KEAN | workday

My Guide

# Supervisory Organization Change Request Guide



# Requesting a Supervisory Organization Change

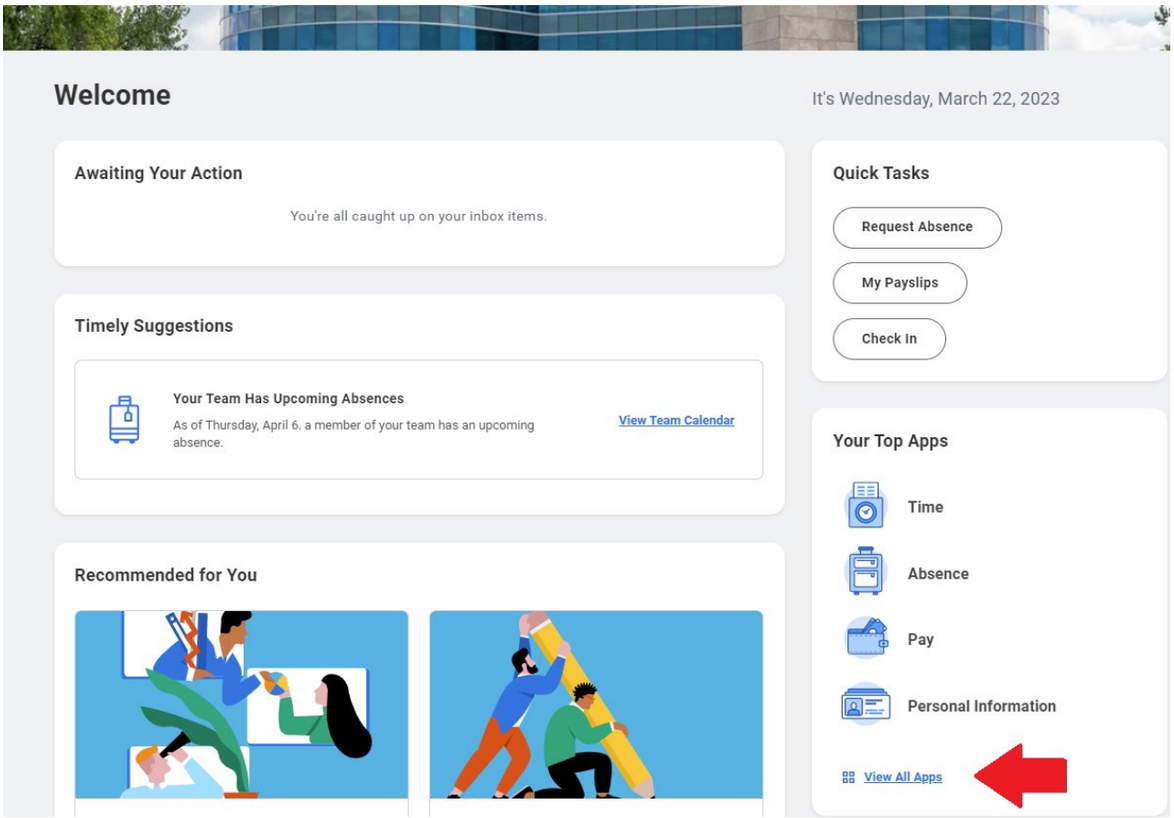
**(Change in reporting structure)**

**Please use this form to request a change in Supervisor (Manager who is responsible for the review/approval of time and PTO requests) for Student workers, Academic Specialists, and/or Full-Time employees.**

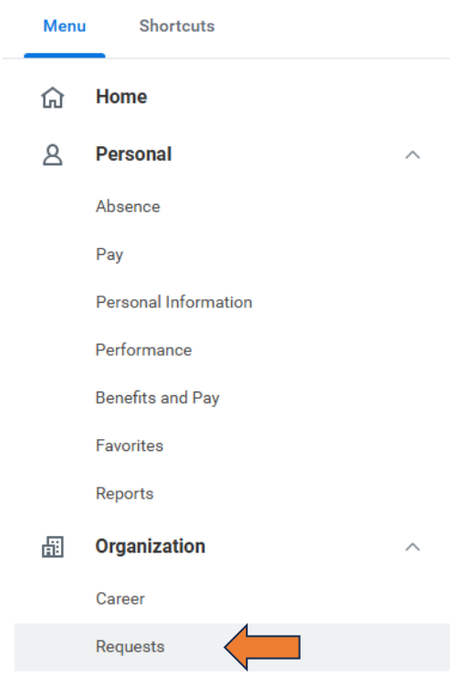
**Requested changes, once approved by Human Resources, will be reflected within 72 business hours.**

