

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** sub 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

The screenshot shows the 'Appraisal Process Overview' page. At the top, the 'Task Status' tab is selected (1). Below it, the 'Overview' sub-tab is active (2). A table lists employees with checkboxes in the first column (3). At the top right of the table area, there is an 'Assign to Other Manager...' button (4).

First Name	Last Name	Direct Reports	Employee Completes Performance Objectives	Review and Finalize Employee's Submitted Performance Objectives	Additional Feedback on Performance Objectives
<input type="checkbox"/>	Albert J	Bowman	Albert J Bowman	Brett C Green	N/A
<input type="checkbox"/>	Charlene M	Allemon	View Self-Appraisal	View Appraisal	Lila Asante-Appiah
<input type="checkbox"/>	Daryl L	Bowen	Daryl L Bowen	Brett C Green	N/A
<input type="checkbox"/>	Merilyn R	Merkison	Merilyn R Merkison	Brett C Green	N/A
<input type="checkbox"/>	Michael R	Orlicki	Michael R Orlicki	Brett C Green	N/A
<input type="checkbox"/>	Sandra K	Guernsey	Sandra K Guernsey	Brett C Green	N/A
<input type="checkbox"/>	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**.

The dialog box 'Assign to Other Manager' contains fields for 'Last Name' (filled with 'Green') and 'First Name'. Below these are 'Employee Information' dropdowns. A list titled 'Available Employees' shows 'Brett Green'. At the bottom, there is a 'Show' dropdown (set to 'No Additional Information') and 'OK' and 'Cancel' buttons. Callout 5 points to the 'Last Name' field, and callout 6 points to the 'OK' button.

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