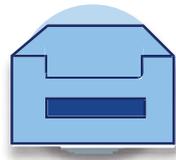


KEAN | **workday**
My Guide

Supervisory Organization Change Request Guide



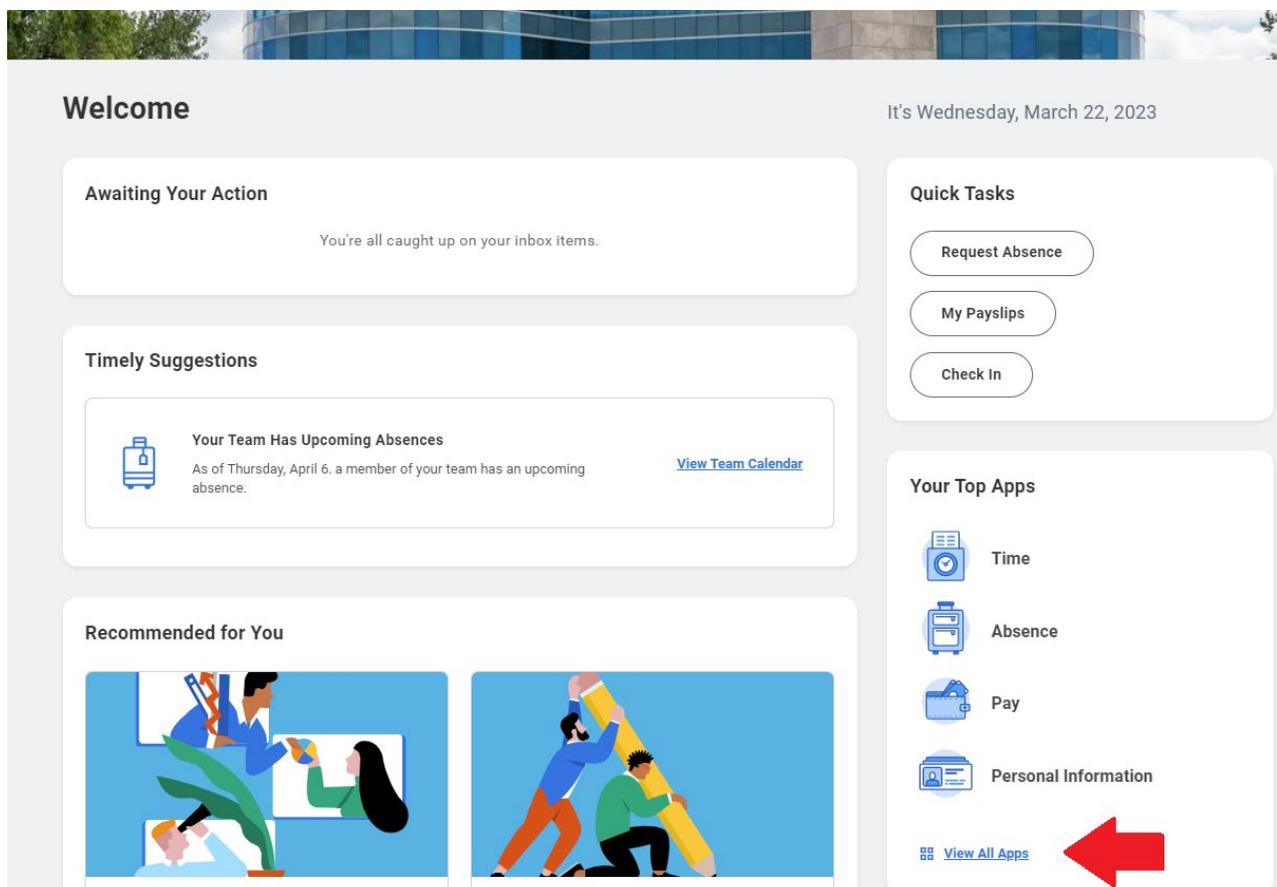
Requesting a Supervisory Organization Change (Change in reporting structure)

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.

