

# Request Line Manager Change

## Lesson Objective:

Upon completion of the Request a Line Manager Change lesson, you will be able to:

### Objective

- Request and submit a line manager change by updating the parent position correctly and routing the request for approval.



The line manager change is processed through a position change request by updating the Parent Position. Coordinators must ensure they are selecting the correct child position and not the parent position by mistake. Using position codes and filters is strongly recommended for accuracy.

This process is strictly used to update the position hierarchy (line manager) and not the Talent Manager. Any Talent Manager updates must be handled through the Change Manager process. All position details must be carefully reviewed before submission to avoid rejection.

Legislative information, comments, and supporting documents can be reviewed and added before submitting the request. Once verified, the request is routed for approval, and incorrect parent position selection may result in rejection.

# FOCUS



- Request Parent Position change via Workforce Structures, using filters and position codes to identify the correct position and avoid errors.
- Validate the position number and ensure correct parent position selection to prevent rejections.
- Choose the appropriate reason for Parent Position change used strictly for position hierarchy and line manager updates, not Talent Manager changes.
- Enter accurate Position Details, select the new Parent Position, and verify the line manager before submission to ensure the hierarchy is updated correctly.



The talent manager change cannot be completed using the steps in this reference guide. The steps listed within this document is solely used to change the Parent Position "**Line Manager.**"

If you wish to update the **Talent Manager**, Navigate to the homepage and expand the "Show More" section. Search for the Employment Section and Select "**Change Manager**"



This position request flow should only be used for position hierarchy (manager), interchangeable positions, and/or standard hour changes

