Processing a Change Reports To in the HR System

**What you need before proceeding with action:** This action, Change Reports To, is for updating the “Reports To” position number to ensure the job record is accurately reflecting the current Manager/Supervisor. This will ensure all leave requests and/or timesheet approvals go to the correct person.

To process a Change Reports To action you will need to locate the position in **Add/Update Position Info**. To navigate to this screen follow the path below.

Click on the NavBar in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon.

Then follow this navigation through the menu options.

**Human Resources Systems > Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info**

Once the **Add/Update Position Info** panel appears then type in the position number then click Search.

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Note: The position number is 8 digits in length.
Step 1: click on the plus sign in the top right hand corner to add a row to the position

Step 2: the Effective Date will default to the current date, update this with the effective date of the Reports To Change (RTC)

Step 3: in the Reason field, select RTC- Change Reports To Assignment from the drop down box

Step 4: in the Reports To field, enter the position number of the new managing supervisor

Step 5: click Save

Once saved, the action is complete.

Please verify the action is reflected in Job Data. If it is not, please contact your HRIM Specialist.