



MANAGER SELF-SERVICE:

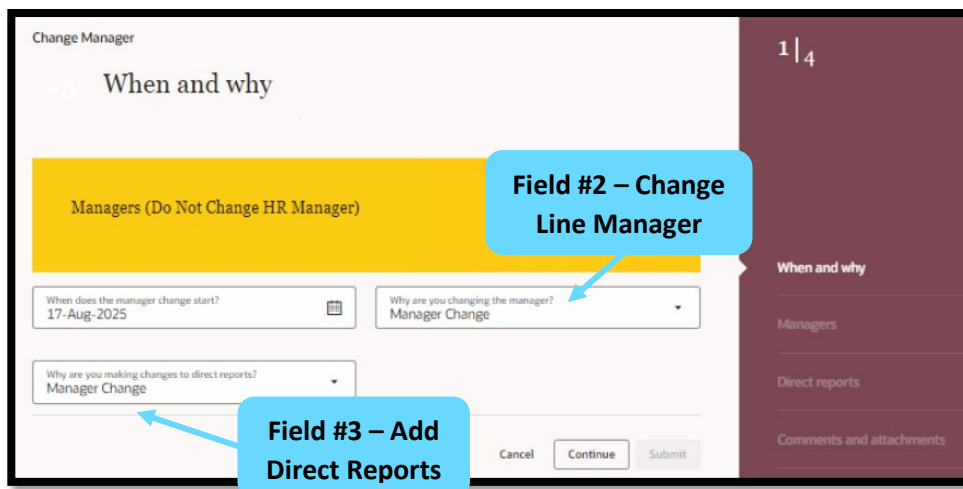
Change Manager or Reporting Relationships

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.



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**.





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

Change Manager

2 | 5

Managers

Managers (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

Cancel Continue Submit

When and why

Managers

Existing reports

Direct reports

Comments and attachments

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

When and why

Managers

Existing reports

Direct reports

Comments and attachments



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

The screenshot shows the Intertek 'Change Manager' interface. The main content area is titled 'Comments and attachments' for 'Rick Partida, Senior Technician - Construction'. It features a yellow box with the text 'Managers (Do Not Change HR Manager)' and the Intertek logo. Below this is a 'Comments' section with a large text input field. Underneath the comments field is a 'Drag and Drop' area with the instruction 'Select or drop files here.' and a URL input field with an 'Add URL' button. At the bottom of the form are 'Cancel' and 'Submit' buttons. On the right side, there is a dark sidebar with a progress indicator '4 | 4' and a list of sections: 'When and why', 'Managers', 'Direct reports', and 'Comments and attachments', with the last one being the active section.

13. Click **Submit**.