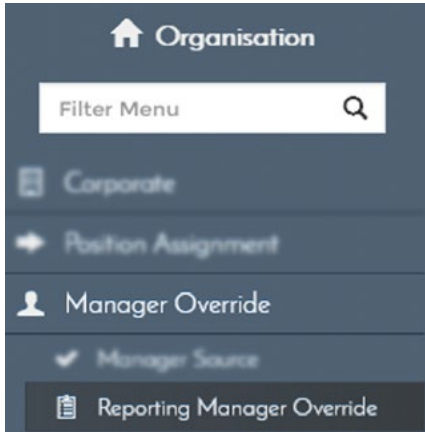




HOW TO: REPORTING MANAGER OVERRIDES



REPORTING MANAGER OVERRIDE



Manager Assignment											
[Dropdown] [Search] [Clear] [Advanced] [xls]											
Edit	New	Person ID	Name	Assignment Type	MgrID	Manager Name	Start Date	End Date	Record	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30844	CRABBE, Vincent							Hogwarts	
		30827	DUMBLEDORE, Albus	reporting	30825	MCCONAGALL, Minerva				Hogwarts	
		30834	FILIUS, Flitwick							Hogwarts	

Click the Reporting Manager Override link to assign a reporting manager override. Doing so allows you to set a different reporting manager than what has been inherited via position assignment. This will reroute the employee to appear under a different manager in the organisation chart, as well as determine which manager 'manages' that employee via the Manager menu.

The icon under the 'Record' column signifies there is no active override for an employee.

The icon under the 'Record' column signifies there is an active override for an employee.

- Click the icon to edit an existing override
- Click the icon to assign a new override