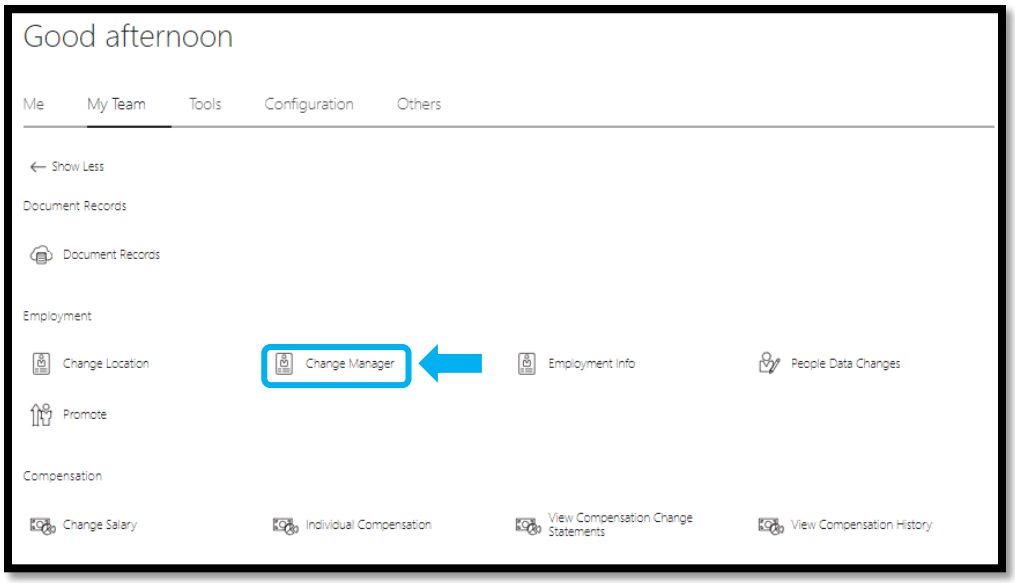
MANAGER SELF-SERVICE:

Change Manager or Reporting Relationships

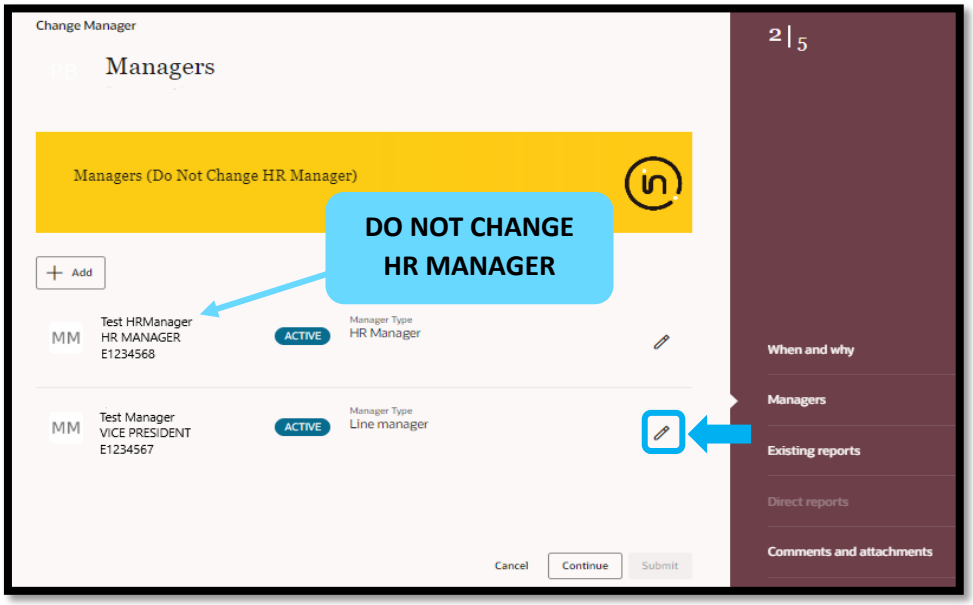
Change Manager – Assign line manager or direct reports

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.

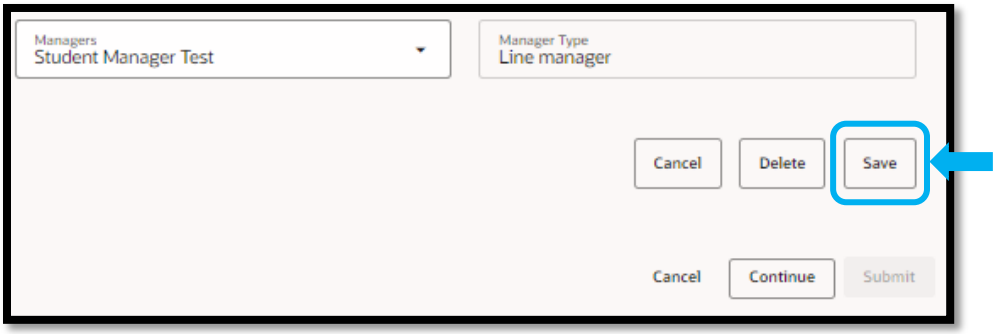


6. Select the ***Name*** of the employee to be updated.
7. Select the ***effective date*** of the change(s).
8. If you need to change the line manager for an employee, complete Field #2. If you need to add direct reports to your employee, complete the third field. Click ***Continue***.

