Reporting Changes

Mid-pay-period updates and updates made prior to the payroll deadline cause several timesheet approval flow issues. To ensure there are no disruptions to the routing of timesheet approvals, the reporting change process has been updated to include the following:

- Changes will no longer be added to job data records in the middle of the week; all reporting changes will be updated on an employee's job data record with a SUNDAY effective date.
- Reporting changes will not be processed retro-actively if they are submitted two (2) days PRIOR to a payroll deadline. Payroll deadlines are the yellow dates highlighted on the payroll calendar.

To check on the status of a reporting change, go to My Manager Tasks > Job and Personal Information > View Reporting Changes (a workflow status of Data Saved means the transaction has been processed and the employee should soon populate on your list of direct reports in PeopleSoft). To view your direct reports go to My Manager Tasks > Job and Personal Information > View Employee Personal Info. As a reminder, please do not submit duplicate reporting changes.

The current supervisor the employee reports to in myFSCJ must initiate the reporting change. The "reports to" change process consists of 3 steps:

1) Select My Manager Tasks then Reporting Change.
2) Once complete, the request will generate an email notification to the new supervisor, and the new supervisor must approve the reporting change.
3) Only then will HR process the approved request, and upon completion a confirmation email will be sent to the new supervisor. Once HR approves the request, the information will be updated during the system's next "refresh", so you may not see the change immediately.

Prior to submitting a reporting change for a direct report, the supervisor initiating the reporting change **must** approve any timesheets, leave absences, or workflow processes for that employee. Failure to do so will result in the transaction being null and void, directly impacting the employee's pay and leave.

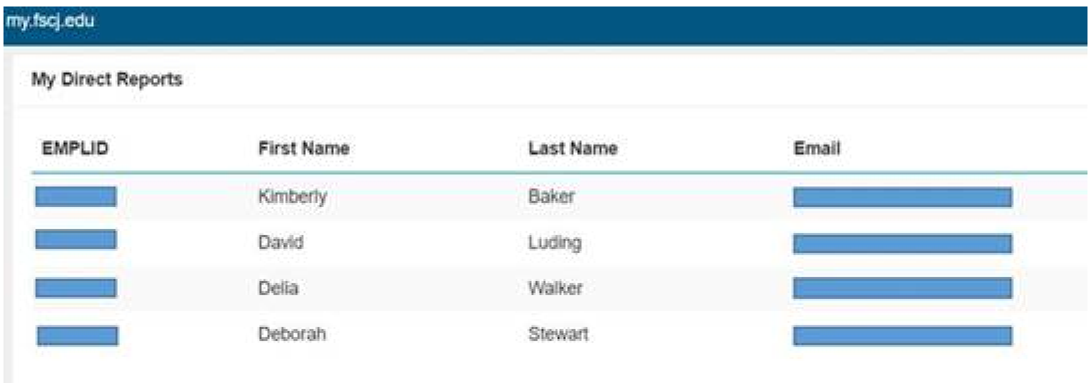
As a reminder:

- If an employee is moving into a NEW position at the college, and they have direct reports, the employee **must** initiate a reporting change for their current direct reports **prior** to moving into the new position. Once an employee leaves a position, they will no longer have access to their direct reports.
- If you see an employee in your direct reports list and you are not familiar with them, please **do not** initiate a termination request. Contact that employee to see who they are reporting to in order to confirm to whom you must initiate the reporting change.
- If you already submitted a "reports to" request, please do not submit the same request again, as this could cause the original request to error out.

[Monitoring Direct Reports]

Supervisors should monitor their "My Direct Reports" in [my.fscj.edu] to ensure all current employees are visible and to determine if reporting changes or terminations need to be processed. Due to their ability to work at multiple campuses and report to multiple people, adjuncts who do not complete a timesheet will not populate on a person's direct reports list.