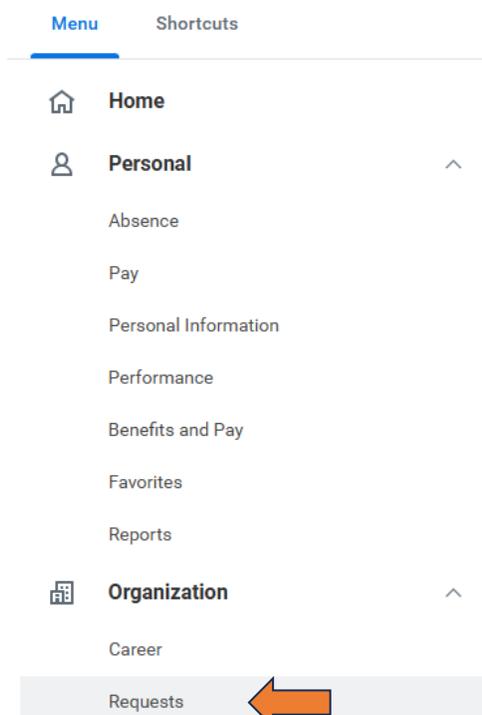
Requested changes, once approved by Human Resources, will be reflected within 72 business hours.

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”.

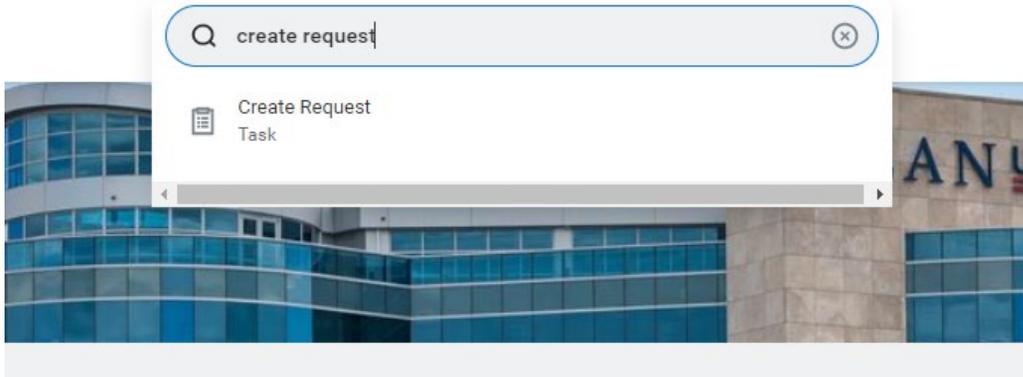


