



The University
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Human Resources.

How to update line management in myTeam (HR)

In myTeam (HR) you can now update line management reporting relationships between staff and their managers. This would mean you can amend members of staff line manager; this will take effect immediately. You can also add a second line manager (where applicable).

Replacing a Line Manager:

Click on update line management in myTeam (HR)

**Please note you need to be in myTeam (HR), if you have access to myTeam you will need to speak to a colleague in your Department who has myTeam (HR) to administer the changes. (try your [Departmental Recruiter](#) in the first instance)*

The screenshot shows the myTeam (HR) dashboard. The 'Update Line Management' link is highlighted with a blue arrow. The dashboard includes a navigation bar with 'myTeam (HR)' selected, a 'Services' section with 'Update Line Management' highlighted, and a 'Links' section with various HR-related links.

Once on the below screen you will need to highlight the blue cube to the side of the member of staff you wish to change their line management reporting:

The screenshot shows the 'Update Line Management' screen with a table of staff members. A blue cube is highlighted next to the first row, indicating the staff member to be updated.

Staff Photo	Staff Name	Personnel Number	Line Manager	Job Title	Position Number	Organisational Unit	FTE	Grade	Point
	Prof. John Redwood	1000050	Ralph Raphael	Head of Department	50002502	History	100.00		
	Mrs. Maureen Mowlem	10000562	Ralph Raphael	Administrator	50002554	History	100.00	G4	06
	Mr. Noel Lawson	10000563	Ralph Raphael	Lecturer	50002555	Pre-History	80.00	G8	01
	Dr. Tony Benn	10000566	Ralph Raphael	Professor	50002556	History	80.00		
	Prof. Michael Heseltine	10000567	Ralph Raphael	Chair of History	50002557	History	100.00		
	Dr. Harold Wilson	10000569	Ralph Raphael	Research Associate	50002559	Pre-History	100.00	G7	08
	Mr. Les Leonardo	10000933	Ralph Raphael	Lecturer	50009632	Art History	50.00	G7	01
	Mrs. Donna Donatello	10000934	Ralph Raphael	Lecturer	50009633	Art History	50.00	G7	01
	Michaelangelo Mr. Mikey Michaelangelo	10000935	John Redwood	Lecturer	50009634	Art History	50.00	G7	01
	Raphael Mr. Ralph Raphael	10000936	John Redwood	Lecturer	50009635	Art History	50.00	G7	01
	Leonardo Mr. Les Leonardo	10000937	Tony Benn, Michael Heseltine	Research Assistant	50009628	Art History	50.00	G7	01
	Donatello Mrs. Donna Donatello	10000938	Michael Heseltine	Research Assistant	50009629	Art History	50.00	G7	01
	Michaelangelo Mr. Mikey Michaelangelo	10000939	Michael Heseltine	Research Assistant	50009630	Art History	100.00	G7	01
	Raphael Mr. Ralph Raphael	10000940	Michael Heseltine	Research Assistant	50009631	Art History	60.00	G7	01

Then click on "update line management":

myJob Messages eRec Recruiter myTeam(HR)
Overview

Update Line Management

Data (Organisational Information)

Export Update Line Management Delete Filter

Staff Photo	Surname	Staff Name	Personnel Number	Line Manager	Job Title	Position Number	Organisational Unit	FTE	Grade	Point
	Redwood	Prof. John Redwood	10000558	Ralph Raphael	Head of Department	50002552	History	100.00		
	Mowlem	Miss Mo Mowlem	10000562	Ralph Raphael	Administrator	50002554	History	100.00	G4	06
	Lawson	Mr Nigel Lawson	10000563	Ralph Raphael	Lecturer	50002555	Pre-History	80.00	G8	01
	Benn	Dr Tony Benn	10000566	Ralph Raphael	Professor	50002556	History	80.00		
	Hestline	Prof. Michael Hestline	10000567	Ralph Raphael	Chair of History	50002557	History	100.00		
	Wilson	Dr Harold Wilson	10000569	Ralph Raphael	Research Associate	50002559	Pre-History	100.00	G7	08
	Leonardo	Mr Leo Leonardo	10000933	Ralph Raphael	Lecturer	50008632	Art History	50.00	G7	01
	Donatello	Ms Donna Donatello	10000934	Ralph Raphael	Lecturer	50008633	Art History	50.00	G7	01
	Michaelangelo	Mr Mikev Michaelangelo	10000935	John Redwood	Lecturer	50008634	Art History	50.00	G7	01
	Raphael	Mr Ralph Raphael	10000936	John Redwood	Lecturer	50008635	Art History	50.00	G7	01
	Leonardo	Mr Leo Leonardo	10000937	Tony Benn, Michael Hestline	Research Assistant	50008628	Art History	50.00	G7	01
	Donatello	Ms Donna Donatello	10000938	Michael Hestline	Research Assistant	50008629	Art History	50.00	G7	01
	Michaelangelo	Mr Mikev Michaelangelo	10000939	Michael Hestline	Research Assistant	50008630	Art History	100.00	G7	01
	Raphael	Mr Ralph Raphael	10000940	Michael Hestline	Research Assistant	50008631	Art History	60.00	G7	01