# Navigation



**My Client Groups →**

**Quick Actions →**

**Show More →**

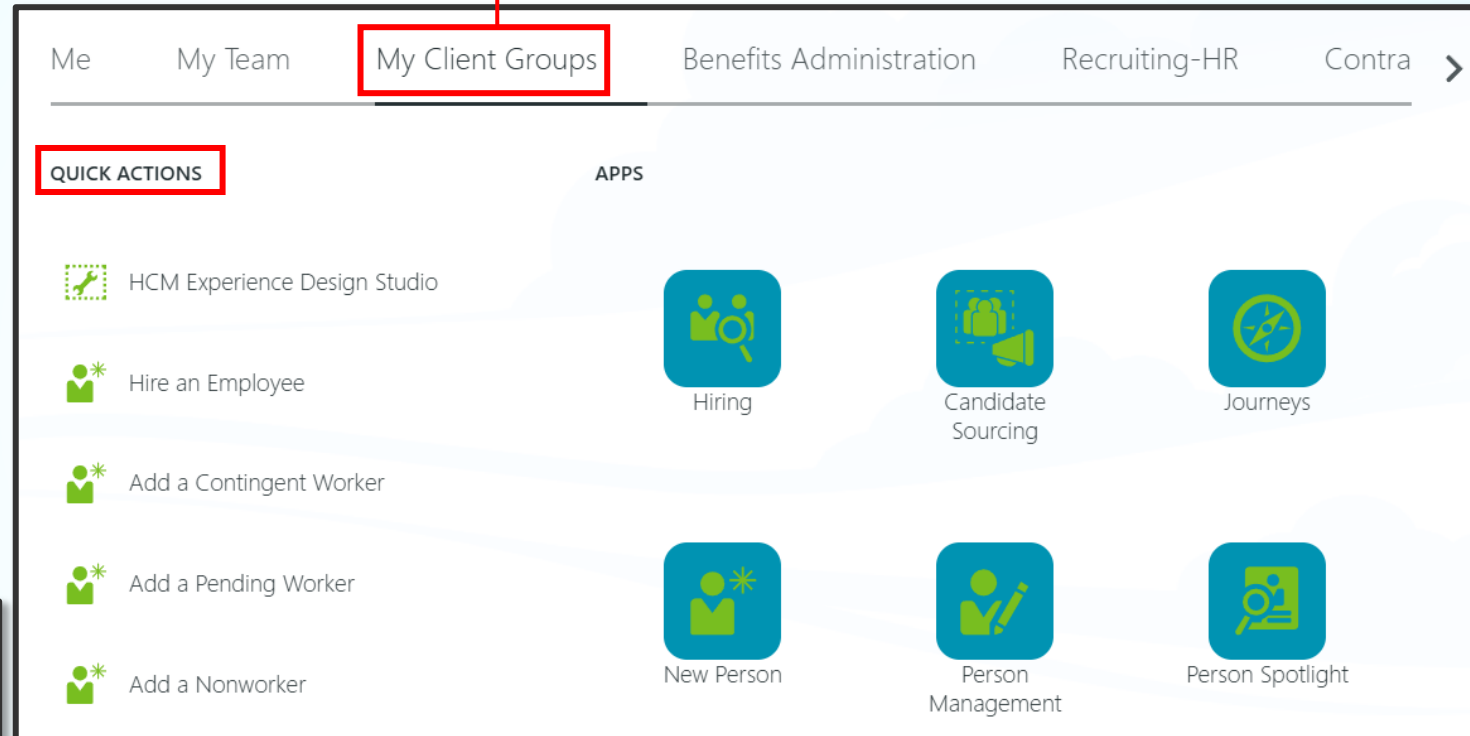
**Workforce Structures →**

**Request a Position Change**

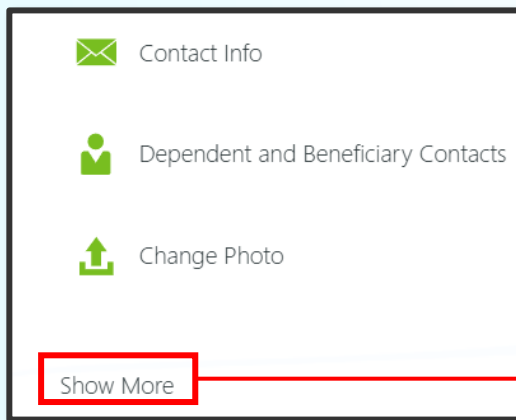
# Request Line Manager Change

1

Select the My Client Groups tab



The screenshot shows the 'My Client Groups' tab selected in a navigation bar. Below the navigation bar, there are two sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section contains a list of actions: HCM Experience Design Studio, Hire an Employee, Add a Contingent Worker, Add a Pending Worker, and Add a Nonworker. The 'APPS' section contains a grid of application icons: Hiring, Candidate Sourcing, Journeys, New Person, Person Management, and Person Spotlight.



The screenshot shows a dropdown menu with three items: 'Contact Info', 'Dependent and Beneficiary Contacts', and 'Change Photo'. A 'Show More' link is highlighted at the bottom of the menu.