**Note that not all homepages are the same therefore your icon may not be in any particular location.

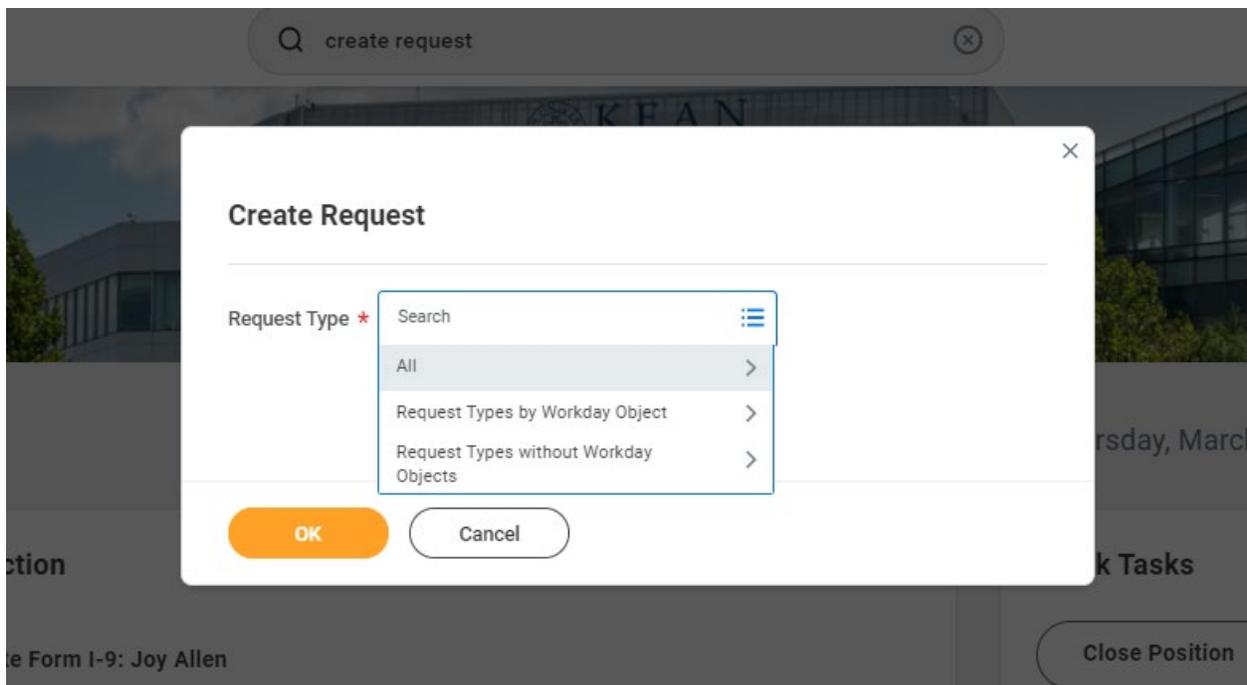
Step 3: Click "Create Request"



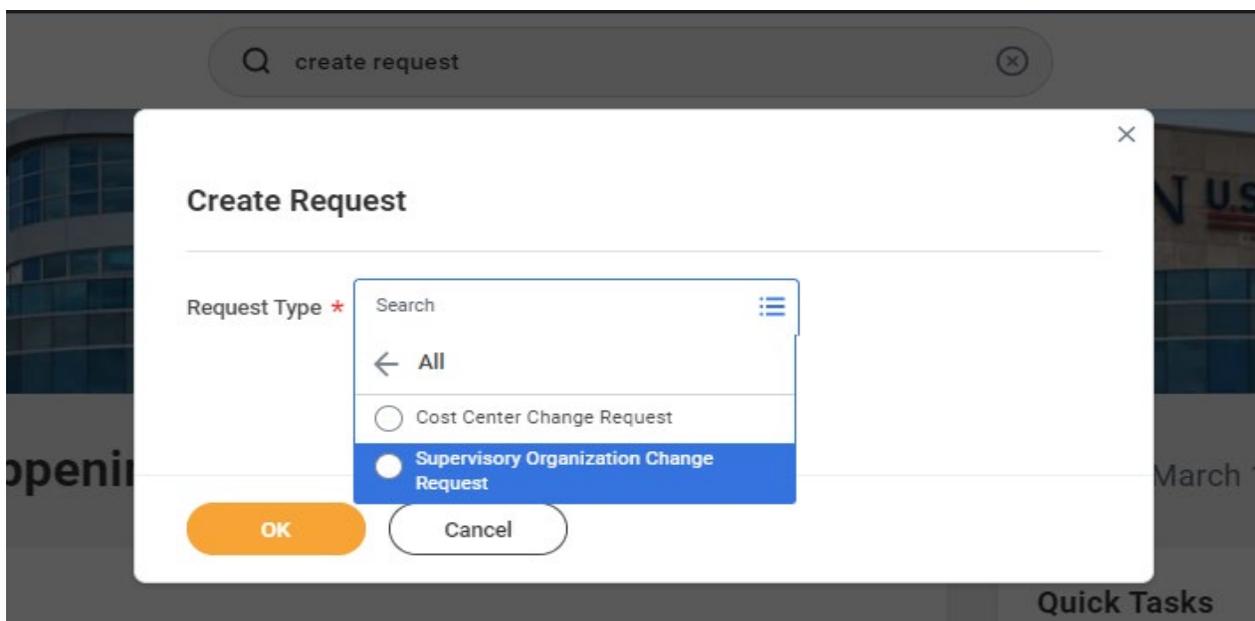
You can also type "Create Request" in the Search Bar and select the "Create Request" task.



