



HUMAN RESOURCES REPORTING RELATIONSHIP CHANGE FORM

This form is to be used where an employee's reporting relationship changes.
Note: Reporting relationship changes affect all ESS processing.

SECTION 1 - CURRENT DETAILS

Employee Number Family Name

First Names

Business Unit

Position Number Position Title

SECTION 2 - CURRENT REPORTING RELATIONSHIP

Current Supervisor's Position Number Name

SECTION 3 - NEW REPORTING RELATIONSHIP

New Supervisor's Position Number Name

Effective Date (dd/mm/yy)

SECTION 4 - BRIEF EXPLANATION OF REASON FOR CHANGE IN REPORTING RELATIONSHIP

SECTION 5 - APPROVAL

Name of Approved Delegate (*please print*)

Signature of Approved Delegate (*see HR Delegations*)

Contact ext.

Date (dd/mm/yy)

SECTION 6 - HR SERVICES USE ONLY

- Ensure only one employee occupies the position.
- Add new effective date to position number. (Once position number is updated, it will update occupancy with a new layer).
- Update occupancy reason, check step, increment and allowances.
- Advise ERMS - Classifications (Professional Staff only).
- Check for Pending Approvals and Existing Delegations with Systems.

Processed in Alesco by Date (dd/mm/yy)