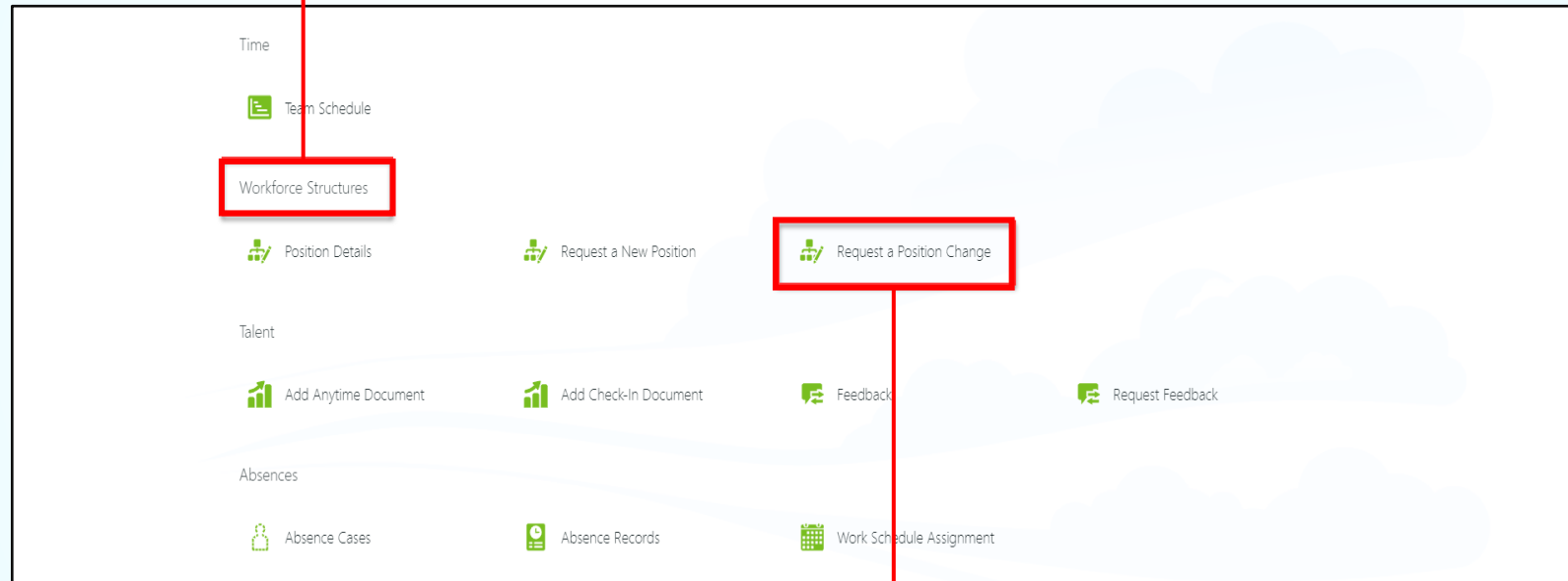
2

From the Quick Actions section, select the Show More link from the drop-down list

