

Move a Current Direct Report to a New Manager

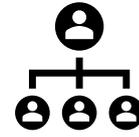
This guide outlines the steps to required to move one of your current direct reports to report to a new line manager.



1. Navigate to My Team



2. Select the employee to be moved to a new manager

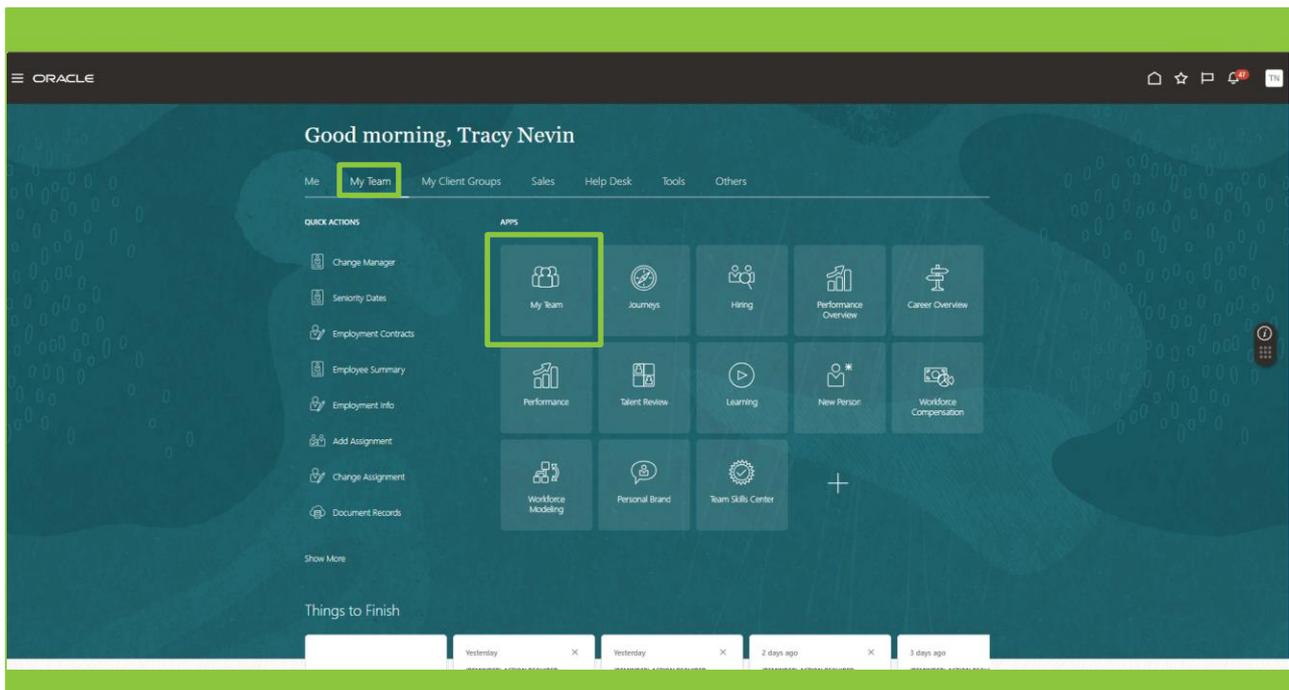


3. Change the reporting line to a new manager

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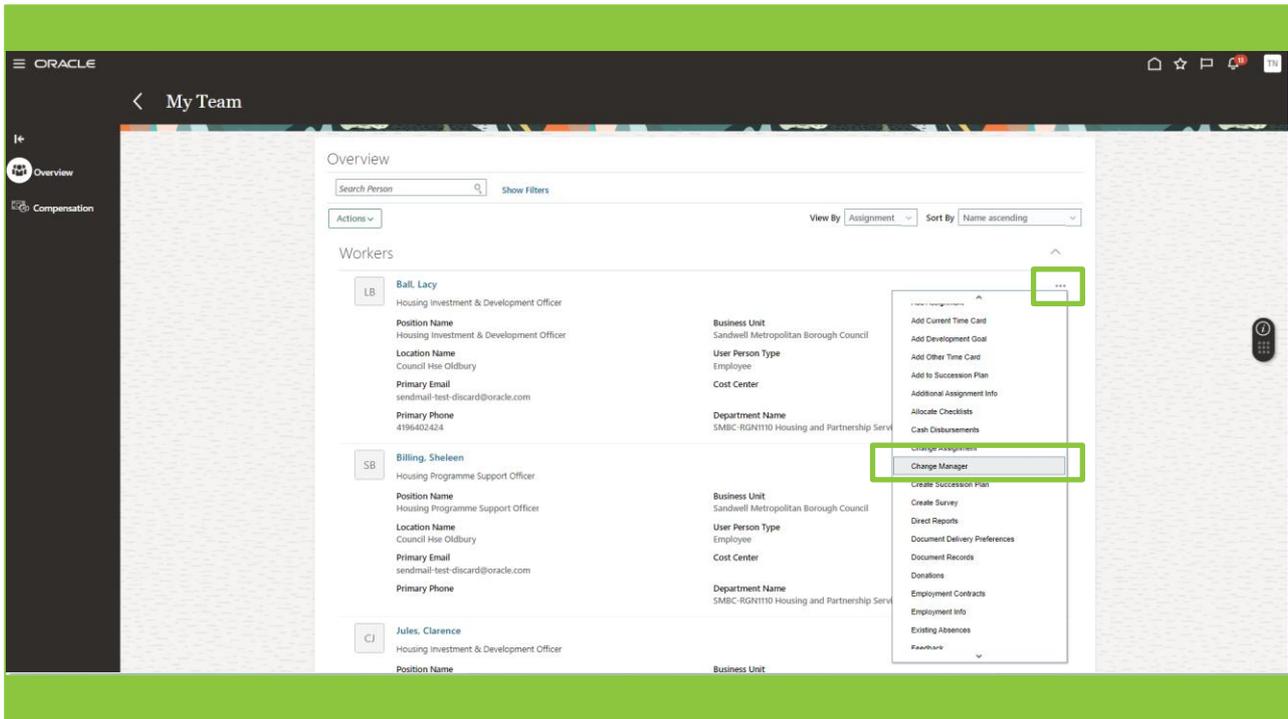
