Payroll Coordinator

Request Parent Position (Line Manager) Change

CloudVergent 360

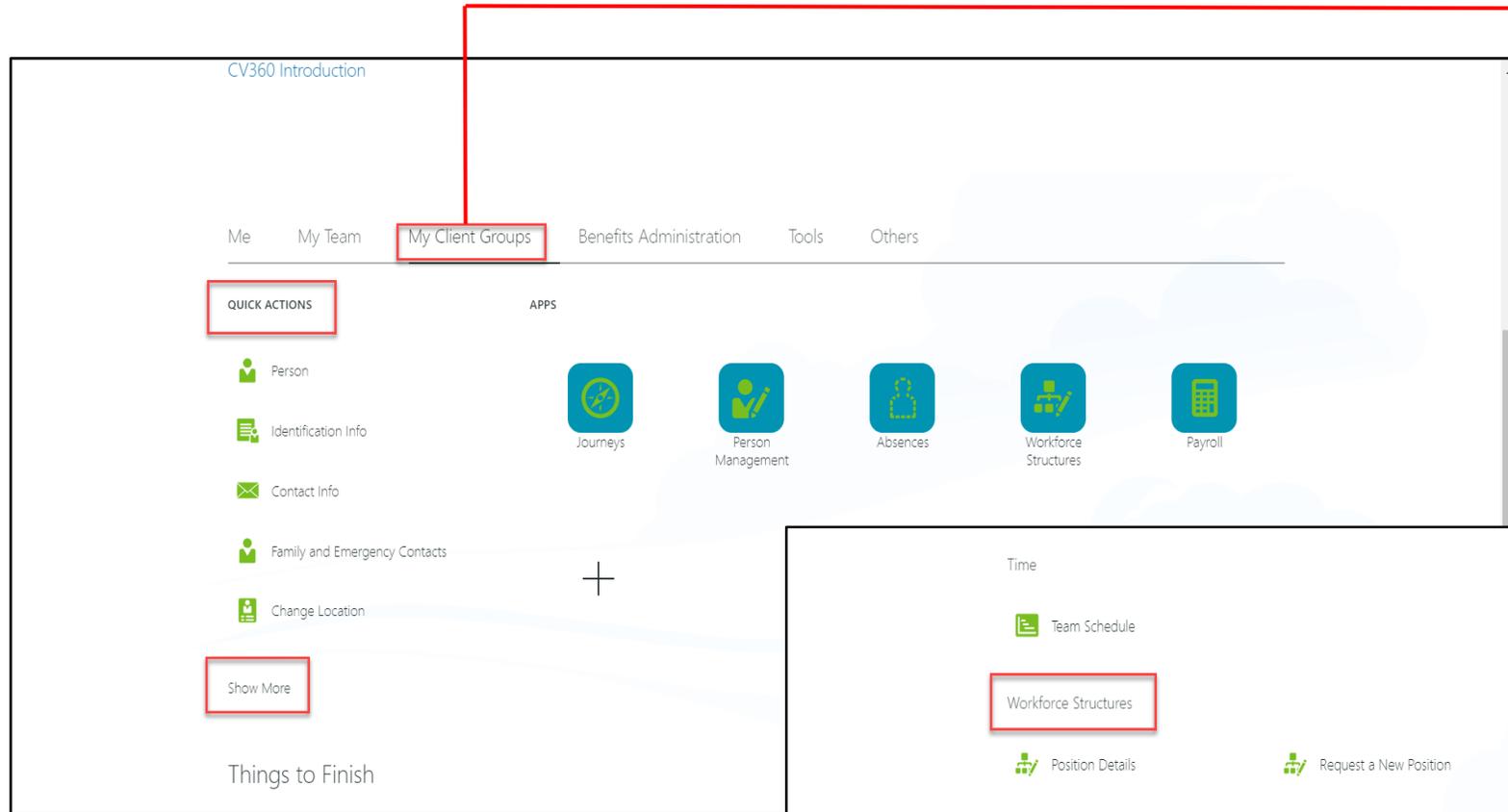# Payroll Coordinator

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"
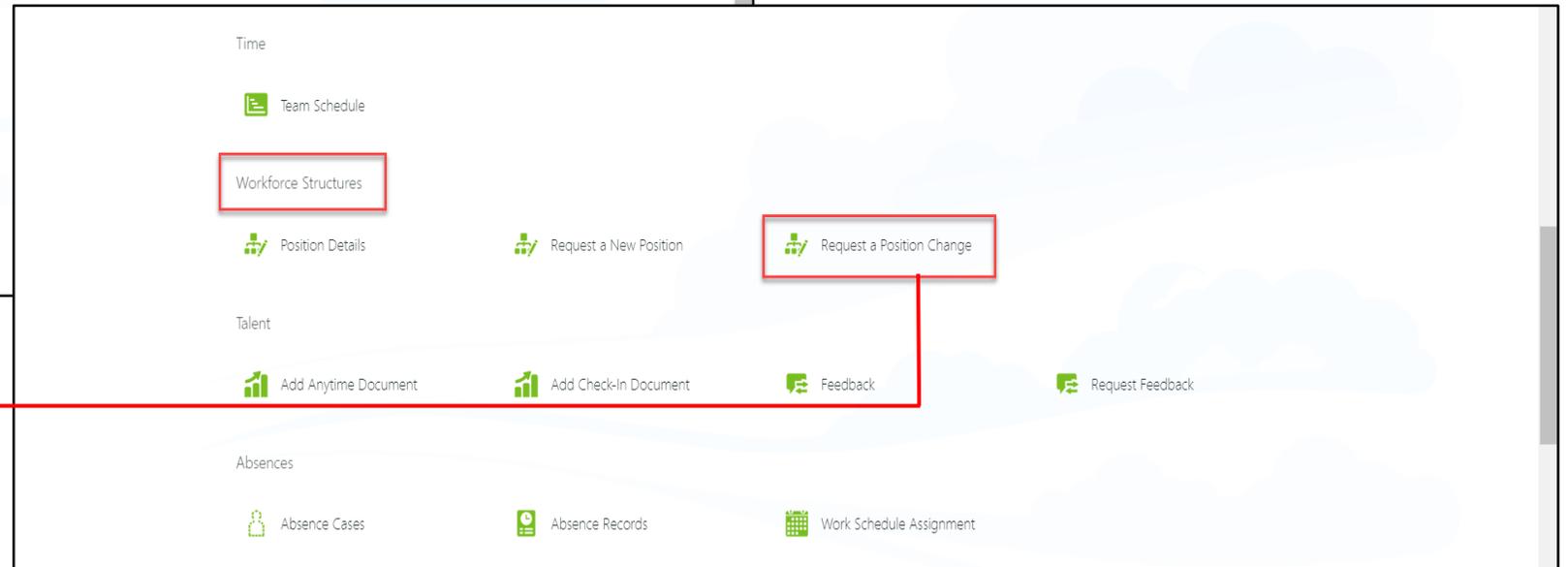
CloudVergent 360

Request Line Manager Change

CV360 Introduction

Me   My Team   My Client Groups   Benefits Administration   Tools   Others

QUICK ACTIONS   APPS

Person

Identification Info

Contact Info   Journeys   Person   Absences   Workforce   Payroll
                                             Management   Structures

Family and Emergency Contacts

Change Location

Show More

Things to Finish

1 Navigate to **My Client Groups > Quick Actions > Show More**

Time

Team Schedule

Workforce Structures

Position Details   Request a New Position   Request a Position Change

Talent

Add Anytime Document   Add Check-In Document   Feedback   Request Feedback

Absences

Absence Cases   Absence Records   Work Schedule Assignment

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

Search... 🔍 **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 T... ∨ | **Save** |

Filters   **Reset** ⚙

Expand All | Collapse All

∧ **Effective As-of Date ***

| 5/17/22 📅 | - | m/d/yy 📅 | OK |

∧ Status   **Clear**

☑ 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 T ∨ | **Save** |

Filters   Reset   ⚙

Expand All | Collapse All

⌃ Effective As-of Date *

| 5/9/22 📅 | - | m/d/yy 📅 | **OK** |

⌃ Status   Clear

☑ Active

☐ Inactive

⌃ Position Name **

[   ] 🔍

⌃ Position Code **

[   ] 🔍

Try searching to get results

Search by position name or code, parent position name or code, job, department, incumbent name or number.

