

## **Supervisory Organization Change Request Guide**



Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu

# **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".

vaiting Your Action	Quick Tasks
You're all caught up on your inbox items.	Request Absence
	My Payslips
mely Suggestions	Check In
Your Team Has Upcoming Absences As of Thursday, April 6. a member of your team has an upcoming absence.	Your Top Apps
	Time
commended for You	Time Absence
ecommended for You	Time Absence Pay

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

Menu	Shortcuts		
ធ	Home		
ඵ	Personal	^	
	Absence		**Note that not all homepages are
	Рау		the same therefore your icon may not be in any particular location.
	Personal Information		
	Performance		
	Benefits and Pay		
	Favorites		
	Reports		
圕	Organization	^	
	Career		
	Requests		

## Step 3: Click "Create Request"

Create Request All of my Requests View Request Types	Actions	View
View Request Types	Create Request	All of my Requests
	T	View Request Types

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

Q create request	
Task Create Request	ANU

# Step 4: At the next prompt select "All".

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stion	OK Cancel		_	k Tasks
e Form I-9: Joy Allen				Close Position



Q cr	eate request	8
Create Re	quest	×
Request Type	* Search :=	
openii 🛛 🔍	Cost Center Change Request Supervisory Organization Change Request Cancel	March
		Quick Tasks

#### 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 Clenter for an employee.				
What is the employee's name? (Required)				
What is the employee's ID#? (Required)				
Employee's Union Affiliation: (Requiref)				
O AFT				
O GWA				
O IFFTE				
○ KUAFF				
O Manager				
ABPREN				
O NJLESA				
O NJSOLEA				
NA (Student or Academic Specialist)				
What is the employee's current Cost Center?				

### 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.

	Actions			View	-		
		Create Request			My Submitted Requests		
					Request Types		
My Submitted Reque	ests 🚥						XIII - E
7 items							a II = □ r II II
Request		Туре	Initiation Date	Completion Date	Status	Request Event	*
Request : Cost Center Change Re	quest	Cost Center Change Request	02/08/2023 02:33:34.368 PM	02/08/2023 02:39:50.558 PM	Canceled		
Request : Cost Center Change Re	quest	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 Re	quest	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 Re	quest	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 Re	quest	Cost Center Change Request	03/09/2023 09:15:46.789 AM		In Progress	Request Process : Cost Center Change Rec	quest
Request : Supervisory Organization	on Change Request	Supervisory Organization Change Request	03/20/2023 03:07:35.322 PM		In Progress	Request Process : Supervisory Organizatio	n Change Request
Request : Supervisory Organization	on Change Request	Supervisory Organization Change Request	03/20/2023 03:53:00.366 PM		In Progress	Request Process : Supervisory Organizatio	n Change Request