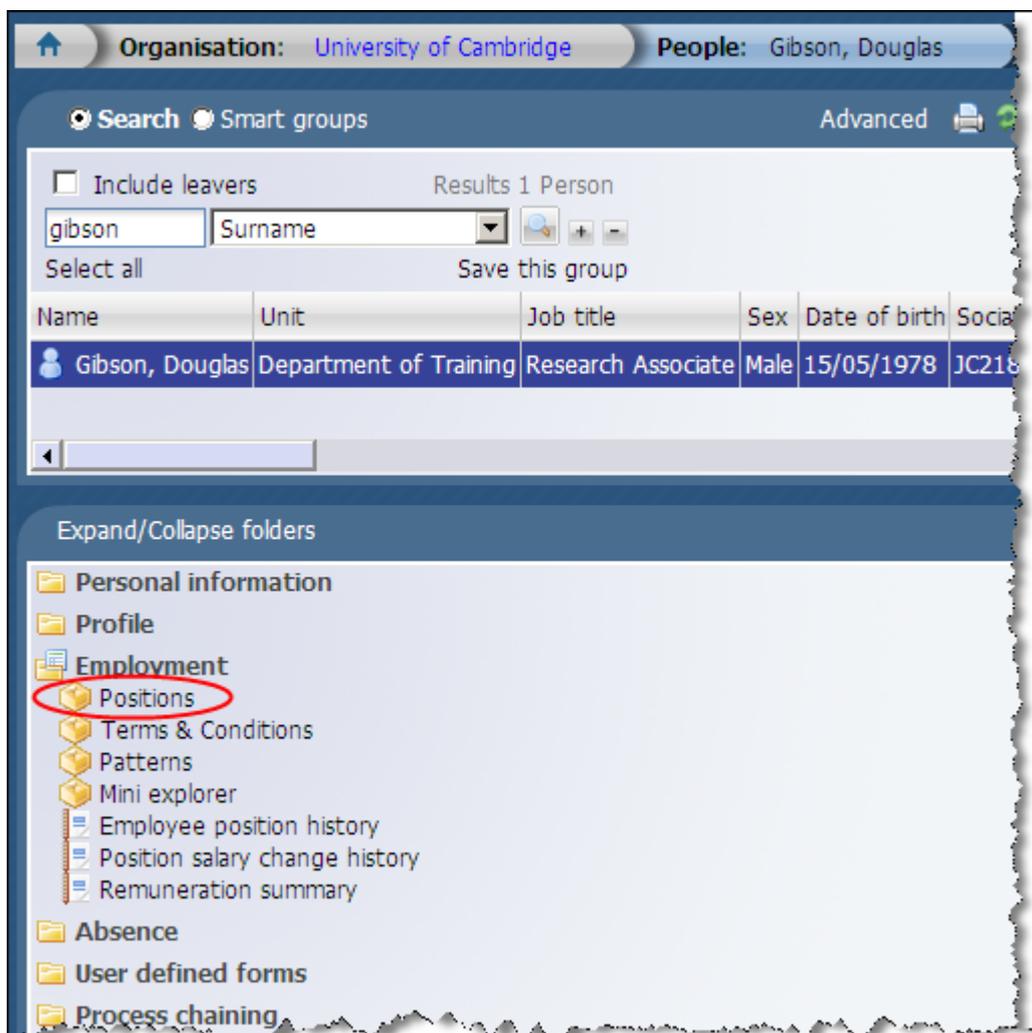


Entering Reporting Manager information

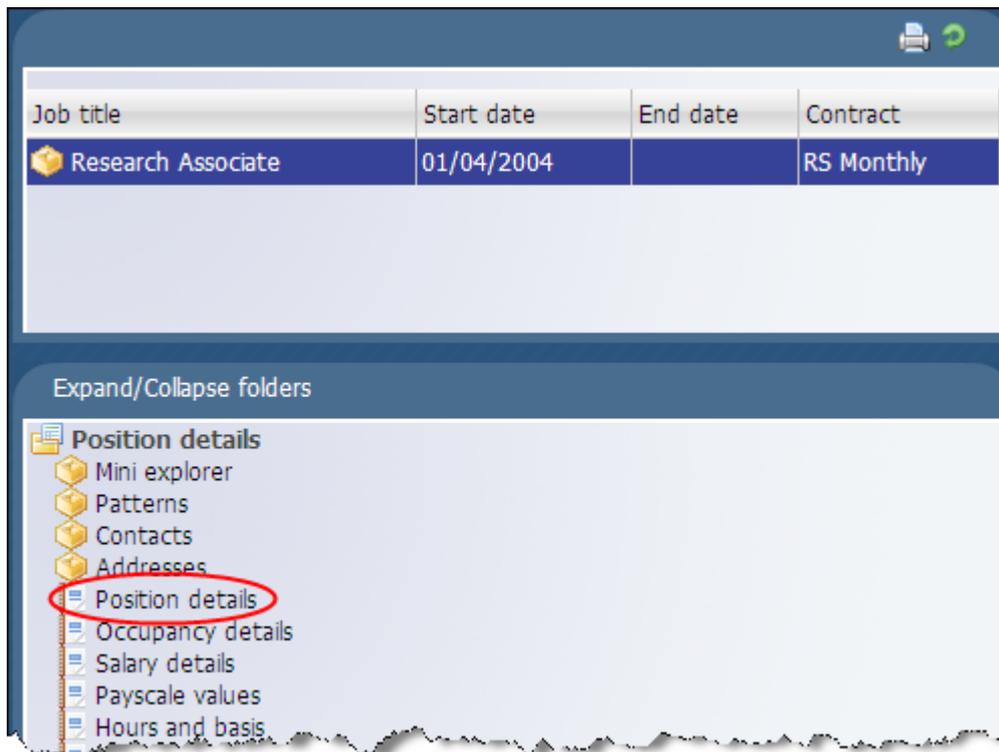
The Reporting Manager for a position is held on the position details screen. This information is recorded from the CHRIS/10 or CHRIS/11 form for new appointments, but for existing positions this information will be incorrect as this information was not held on the legacy system.

1. Search for and select the person for whom you wish to view information
2. Select the Employment menu , and then Positions



The screenshot shows the CHRIS Reporting Manager interface. At the top, it displays 'Organisation: University of Cambridge' and 'People: Gibson, Douglas'. Below this is a search bar with 'gibson' entered in the 'Surname' field. The search results show one person: Gibson, Douglas, Department of Training, Research Associate, Male, 15/05/1978, JC218. Below the search results is a navigation menu with 'Positions' highlighted in red. The menu items are: Personal information, Profile, Employment, Positions, Terms & Conditions, Patterns, Mini explorer, Employee position history, Position salary change history, Remuneration summary, Absence, User defined forms, and Process chaining.

3. Where more than one position is displayed, select the correct position and then choose Position details.



Job title	Start date	End date	Contract
 Research Associate	01/04/2004		RS Monthly

Expand/Collapse folders

-  Position details
 -  Mini explorer
 -  Patterns
 -  Contacts
 -  Addresses
 -  Position details
 -  Occupancy details
 -  Salary details
 -  Payscale values
 -  Hours and basis

4. Enter the effective date

Effective date	<input checked="" type="checkbox"/> Confirm effective date
