

Supervisor Change

This quick guide is to guide supervisors through the steps of requesting a change of reporting line for staff member(s) reporting to them.

The supervisor change request in HORUS can only be completed by:

- current supervisor
- current supervisor's reporting line chain

When the request is submitted, an approval workflow will be triggered, and the request will go to the selected delegate for approval. Upon approval, relevant position and job records will be updated in HRMS.

The guide is divided into two (2) sections as this request can be submitted via the following:

Section 1: Submitting a request through the Team Supervisor Change Tile

Section 2: Submitting a request through the My Team Tile

Please note, the Change of Supervisor requests cannot be completed in HORUS for the following scenarios:

- New manager
- Staff member has upcoming changes to their employment (changes related to their position)
- A supervisor change request is currently pending approval.

Please contact [Remunerations and Conditions](#) if you meet one of these criteria.

For technical assistance in relation to HRMS or HORUS please contact HR Systems.

Email: hssystem@anu.edu.au

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquiries please contact the ANU Service Desk.

Email: servicesdesk@anu.edu.au

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

College of Arts & Social Sciences: hr.cass@anu.edu.au

College of Asia & the Pacific: cap.hradvisory@anu.edu.au

College of Business & Economics: hr.cbe@anu.edu.au

College of Engineering, Computing and Cybernetics: hradvisory.cecc@anu.edu.au

College of Health and Medicine: hr.chm@anu.edu.au

College of Science: hr.cos@anu.edu.au

HR Business Partners – P&C (Central Portfolios): hrbp.pc@anu.edu.au

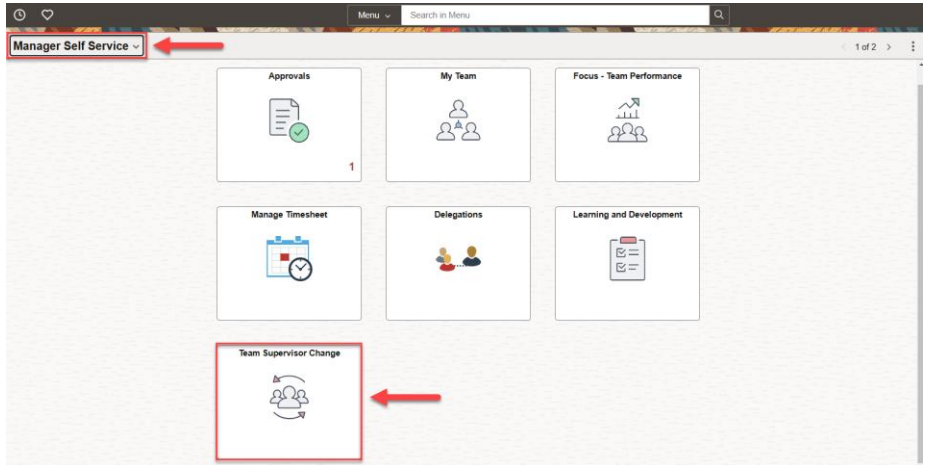
Remunerations & Conditions (Pay Roll): employment.services@anu.edu.au

Section 1:

Submitting a request through the Team Supervisor Change tile

Step 1 - Navigation

- 1 Login to **HORUS** and select the **Team Supervisor Change** tile from the Manager Self Service menu.



