

Instructions for completing a Supervisory Change Request:

Log into the Online PPEM system by using your Argonet username and password

There are 4 user types that can begin the **Request to Change Supervisory Reporting Relationship;**

Employee, Supervisor, Admin User and Eval Admin user (to change your user type go to lower left hand side of the page under ADMIN – select Change User type).

To begin the supervisory change action -Go to Job Questionnaire – select Begin New Action – a menu of items will appear - select Request to Change Supervisory Reporting Relationship - Select Start action - once the search screen appears enter only the employee Last Name or the employees position # then select search.

The appropriate employee will appear- select Start Action- the 2 tab electronic form will appear

Current Title is the first tab – no changes can be made on this tab- select continue to next page

The Position Detail tab is where all the changes will be made. Scroll down to the Supervisor block and using the drop down menu please select the New Supervisor and enter the New Supervisors position # and effective date of change. Select continue to next page this will take you to the end of document then select send to HR Initial review and click the confirm button.

The document will then be sent to HR for initial review once the review is complete- HR will send the document to the employee to certify.

A system generated email will notify the employee that the action has arrived. The employee will then log into the system and go to Job Questionnaire and select pending actions – at that point the document will appear. The employee selects view and the summary will open. The employee will need to select EDIT (upper left side of page) the 2 tab document will open- then go to the Position Details Tab and scroll half way down and select the Certification box then select continue to next page and then select send to supervisor and confirm.

A system generated email will notify the supervisor that the action has arrived. The supervisors will then log into the system and go to Job Questionnaire and select pending actions- at that point the document will appear and the supervisor can review the summary then select send to Human Resources.

Human Resources will approve the Request to Change and then electronically HR payroll is notified of the approved change.