

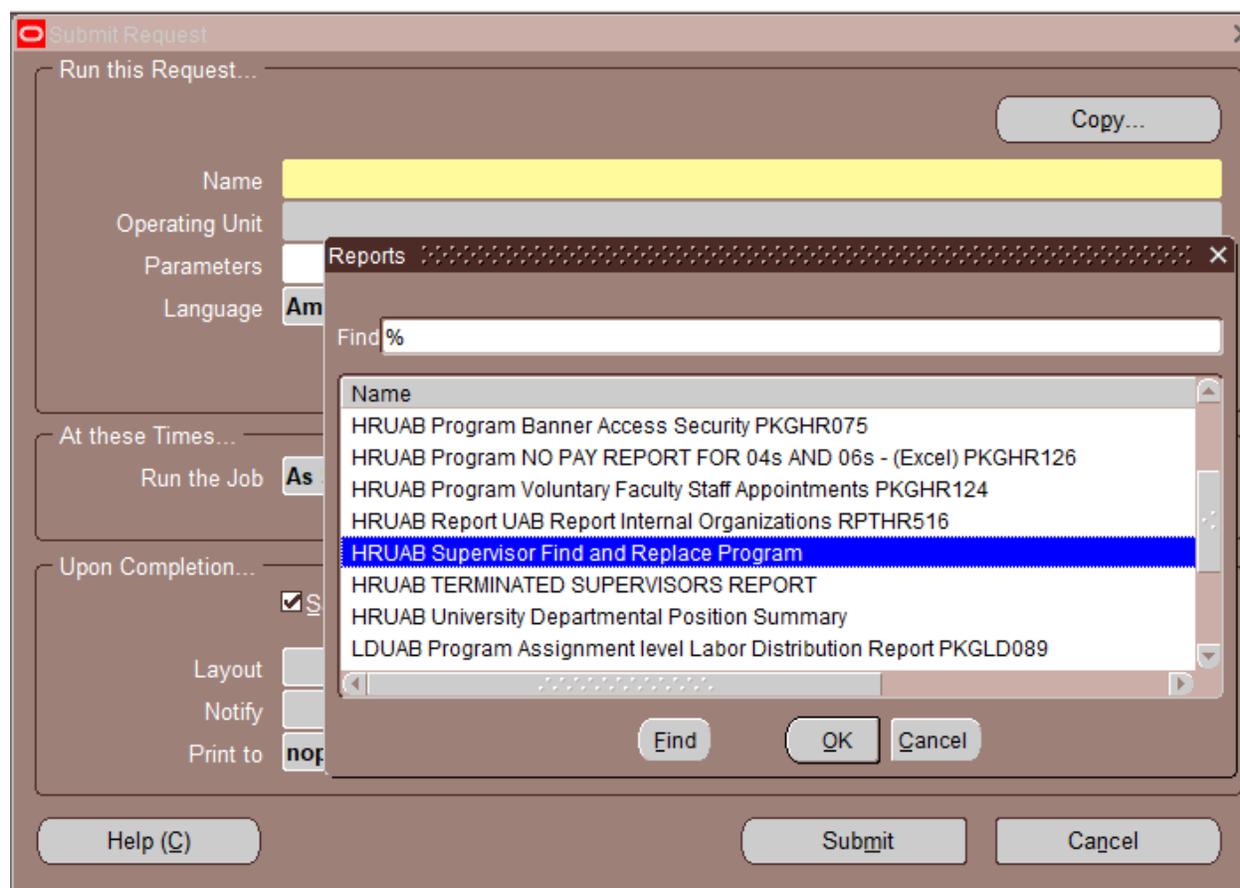
Update supervisor data in Oracle with the HRUAB Supervisor Find and Replace Program

The **HRUAB Supervisor Find and Replace Concurrent Program** allows mass supervisor updates in Oracle within an organization. The **HRUAB Supervisor Find and Replace Concurrent Program** is available under the **UAB HR Officer responsibility**.

