

Supervisor Change

ONLINE TRANSACTION SUPERVISOR USER GUIDE

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Overview and Important Considerations

RIT Manager Self Serve, Supervisor Self Serve and RIT Supervisor Adjunct/Student Self Serve provides the ability to change the supervisor on employees within a supervisory hierarchy. This includes supervisor changes for faculty, staff, adjuncts and student employees including co-op students, GTAs and Graduate Assistants (GRAs are not included in this process as they are not employees).

For all employee classifications, the assigned supervisor should be the person with direct oversight or management of the employee.

- For adjuncts if there is no supervisor assigned, the default supervisor will be the Budget Head on the G/L department in the cost account of the payment entry in Oracle. In situations where there are multiple payments with different department numbers the department number for the earliest payment will be used.
- For student employees if there is no supervisor assigned, the default supervisor will be the department contact defined for the G/L department in the cost account of the earliest active payment entered in Oracle.

Direct reports of a current supervisor can be assigned to a new supervisor with an effective date to correspond to the new reporting structure. It is important to assign new supervisors prior to current supervisor departures or transfers.

Supervisors should not be removed for regular faculty or staff, a new supervisor should be assigned.

Supervisors can be removed when adjunct or student jobs end. A new supervisor will be automatically added when new jobs are entered IF there is no current supervisor.

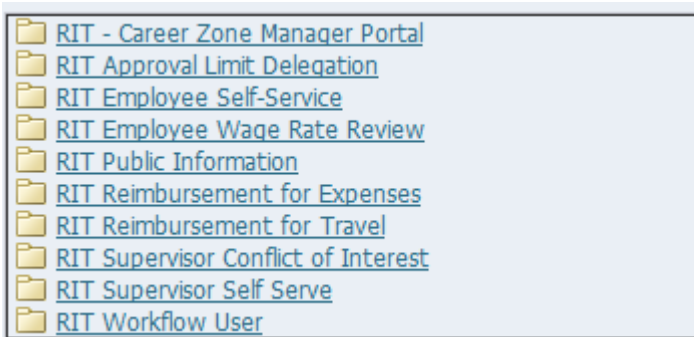
Adjunct and Student Employees will not appear in the RIT MSS Responsibilities because they do not have an assigned HR Organization defined within the RIT Organizational Hierarchy.

Login & Access

(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle: <https://mybiz.rit.edu>
2. Navigate to 'RIT Supervisor Self Serve' , 'RIT Supervisor Adjunct/Student Self Serve' or 'RIT MSS...." and select *Change Supervisor*



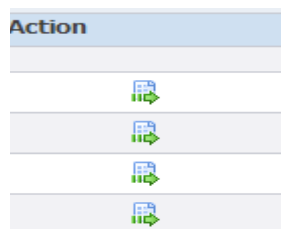


Select Employee

Click on the *Action or View* icon next to the name of the person you wish to make the submission for. There are three options that can be used.

- Change the current supervisor for the selected employee
- Change the current supervisor on the direct reports for the selected employee
- Assign new direct reports to the selected employee

You can expand the listing of employees for additional levels in the supervisory hierarchy.



Supervisor Change on Selected Employee

Use this function when the selected employee will have a new supervisor.



Search for the new supervisor by entering the last name in the Manager field and selecting the search icon. Then select the new supervisor from the list.

Supervisor Change for Current Direct Reports

Use this function when reassigning employees to a new supervisor including when removing a current supervisor for adjuncts or student employees.


Supervisors should not be removed for regular faculty or staff, a new supervisor should be assigned.


Supervisors can be removed when adjunct or student jobs end. A new supervisor will be automatically assigned when subsequent jobs are entered IF there is no current supervisor.







Enter the effective date of the change – current or future dates only.

Reassign Direct Reports to a New Manager

You can assign all direct reports to the same new manager or make individual manager assignments below.

* Transfer Date 
(example: 27-Jul-2020)

New Manager 




*Effective Transfer Date	Direct Report's Manager
<input type="text" value="11-Aug-2020"/>  	<input type="text"/> 
<input type="text" value="11-Aug-2020"/>  	<input type="text"/> 

Supervisor for New Direct Reports

Use this function when assigning employees from the current supervisory hierarchy to a new supervisor.

Assign New Direct Reports

You can assign new direct reports to the selected person in the New Direct Report fields.

Effective Transfer Date	New Direct Report
<input type="text" value="11-Aug-2020"/>  	<input type="text"/> 

Review and Submit

Review the new supervisor information. The effective transfer date will default to today's date.

Click *Submit*

You will receive a confirmation that your changes have been submitted for approval.

Supervisor Approval Processing

Approval Notifications

Supervisor change submissions will route to your direct supervisor for approval.

From the email notification click on the Respond or from the Oracle Home Page click on the Subject line



Click *Approve* once you have verified the change.