

# Payroll Coordinator

**Request Parent  
Position (Line  
Manager) Change**



CloudVergent 360

# Payroll Coordinator

## Request Line Manager Change

**CV360 Navigation: My Client Group > Quick Action > Show More > (Workforce Structure Group) Request a Position Change**

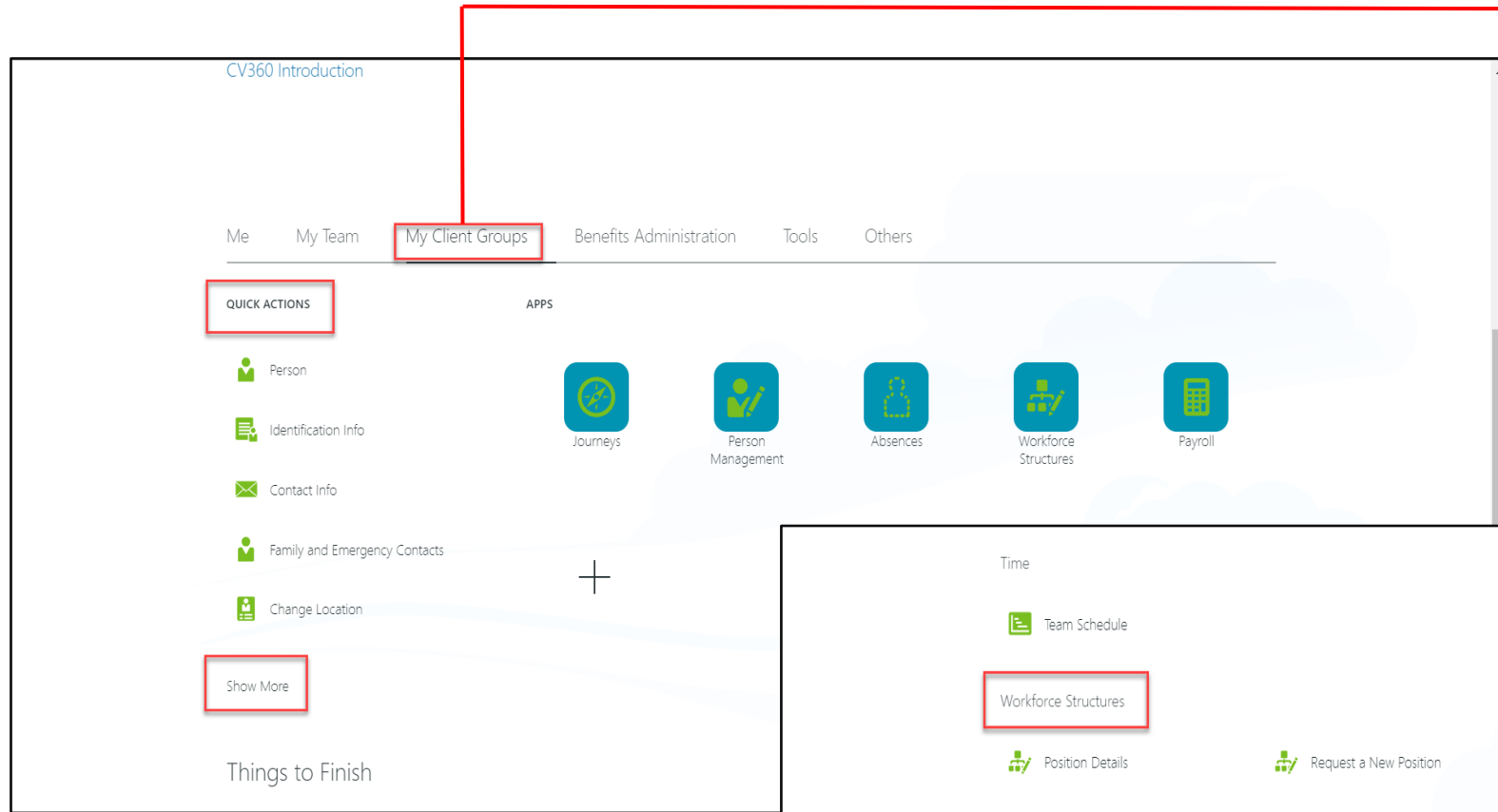
The talent manager change cannot be completed using the steps in this reference guide. The steps listed within this document is solely used to change the Parent Position "Line Manager."