**NOTE: This form is only to be used to request the change of an employee's supervisor within the same department. This form is NOT to be used to request the lateral reassignment of an employee. All requests will be reviewed and addressed by Human Resources. Please submit one request for each employee.**

Step 1: From your home screen, navigate to "Your Top Apps" and click "View All Apps".




Step 2: A list of Apps will appear to the left of your screen. You will be selecting "Requests".

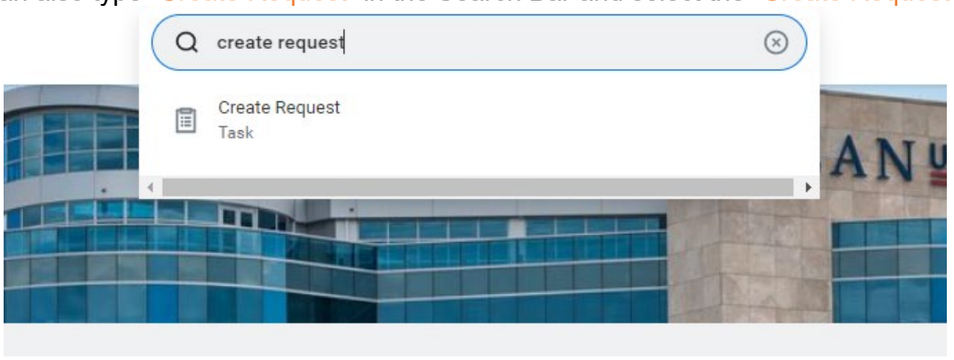



**Note that not all homepages are the same therefore your icon may not be in any particular location.

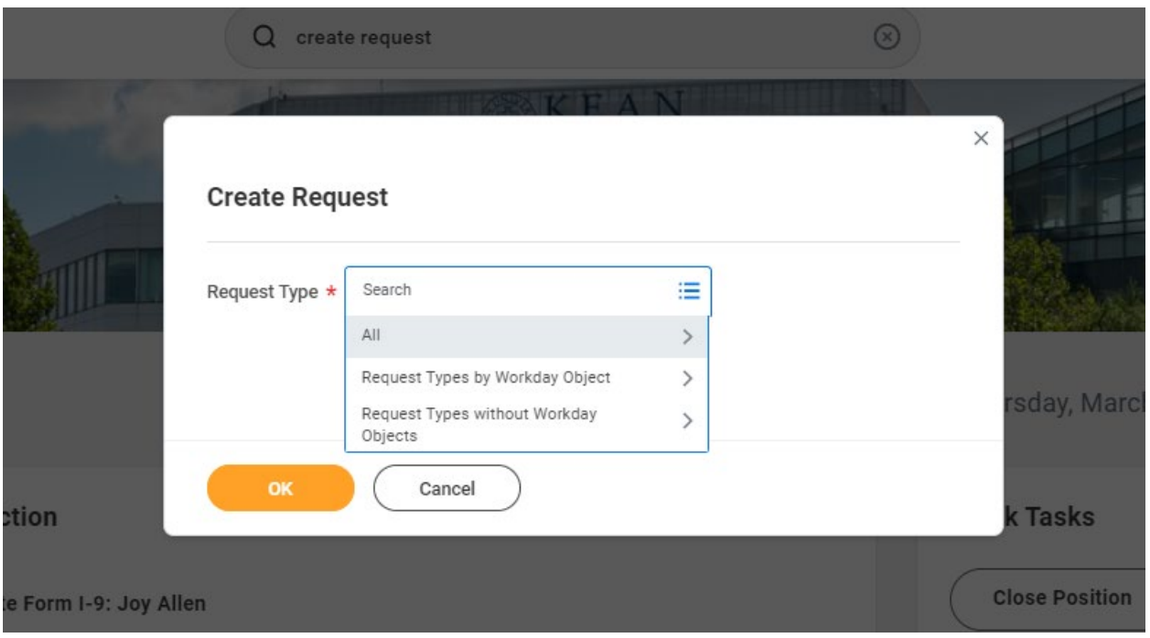
Step 3: Click “Create Request”



