

Change Talent Manager

Lesson Objective:

Upon completion of the Change Talent Manager lesson, you will be able to:

Objective

- Update an employee's Talent Manager by processing a manager change



Note to Approver: The approval notification will specify whether the change is for Talent Manager or Line Manager.
Approvers must always REJECT a proposed "Line Manager" change.

Focus



- This lesson guides users through selecting an employee and updating their Talent Manager by choosing the effective date, appropriate action, and action reason. Users will search for and identify the employee, apply the Talent Manager change, and assign the new manager.
- The process includes reviewing all updates for accuracy, confirming the new Talent Manager is correctly reflected, and submitting the manager change transaction.

Navigation

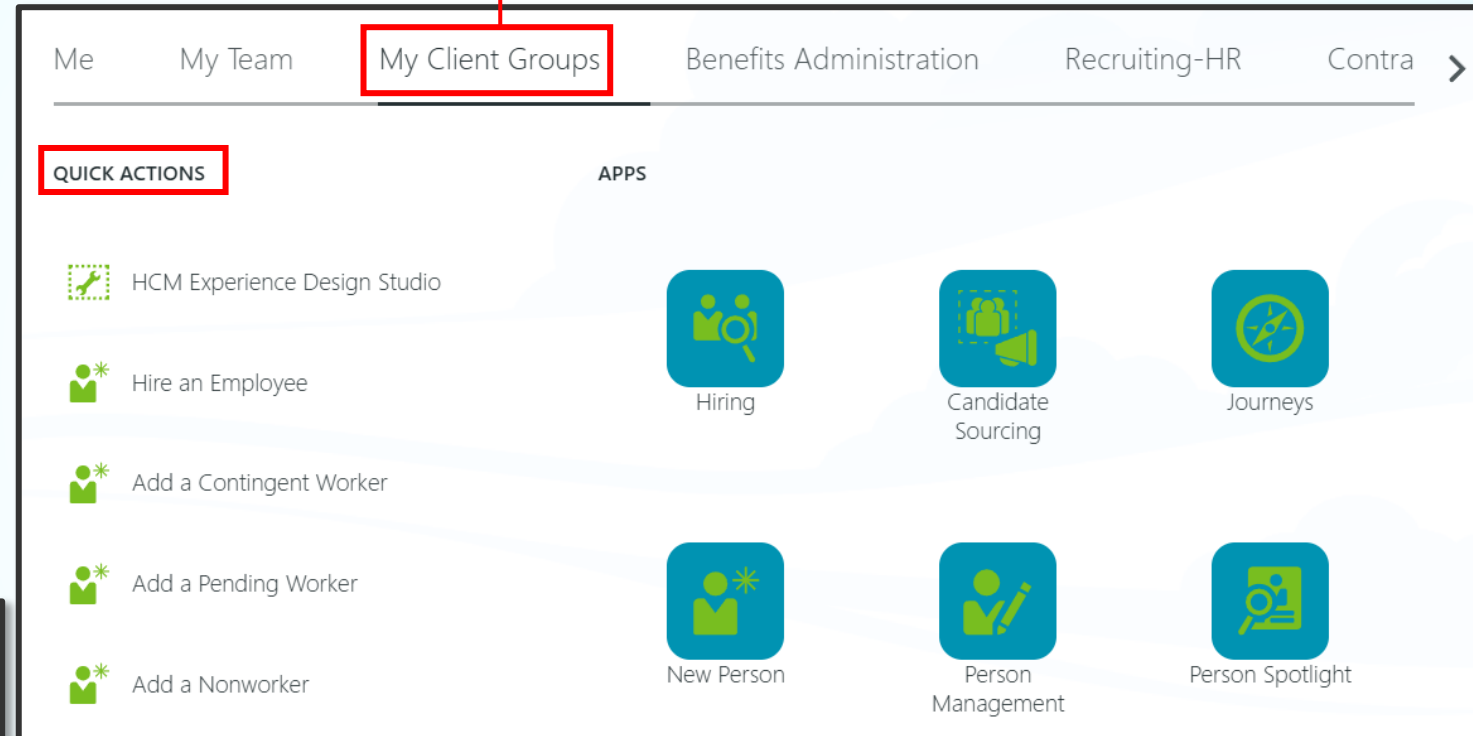


My Client Groups →
Quick Actions →
Show More →
Employment →
Change Manager

Change Talent Manager

1

Select My Client Groups tab



-  Contact Info
-  Dependent and Beneficiary Contacts
-  Change Photo

Show More

2

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

Change Talent Manager

3

Locate Employment section

Employment



Add Assignment



Additional Assignment Info



Additional Person Info



Allocate Checklists



Areas of Responsibility



Cancel Work Relationship



Change Assignment



Change Legal Employer Dashboard



Change Location



Change Manager



Change Photo



Change Working Hours

4

Select Change Manager

Change Talent Manager



5

In Search field, key in employee's name, person number, or assignment number

< Change Manager

Q Search by name, person number, or assignment number

Business TitleAssignment StatusEffective As-of DateInclude Terminated Work RelationshipsWorker TypeFilters