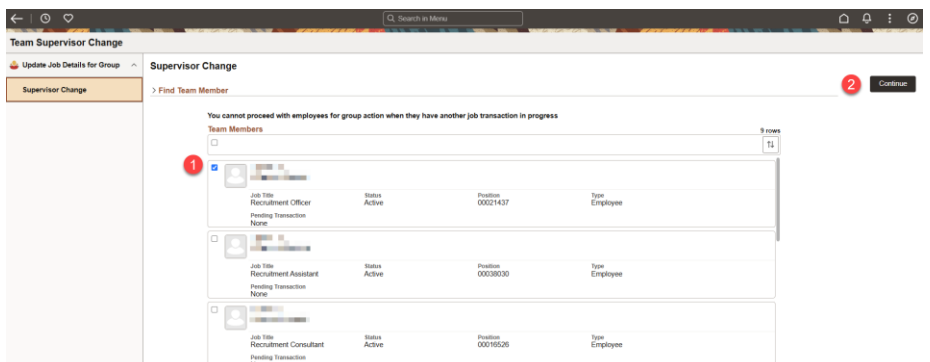
Step 2 - Select the team member/s

- 1 Select the check box next to the team member's name
- 2 Select **Continue**

Note:

a) An employee with an existing **pending transaction** in the system cannot be selected.

b) In case position has multiple incumbents, team members belonging to the same position will be auto selected.

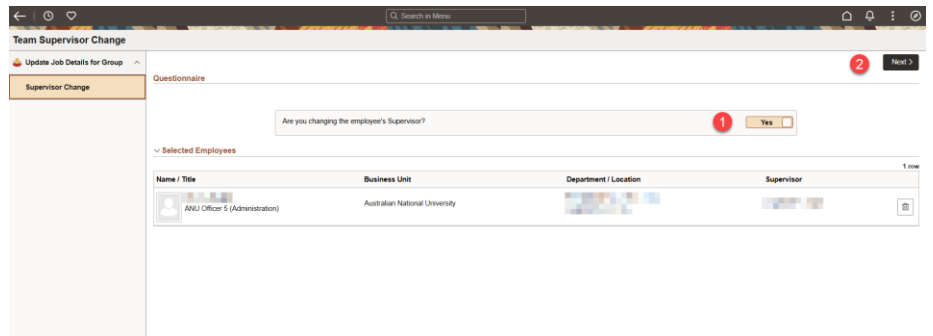


Step 3a – Answer Yes to the questionnaire

- 1 Make sure the toggle is set to **Yes**.
- 2 Select **Next**

Note:

a) This page will list down all the team member/s that have been selected for the reporting line change



Team Supervisor Change

Update Job Details for Group

Supervisor Change

Questionnaire

Are you changing the employee's Supervisor? **Yes**

Selected Employees

Name / Title	Business Unit	Department / Location	Supervisor
ANU Officer 5 (Administration)	Australian National University		

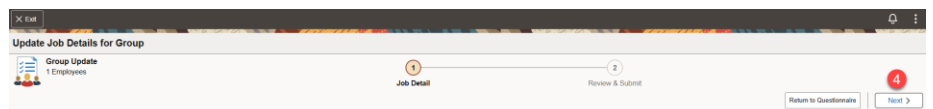
Step 3b – Input new supervisor details

- 1 Check/Update the **transaction date***
- 2 Enter details of the **new supervisor**
- 3 Select **Delegate for approval**
- 4 Select **Next**

Notes:

a) *Transaction date** is the date on which the team member will start reporting to the new supervisor. This date can be in the past but not before the start date of the current pay period.

b) The *Reports To* field for the new supervisor accepts position titles only. If that is not known, the lookup tool can be used to search using the manager's name and position number, among other search options.