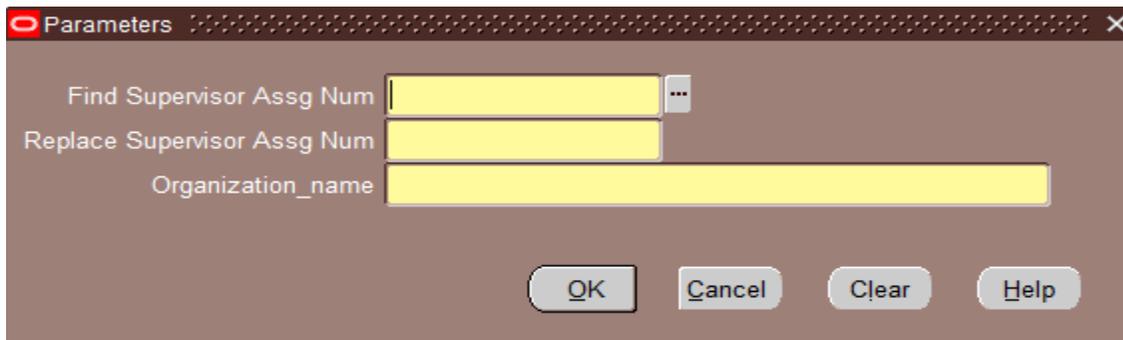
The purpose of this program is to allow supervisor updates for **ALL** employees assigned to a specific supervisor. This program should not be used to make partial changes in an Organization. This program will replace the supervisor for **ALL** assigned employees within an Organization. It is recommended to run the **HRUAB Ad hoc Supervisor Report** before and after changes are made.

UAB HR Officer > Run Reports > Submit Processes > Single Request

1. Select **HRUAB Supervisor Find and Replace Concurrent Program** from the LOV and click **OK**.



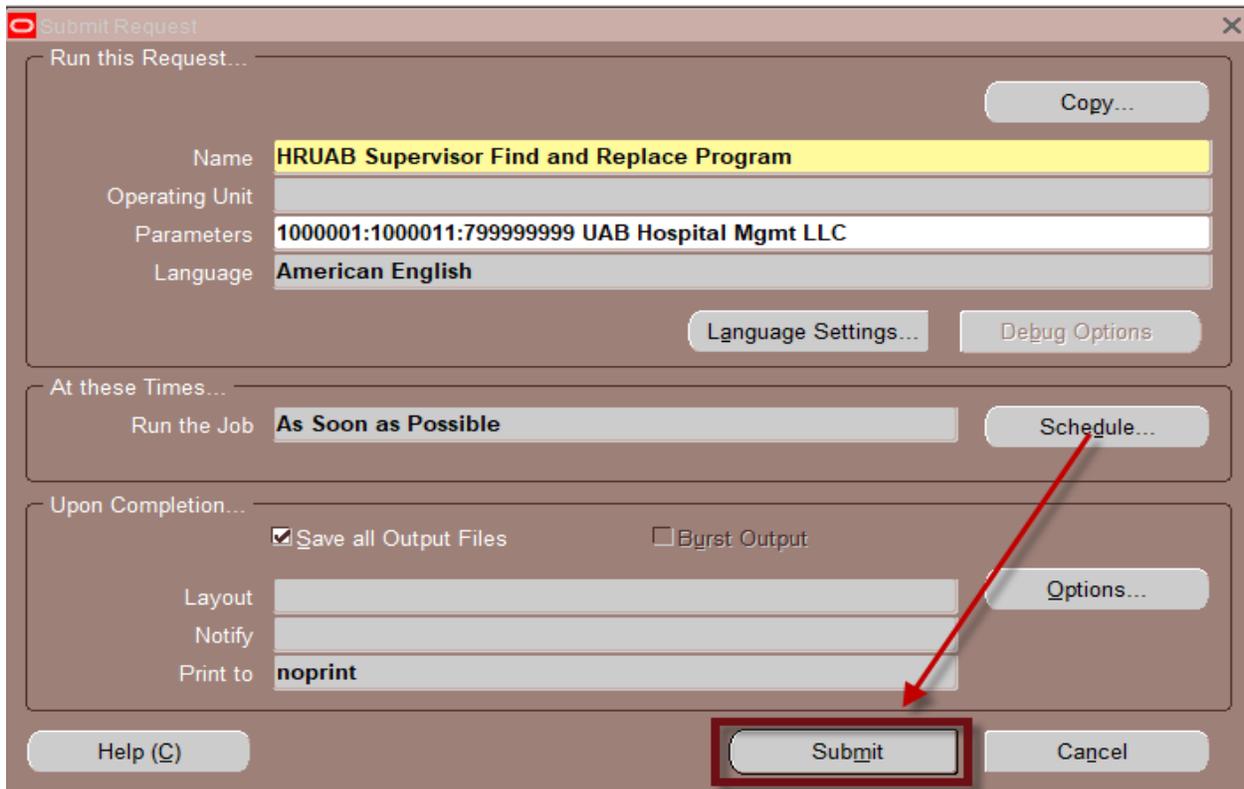
2. The **Parameters** box displays, enter parameters.