Sort By Relevance ▾

Name	Business Title	Person Number	Assignment Number	Assignment Status	Worker Type	Work Email
Shemari Costa Williams	49145 - Firefighter (28-day)			Active - Payroll Eligible	Employee	TEST_37932senc
Roshnique Traneice Wright	9014 - Election Night Worker *			Active - Payroll Eligible	Employee	TEST_3453sendr



Select employees directly from **Change Assignment** page instead of using search



Apply filters under search bar to simplify search to find an employee

Change Talent Manager



< Change Manager

Q 052465 — Lakethia Mccray

Lakethia Mccray

Sort By Relevance ▼



6

Select **Employee** from search result

Change Talent Manager



7

Enter Effective Date of
Talent Manager Change

Change Manager

LM

When and why

Lakethia Mccray, 32130 - Detention Sergeant

When does the manager change start?
12/1/25

What's the way to change the manager?
Required

Why are you changing the manager?

Cancel

Continue

Submit

1 | 4

When and why

Managers

Seniority dates

Need help? Contact us.

Change Talent Manager



Change Manager

LM

When and why

Lakethia Mccray, 32130 - Detention Sergeant

When does the manager change start?
6/20/26

What's the way to change the manager?
Talent Approver Update

Why are you changing the manager?
Talent Approver Update

Cancel

Continue

Submit

1 | 4

When and why

Managers

Seniority dates

Need help? Contact us.

9

Select Talent Approver Update from Why are you changing the manager? field

8

Select Talent Approver Update from What's the way to change the manager? field

10

Click Continue

Change Talent Manager



Change Manager

LM

Managers

Lakethia Mccray, 32130 - Detention Sergeant

+ Add

DM

Decema Flaishman
McKinney
32020 - Deputy Sheriff,...

ACTIVE

Manager Type

Talent Manager



ZJ

Zarria Bamidele Johnson
99310 - Public Relations...

ACTIVE

Manager Type

Line manager



2 | 4

When and why

Managers

Seniority dates

Need help? Contact us.

Cancel

Continue

Submit



Select **Edit** button in
Managers Section

Change Talent Manager



12

Use name drop-down
list to select
replacement Talent
Manager

Change Manager

LM

Managers

Lakethia Mccray, 32130 - Detention Sergeant

+ Add

Managers

Manager Type
Talent Manager

Name	Business Title	Work Email	Person Number
No data to display.			

Cancel

Continue

Submit

Seniority dates

i

Change Talent Manager



Change Manager

LM

Managers

Lakethia Mccray, 32130 - Detention Sergeant

+ Add

Managers

Erik H Bell

Manager Type

Talent Manager

Cancel

Delete

Save

ZJ

Zarria Bamidele Johnson

99310 - Public Relations...

ACTIVE

Manager Type

Line manager

Cancel

Continue

Submit

2 | 4

When and why

Managers

Seniority dates

13

Use the name drop-down list to select the replacement Talent Manager

14

Click Save

Change Talent Manager



15

Talent Manager name details are reflected on Managers page

Change Manager

LM

Managers

Lakethia Mccray, 32130 - Detention Sergeant

+ Add

EB	Erik H Bell 9004 - Polling Place Cler...	ACTIVE	Manager Type Talent Manager	
ZJ	Zarria Bamidele Johnson 99310 - Public Relations...	ACTIVE	Manager Type Line manager	

Cancel

Continue

Submit

2 | 4

When and why

Managers

Seniority dates

16

Click Continue

Change Talent Manager



Change Manager

LM

Seniority dates

Lakethia Mccray, 32130 - Detention Sergeant

Length of service is the difference between seniority date and the current application date

X

DeKalb County GA

Legal Employer

Seniority Date

5/26/15

Length of Service

10 Years 6 Months and 6 Days

DeKalb County GA

Legal Employer

Seniority Date

5/26/15

Length of Service

10 Years 6 Months and 6 Days

03330 - SHERIFF'S OFFICE - ILL

Cancel

Skip

Continue

Submit

3 | 4

When and why

Managers

Seniority dates

Need help? Contact us.

View details about Seniority dates
and Click Continue



Conclusion



- The learner can now search, filter, and select the correct employee for a Talent Manager change. They understand how to apply the effective date for the change. This ensures the change is applied to the correct employee at the right time.
- The learner can now enter the correct Action and Action Reason and apply a Status Change. They understand how the system classifies the update as a Manager Change. This ensures the assignment and manager updates remain aligned.
- The learner can now update the replacement Talent Manager from the Managers section. They understand how to verify that the updated manager name is reflected correctly. This ensures the new manager is properly assigned.
- The learner can now review Seniority details and submit the transaction successfully. They understand the importance of final review before submission. This ensures the Talent Manager change is completed accurately.