Update Job Details for Group

Group Update

Job Detail

Review & Submit

Work and Job Information

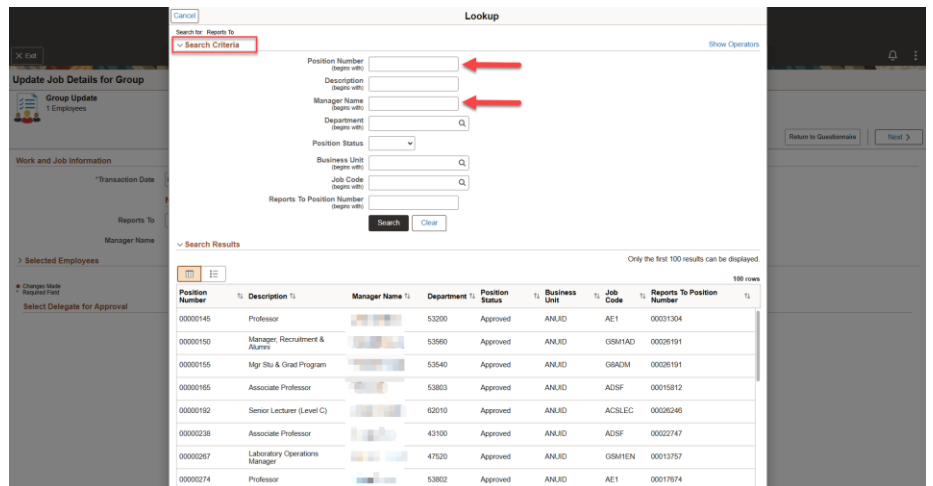
Transaction Date: 05/11/2024

Reports To

Manager Name

Selected Employees

Delegate Approver



Lookup

Search for Reports To

Search Criteria

Position Number (begins with)

Description (begins with)

Manager Name (begins with)

Department (begins with)

Position Status

Business Unit (begins with)

Job Code (begins with)

Reports To Position Number (begins with)

Search

Clear

Search Results

Only the first 100 results can be displayed.

Position Number	Description	Manager Name	Department	Position Status	Business Unit	Job Code	Reports To Position Number
0000145	Professor		53200	Approved	AN/JID	AE1	00031304
0000150	Manager, Recruitment & Alumni		53560	Approved	AN/JID	GSM1AD	00028191
0000155	Mgr Stu & Grad Program		53540	Approved	AN/JID	GSACM	00028191
0000165	Associate Professor		53803	Approved	AN/JID	ADSF	00015812
0000192	Senior Lecturer (Level C)		62010	Approved	AN/JID	ACSLEC	00026246
0000230	Associate Professor		43100	Approved	AN/JID	ADSF	00022747
0000267	Laboratory Operations Manager		47620	Approved	AN/JID	GSM1EN	00013757
0000274	Professor		53802	Approved	AN/JID	AE1	00017674

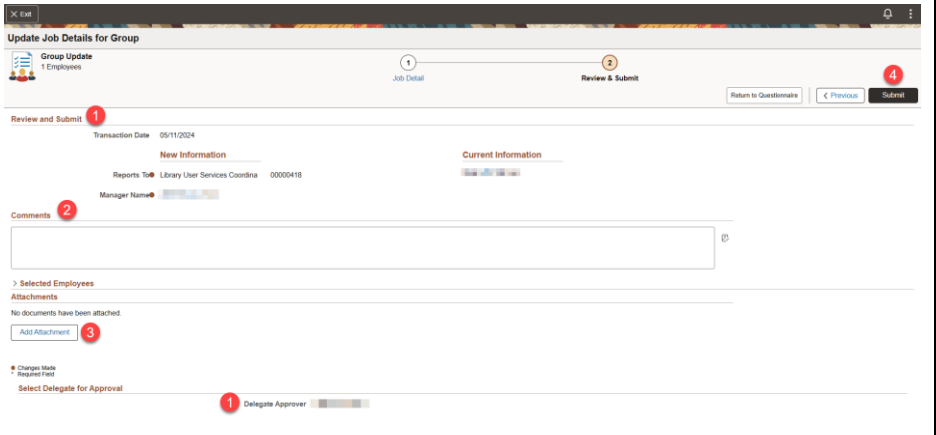
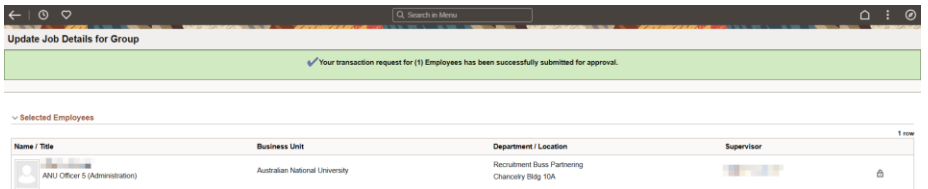
Step 4 – Review and Submit



