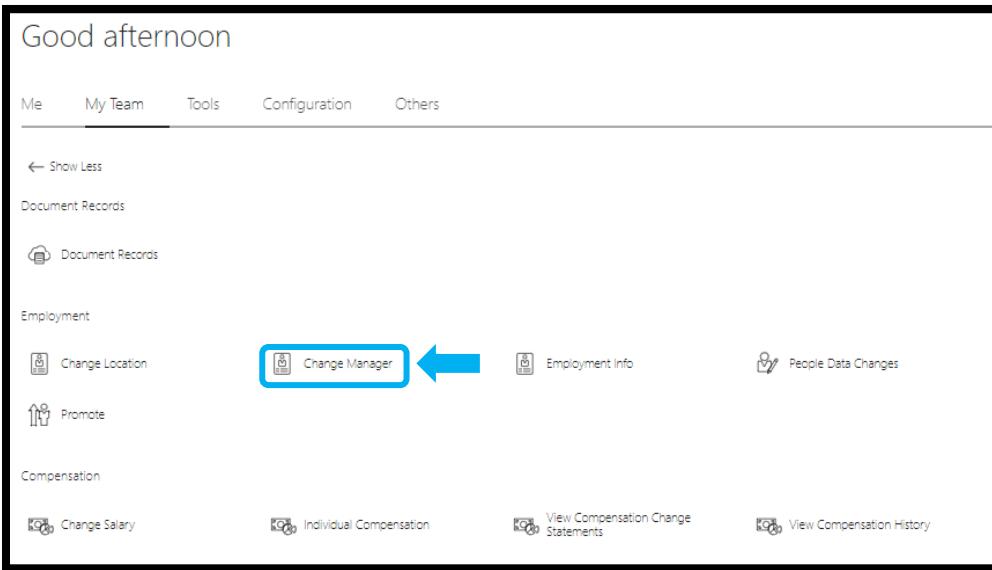


MANAGER SELF-SERVICE:

Change Manager or Reporting Relationships

Change Manager – Assign line manager or direct reports

1. Navigate to [Fusion HCM](#).
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.
5. Click on the **Change Manager** task.



Good afternoon

Me My Team Tools Configuration Others

← Show Less

Document Records

Document Records

Employment

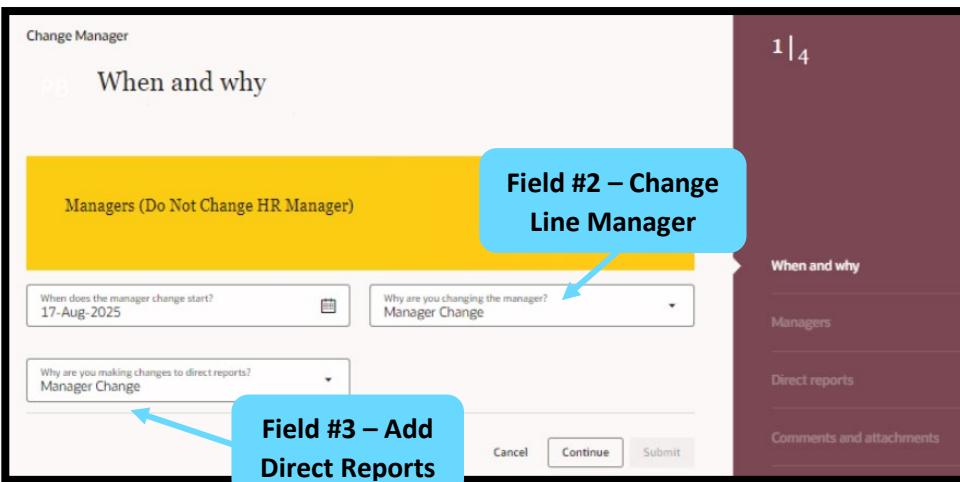
Change Location Change Manager Employment Info People Data Changes

Promote

Compensation

Change Salary Individual Compensation View Compensation Change Statements View Compensation History

6. Select the **Name** of the employee to be updated.
7. Select the **effective date** of the change(s).
8. If you need to change the line manager for an employee, complete Field #2. If you need to add direct reports to your employee, complete the third field. Click **Continue**.



