

## Job Aid: Assign an Employee to a Different Manager

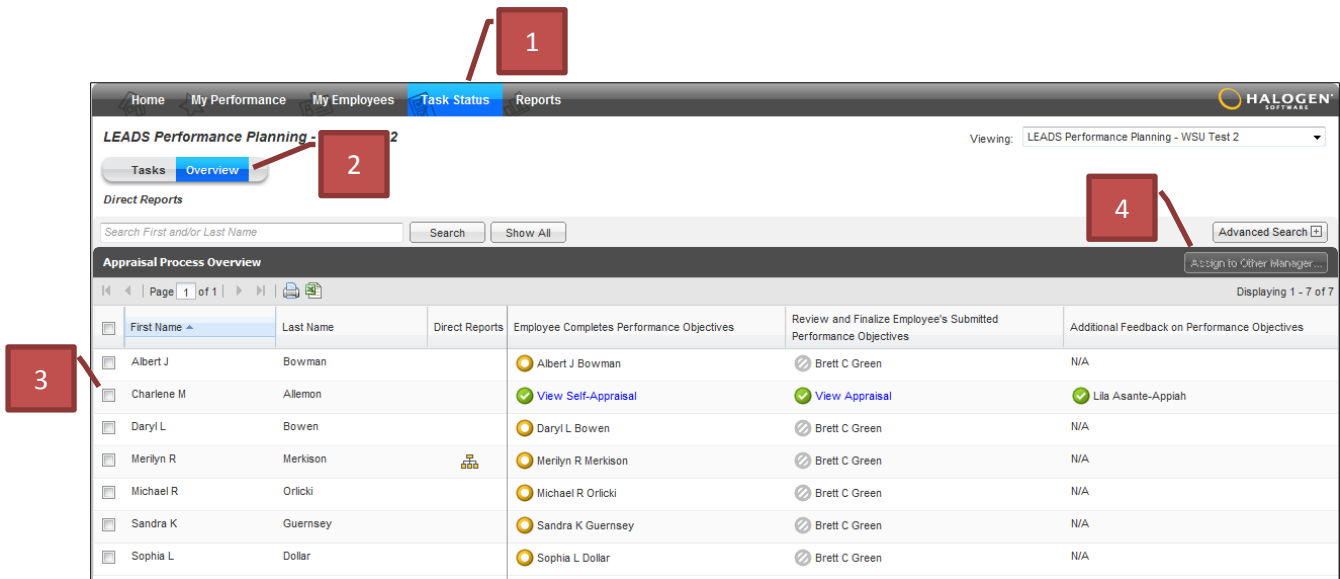
Supervisors have the option of assigning an employee to a different manager to handle the WaynePM process in their absence.

**Step 1:** At the WaynePM home page, click the **Task Status** tab

**Step 2:** Click the **Overview** tab

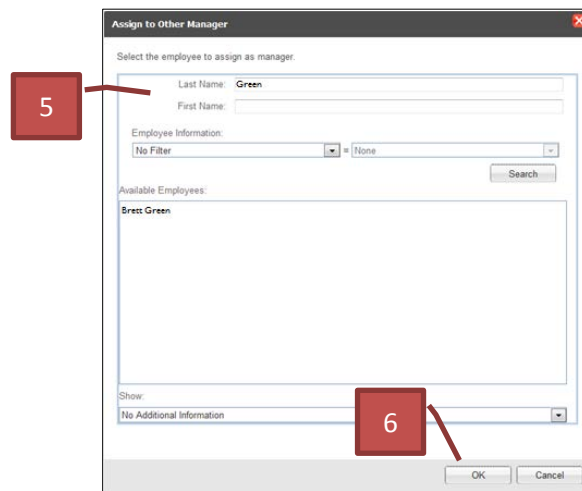
**Step 3:** Click the **checkbox** next to the employee you wish to assign to another manager.

**Step 4:** Click the **Assign to Other Manager** button



**Step 5:** At the Assign to Other Manager dialog box, type the name of the manager in the boxes provided and click **Search**.

**Step 6:** Select the Managers name from the Available Employees box and click **OK**.



The employee will no longer appear on your list of employees.