- 1 Review the request details.
- 2 Enter **Comments** (recommended)
- 3 **Attach** any supporting documents (not mandatory)
- 4 **Submit for approval**

Note:

a) Following the request submission, the system will generate and send an email notification to the selected delegate for approval.

b) If the request is approved, the new supervisor and the staff member(s) will receive an email notification. If denied, you will receive an email notification.

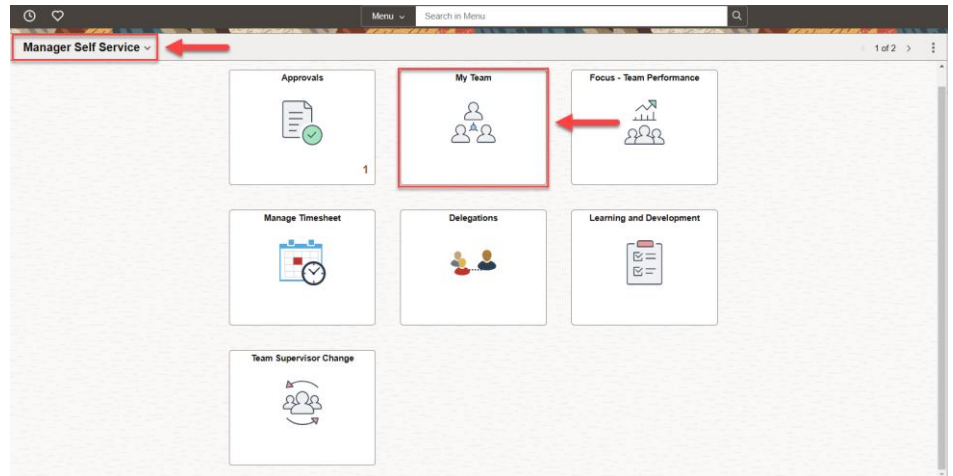
Name / Title	Business Unit	Department / Location	Supervisor
 ANU Officer 6 (Administration)	Australian National University	Recruitment Support Planning Chancellor Bldg 10A	

Section 2:

Submitting a request through the My Team tile

Step 1 - Navigation

- 2 Login to **HORUS** and select the **My Team** tile from the Manager Self Service menu.



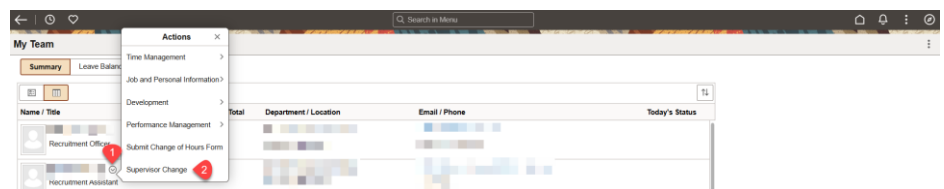
Step 2 - Select the team member

- 1 Select the dropdown arrow next to the relevant staff member
- 2 From the **Actions** menu, select **Supervisor Change**

Note:

a) An employee with an existing **pending transaction** in the system cannot be selected.

b) In case position has multiple incumbents, the request cannot be initiated from the **My Team** tile. Please navigate to the **Team Supervisor Change** tile for such requests.