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 ✕ | Position Code | 01563 ✕

Saved Search

Sort By | Name - A to Z ▾

Active Positions As-of T... ▾ | Save

01563 – Fire Driver / Operator (53-hr)
01563

Filters   Reset ⚙

Expand All | Collapse All

Parent Position	**Incumbents**
06098 – Fire Captain (28-day)	Adam Harris

∧ **Effective As-of Date ***

5/9/202📅 – m/d/yy📅 | OK

∧ **Status**   Clear

☑ Active

☐ Inactive

∧ **Position Name ****

[   ] 🔍

∧ **Position Code ****   Clear

[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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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
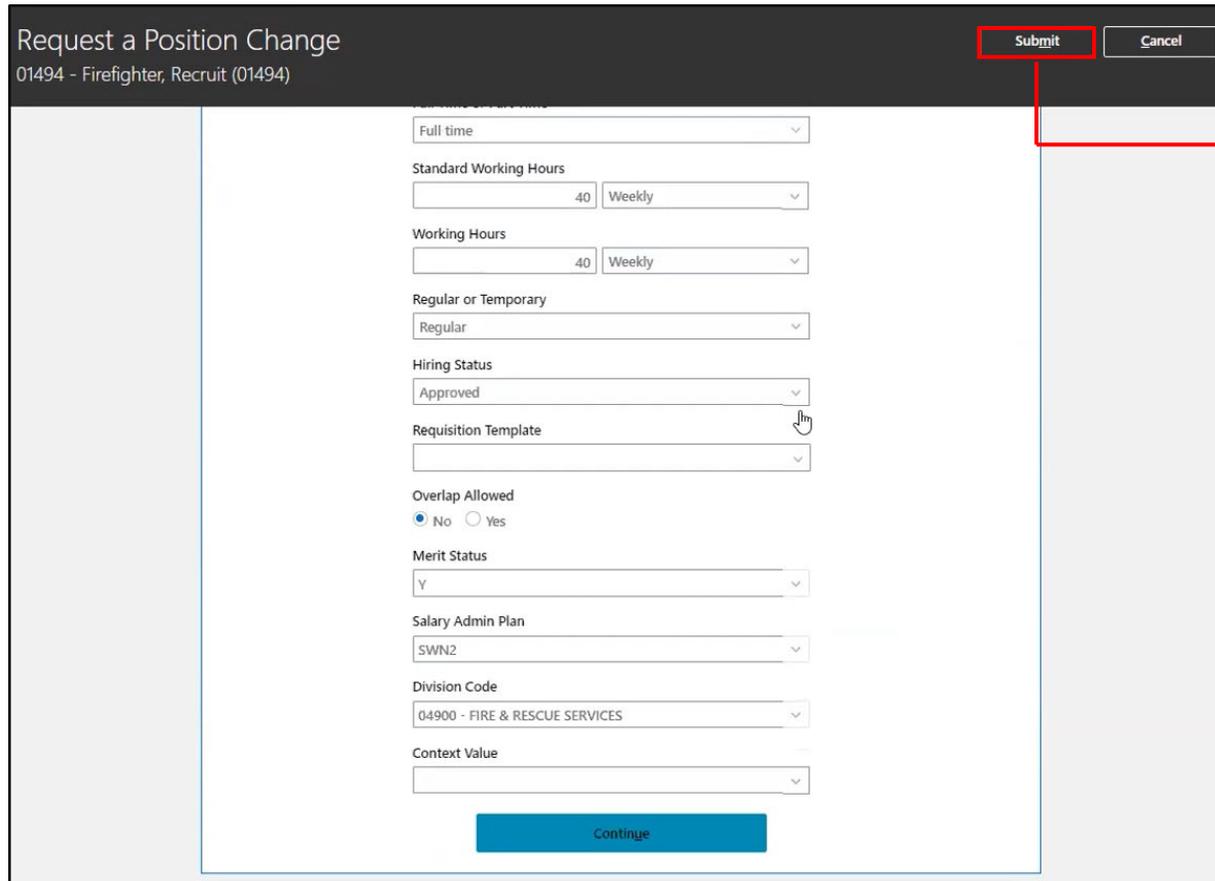
Request Line Manager Change

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)

Submit   Cancel

Full-time or Part-time
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

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

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.