<input type="text" value="t"/>	Cancel

Position details: Research Associate

Job title Research Associate
 Start date 01/04/2004
 End date
 Position reference 90000062
 Probationary period [dropdown] II
 Location Greenwich House X
 Structure workflow group [dropdown] II
 Occupant Dr Douglas Gibson
 Reporting unit Department of Training
 Reports to Senior Research Associate (magnifier icon)
 Dr Alan R Stevenson (01/04/2004 -)
 Expected position end date 30/09/2011
 Expected position end reason [dropdown]
 Structure group 1 School of the Physical Sciences II
 Structure group 2 Contract team C II

Position status
 Position status No permission status [dropdown]
 Effective from 01/04/2004
 Change reason

- To change the reports to position click on the magnifier to the right of the job title.

The reporting position search will be displayed, click the drop down arrow to the right of Job Title and select Surname.

Reporting position search

[input field] Job title [dropdown] (magnifier icon)

Job title Post Orga [input field] reference [input field]

- Forename
- Job title
- Org. unit
- Personal ref.
- Position occ. ref.
- Position ref. no.
- Post
- Surname**

- Key in the surname of the reporting manager you require and press enter

Reporting position search Close X

Results 1 Record

Job title	Post	Organisation unit	Position i
 Senior Research Associate	Senior Research Associate	Department of Training	9000007

7. Select the record and you will return to the Position details screen and see the name displayed under the Job Title

Reporting unit: Department of Training

Reports to:

Dr Charles A Underwood (01/04/2006 -)

8. Click on the Save button. You will see confirmation that the changes have been saved.