Changing a Line Manager/Supervisor in Oracle

In your Oracle screen click on My Team. You should then see a screen like below.
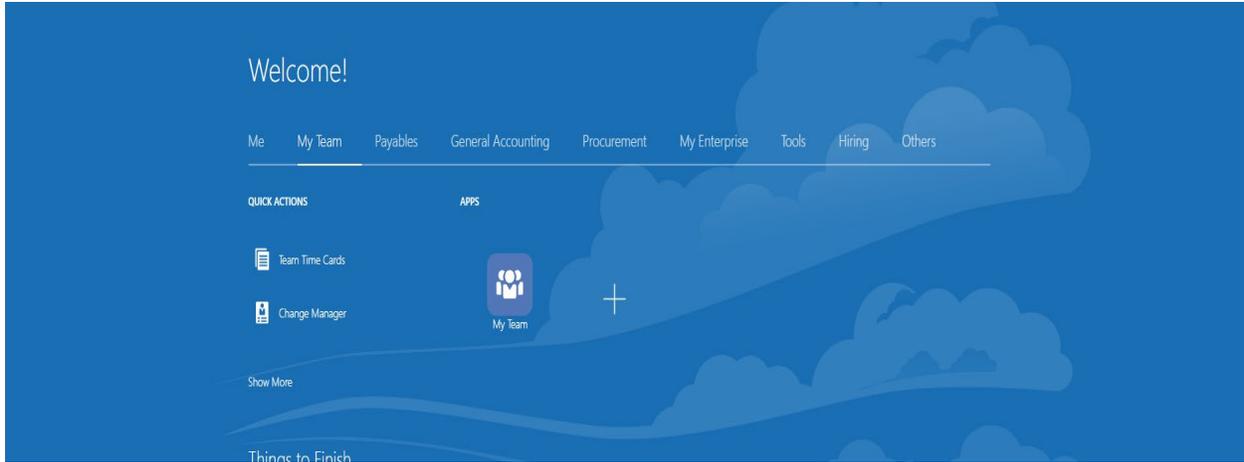
Click on Change Manager. You'll see a screen similar to the screen below.
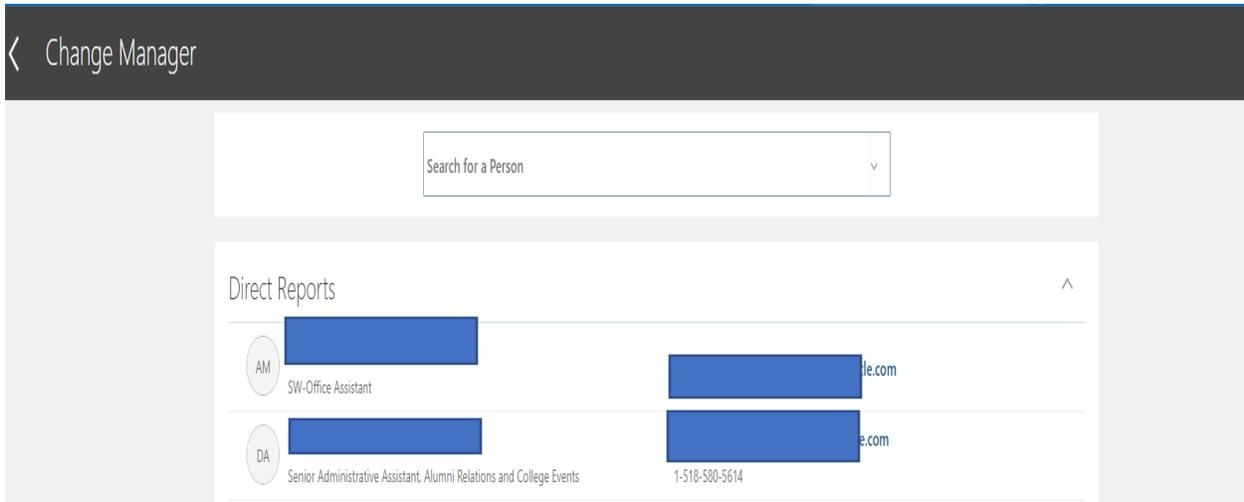
You'll need to change the line manager for each student employee. Click on each student name and go through the following process:

Select the effective date for this change. 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.

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.

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.

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

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.