If you wish to update the **Talent Manager**, Navigate to the homepage and expand the "Show More" section. Search for the Employment Section and Select "Change Manager"



CloudVergent 360

# Request Line Manager Change

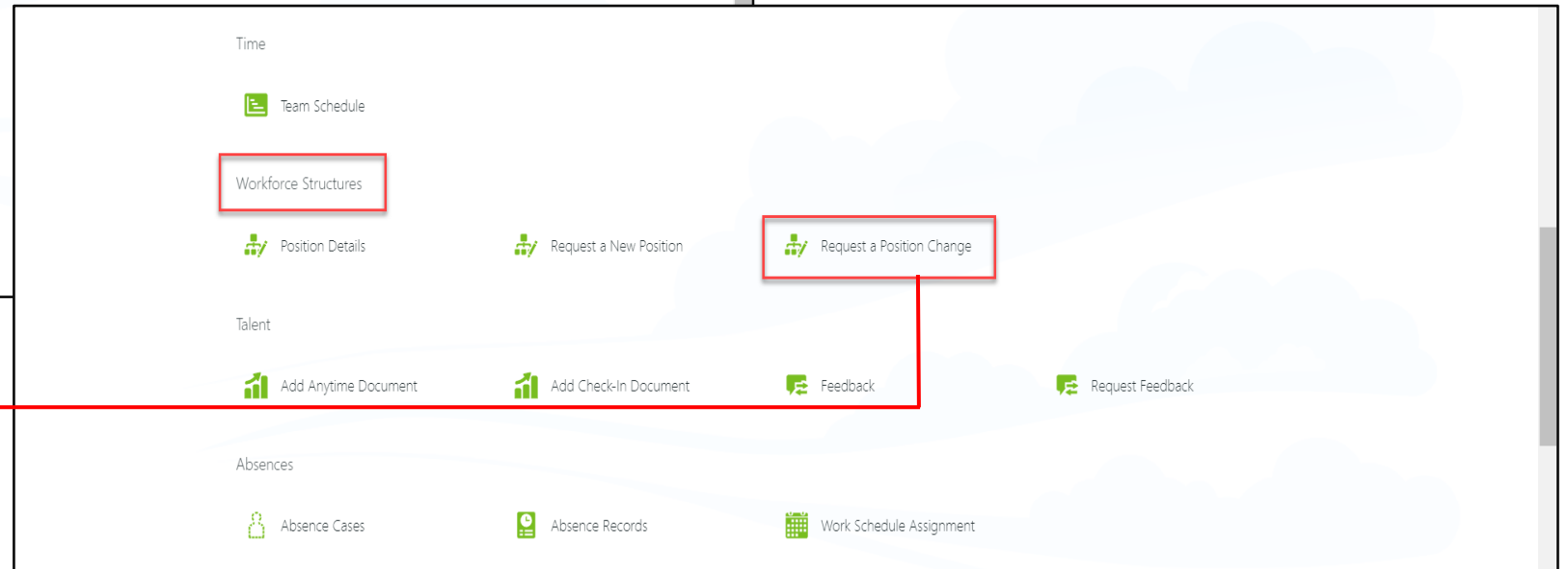


1

Navigate to My Client Groups > Quick Actions > Show More

2

Select the **Request a Position Change** in the Workforce Structures





## Request Line Manager Change

3

Select the show filters link to search the position.

Positions

 [Show Filters](#)

 **Try searching to get results**  
Search by position name or code, parent position name or code, job, department, incumbent name or number.



*Payroll Coordinators should use the **Show Filters** hyperlink to locate the correct Parent and Child Position.*

*Using the Basic search function may provide multiple positions, and could result in spending additional effort, and manually searching through multiple position files.*

# Request Line Manager Change

Positions

Search...  Hide Filters

Saved Search

Active Positions As-of Tr

Filters

Expand All | Collapse All

Effective As-of Date \*

5/17/22  - m/d/yy

Status

Active  
 Inactive

Position Name \*\*

**Position Code \*\***

Parent Position \*\*

Incumbent \*\*

Job \*\*

Department \*\*

Location \*\*

Business Unit

Hiring Status

Approved  
 Frozen  
 Proposed

Type

None  
 Pooled  
 Shared  
 Single incumbent



Payroll Coordinators must validate they are requesting the right Position number.