Step 3 - Input Details

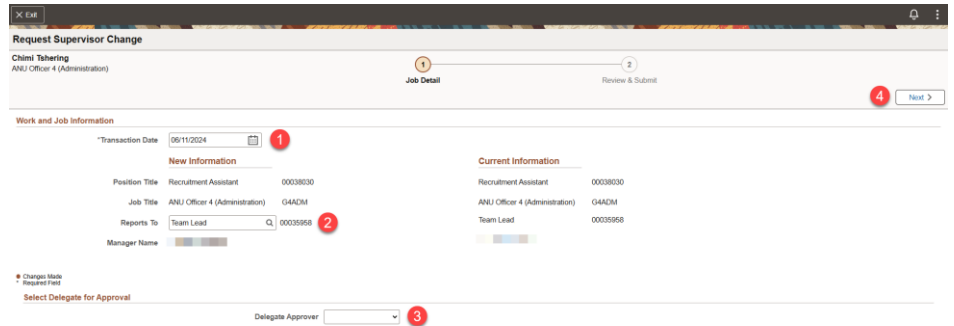
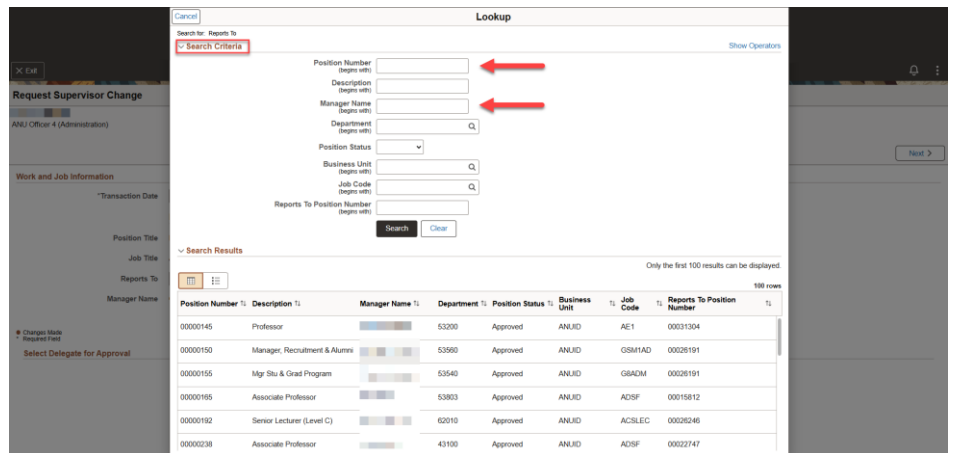
- 1 Check/Update the transaction date*
- 2 Enter details of the new supervisor
- 3 Select Delegate for approval
- 4 Select Next

Notes:

a) *Transaction date** is the date on which the team member will start reporting to the new supervisor. This date can be in the past but not before start date of the current pay period.

b) The *Reports To* field for the new supervisor accepts position titles only. If that is not known, the lookup tool can be used to search using manager's name and position number, among other search options.

c) The *Reports To* field will be auto populated with the current supervisor's details on this page. Request cannot be submitted without selecting a new supervisor.

Position Number	Description	Manager Name	Department	Position Status	Business Unit	Job Code	Reports To Position Number
00000145	Professor		53200	Approved	ANJID	AE1	00031304
00000150	Manager, Recruitment & Alums		53560	Approved	ANJID	GSM1AD	00028191
00000155	Mgr Stu & Grad Program		53540	Approved	ANJID	GBADM	00028191
00000165	Associate Professor		53803	Approved	ANJID	ACSF	00015812
00000192	Senior Lecturer (Level C)		62010	Approved	ANJID	ACSLEC	00028246
00000238	Associate Professor		43100	Approved	ANJID	ACSF	00022747

