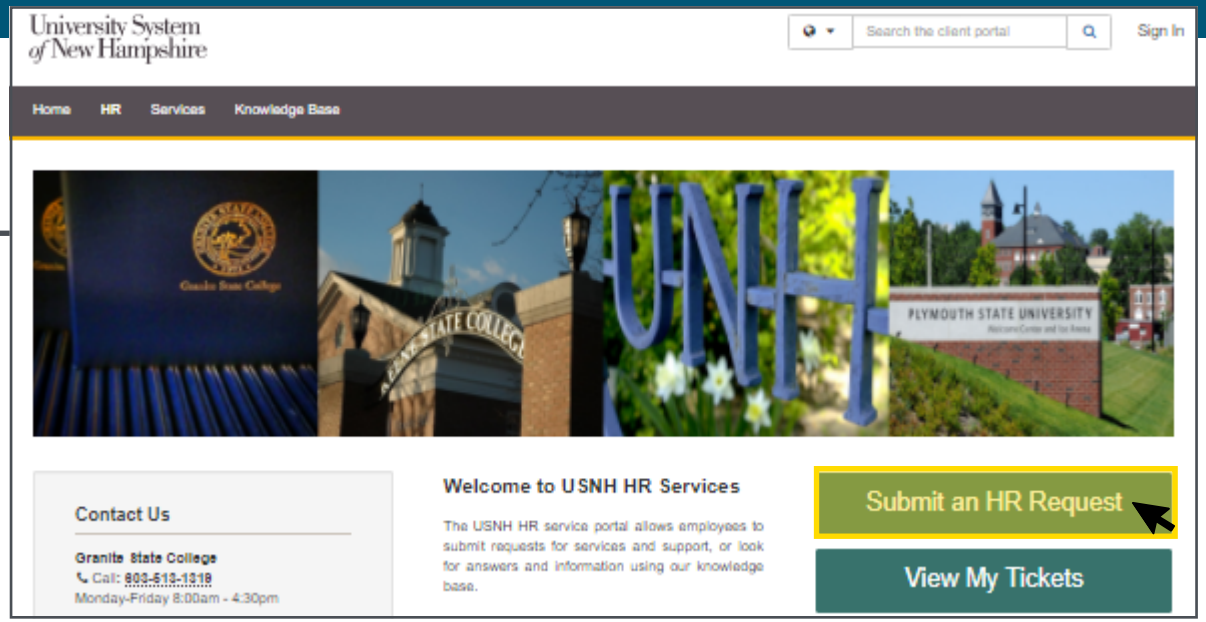
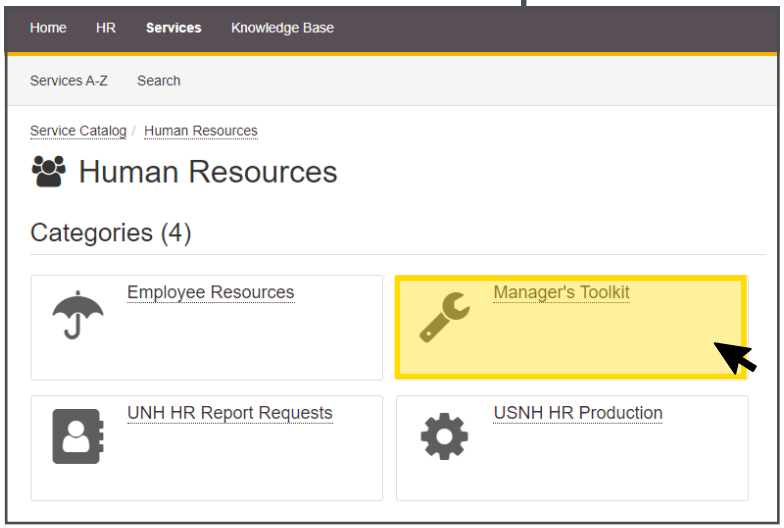
SUPERVISOR UPDATE

Step 1. Update the supervisor or time approver for one or multiple positions.

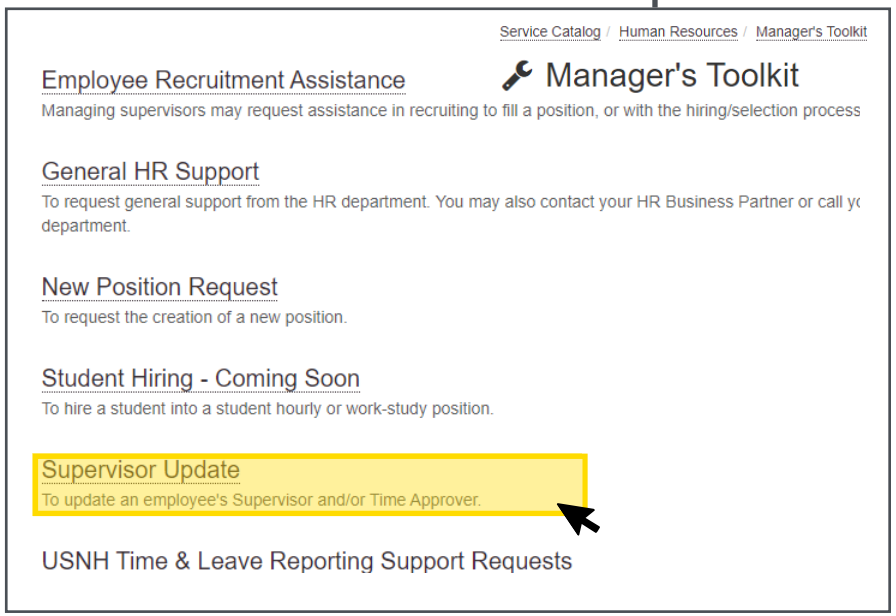
Step 2. Visit the HR Web Page and click "Submit an HR request"



Step 3. Click Manager's Toolkit



Step 4. Click Supervisor Update



bookmark the Supervisor Update form for easy access

SUPERVISOR UPDATE

Step 5. Click Submit a Request

Supervisor Update

To update an employee's Supervisor and/or Time Approver, complete this form.

Submit a Request

Step 6. Fill out all required information

Requestor Information

Requestor *
Katrina Decato

Requestor's Acct/Dept *
USNH System Office

Requestor's Phone Number *

Requestor's Relationship to Employee *
Supervisor

Employee Information

Employee Name *
Start typing...

Employee USNH ID

Institution *
Start typing...

Current USNH Employment Status *
Active

Employee Position #

Request Title/Subject *

Type of Supervisor Change *
Start typing...

Effective Date of Requested Change *

Updated Supervisor Name *
Start typing...

Updated Supervisor's USNH ID

Updated Supervisor's Position #

Description *

Browse... No file chosen

Urgency

Request

Step 7. Review all information and hit submit. Wait for an update from HR.

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