Move a Current Direct Report to a New Manager



This guide outlines the steps to required to move one of your current direct reports to report to a new line manager.



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Fusion enables you to change the line manager for your direct reports.

To begin the process, navigate to the **My Team** tab and select the **My Team** tile.

							4 00 m
Good morning, Trac	cy Nevin						
Me My Team My Client Group		elp Desk Tools					0 0 0
	APPS						
 Grange Manager Seniority Dates 면서 Employment Contracts 	۲۲۰ My Team	Ø Jaurneys	Ľරෝ Hiring	Performance Overview	Career Overview		0
 Employee Summary Employment info 	Performance	Talent Review	Learning	New Person	Workforce Compensation		
없는 Add Assignment 안가 Change Assignment @D Document Records	Hand Street Modeling	B Personal Brand	© Team Skills Center	+			
Show More							
Things to Finish			N/A P				
Vesterday	, ×	Yesterday	× 2 days ag	0 X	3 days ago		

Select the **three-dot** icon next to the name of the employee that you wish to move to another reporting line, and then choose the **Change Manager** option from the drop-down list.

< My Team				
				-
	Overview			
	Search Person Show Filters			
	Actions ~	View By Assignment	 Sort By Name ascending 	
	Workors			
	WORKEIS			
	LB Ball, Lacy	Г	···]	
	Housing Investment & Development Officer		Add Current Time Card	
	Housing Investment & Development Officer	Sandwell Metropolitan Borough Council	Add Development Goal	
	Location Name	User Person Type	Add Other Time Card	
	Primary Fmail	Cost Center	Add to Succession Plan	
	sendmail-test-discard@oracle.com		Additional Assignment Info	
	Primary Phone 4196402424	Department Name SMBC-RGN1110 Housing and Partnership Servi	Allocate Checklists	
			Criange Assignments	
	SB Billing, Sheleen		Change Manager	
	Bootion Name	Buringer Unit	Create Succession Plan	
「小人間も日本の日	Housing Programme Support Officer	Sandwell Metropolitan Borough Council	Create Survey	
	Location Name	User Person Type Employee	Direct Reports Document Delivery Preferences	
	Primary Email	Cost Center	Document Records	
	sendmail-test-discard@oracle.com		Donations	
	Primary Phone	Department Name SMBC-RGN1110 Housing and Partnership Serv	Employment Contracts	
		10 00 00 00 00 00 00 00 00 00 00 00 00 0	Employment Info	
	CJ Jules, Clarence		Existing Absences	
	Dosition Name	Buciness Unit	~	

The Change Manager page is displayed.

In addition to simply processing the change of line manager, you can select one of the four options presented and this will enable you to make additional changes or add more information at the same time as changing the line manager.

	What info do yo	u want to manage?		
Additional Assignment Info	Add Direct Reports	Document Records	Comments and Attachments	

The options are:

Additional Assignment Info – this option would be selected if the team member was at risk of redundancy. More details relating to their 'at risk' situation may then be added.

Add Direct Reports – this option would be selected if the team member was going to take on some direct reports of their own at the same time as moving to a new manager.

Document Records – this option would be selected if the change of line manager generated any formal documentation to be added to the colleague's record.

Comments and Attachments – Select this option if you wish to add a comment relating to this change to the team member's record.

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In our example, the user has selected the Comments and Attachments option.

Next, select the **Continue** button.

Change Manager					Continue
		What info do you	want to manage?		
	Additional Assignment Info	Add Direct Reports	Document Records	Comments and Attachments	
					0

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The When and Why section is displayed. Add a date for when the change of manager is effective from.

The What's the way to change the manager? field defaults to Manager Change.

In the Why are you changing the manager? field, select an option from the drop-down list.

Change Manage	r			û☆₽ 🔎
	When and Why When does the manager change start? Z309/2024 Whats the way to change the manager? Manager Change	Why are you changing the manager? Reason Addition of Assignment for Manager		
	Maintain Managers Attachments	Addition of Contingent Work Reliationship for Manager Addition of Contingent Worker for Manager Addition of Employee Work Reliationship for Manager Addition of Employment Terms for Manager		
	Seniority Dates		~	

Select the **Continue** button to move to the next section.

Select the **Pencil** icon next to the current manager's name.

E ORACLE Change Manager LB Lacy Ball			Ci☆ Pi C ⁰⁰ 11 Sub <u>mi</u> t Cancel
	① When and Why	🖉 Edit	
	Ø Maintain Managers		
	TN Tacy Nevin Line manager Housing Investment & Development Team Leader E14451 , ACTIVE Continue		Î
	③ Comments and Attachments]
	Seniority Dates	~	

Overtype the current manager's **Name** with the name of the new manager, then select the new manager from the drop-down list.

Next select the **OK** button.

E ORACL€ Change Manager LB Lacy Bell						
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2 M	aintain Manage	rs				
					Delete OK Cancel	(
	Name Lian Shaw	v Rusinase Tilla	Line manager	Perron Nomber	~	
	LS Lian Shaw	Housing Partnerships and Programme Manager	sendmail-test-discard@oracle.com	14460		
	LS Lian Sharman	Parks Gardener	and and that discout formula non-	26305		
04	LB Lian Bellingham	N22594	senomainescos carolgorades com	22594		
Senior	GS Gurneer Shaw	Headteacher	sendmail-test-discard@oracle.com	38622		
	LT Lian Taslim	Elections Officer	sendmail-test-discard@oracle.com	68761		
	I.T. Uan Taelim	Transport Soction Training Offices	eondraaii taat dicaxdolaasala oom.	60761		

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The line manager details have been updated.

Select the **Continue** button.

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Change Manager Lacy Ball			Sub <u>m</u> it Can
	When and Why	🖊 tdit	
	2 Maintain Managers		
		+ Add	
	Lian Shaw Line Housing Partnerships and Programme Manager E14460, ACTIVE	manager	
	Continue Order Continue Order Continue		
	Seniority Dates	~	

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In this example, the user chose to add the **Comments and Attachments** section at step four in this process, so the **Comments and Attachments** section is now displayed.

You may add a free-format comment in the **Comment** box or attach any documents relating to the change.

Once all fields have been completed, select the **Submit** button.

The request is forwarded to HR fo	r approval.
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E ORACLE Change Manager LB Lacy Ball			
	① When and Why	🖊 Edit	
	② Maintain Managers	🖉 Edit	
	Comments and Attachments Comments Due to Lary's secondment, her reporting line is to be moved to Lain Shaw.		e
	Drag files have or click to add attachment v		
	Seniority Dates	~	

That brings this Quick Reference Guide to a close.