




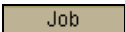



Changing Reports to Information

1.	Click the Develop Workforce link. 
2.	Click the Manage Positions (USF) link. 
3.	Click the Use link. 
4.	Click the Position Data link. 
5.	Click in the Job Code field. 
6.	Enter the desired information into the Job Code field. Enter a valid value, e.g. "01P001" .
7.	Click the Search button. 
8.	Select the appropriate position. 
9.	Click the Add a new row at row 1 button. 
10.	Update the Effective Date . Click the Choose a date button. 
11.	Click the desired date. 
12.	Click in the Reports To field. 
13.	Make any necessary changes to the Reports To field. Enter the desired information into the Reports To field. Enter a valid value, e.g. "0000042" .
14.	Click the Save button. 
15.	Click the Home link. 
16.	Click the Administer Workforce link. 
17.	Click the Administer Workforce (USF) link. 
18.	Click the Use link. 

19.	Click the HR Processing link. 
20.	Click the Correct History option. <input type="checkbox"/> Correct History
21.	Click the Search button. 
22.	Select the appropriate employee. 
23.	Click the Job tab. 
24.	Click the Position Override option. <input type="checkbox"/>
25.	Click the Employment 2 tab. 
26.	Modify the Reports To Position number. Double-click in the Reports To Position field. <input type="text" value="00000023"/>
27.	Enter the desired information into the Reports To Position field. Enter a valid value, e.g. " 0000028 ".
28.	Click the Job tab. 
29.	Uncheck the Position Override checkbox. Click the Position Override option. <input checked="" type="checkbox"/>
30.	NOTE: Changes made to position data will not be automatically applied to related employees. Manual updates to the employees are required. Click the Save button. 
31.	The change to Reports To information is saved. End of Procedure.