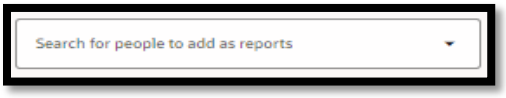
9. If the employee's line manager is changing, click on the ***pencil icon*** next to the Line Manager.

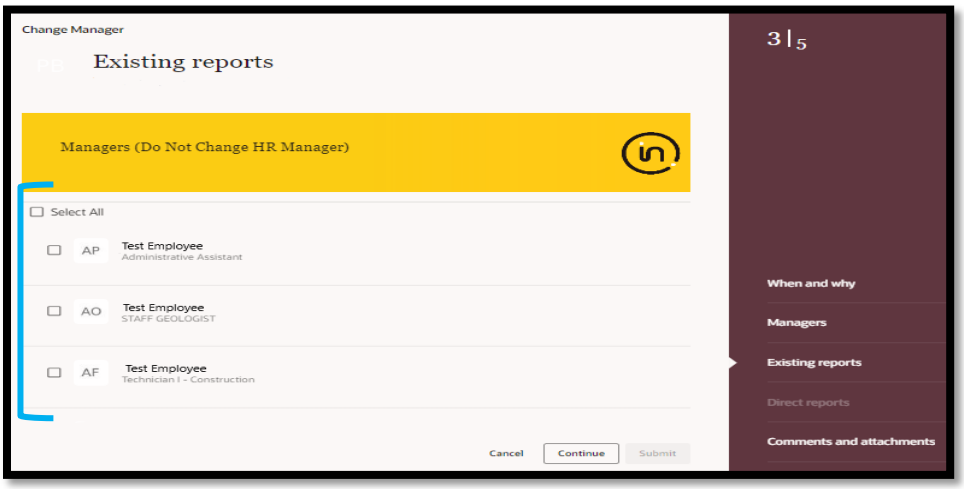


10. Enter the ***name*** of the new line manager, then click ***Save***. Click ***Continue***.

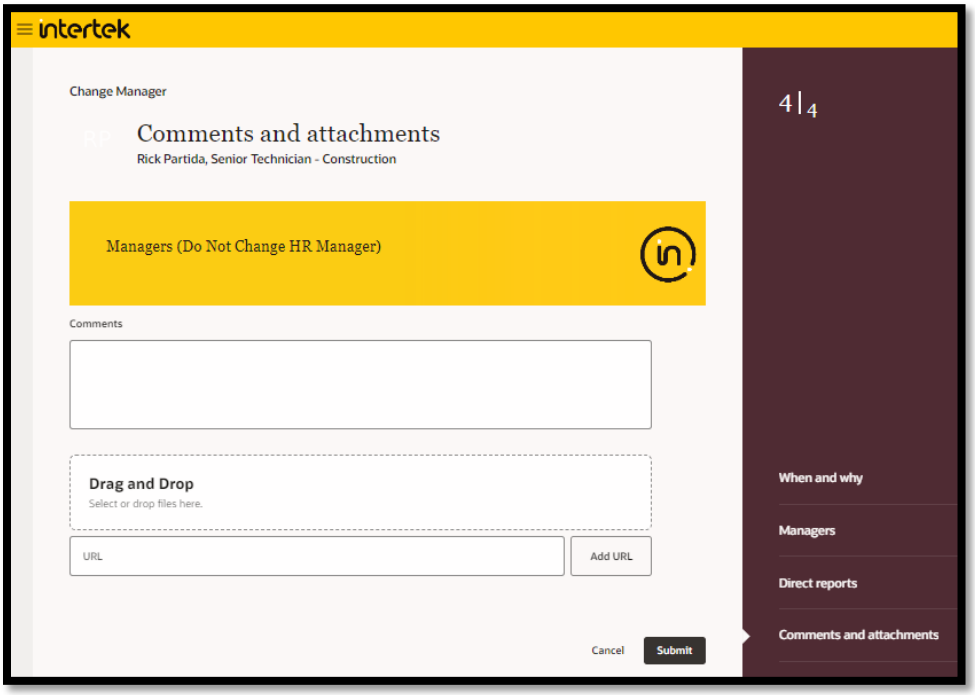


11. If adding direct reports to your employee, search their name to select employees that need to begin reporting to them. Click ***Continue***.





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



13. Click ***Submit***.