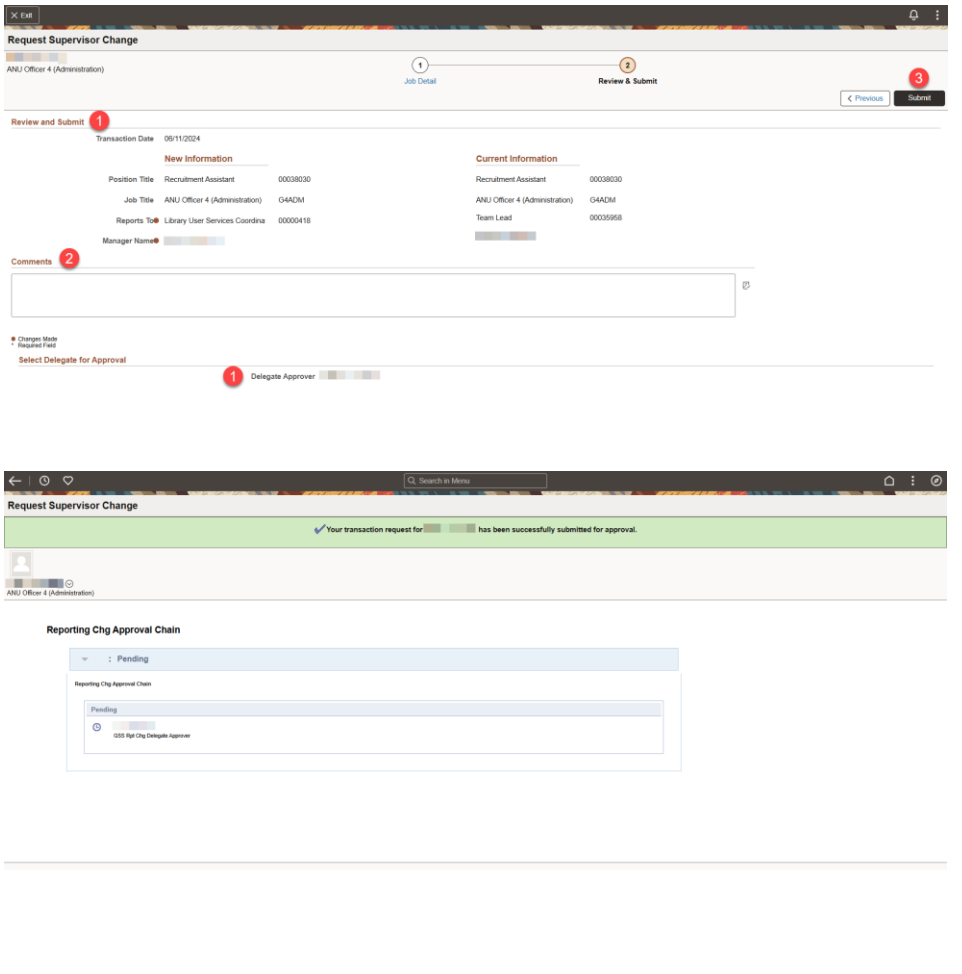
Step 4 – Review and Submit

- 1 Review the request details.
- 2 Enter **Comments** (recommended)
- 3 **Submit for approval**

Note:

a) Following the request submission, the system will generate and send an email notification to the selected delegate for approval.

b) If the request is approved, the new supervisor and the staff member(s) will receive an email notification. If denied, you will receive an email notification.



The screenshot displays the 'Request Supervisor Change' interface. At the top, there are two main steps: 'Job Detail' (1) and 'Review & Submit' (2). The 'Review & Submit' section includes a 'Review and Submit' button (3) and a 'Submit' button. Below this, the 'Transaction Date' is 06/11/2024. The 'New Information' section shows details for the new position: Recruitment Assistant (00038030), ANU Officer 4 (Administration) (G4ADM), and Library User Services Coordina (0000418). The 'Current Information' section shows details for the current position: Recruitment Assistant (00038030), ANU Officer 4 (Administration) (G4ADM), and Team Lead (00035668). A 'Comments' field (2) is provided for entering remarks. Below the comments field, there is a 'Select Delegate for Approval' section (1) with a 'Delegate Approver' dropdown menu. A green notification banner at the bottom of the screenshot states: 'Your transaction request for [redacted] has been successfully submitted for approval.' Below the notification, the 'Reporting Chg Approval Chain' is shown as 'Pending' with a 'Reporting Chg Approval Chain' dropdown menu.