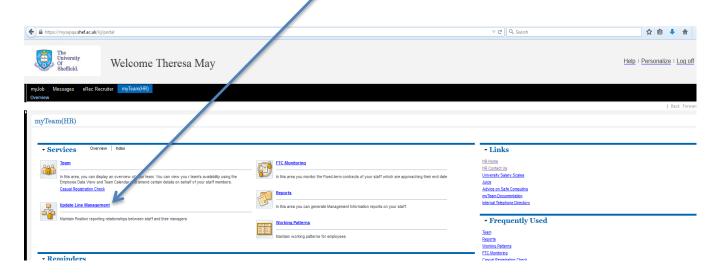# Human Resources.

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).
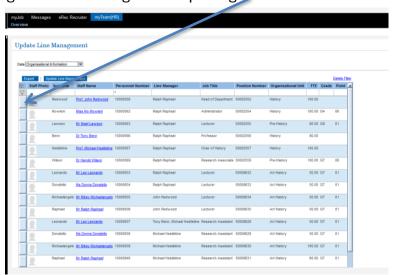
Replacing a Line Manager:

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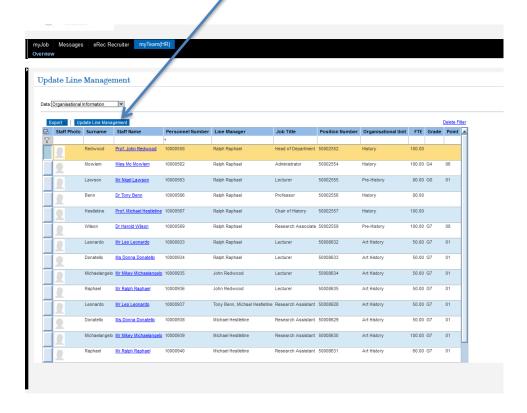
*Please note you need to be in myTeam (HR), if you have access to myTeam you will need to speak to a colleague in your Department who has myTeam (HR) to administer the changes. (try your Departmental Recruiter in the first instance)

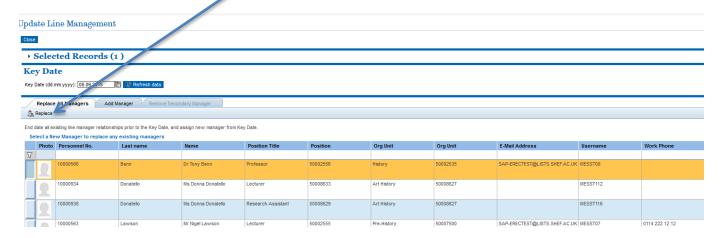Once on the below screen you will need to highlight the blue cube to the side of the member of staff you wish to change their line management reporting:
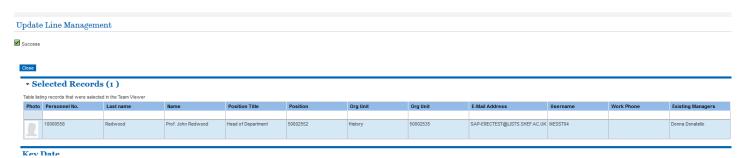
Then click on "update line management":

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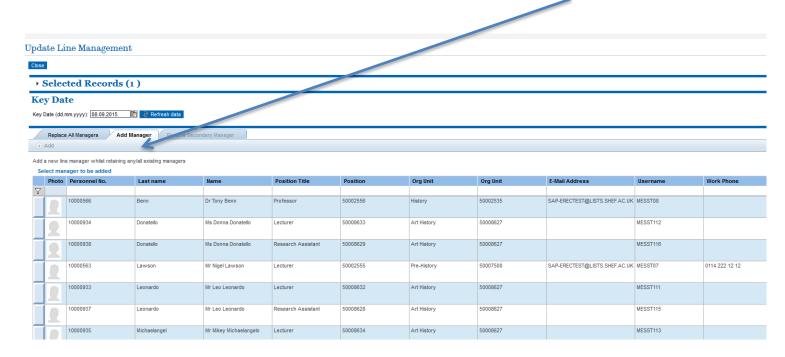
You will then see a success tick and the change has now been made, you can review the action in the below table:

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

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.