Fusion enables you to change the line manager for your direct reports.

To begin the process, navigate to the **My Team** tab and select the **My Team** tile.



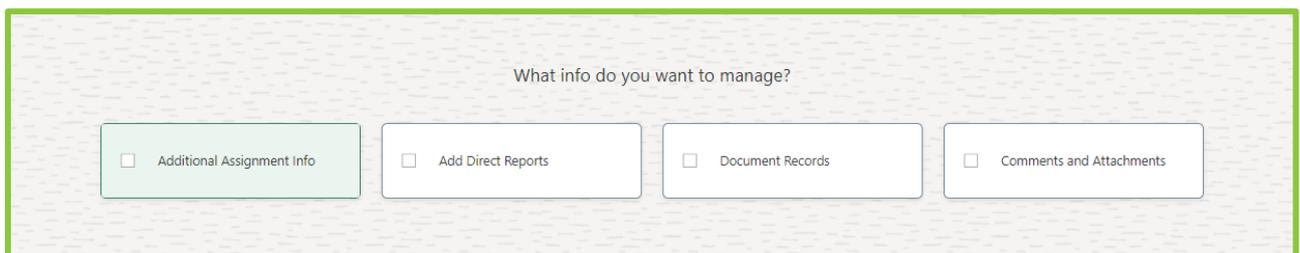
The **My Team Overview** page is displayed, and a list of your team members is visible.

Select the **three-dot** icon next to the name of the employee that you wish to move to another reporting line, and then choose the **Change Manager** option from the drop-down list.



The **Change Manager** page is displayed.

