

UNIVERSITY OF HARTFORD

**SUPERVISOR
CHANGE
ePAF**

February 2024

CHANGING SUPERVISOR FOR STAFF AND FACULTY

The Supervisor change SUPER ePAF should be used changing information about an employee's supervisor.

Note: If you haven't already done so, please see "[Things to Know & Do Before Starting an ePAF](#)"

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University multi-factor authentication; You can access SSS at <http://www.hartford.edu/selfserve/default.aspx>. The ePAF menu is found on the Employee tab.

1. From the ePAF menu, select Supervisor Change (SUPER) enter the ID of the employee & Query Date – **this is the date the change is to become effective.**
2. Select the appropriate Approval Category from the drop-down menu. Click 'Go'.
3. Select the Position to be changed. Click 'Go'.
4. Enter the new data ensuring all fields denoted with * are completed.

Note: Most common reasons to change information would be a new rate of pay, new supervisor, new title.

Use the following definitions for help completing each field:

Job Effective Date: MM/DD/YYYY –The date the change being made is effective. Please select provide a minimum 5-7 business day lead time.

Personnel Date: MM/DD/YYYY – Use the same date as the Job Effective Date.

Supervisor ID – Enter the University ID# of the person responsible for verifying the accuracy of and approving time/hours worked by the employee. If the Supervisor is not changing, enter the same ID# as shown in Current column, if it is changing, enter the new ID#. In either case, enter the supervisor's name in the Comment Box.

Job Change Reason - automatically set to SUPER

Routing Queue – This should have been pre-populated so the names simply appear each time this ePAF is used. See "[Routing Queue ePAF](#)" for instructions on setting up the approval queues.

Comment Box – Enter the Supervisor's Name for the ID# provided

Click **SAVE**.

Click **SUBMIT**. If you do not SUBMIT your ePAF will not be processed