

UWG Reports To & Time Approver Common Scenarios

	Time Approver Change	Reports To Change	Both	Other
The time approver for the employees is on vacation or out of the office.				Please use a Delegation of Authority in OneUSG
A current supervisor position has become vacant. We are planning to fill this position later.	X			
A current supervisor position has become vacant, but this position is going away permanently.			X	
We have hired a person to fill a vacant position which supervises employees.	X			
I have a position with multiple employees (student, GA, part-time faculty, etc), but now one or some of those employees (not all) will be working under a different supervisor than the rest.				Please contact your Budget Analyst to create a new position.
Only one or some of the students/GAs in the position (not all of them) will have a different time approver than the rest.	X			
All employees hired into one position will begin working under a different position.			X	
All employees hired into one position will have a new time approver.	X			
Our department is reorganizing, and a position will now fall under a different supervisor.			X	
A performance evaluation will now be completed by a different supervisor.		X		
The information on website listing is incorrect.			This could be one or both, depending on which element is incorrect	