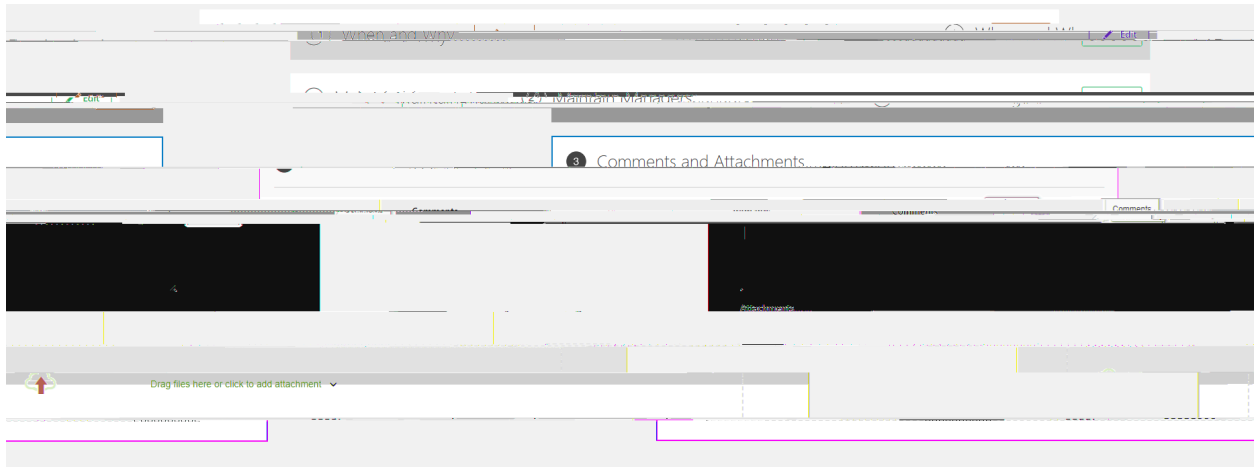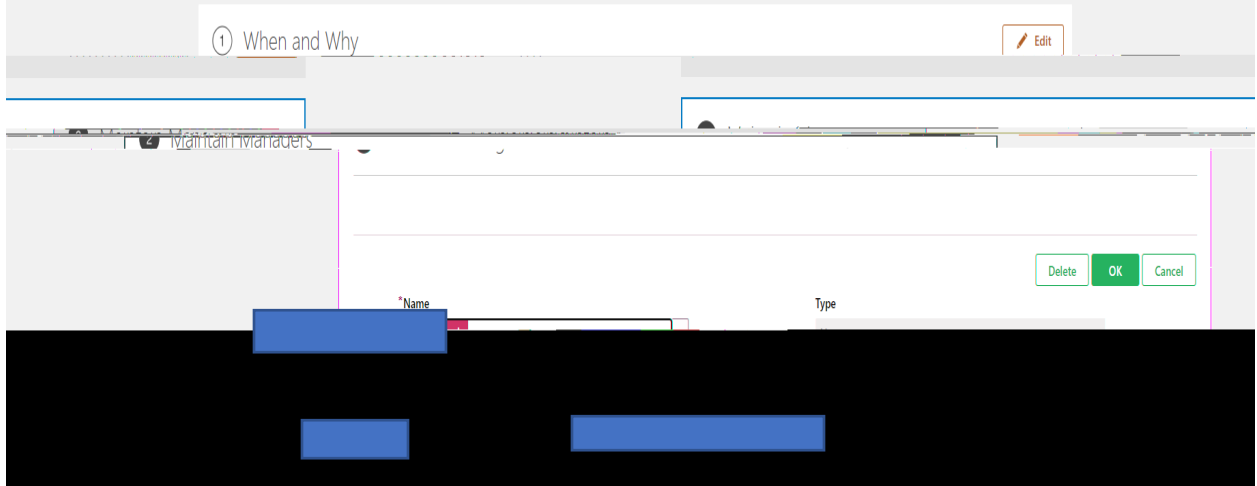Changing a Line Manager/Supervisor in Oracle

In your Oracle screen click on My Team. You should then see a screen like below.

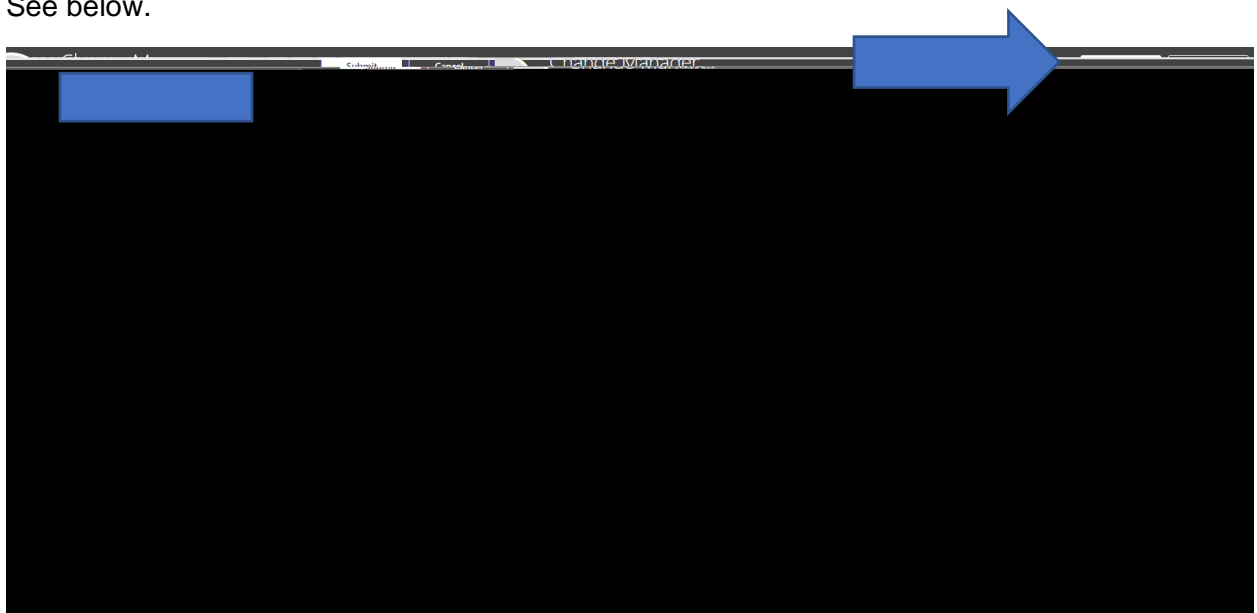Click on Change Manager. You'll see a screen similar to the screen below.

You'll need to change the line manager for each student employee. Click on each student name and go through the following process:

Select the effective date for this change. <mark>Please note: we recommend a change in line manager occurs at the end of a pay period so there's no confusion as to who's</mark> sonesibility .3 5.348 0 r.9 (y)-4.6 (.3m)-9.L.2 (s)-4.3.4 (

On this next section you will edit who the new line manager should be for this student.

① When and Why   ✎ Edit

② Maintain Managers

                                                                        Delete   OK   Cancel

*Name   Type

① When and Why   ✎ Edit

② Maintain Managers

❸ Comments and Attachments

⬆ Drag files here or click to add attachment ⌄

You can add comments and attachments if you choose and then when you're finished, select Submit. See below.

You'll need to perform the change manager function for each student employee

After the change is made the new and previous manager should receive a bell notification that this change has been made. You will no longer be able to access this student employee's job information or timecard, only the new line manager can do that.