The below will then load up in a new window (this is the screen where you choose the new line manager), highlight the cube to the side of the new line manager you wish to replace the existing line manager with and click "replace":

Update Line Management

Close

Selected Records (1)

Key Date

Key Date (dd.mm.yyyy): 08.09.2015 Refresh data

Replace All Managers Add Manager Remove Secondary Manager

Replace

End date all existing line manager relationships prior to the Key Date, and assign new manager from Key Date.

Select a New Manager to replace any existing managers

Photo	Personnel No.	Last name	Name	Position Title	Position	Org Unit	Org Unit	E-Mail Address	Username	Work Phone
	10000566	Benn	Dr Tony Benn	Professor	50002556	History	50002535	SAP-ERECTEST@LISTS.SHEF.AC.UK	MESST08	
	10000934	Donatello	Ms Donna Donatello	Lecturer	50008633	Art History	50008627		MESST112	
	10000938	Donatello	Ms Donna Donatello	Research Assistant	50008629	Art History	50008627		MESST116	
	10000563	Lawson	Mr Nigel Lawson	Lecturer	50002555	Pre-History	50007500	SAP-ERECTEST@LISTS.SHEF.AC.UK	MESST07	0114 222 12 12

You will then see a success tick and the change has now been made, you can review the action in the below table:

Update Line Management

Success

Close

Selected Records (1)

Table listing records that were selected in the Team Viewer

Photo	Personnel No.	Last name	Name	Position Title	Position	Org Unit	Org Unit	E-Mail Address	Username	Work Phone	Existing Managers
	10000558	Redwood	Prof. John Redwood	Head of Department	50002552	History	50002535	SAP-ERECTEST@LISTS.SHEF.AC.UK	MESST04		Donna Donatello

Key Date

Adding an additional manager:

Once on the below screen (following the above instructions) instead of clicking “replace” click the “add manager” tab, highlight the additional line manager from the list below by clicking on the blue cube and click “add”:

Update Line Management

Close

Selected Records (1)

Key Date

Key Date (dd.mm.yyyy): 08.09.2015 Refresh data

Replace All Managers Add Manager Remove Secondary Manager

Add a new line manager whilst retaining any/all existing managers

Select manager to be added

Photo	Personnel No.	Last name	Name	Position Title	Position	Org Unit	Org Unit	E-Mail Address	Username	Work Phone
	10000566	Benn	Dr Tony Benn	Professor	50002556	History	50002535	SAP-ERECTEST@LISTS.SHEF.AC.UK	MESST08	
	10000934	Donatello	Ms Donna Donatello	Lecturer	50008633	Art History	50008627		MESST112	
	10000938	Donatello	Ms Donna Donatello	Research Assistant	50008629	Art History	50008627		MESST116	
	10000563	Lawson	Mr Nigel Lawson	Lecturer	50002555	Pre-History	50007500	SAP-ERECTEST@LISTS.SHEF.AC.UK	MESST07	0114 222 12 12
	10000933	Leonardo	Mr Leo Leonardo	Lecturer	50008632	Art History	50008627		MESST111	
	10000937	Leonardo	Mr Leo Leonardo	Research Assistant	50008628	Art History	50008627		MESST115	
	10000935	Michaelangel	Mr Mikey Michaelangelo	Lecturer	50008634	Art History	50008627		MESST113	

You can also remove a secondary manager by clicking on the “remove secondary manager” tab, highlight the cube to the side of the manager you wish to remove and click remove.