Supervisor Update in PA7

When there is a change in the supervisory reporting relationship of a University Work Force position, the **Supervisor Update action** should be completed in PeopleAdmin7 (PA7) and submitted to Human Resources. It is important that this is done in a timely manner as employees with a vacant supervisor position may not be able to access or submit timesheets or leave reports.

Employees should:

- Log into MyUWF.
- Search for the PeopleAdmin7 (PA7) app via the search bar or the A-Z index and select.
- Select **Employee** user group in the upper right hand corner.
- Click the ellipsis (…) in the upper left hand corner and select **Positions** (the top of the screen will be orange).
- Select the **Job Description** tab.
- Select the **Staff** tab.
- Search for your position by last name, title, or position number.
- Select your position title.
- Select the **Supervisory Update** under the orange bar.
- Select the **Start** button.
- Work your way through the **Editing Position Request** outline on the left side of the page. Make sure to select the **Save** button prior to selecting the orange **Next** button to move to the next page.
- Once you have completed the outline and reach the **Position Request Summary** tab, hover over the orange **Take Action on Position Request** button.
- Select **Send to HR**.

This will start the process of changing the employee’s supervisor. Human Resources will review the request for accuracy. If all items in the request are accurate, Human Resources will return the action to the employee to certify the changes.

To certify the changes:

- Ensure that your user type is **Employee** and that you are in the **Positions** module.
- Select **Job Description** tab.
- Select **Staff** tab.
- Select your job description on the bottom of the page.
- Select **View Outstanding Position Request**.
- Select **Edit**.
- Select the **Supervisor Change Position Request** tab.
- Check the box next to “I have seen the changes and am sending back to HR as is.”
- Select the **Position Request Summary** tab.
- Hover over the orange **Take Action on Position Request** button.
- Select **Submit to Supervisor**.

Your supervisor will receive your job description, review the job description, and submit to Human Resource for final approval.

Contact Candace Freeman, 2205, cfreeman@uwf.edu or April Harvey, 2606, aharvey@uwf.edu for assistance.