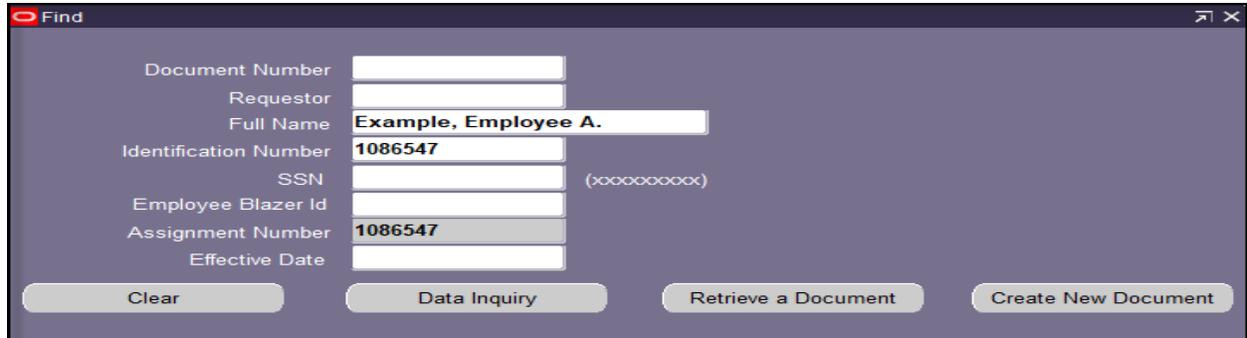


Update supervisor in Oracle ACT

The Data Change ACT document allows the requestor to update the **supervisor** information for an employee.

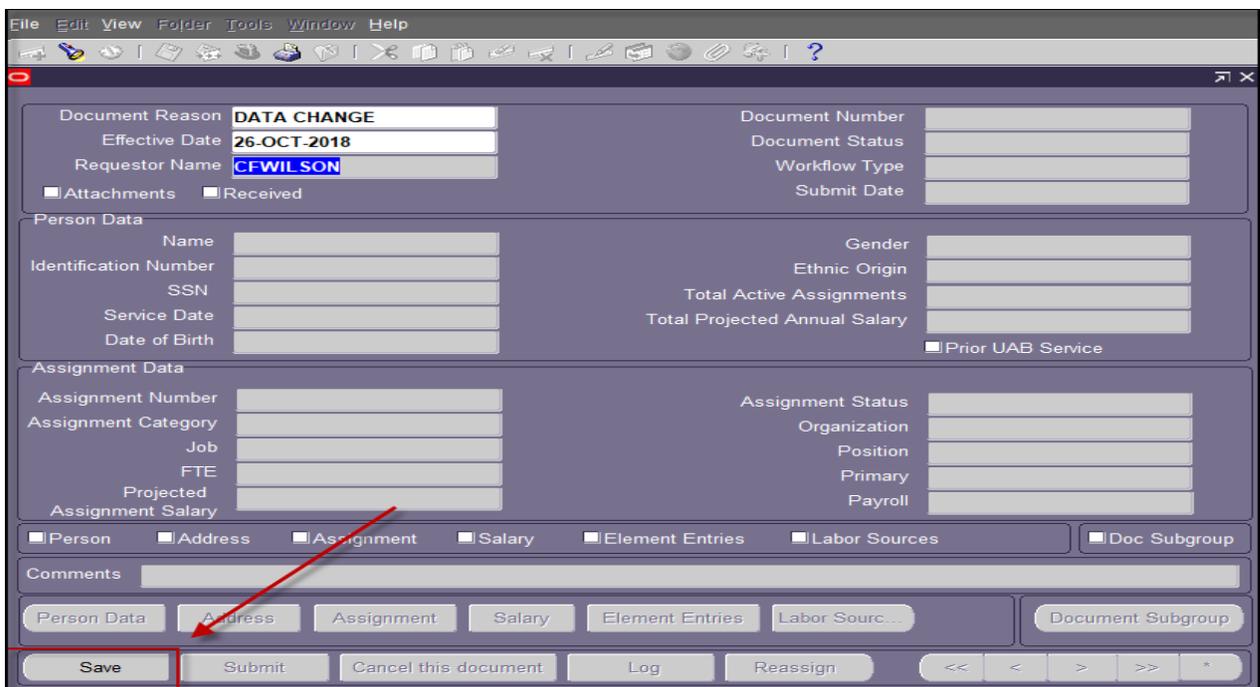
1. Locate the employee using the Find Window.



2. Click on **Create New Document** button.

Note: After you click on the **CREATE NEW DOCUMENT** button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. **Make sure to select the correct assignment.**

3. The **ACT Main Form** will open.
 - a. Use the Document Reason LOV to select **Data Change** or type the **Data Change** in *Document Reason* field.
 - b. Click inside the *EFFECTIVE DATE* field, choose an **effective date** from the CALENDAR LOV or type in the desired date.
4. Click on the **SAVE** button at the bottom of the form.



5. Click on the **Assignment Form**.

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Save Submit Cancel this document Log Reassign << < > >> *

6. To update **supervisor** information, enter supervisor name (Last Name, First Name) or select name from LOV in the Supervisor name field; the supervisor assignment number will populate in the Supervisor Assignment# field.

Note: Some **supervisors** may have more than one assignment and could be listed several times. **Make sure to select the correct assignment.**

7. Click on the **SAVE** button at the bottom of the form.

Assignment (Create New Document)

Full Name Example, Employee A. Document Reason DATA CHANGE

Identification Number 1086547 Document Number 1199652

Assignment Number 1086547 Document Status OPEN

Effective Date 26-OCT-2018 Effective Date 26-OCT-2018

Effective Date From 26-OCT-2018 Shift Differential Code NA

Effective Date To 31-DEC-4712 Grandparented

Primary Y Effort Report Eligible

General Assignment Information

Current	Proposed
Assignment Category 01 Regular FT	
Status Active Assignment	
Expected Return Date	
Organization 114503000 HRM Records Administ	
Location Bham Main Campus	
Position 114503000.90101.170501.	
Job CG213N2.Records Management S	
Grade W.G10	
Payroll Group Staff 12	
Timecard Dist Number	
Timekeeping Method TEL	
Timekeeping Organization	
Supervisor Name Thadani, Rahul	Wilson, Charlotte D
Supervisor Assignment # 1004321-2	1034115
Category	
Comments	

Return to Previous Form Save

8. Click on Return to Previous Form and Submit Data Change ACT Document. No attachments required.

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Comments

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