

## 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

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	4	Home My Performance	ce My Employees	Task Status	Reports		HALOGEN.
	LEA	ADS Performance Plan	ning - 2			Viewing:	LEADS Performance Planning - WSU Test 2 👻
	Dire	Tasks Overview	2				4
	Sear	rch First and/or Last Name		Search	Show All		Advanced Search +
	Арр	raisal Process Overview					Assign to Other Manager
	14 - ·		۹				Displaying 1 - 7 of 7
		First Name 🔺	Last Name	Direct Reports	Employee Completes Performance Objectives	Review and Finalize Employee's Submitted Performance Objectives	Additional Feedback on Performance Objectives
N		Albert J	Bowman		O Albert J Bowman	⊘ Brett C Green	N/A
		Charlene M	Allemon		View Self-Appraisal	📀 View Appraisal	🤣 Lila Asante-Appiah
		Daryl L	Bowen		O Daryl L Bowen	⊘ Brett C Green	N/A
		Merilyn R	Merkison	品	O Merilyn R Merkison	⊘ Brett C Green	N/A
		Michael R	Orlicki		O Michael R Orlicki	⊘ Brett C Green	N/A
		Sandra K	Guernsey		O Sandra K Guernsey	⊘ Brett C Green	N/A
		Sophia L	Dollar		🔾 Sophia L Dollar	🖉 Brett C Green	N/A

**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.

7-	Last Name: First Name:		
	Employee Information:		
_	No Filter	= None	1
	Available Employees:		Search

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