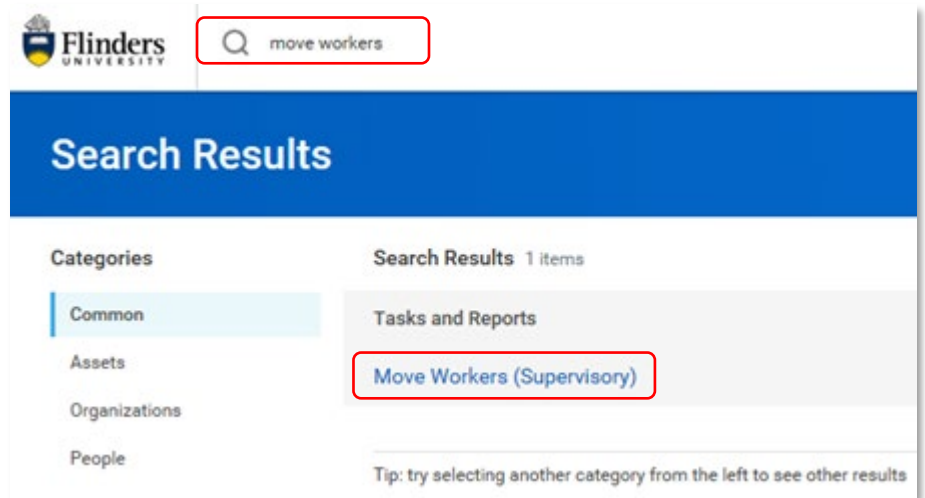
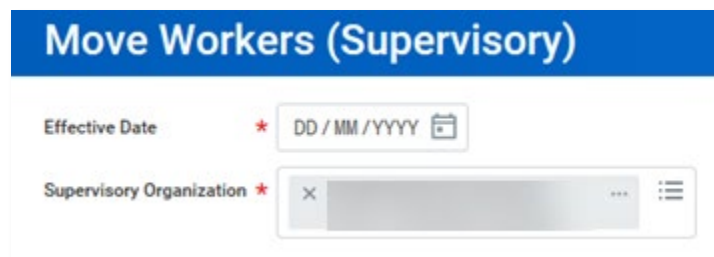


As a manager use the *Move Workers* process when you want to change the Supervisor your worker(s) report to. Current managers must initiate the process and can elect to move one or many of their workers. The proposed supervisor receives a notification of the change and when the effective date is reached the employee is automatically assigned to the proposed supervisor.

Search for *Move Workers* and select *Move Workers (Supervisory)*



Enter an *Effective Date*



Click *OK*



To move all workers in one team to a new supervisor, enter the name of the new supervisor in *Proposed Supervisory Organisation* and select the organisation, then check *Select All*.

A tick is placed against each worker that will be moved to the proposed new supervisory organisation.

Click *Submit*

To move multiple workers or a single worker, click the *Move worker(s)* check box next to the worker(s) you want to move, click into *Proposed Supervisory Organisation* and enter the name of the new supervisor. The proposed supervisors can be different for each worker (if multiple are selected).

**Note:** Only workers assigned to your supervisory role will appear in the drop down.