In addition to simply processing the change of line manager, you can select one of the four options presented and this will enable you to make additional changes or add more information at the same time as changing the line manager.



The options are:

Additional Assignment Info – this option would be selected if the team member was at risk of redundancy. More details relating to their ‘at risk’ situation may then be added.

Add Direct Reports – this option would be selected if the team member was going to take on some direct reports of their own at the same time as moving to a new manager.

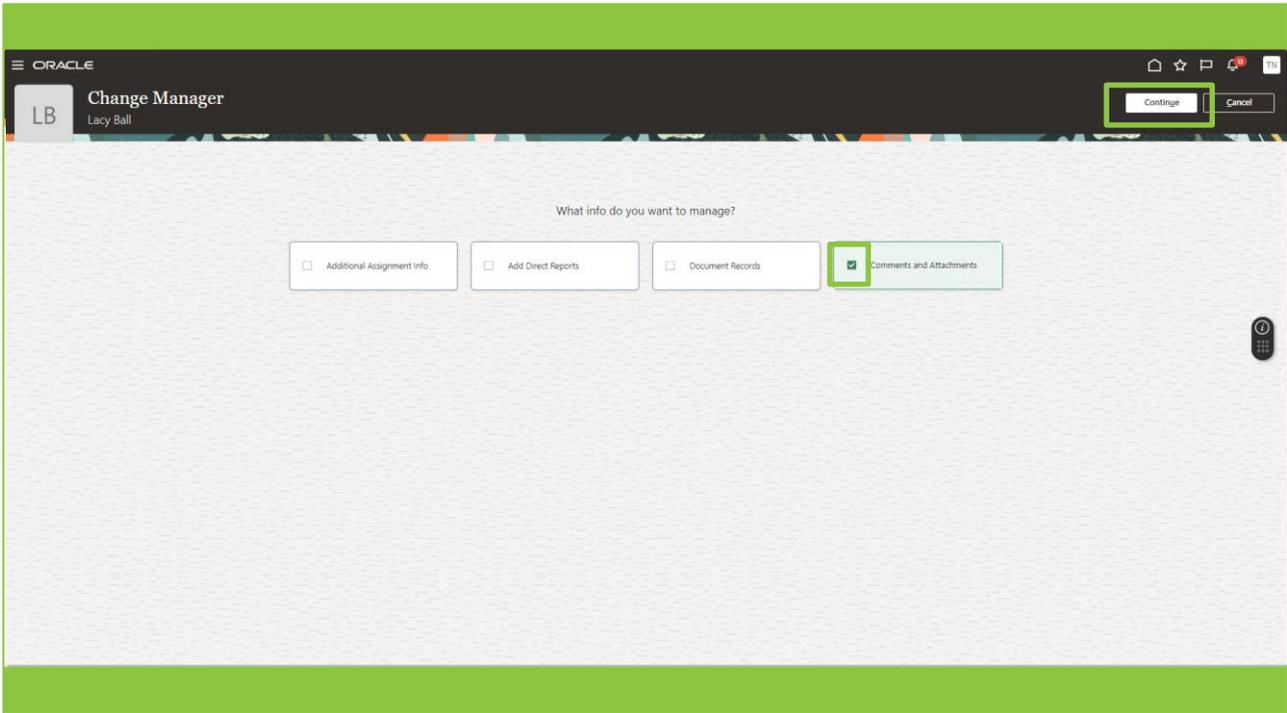
Document Records – this option would be selected if the change of line manager generated any formal documentation to be added to the colleague’s record.

Comments and Attachments – Select this option if you wish to add a comment relating to this change to the team member’s record.

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In our example, the user has selected the **Comments and Attachments** option.

Next, select the **Continue** button.