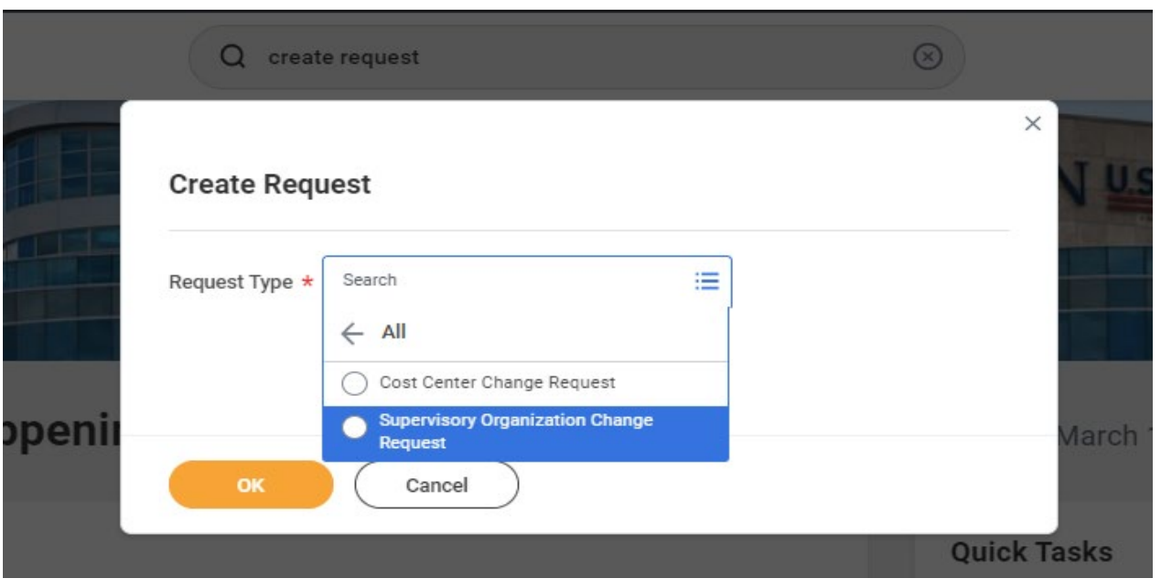

*You can also type “Create Request” in the Search Bar and select the “Create Request” task.*



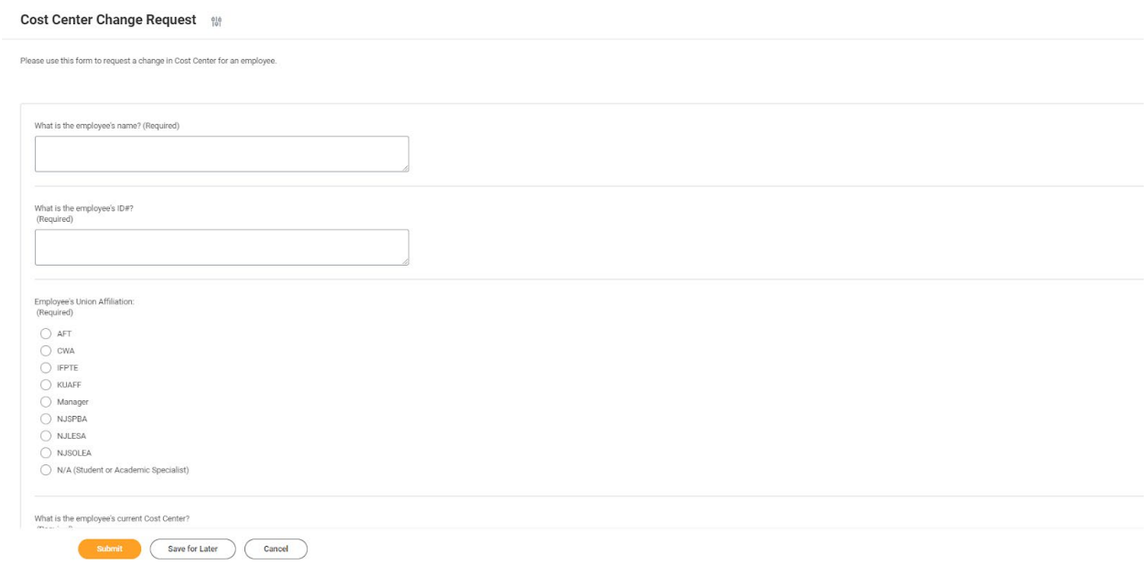

Step 4: At the next prompt select “All”.