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**.

Cost Center Change Request

Please use this form to request a change in Cost Center for an employee.

What is the employee's name? (Required)

What is the employee's ID#? (Required)

Employee's Union Affiliation: (Required)

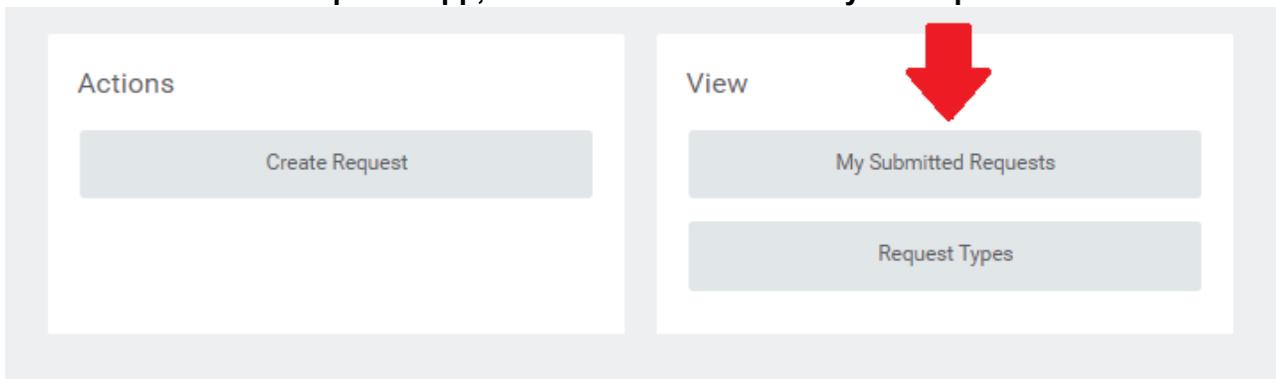
- AFT
- CWA
- IFFTE
- KJIAFF
- Manager
- NJSPBA
- NJLESA
- NJSOLEA
- N/A (Student or Academic Specialist)

What is the employee's current Cost Center?

Submit Save for Later Cancel

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.



My Submitted Requests

Request	Type	Initiation Date	Completion Date	Status	Request Event
Request: Cost Center Change Request	Cost Center Change Request	02/08/2023 02:33:34.368 PM	02/08/2023 02:39:50.559 PM	Canceled	
Request: Cost Center Change Request	Cost Center Change Request	02/08/2023 02:41:46.347 PM	02/08/2023 02:51:02.112 PM	Successfully Completed	
Request: Cost Center Change Request	Cost Center Change Request	02/08/2023 03:15:50.732 PM	02/08/2023 03:20:15.240 PM	Successfully Completed	
Request: Cost Center Change Request	Cost Center Change Request	03/07/2023 09:35:23.565 AM	03/07/2023 09:38:16.470 AM	Successfully Completed	
Request: Cost Center Change Request	Cost Center Change Request	03/09/2023 09:15:46.789 AM		In Progress	Request Process: Cost Center Change Request
Request: Supervisory Organization Change Request	Supervisory Organization Change Request	03/20/2023 03:07:35.322 PM		In Progress	Request Process: Supervisory Organization Change Request
Request: Supervisory Organization Change Request	Supervisory Organization Change Request	03/20/2023 03:53:00.366 PM		In Progress	Request Process: Supervisory Organization Change Request

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