# Request Line Manager Change

3

Locate the Workforce Structures section

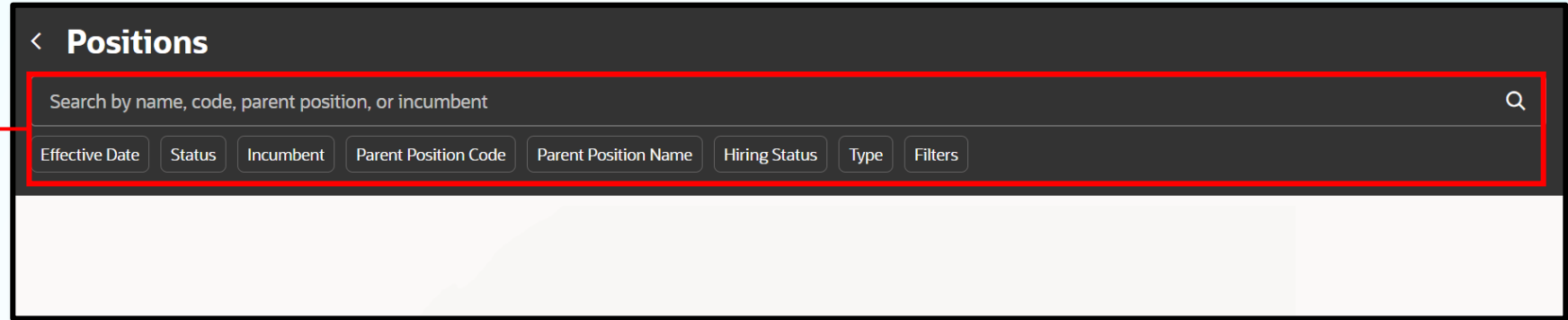


4

Select **Request a Position Change** under the **Workforce Structures** section

# Request Line Manager Change

5



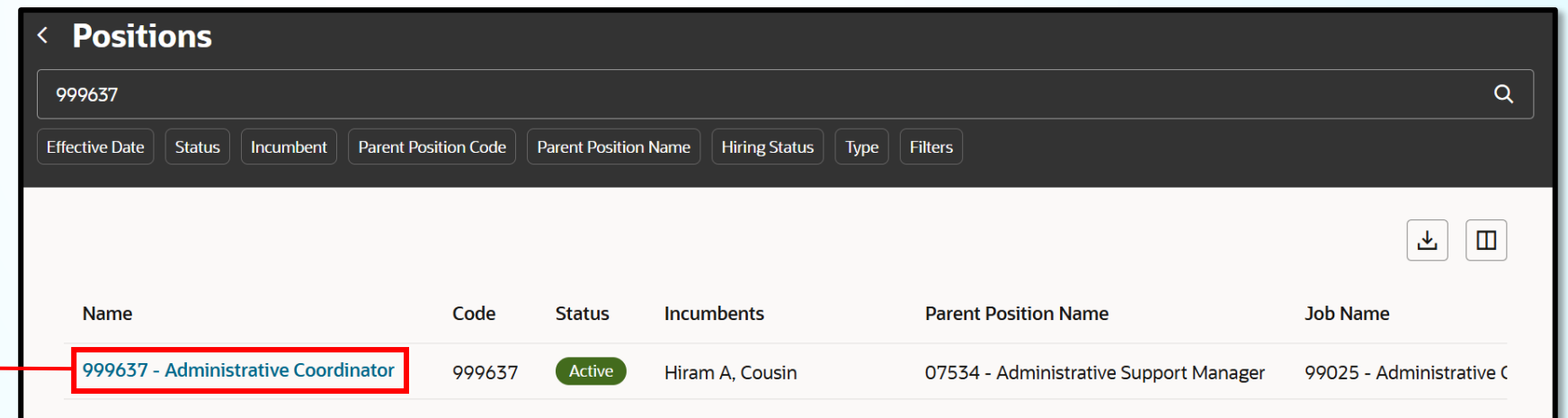
**< Positions**

Search by name, code, parent position, or incumbent

Effective Date Status Incumbent Parent Position Code Parent Position Name Hiring Status Type Filters

From the Search field, key in the Position name, code, parent position, or incumbent

6



**< Positions**

999637

Effective Date Status Incumbent Parent Position Code Parent Position Name Hiring Status Type Filters

Name	Code	Status	Incumbents	Parent Position Name	Job Name
999637 - Administrative Coordinator	999637	Active	Hiram A, Cousin	07534 - Administrative Support Manager	99025 - Administrative C