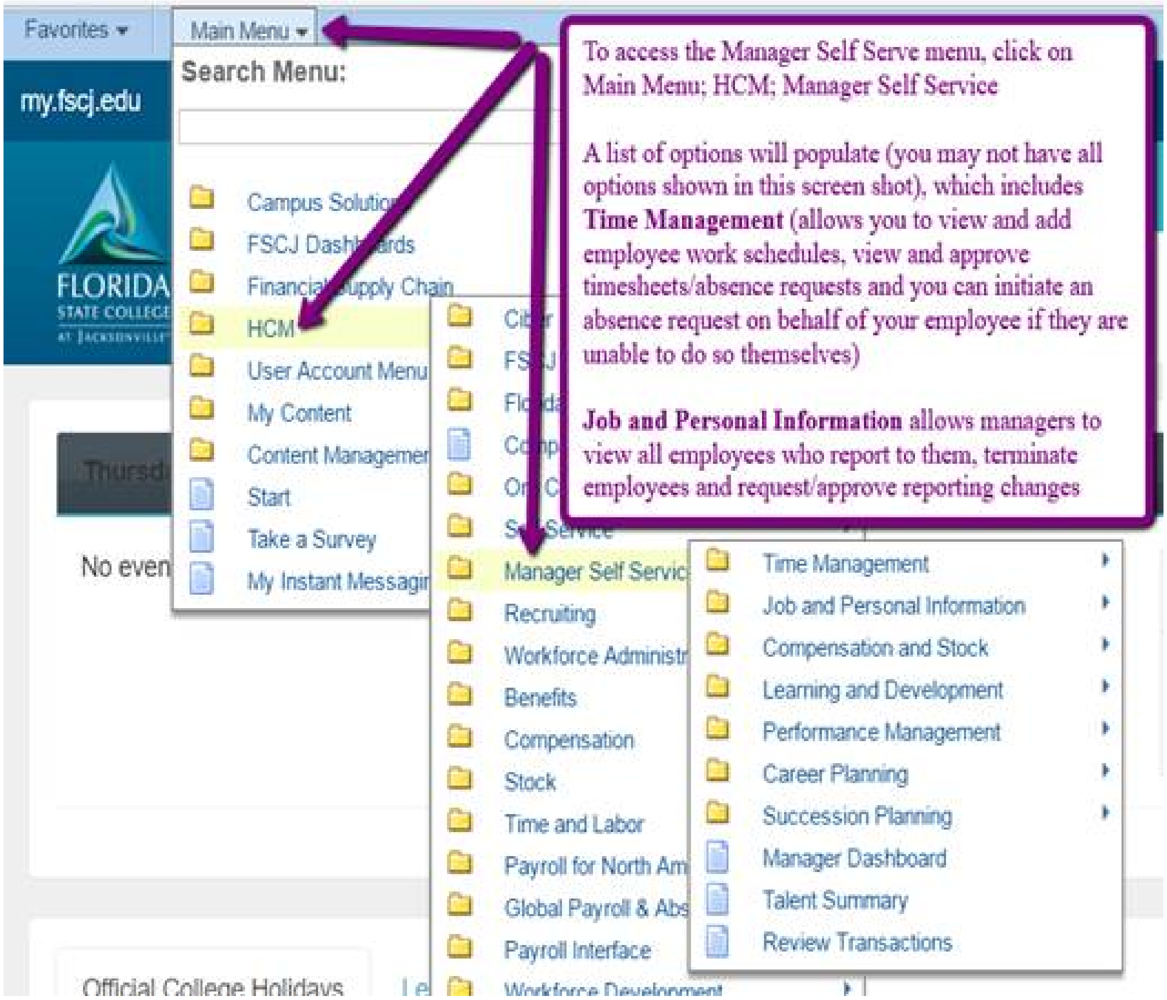
As a supervisor, you can see a list of your direct reports on the portal page under My Direct Reports:


my.fscj.edu

My Direct Reports

EMPLID	First Name	Last Name	Email
	Kimberly	Baker	
	David	Luding	
	Delia	Walker	
	Deborah	Stewart	

Sometimes, this list does not include all of your direct reports because space is limited to 40 employees, and WLU Adjuncts do not have a supervisor assigned in the system. It is best practice to review your direct reports on a regular basis through the Manager Self Service path (located at the top of the portal screen), where you can see <u>everyone</u> reporting to you:



Under Job and Personal Information, supervisors are able to view items they have processed and approved in the system. Components listed may vary per supervisor.