Step 5: Select “Supervisory Organization Change Request”.

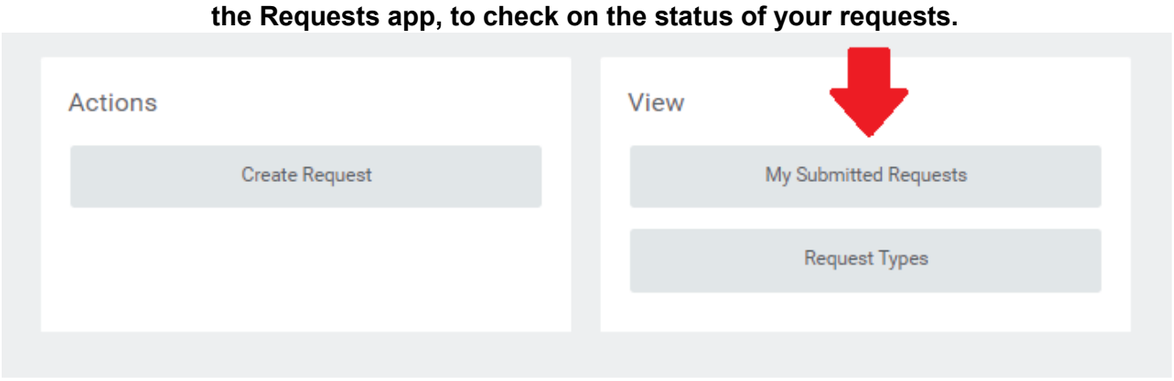


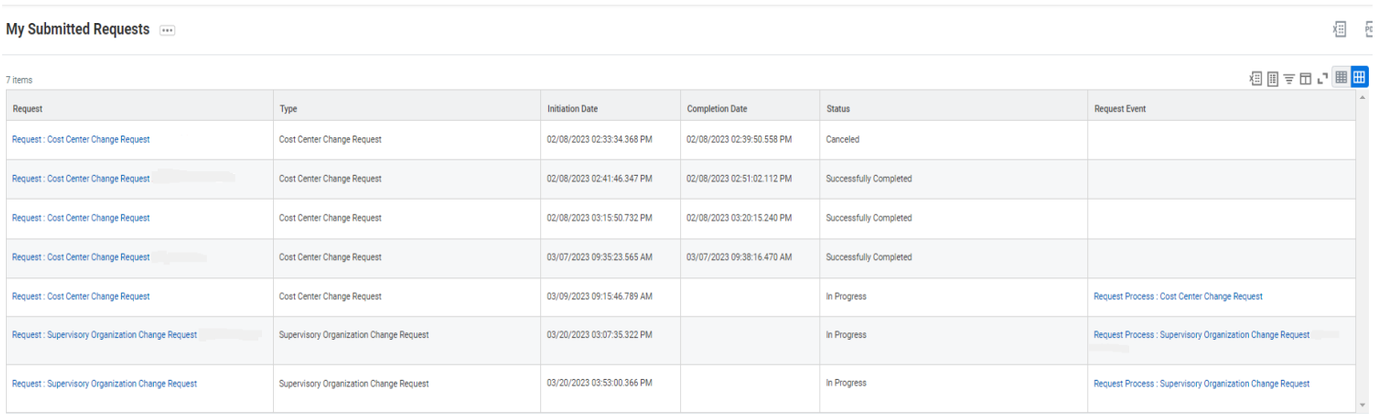
Step 6: Enter the Employee's Information on the form and click Submit.




**Once submitted, the Request will be routed to the Office of Human Resources for Review and Approval. If approved, the change will be made in the system, and you will receive a system-generated notification confirming the change.**

**At any point in the process, you can access the "My Submitted Requests" task, located in the Requests app, to check on the status of your requests.**




**Please feel free to email Workday@kean.edu if you have any questions.**