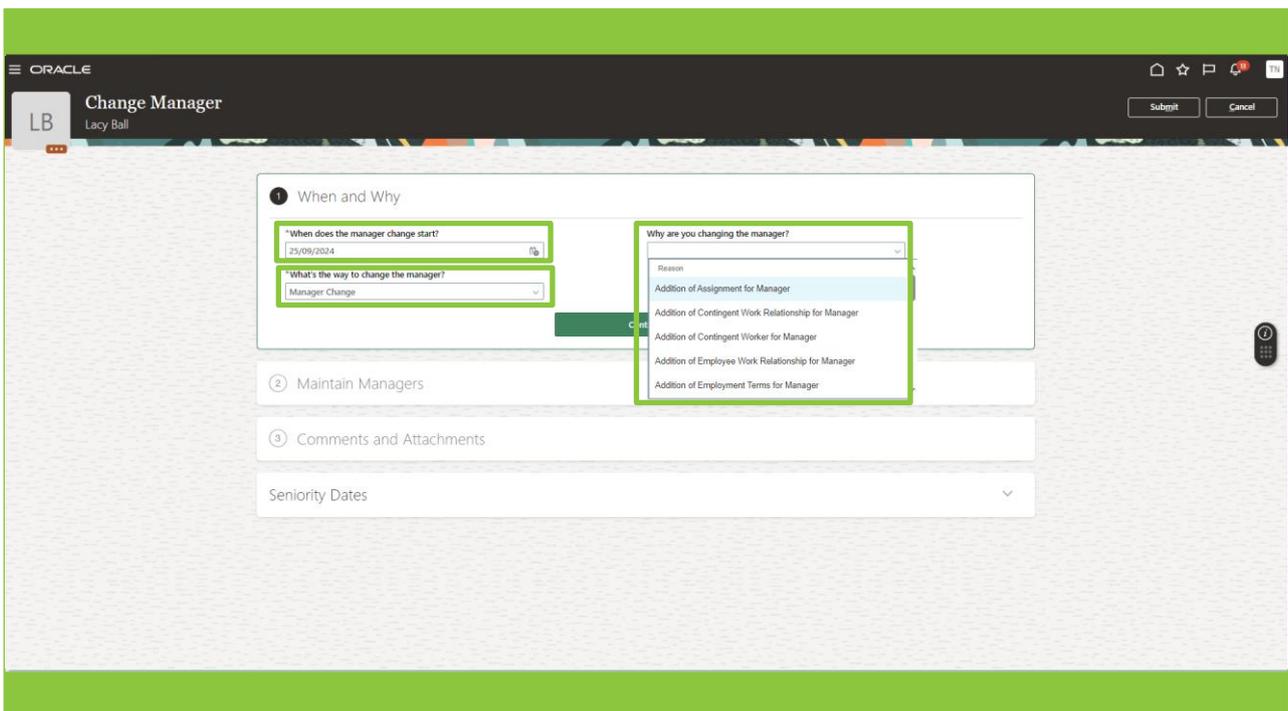
05

The **When and Why** section is displayed. Add a date for when the change of manager is effective from.

The **What's the way to change the manager?** field defaults to Manager Change.

In the **Why are you changing the manager?** field, select an option from the drop-down list.

