## Update supervisor in Oracle ACT

The Data Change ACT document allows the requestor to update the **supervisor** information for an employee.

1. Locate the employee using the Find Window.

Find			л ×
Document Number			
Requestor			
Full Name	Example, Employee	e A.	
Identification Number	1086547		
SSN		(x00000000x)	
Employee Blazer Id			
Assignment Number	1086547		
Effective Date			
Clear	Data Inquiry	Retrieve a Document	Create New Document

2. Click on Create New Document button.

**Note:** After you click on the **CREATE NEW DOCUMENT** button you might see another window pop up. Some employees may have more than one assignment and could be listed several times. <u>Make sure to select the correct assignment.</u>

- 3. The ACT Main Form will open.
  - a. Use the Document Reason LOV to select **Data Change** or type the **Data Change** in *Document Reason* field.
  - b. Click inside the *EFFECTIVE DATE* field, choose an **effective date** from the CALENDAR LOV or type in the desired date.
- 4. Click on the **SAVE** button at the bottom of the form.

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0					л×
Document Reason DATA CH	ANGE	Doc	ument Number		
Effective Date 26-OCT-2	018	Do	cument Status		
Requestor Name CFWILSC	)N		Workflow Type		
Attachments Received			Submit Date		
Person Data					=
Name			Gender		
Identification Number			Ethnic Origin		
SSN		Total Activ	e Assignments		
Service Date		Total Projected	I Annual Salary		
Date of Birth				Prior UAB Service	
Assignment Data					<u> </u>
Assignment Number		Assi	ignment Status		
Assignment Category			Organization		
Job Job			Position		
FTE	]		Primary		
Assignment Salary			Payroll		
Person Address	Assignment 🔲 Sal	lary 🔲 Element Entries	Labor Source	es 📃 🗖 Doc Subg	roup
Comments					
Person Data Adress	Assignment	alary Element Entries	Labor Sourc)	Document Subgr	oup
Save Submit	Cancel this docur	ment Log Re	assign		*

5. Click on the *Assignment Form*.

Person	Address	Assignment	Salary	Element Entri	es 📃 Labor Sou	irces			Doc Sul	bgroup
Comments										
Person Data	Address Assignment Salary Element Entries Labor Sourc		)		Docum	ent Sub	group			
Save	Submit	Cancel this	document	Log	Reassign	<	<	>	>>	*

6. To update **supervisor** information, enter supervisor name (Last Name, First Name) or select name from LOV in the Supervisor name field; the supervisor assignment number will populate in the Supervisor Assignment# field.

**Note:** Some **supervisors** may have more than one assignment and could be listed several times. <u>Make sure to select the correct assignment.</u>

7. Click on the **SAVE** button at the bottom of the form.

	cument)			
Full Name	Example, Employee A.	Document Reason	DATA CHANGE	
Identification Number	1086547	Document Number	1199652	
Assignment Number	1086547	Document Status	OPEN	
		Effective Date	26-OCT-2018	
Effective Date From	26-OCT-2018	Shift Differential Code	NA	
Effective Date To	31-DEC-4712	Grandparented		
Primary	Y	Effort Report Eligible		
General Assignment Inforn	nation		Proposed	Ħ
A	01 Regular ET		Toposed	
Assignment Category	Active Assignment			
Expected Return Date				
Organization	114503000 HRM Records Administ			
Location	Bham Main Campus			
Position	114503000.90101.170501.			
Job	CG213N2.Records Management S			
Grade	W.G10			
Payroll Group	Staff 12			
Timecard Dist Number	TEL			
Timekeeping Method				
Timekeeping Organization	Thadani, Rahul	ſ	Wilson, Charlotte D	
Supervisor Assignment #	1004321-2		1034115	
Category				
Comments				+
	2			
		Return to	Previous Form Save	

8. Click on Return to Previous Form and Submit Data Change ACT Document. No attachments required.

Į	Person	Address	Assignment 🗹	Salary	Element Entries	Labor Source	es		Doc Subgr	oup
ĺ	Comments									
Í	Person Data	a Address Assignmen			Salary Element Entries Labor		por Sourc		Document Subgroup	
ĺ	Save	Submit	Cancel thi	is document	Log	Reassign	<	< >	>>	*