Using Manager Self Service
Reporting and Location Changes

Note: For staff employees, the new supervisor must have a manager or supervisory title. For academic employees, the new supervisor will be the administrator of record and must have eHR access.

To use Manager Self Service: click on the Manager Self Service link on the left side of your screen in eHR, then select Job and Personal Information, which will bring you to a list of activities available to you as a supervisor:

To initiate a reporting change, open the “Request Reporting Change” screen. If you wish to make a reporting change for the direct report of one of the listed employees, click on the hierarchy button to the right of the employee in the list (highlighted in red below). Select any employees that you wish to change to a particular supervisor, and click the continue button.

The next screen will show the employees you selected. Enter the name of the new supervisor (click on the magnifying glass to verify) and click ‘submit’. An email will be sent to the new supervisor to approve the change before the change is made in the system. This email will contain a link to eHR to approve the transaction.

Location changes are done in the same manner, but do not have an approval step.