The supervisor of an employee is displayed in ConnectCarolina in one of two ways, depending on whether the supervisor has a position. Below is helpful information on how to change an employee’s manager/supervisor in both scenarios. (Reminder: All permanent and temporary SHRA and EHRA non-faculty employees must have positions. Faculty, EHRA Students, and secondary EHRA non-faculty appointments may or may not have positions.)

To change the **Reports To** (Supervisor is in a position):

- Submit an **Add / Update Position** ePAR and update the position number of the supervisor in the Reports To field.
  - **Caution**: The system will allow users to enter an inactive position. Therefore, ensure the Reports To position entered is active.

To change the **Supervisor ID** (Supervisor does not have a position):

- Submit an **Edit Existing Job** ePAR and update the Empl ID in the Supervisor ID field.
  - **Caution**: The system will allow users to enter the Empl ID of a supervisor who has yet to begin work. As such, the effective date should be on or after the Supervisor’s hire date.

To change from **Reports To** (Supervisor is in a position) to **Supervisor ID** (Supervisor does not have a position):

- **Step 1**: Submit an **Add/Update Position** ePAR and remove the position number from the Reports To field.
- **Step 2**: After the Add/Update Position ePAR executes, submit an **Edit Existing Job** ePAR and add the Empl ID to the Supervisor ID field.
  - **Caution**: Do not start the Edit Existing Job ePAR until the Add/Update Position ePAR executes.
  - Use the same effective date on each ePAR.

To change from **Supervisor ID** (Supervisor does not have a position) to **Reports To** (Supervisor is in a position):

- Submit an **Add/Update Position** ePAR and add the position number to the Reports To field.
  - The system is automatically set up to remove the Supervisor ID in this scenario.

If you have any questions, please contact the Business Systems Help Desk at 962-HELP, or by submitting a remedy ticket online at help.unc.edu.