Coordinators may use additional filters to drill down search criteria.

- ❖ Position Name: *(Deputy Director*
- ❖ Position Code # *(00000)*
- ❖ Parent Position # *(00000)*
- ❖ Incumbent *(Vincent Pugh)*
- ❖ Job # *(0000)*
- ❖ Department *(Information Technology)*
- ❖ Location *(1 DECATUR)*
- ❖ Business Unit *(DC Business Unit)*

CV360 recommends to always use **Position Code Field** to search positions for requested change.


# Request Line Manager Change

Positions

Search...  [Hide Filters](#)



Saved Search

Active Positions As-of Tr

Filters [Reset](#) 

[Expand All](#) | [Collapse All](#)

^ Effective As-of Date \*


5/9/22  - m/d/yy 

^ Status [Clear](#)


Active

Inactive

^ Position Name \*\*



^ Position Code \*\*





4

Enter the position number in the Position Code field.

# Request Line Manager Change

Positions

Search...  Hide Filters | Effective As-of Date On or after 5/9/22 Status Active X Position Code 01563 X

Saved Search  Active Positions As-of Tr  Save Sort By Name - A to Z

Parent Position	Incumbents
01563 - Fire Driver / Operator (53-hr) 01563	Adam Harris
06098 - Fire Captain (28-day)	

Filters

Expand All Collapse All

Effective As-of Date \*  
5/9/2022 - m/d/yy OK

Status

Active  
 Inactive

Position Name \*\*

Position Code \*\*   
01563

Parent Position \*\*

**5** Select the queried Position number. Ensure you do not select the parent position by accident

# Request Line Manager Change

1 When and Why

\*When does the position change start?  
5/14/22

What's the reason for this request?  
Parent Position Change

Continue

6 In the When and Why section, Enter the position Start/Effective date

7 Select the **Parent Position Change** action reason in the “What’s the reason for this request?” drop down list and select the continue button.

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*If you wish to update the **Talent Manager**, Navigate to the homepage and expand the “Show More” section. Search for the Employment Section and Select “**Change Manager**”*



# Request Line Manager Change

2 Position Details

\*Parent Position  
01690 - Fire Captain (28-day)

\*Name  
01494 - Firefighter, Recruit

Code  
01494

\*Department  
04925 - FIRE & RESCUE SERVICES - OPERATIONS

\*Job  
49150 - Firefighter, Recruit

Grade  
SWN2\_S13  
[Add Another Grade](#)

Entry Grade

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

8

Select the Parent Position “Line Manager” drop-down list.



*Payroll Coordinators will change the Parent Position “**Line Manager**” in the Position Details section. If you’re unsure about the new position number, please reach out to your HR Generalist.*

*Coordinators can also run a position detail report to get a listing of your active positions*

# Request Line Manager Change

2 Position Details

\*Parent Position

01824

Name	Code	Job Name	Department Name
01824 - Fire Captain (28-day)	01824	49120 - Fire Captain (28-day)	04925 - FIRE & RESCUE SERVICES - OPERATIONS

Code  
01494

\*Department  
04925 - FIRE & RESCUE SERVICES - OPERATIONS

\*Job  
49150 - Firefighter, Recruit

Grade  
SWN2\_S13

[Add Another Grade](#)