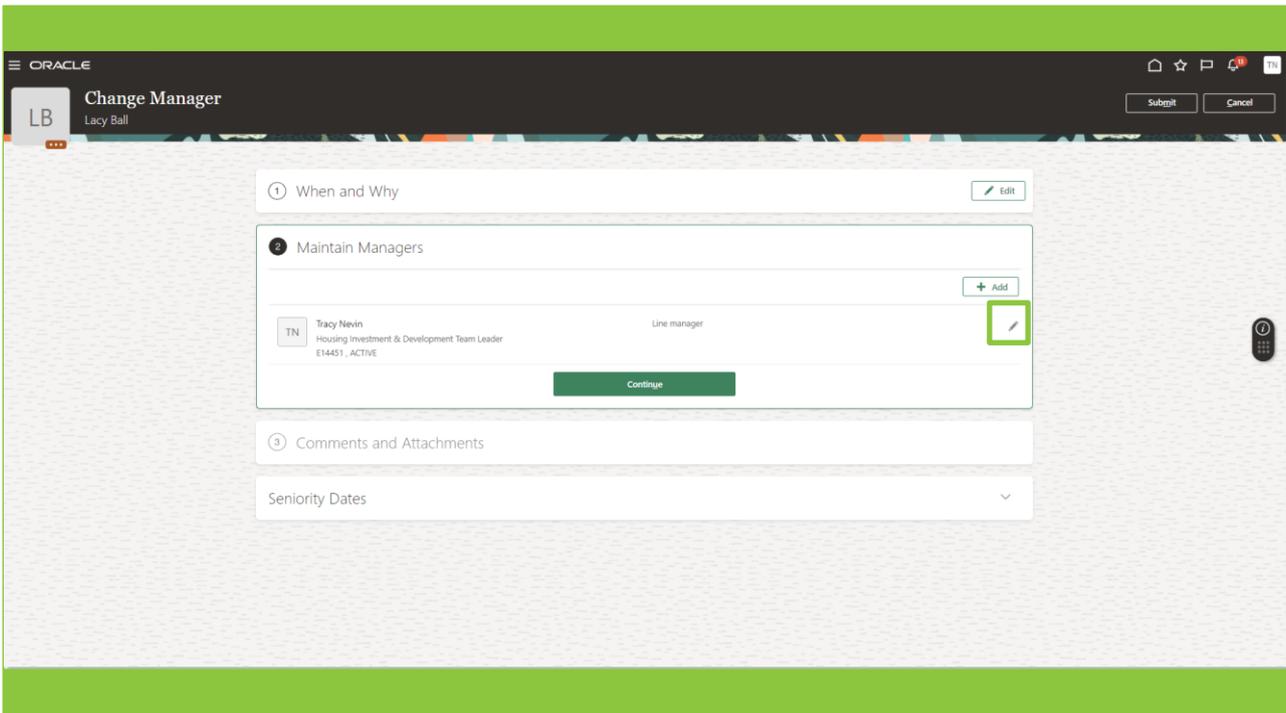
Select the **Continue** button to move to the next section.



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The **Maintain Managers** section opens.

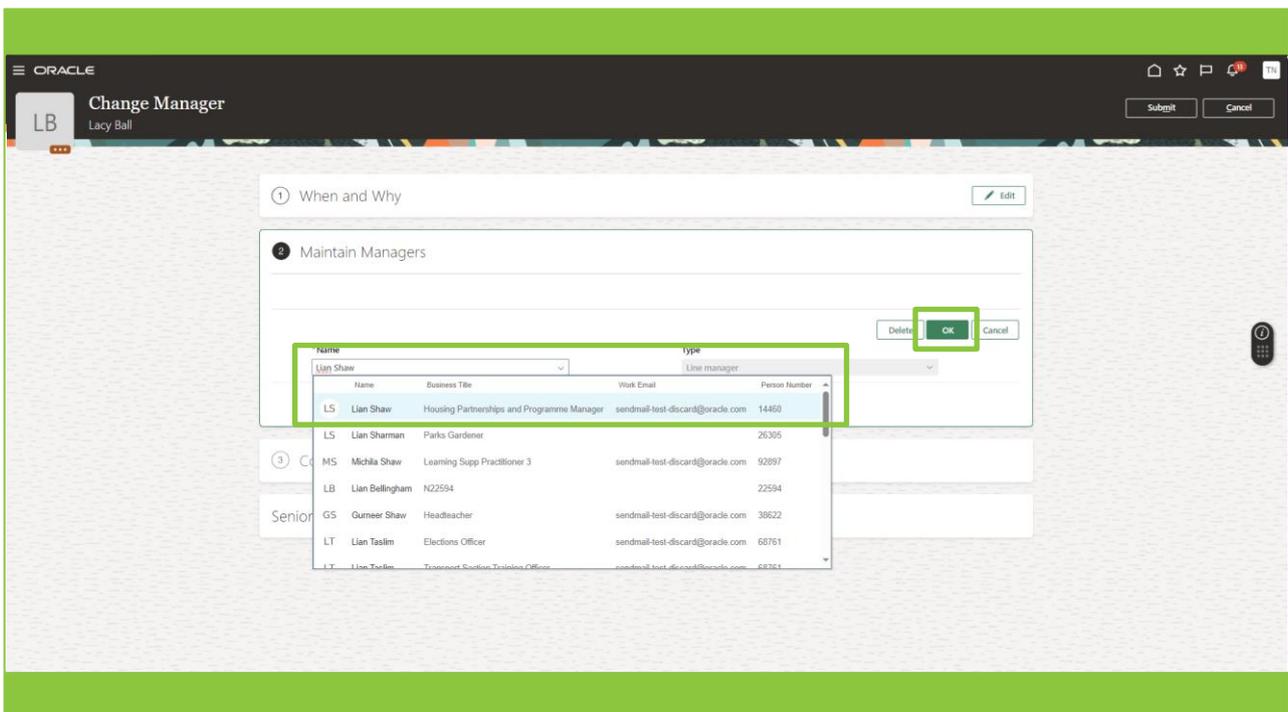
Select the **Pencil** icon next to the current manager's name.