The Parameters dialog box contains three input fields: 'Find Supervisor Assg Num' with a dropdown arrow, 'Replace Supervisor Assg Num', and 'Organization_name'. At the bottom are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

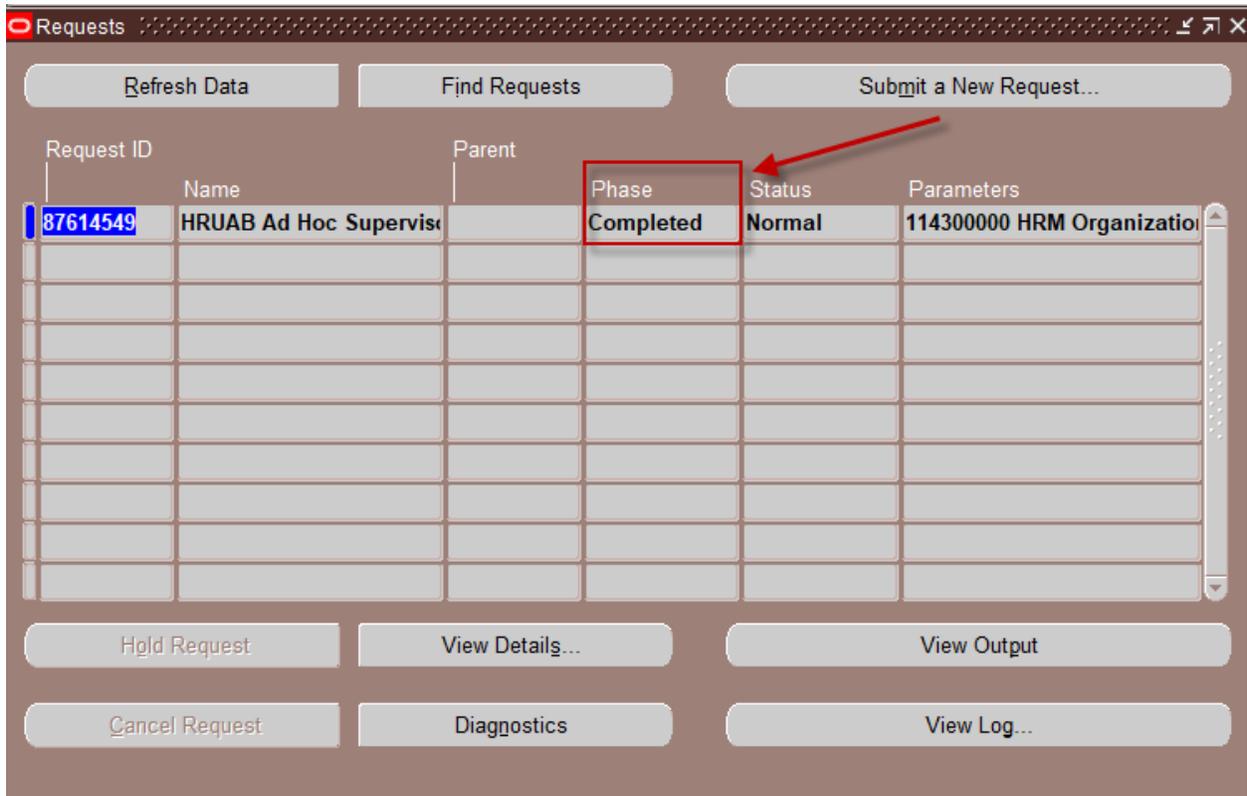
- **Find Supervisor Assg Num** field will list **ALL** active employees in Oracle
 - Select the supervisor that needs to be replaced
- **Replace Supervisor Assg Num** field will list **ALL** active employees in Oracle
 - Select the supervisor that will replace the individual selected in the Find Supervisor Assg Num field
- **Organization_name** will list organizations based on the end users HR Organizational Hierarchy as assigned in the Oracle system.
 - Select the Organization where the supervisor will be replaced and click o.k.

3. The **Submit Request** now displays the report name and entered parameters, click **Submit**.



The Submit Request dialog box is divided into three sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. The 'Run this Request...' section shows 'Name' as 'HRUAB Supervisor Find and Replace Program', 'Parameters' as '1000001:1000011:799999999 UAB Hospital Mgmt LLC', and 'Language' as 'American English'. The 'At these Times...' section shows 'Run the Job' as 'As Soon as Possible'. The 'Upon Completion...' section has 'Save all Output Files' checked and 'Print to' set to 'noprint'. A red arrow points to the 'Submit' button at the bottom.

- The Request window will open displaying the **Request ID** and **Phase** of the report.
- Click on **Refresh Data** and when **Phase** displays **Completed**, the supervisor information has been updated in Oracle.



- Rerun the **HRUAB Ad hoc Supervisor Report** to confirm changes have been made.