Download Grid

Select the Position from the search result



The Coordinator can use the filters under search bar to ease the search

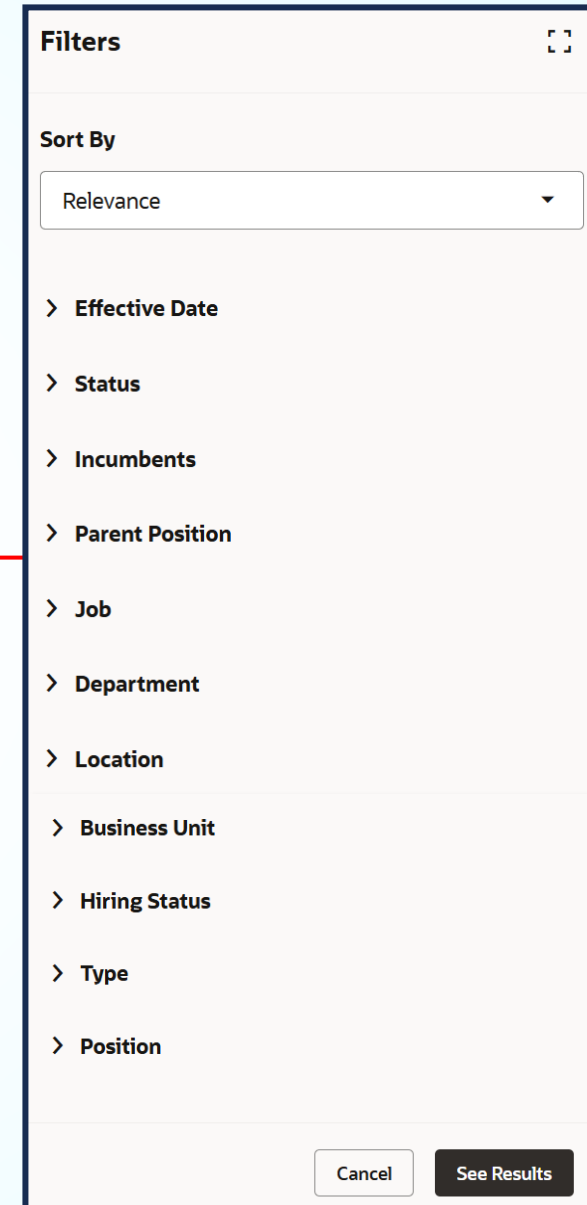
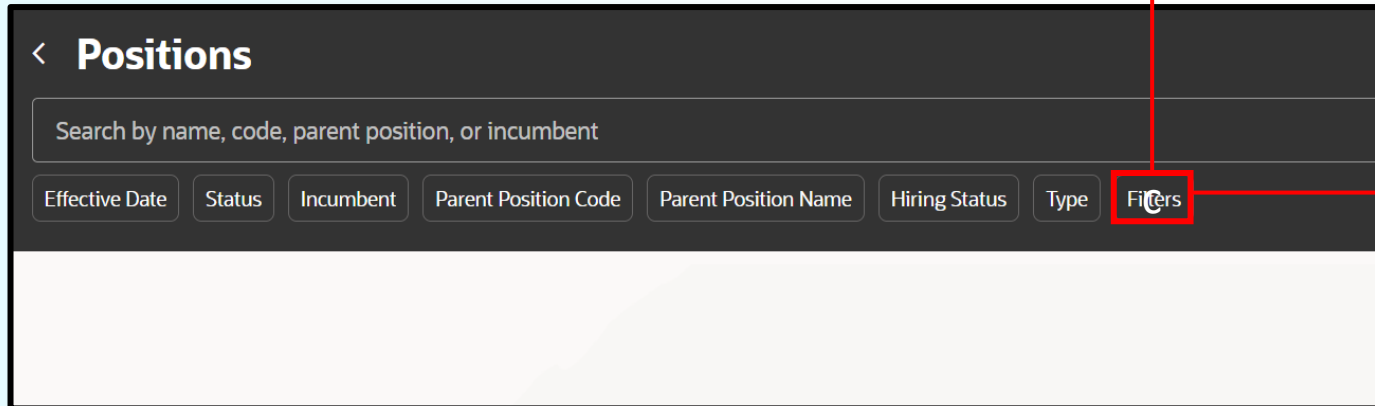


Payroll Coordinators should use the **Filters** to locate the correct Parent and Child Position.

Using the Basic search function may provide multiple positions, and could result in spending additional effort, and manually searching through multiple position files.

# Request Line Manager Change

Select the **Filters** button to search the position



- Coordinators must validate the correct Position number.
- Use additional filters to drill down search criteria.
- It is recommended to use **Position Code Field** to search positions for requested change.

# Request Line Manager Change

8

Key in the Position Code in the Position section of Filters

> Type

▼ Position

Code  
999637

Name

Cancel See Results

< Positions

Search by name, code, parent position, or incumbent

< te Status Incumbent Parent Position Code Parent Position Name 07534 - Administrative Support Manager X Hiring Status Type Code 999637 X Filters Clear (2)

Name	Code	Status	Incumbents	Parent Position Name	Job Name
999637 - Administrative Coordinator	999637	Active	Hiram A, Cousin	07534 - Administrative Support Manager	99025 - Administrative Coordinator

Click See Results

9

10

Select the queried Position

! Ensure you do not select the parent position by accident

# Request Line Manager Change

11

Check the boxes for the sections to be included in the process under Info to Include page

Request a Position Change

1 | 6

## Info to include

999637 - Administrative Coordinator, 999637

**Additional info**  
Add or update additional information for a position.

**Legislative info**  
Add or update legislative information for a position.

**Comments and attachments**  
Add comments and attachments to justify your request to the approver.

Cancel **Continue** Submit

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

12

Select **Continue** to move to the next section

# Request Line Manager Change

Request a Position Change

2 | 6

### When and why

999637 - Administrative Coordinator, 999637

When does the position change start?  
Nov 30, 2025

What's the reason for this request?  
Parent Position Change

Cancel Continue Submit

Info to include

When and why

Position details

Additional info

Legislative info

Comments and attachments

13

Key in the date for "When does the position change start?"