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Overtyping the current manager's **Name** with the name of the new manager, then selecting the new manager from the drop-down list.

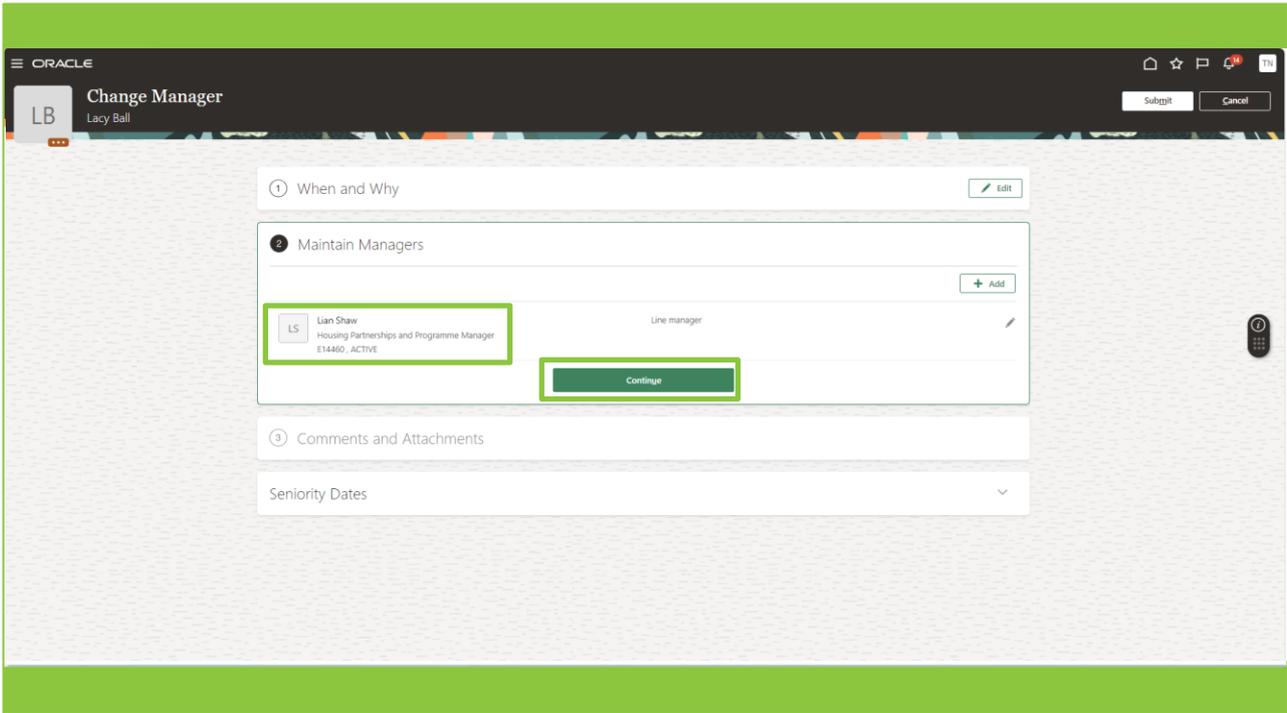
Next select the **OK** button.



