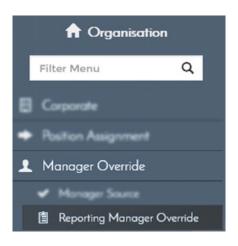# EmployeeConnect

HOW TO: REPORTING MANAGER OVERRIDES

REPORTING MANAGER OVERRIDE

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

EmployeeConnect
Connect. Engage. Transform.