Change Manager

When and why

1 | 4

Managers (Do Not Change HR Manager)

When does the manager change start?
17-Aug-2025

Why are you changing the manager?
Manager Change

Why are you making changes to direct reports?
Manager Change

Field #2 – Change Line Manager

Field #3 – Add Direct Reports

When and why

Managers

Direct reports

Comments and attachments

Cancel Continue Submit



9. If the employee's line manager is changing, click on the **pencil icon** next to the Line Manager.

Change Manager

Managers

2 | 5

Managers (Do Not Change HR Manager)

DO NOT CHANGE HR MANAGER

+ Add

MM Test HRManager HR MANAGER E1234568 ACTIVE Manager Type HR Manager

MM Test Manager VICE PRESIDENT E1234567 ACTIVE Manager Type Line manager

When and why

Managers

Existing reports

Direct reports

Comments and attachments

Cancel Continue Submit

10. Enter the **name** of the new line manager, then click **Save**. Click **Continue**.

Managers

Student Manager Test

Manager Type

Line manager

Cancel Delete Save

Cancel Continue Submit

11. If adding direct reports to your employee, search their name to select employees that need to begin reporting to them. Click **Continue**.

Search for people to add as reports

Change Manager

3 | 5

Existing reports

Managers (Do Not Change HR Manager)

Select All

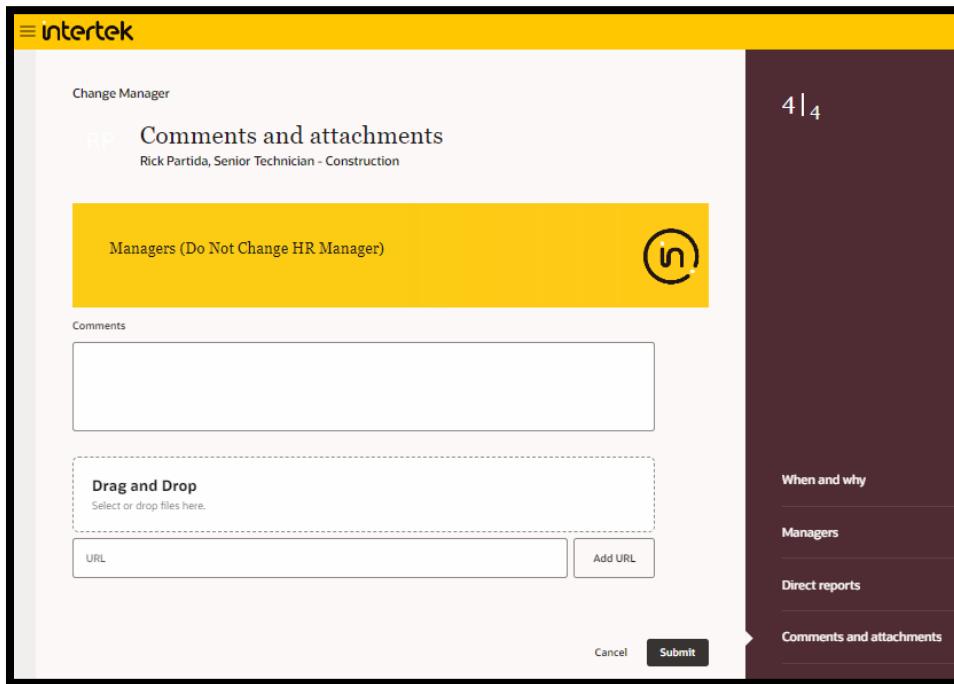
AP Test Employee Administrative Assistant

AO Test Employee STAFF GEOLOGIST

AF Test Employee Technician I - Construction

Cancel Continue Submit

12. Enter any comments or upload supporting documents supporting the manager changes, if desired.



The screenshot shows a web-based application for managing changes. At the top, there's a yellow header bar with the Intertek logo. Below it, the main content area has a white background. On the left, there's a sidebar with a dark brown background and white text. The main content area contains several input fields and sections. One section is highlighted with a yellow background and has the text 'Managers (Do Not Change HR Manager)' and a small circular logo with a stylized 'i'. Below this is a 'Comments' input field, a 'Drag and Drop' area with a placeholder 'Select or drop files here.', and a URL input field with a 'Add URL' button. At the bottom right of the main area are 'Cancel' and 'Submit' buttons. To the right of the main content area is a sidebar with a dark brown background and white text, containing links: 'When and why', 'Managers', 'Direct reports', and 'Comments and attachments'. The number '4|4' is displayed at the top right of the sidebar.

13. Click **Submit**.