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The line manager details have been updated.

Select the **Continue** button.



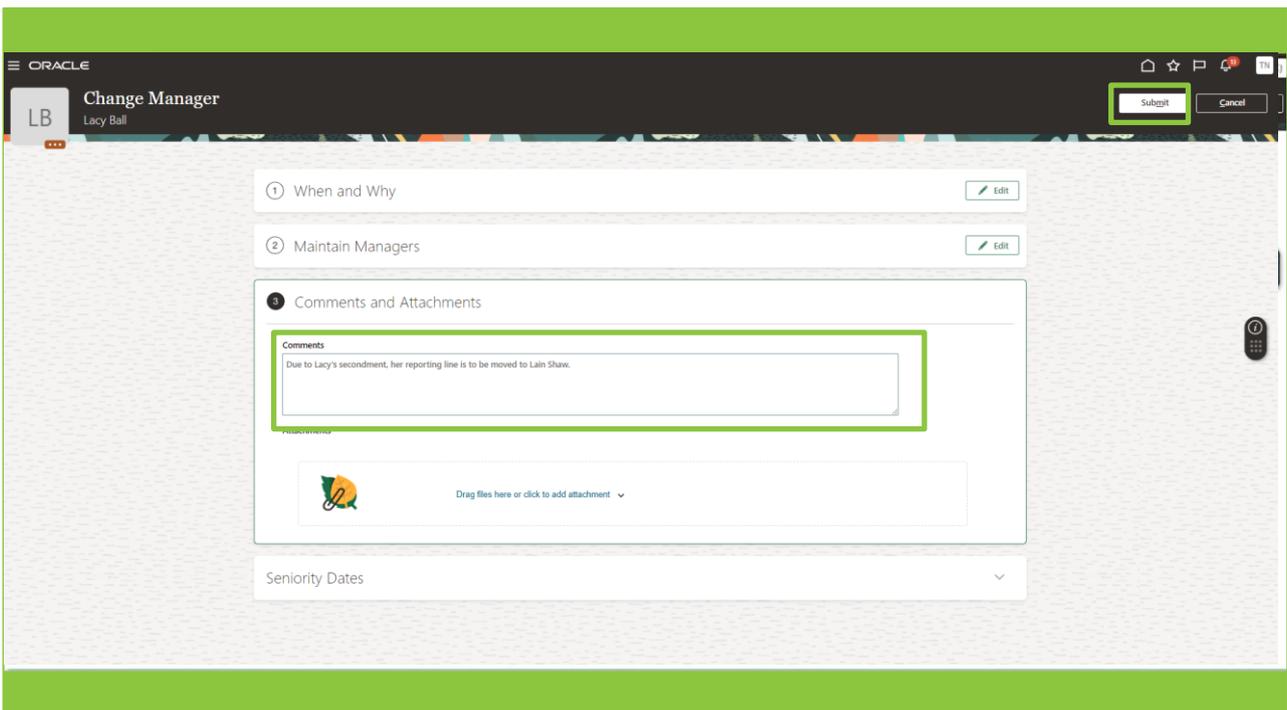
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In this example, the user chose to add the **Comments and Attachments** section at step four in this process, so the **Comments and Attachments** section is now displayed.

You may add a free-format comment in the **Comment** box or attach any documents relating to the change.

Once all fields have been completed, select the **Submit** button.

The request is forwarded to HR for approval.



That brings this Quick Reference Guide to a close.