

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.

	Flinders Q	move workers	
	Search Results		
Search for <i>Move</i> <i>Workers</i> and select	Categories	Search Results 1 items	
Move Workers	Common	Tasks and Reports	
(Supervisory)	Assets	Move Workers (Supervisory)	
	Organizations		
	People	Tip: try selecting another category from the left to see other results	

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The *Supervisory Organisation* automatically displays the group that you are managing. If you are managing multiple groups chose a different group from the dropdown. You can only change supervisors for the workers you manage.





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.

Move Workers (Supervisory)

Supervisory Organization Effective Date Proposed Supervisory Organization		Business Improvement - IDS (. Zarine) 13/02/2020		
		X Vice-Chancellor & President ⋮ Flinders University		
Select All 7 items				
Move Worker	Worker			

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.

Supervisory Organiza Effective Date Proposed Supervisor	No P&C Transformation - P&C 17/02/2020 17/02/2020 y Organization X Chief Information Officer - IDS			
Select All 10 items			Proposed Supervisory Organization	≣ ⊡ ⊾
Move Worker	Worker	Position		
	Bradley Cooper [C]	Position-6-6692 P&C Workday Support - Bradley Cooper [C]	× Digital Business Services Lead	:=
	Tim Tam [C]	7000200040 Senior Business Analyst - Tim Tam [C]		=
< Contenter your of Submit	Cancel		× Client Services - IDS	5

