

## Reports To Application

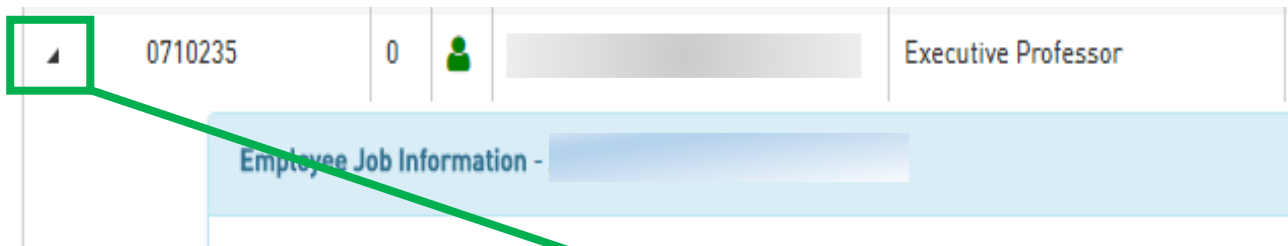
This Quick Reference Guide provides some helpful hints in relation to using the 'Reports To' application. This guide is not a comprehensive reference of all scenarios you may see. If you have questions or need further information, please contact your Department HR Contact or Timekeeper.

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## Helpful Hints

- Change all reporting relationships through the 'Reports To' Application
- If the reporting relationship is a permanent change, submit a PIF first before submitting an eForm
- Reporting relationships must be correct in order for the timesheet to go to the correct Approver
- Remember to always use the Reports To Position number
- To find the approver position number click on the arrow to the left of the Empl ID



0235	0			Executive Professor	140200	Salaried	Academic	Academic Teaching Staff			ChairA0IS
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Employee Job Information - [redacted]						Reports To Information - [redacted]					
Employee ID: 0710235			Employee Record: 0			Name: [redacted]			Title: ChairA0IS		
Effective Date: 7/1/2017			Effective Sequence: 2			Employee ID: 0015771			Position Number: 00006209		
Department ID: 140200			Department: BUS AcctOperations&InfoSystems BUS			Status:			Supervisor by: Position		
Regular/Temporary: Regular			Salaried/Hourly: Salaried			Last Updated By:			Last Updated Date:		
Employee Class: Academic			Bargaining Unit: Academic Teaching Staff								
Position Number: 00018617											