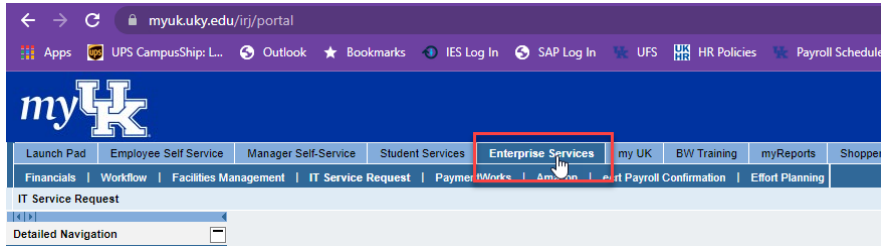
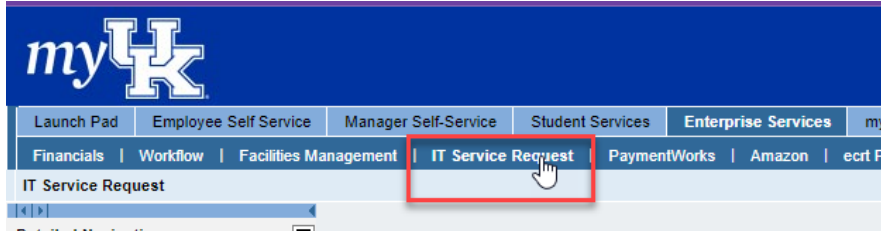


## Supervisor Change for Positions when Supervisor is Out of Area

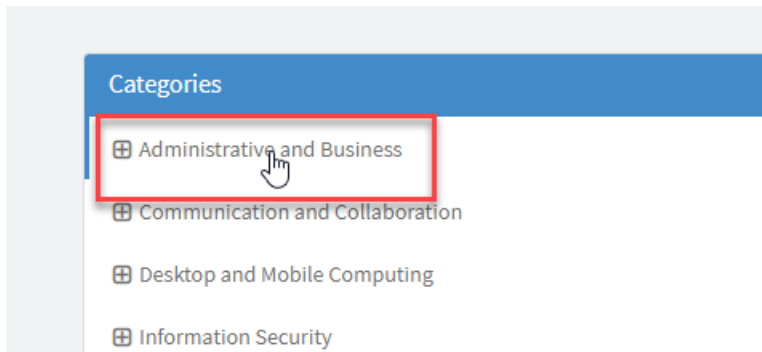
1. Go to myUK and click on Enterprise Services.



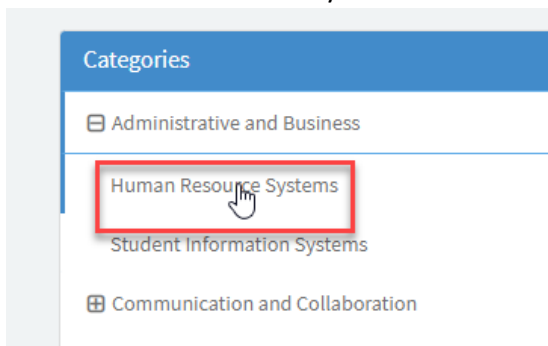
2. Click on IT Service Request.



3. Click on Administrative & Business

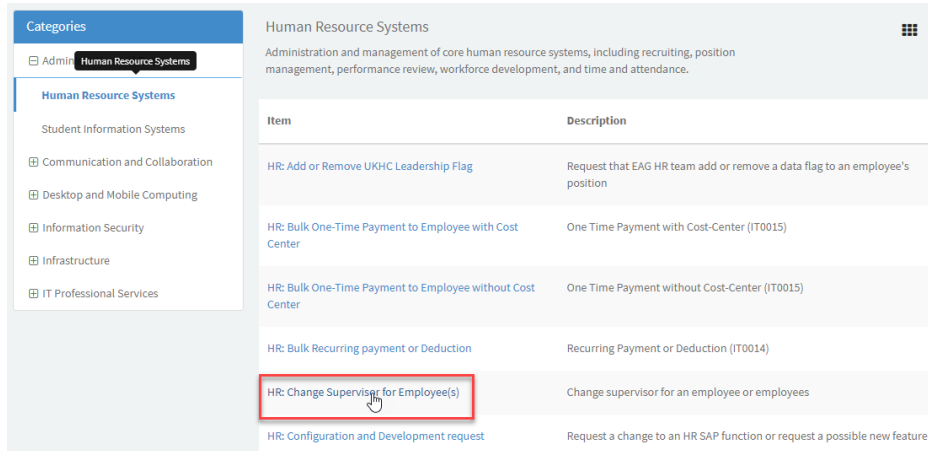


4. Choose Human Resource Systems.



## Supervisor Change for Positions when Supervisor is Out of Area

### 5. Choose HR: Change Supervisor for Employee(s)



The screenshot shows a web application interface for Human Resource Systems. On the left is a 'Categories' sidebar with a tree view containing: Admin (selected), Human Resource Systems (selected), Student Information Systems, Communication and Collaboration, Desktop and Mobile Computing, Information Security, Infrastructure, and IT Professional Services. The main content area is titled 'Human Resource Systems' and contains a table with two columns: 'Item' and 'Description'. The table lists several HR-related items, with 'HR: Change Supervisor for Employee(s)' highlighted by a red rectangular box. A mouse cursor is pointing at this item. Other items include 'HR: Add or Remove UKHC Leadership Flag', 'HR: Bulk One-Time Payment to Employee with Cost Center', 'HR: Bulk One-Time Payment to Employee without Cost Center', 'HR: Bulk Recurring payment or Deduction', and 'HR: Configuration and Development request'.

Item	Description
HR: Add or Remove UKHC Leadership Flag	Request that EAG HR team add or remove a data flag to an employee's position
HR: Bulk One-Time Payment to Employee with Cost Center	One Time Payment with Cost-Center (IT0015)
HR: Bulk One-Time Payment to Employee without Cost Center	One Time Payment without Cost-Center (IT0015)
HR: Bulk Recurring payment or Deduction	Recurring Payment or Deduction (IT0014)
<b>HR: Change Supervisor for Employee(s)</b>	<b>Change supervisor for an employee or employees</b>
HR: Configuration and Development request	Request a change to an HR SAP function or request a possible new feature

### 6. Complete the electronic form.

- Request will automatically fill in your linkblue ID.
- Enter your email address
- Enter your telephone number
- UK Area is campus
- New Supervisor position # - you will need to get this from the new supervisor's department or look it up on PA40.
- Employee(s) position number(s) – this is the position number for the employee in your department.

### HR: Change Supervisor for Employee(s)

Change supervisor for an employee or employees

Refer to [HR: Change Supervisor for Employee\(s\)](#) for instructions to fill out this form

\* Requester

\* Requester's Email address

\* Contact Telephone Number

\* UK Area

\* New Supervisor position number

\* Employee(s) position number(s)

- You can click on the Add Attachments icon and attach backup documentation, but it is not required.

## Supervisor Change for Positions when Supervisor is Out of Area

### 8. Click on the blue Submit icon.

HR: Change Supervisor for Employee(s)

Refer to [HR: Change Supervisor for Employee\(s\)](#) for instructions to fill out this form

\* Requester  
Toni Smith (TLMOFF) x


\* Requester's Email address

\* Contact Telephone Number

\* UK Area  
Campus

\* New Supervisor position number

\* Employee(s) position number(s)

 Add attachments

**Submit**

Required information  
**Requester's Email address**  
**Contact Telephone Number**  
**New Supervisor position number**