

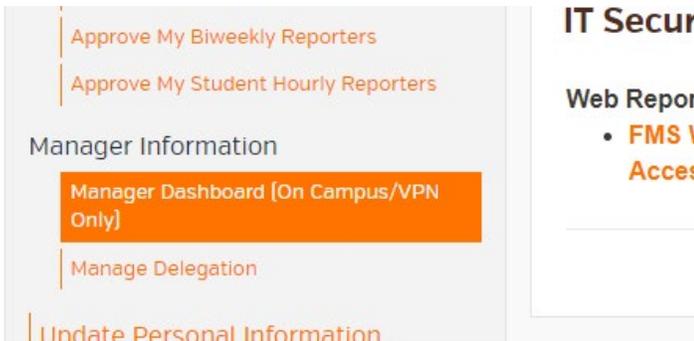
Supervisor Change Request

When submitting a supervisor change request, you want to go through Manager Dashboard. This portal is located on your my.bgsu.edu

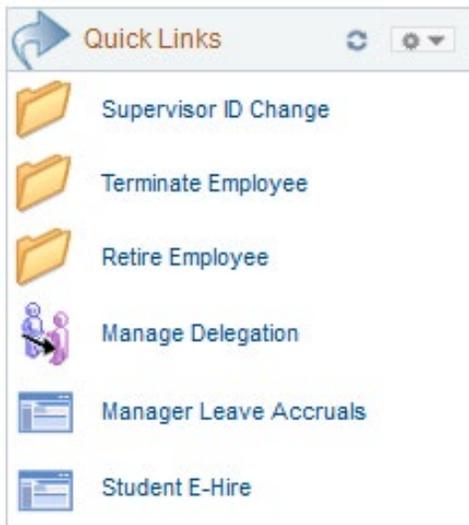
- To get to the portal log onto your mybgsu. Then, click on the Employees tab in the top right:



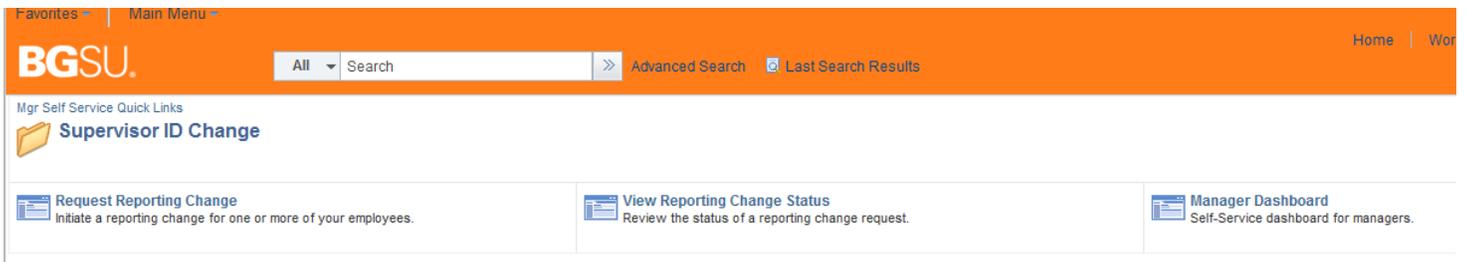
- Next, scroll down until you see Manager Information on the right-side border and click on Manager Dashboard:



- A new screen will pop up. Under Quick Links you will click on supervisor change:



- After clicking on that, you will need to click on Request Reporting change to initiate the request:



- All of the Manager's Direct Reports will show **As of the Date** you enter.

Reporting Change

Employee Selection Criteria

Select the employees to be assigned to the new supervisor. You will be able to process only those employees that report to you as of the date entered on this page.

After you've selected the employee(s) you'd like to process, select the *Continue* button to enter the details about the transaction and finish the process.

As Of Date

Find Employee

Thomas Turkey's employees										Personalize [?]	First <input type="button" value="1-26 of 26"/> Last
Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Job Code	Job Title	Dept ID	Department	
<input type="checkbox"/>	Bobbie Bluebird	0020162460	2	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
<input type="checkbox"/>	Dani Duck	0020147250	1	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
<input type="checkbox"/>	Donny Dowitcher	0020167732	0	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
<input type="checkbox"/>	Greta Grackle	0020207993	0	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
<input type="checkbox"/>	Harriet Hummingbird	0020058950	1	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
<input type="checkbox"/>	Jeri Goldeneye	0020062960	2	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	

- Select the employee to be transferred to a new Supervisor and click continue

Reporting Change

Employee Selection Criteria

Select the employees to be assigned to the new supervisor. You will be able to process only those employees that report to you as of the date entered on this page.

After you've selected the employee(s) you'd like to process, select the *Continue* button to enter the details about the transaction and finish the process.

As Of Date

Find Employee

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<input checked="" type="checkbox"/>	Bobbie Bluebird	0020162460	2	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
<input type="checkbox"/>	Dani Duck	0020147250	1	Active	Part-Time	Active	S52000	Marketing Assistant	114010	Office of UG Student Develo	
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Select All Deselect All

[Return to Supervisor ID Change](#)

- Select the **Reporting Change Date** and enter the **New Supervisor name**. (you can use the magnifying glass to perform a name search)

Request Reporting Change

Instructions

Selected Employees

Name	Job Title	Empl ID	Supervisor
Bobbie Bluebird	Marketing Assistant	0020162460	Thomas Turkey

Reporting Change Details

*Reporting Change Date

New Information

Current Information

Supervisor

(Name Format: First Last)

Thomas Turkey

Comments

* Required Field

- The **Submit Confirmation** page will appear.
 - Request for Supervisor ID Change was successfully submitted.
 - Pending approvals will show