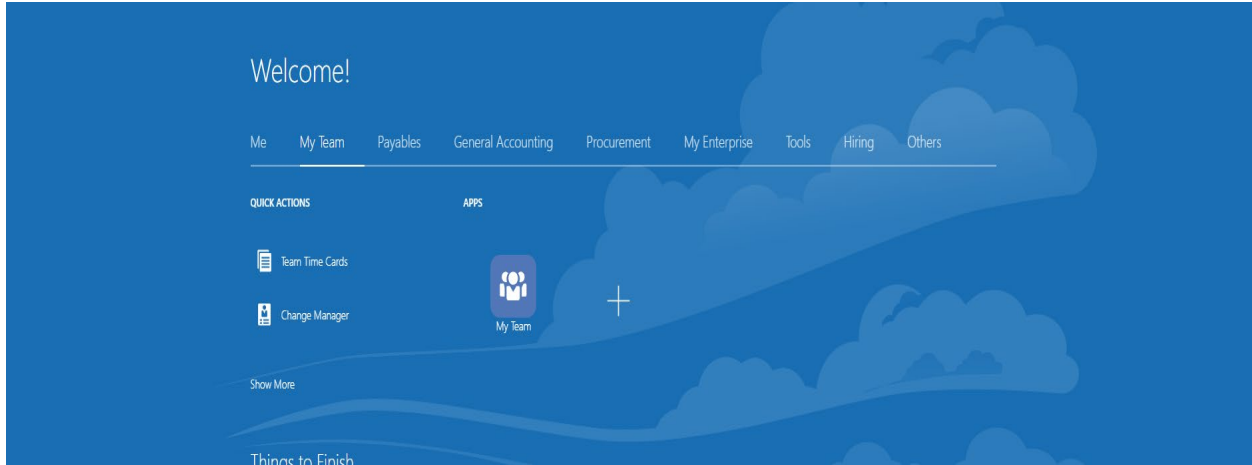
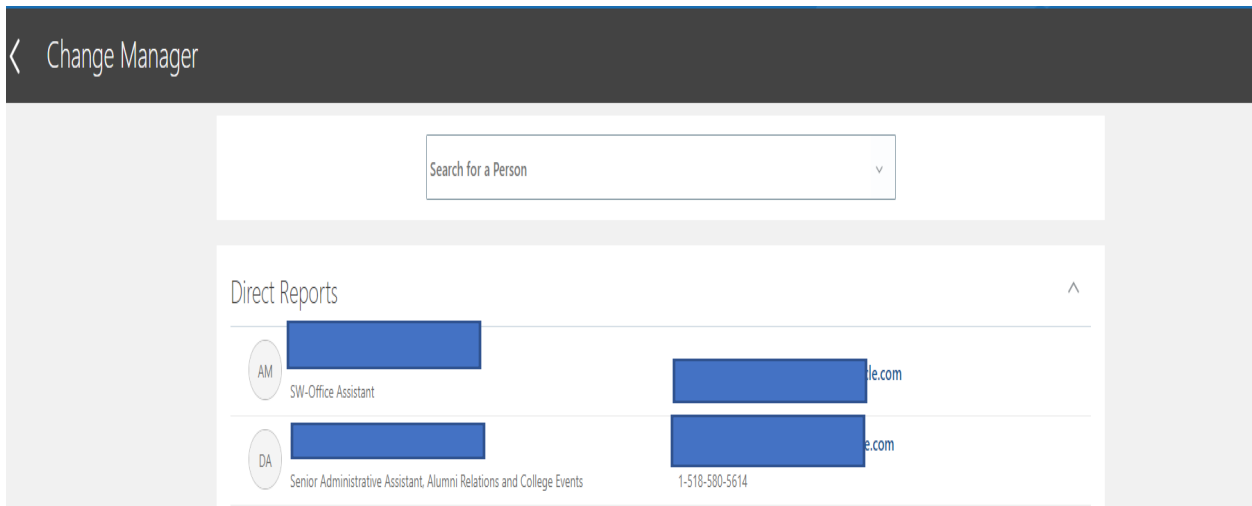


Changing a Line Manager/Supervisor in Oracle

In your Oracle screen click on My Team. You 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 each student employee. Click on each student name and 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's responsibility it is to approve timecards.**

Manager Change will be your only choice and you can pick the applicable reason for this change under "Why are you changing the manager?" Click Continue.

Change Manager Submit Cancel

MB

1 When and Why

*When does the manager change start? 02-26-2024 Why are you changing the manager?

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

Continue

2 Maintain Managers

3 Comments and Attachments

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


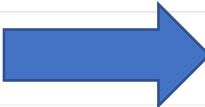
Click on the pencil icon to edit who the new line manager should be. See below.

Change Manager Submit Cancel

MB

1 When and Why Edit

2 Maintain Managers + Add

MM [Redacted] Line manager  

Continue

You can then use the drop-down box to select the new supervisor or type in the name of the new supervisor. See below. Select the supervisor and then click OK and continue.

① When and Why Edit

② Maintain Managers

Delete OK Cancel

Name Type

Name	Business Title	Work Email	Person Number
RECENT PEOPLE			
ED <input type="text"/>	ent Employment/Office	<input type="text"/>	
	Director		

③ Comments and Attachments

① When and Why Edit

② Maintain Managers Edit

③ Comments and Attachments

Comments Comments

Attachments

Drag files here or click to add attachment

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

Change Manager 1B Submit Cancel

① When and Why Edit

② Maintain Managers Edit

③ Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

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

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