14

Select the Parent Position Change action reason in the "What's the reason for this request?" drop down list.

15

Select **Continue** to move to the next section

The calendar icon may also be selected, and the date selected from the calendar.

# Request Line Manager Change

16

Enter the appropriate Position Details for the requested position change

### Request a Position Change

#### Position details

999637 - Administrative Coordinator, 999637

Parent Position 07534 - Administrative Support Mar	Parent Position Code 07534
Status Active	Business Unit DeKalb County
Name 999637 - Administrative Coordinator	Code 999637
Department	Job
Assignment Category Full-time regular	Full Time or Part Time Full time
Regular or Temporary	

Cancel Continue Submit

3 | 6

- Info to include
- When and why
- Position details
- Additional info
- Legislative info
- Comments and attachments



Ensure every field on this page is correct before submitting.



Payroll Coordinators will change the Parent Position “Line Manager” in the Position Details section. If you’re unsure about the new position number, please reach out to your HR Generalist.

Coordinators can also run a position detail report to get a listing of the department’s active positions.

# Request Line Manager Change

17

Enter and select the New Position number in the Parent Position drop down box



Coordinators must ensure they are submitting the **correct line manager** in the Parent Position field. If the correct Line Manager isn't submitted, the request will result in rejection.

Request a Position Change

3 | 6

### Position details

999637 - Administrative Coordinator, 999637

Parent Position: 999293  
Parent Position Code: 07534

Name	Code	Department Name	Job Name
999293 - Judicial Calendar Clerk	999293	63258 - GRANTS - COVID19	33130 - Judicial Calendar Clerk

Name: 999637 - Administrative Coordinator  
Code: 999637

Department:   
Job:

Cancel Continue Submit

Position details  
Additional info  
Legislative info  
Comments and attachments

18

Select Continue to move to the next section

# Request Line Manager Change

19

Review the Legislative information

Request a Position Change

## Legislative info

999637 - Administrative Coordinator, 999637

### Brazil Position Details

CBO Occupation ▼

Cancel **Continue** Submit

5 | 6

- Info to include
- When and why
- Position details
- Additional info
- Legislative info**
- Comments and attachments

Select **Continue** to move to the next section

20

# Request Line Manager Change

21

Use the **Comments and Attachments** section to key comments and add documents associated to the position change request

Request a Position Change

## Comments and attachments

999637 - Administrative Coordinator, 999637

Comments

0/500

**Drag and Drop**  
Select or drop files here.

6 | 6

- Info to include
- When and why
- Position details
- Additional info
- Legislative info
- Comments and attachments**

Select **Submit** to route the position change request for approval

22



Once Submitted, the Position Change Request will undergo multiple levels of approvals and system updates, before reflecting in CV360.

Payroll Coordinators should expect a **48-hour turnaround** before verifying the change CV360. If the request is denied, reach out to your department Generalist for details.

## Conclusion



- The learner understands the importance of using Filters instead of Basic Search. They know how filters help locate the correct Parent and Child Position. This reduces the risk of selecting incorrect positions.
- The learner understands why the Position Code field is recommended for searches. They know this provides more accurate search results. This ensures they are working with the correct position record.
- The learner now understands when this position request flow should be used. They know it applies only to position hierarchy, interchangeable positions, and standard hours. This prevents misuse of the process.
- The learner understands that Talent Manager changes cannot be done using this process. They know that Change Manager must be used for Talent Manager updates. This ensures the correct process is followed.
- The learner can now enter and validate the new Parent Position correctly. They understand the importance of selecting the correct Line Manager. This prevents rejection of the request.
- The learner understands the importance of carefully reviewing all Position Details before submission. They also understand how comments and attachments support the request. This ensures the request is properly documented and routed for approval.