Entry Grade

Assignment Category  
Full-time regular

Full Time or Part Time  
Full time

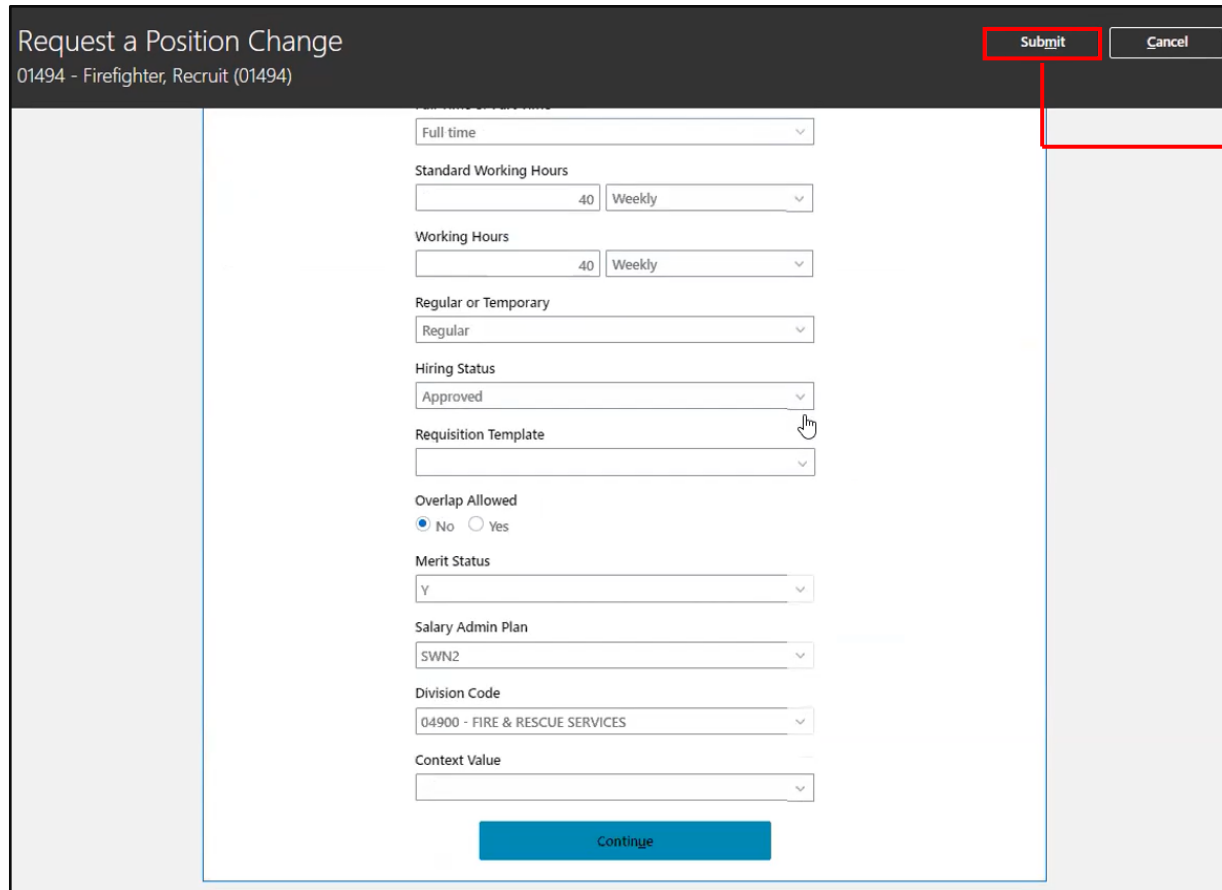
9

Enter and select the New Position number in the Parent Position drop down box.



*Coordinators must ensure they are submitting the **correct line manager** in the Parent Position field. If the correct Line Manager isn't submitted, the request will result in rejection.*

# Request Line Manager Change



Request a Position Change  
01494 - Firefighter, Recruit (01494)

Full time

Standard Working Hours  
40 Weekly

Working Hours  
40 Weekly

Regular or Temporary  
Regular

Hiring Status  
Approved

Requisition Template

Overlap Allowed  
 No  Yes

Merit Status  
Y

Salary Admin Plan  
SWN2

Division Code  
04900 - FIRE & RESCUE SERVICES

Context Value

Continue

Submit Cancel

10

Select the submit button to route the position update request for HR Generalist approval

Once Submitted, the Position Change Request will undergo multiple levels of approvals and system updates, before reflecting in CV360.

Payroll Coordinators should expect a **48-hour turnaround** before verifying the change CV360. If the request is denied, reach out to your department Generalist for details.

*\*Subsequent actions can be submitted once the position approval flow has been completed.*