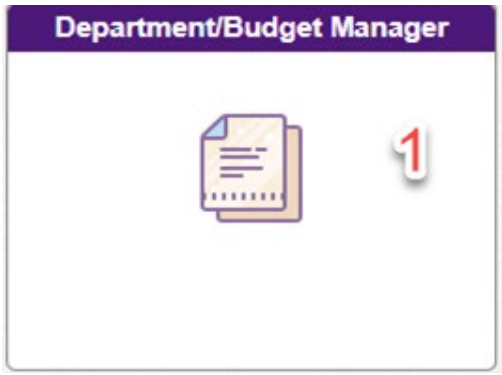
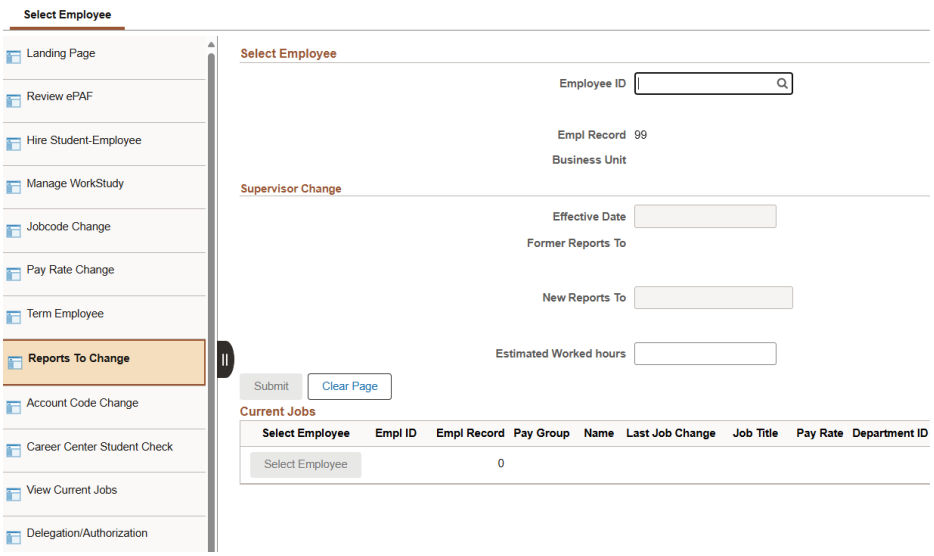
Steps To Complete Reports To and Performance Review Changes

If an employee's reporting line changes, the department/budget manager (or delegate) completes the steps below to update the Reports To and route the change for approval.

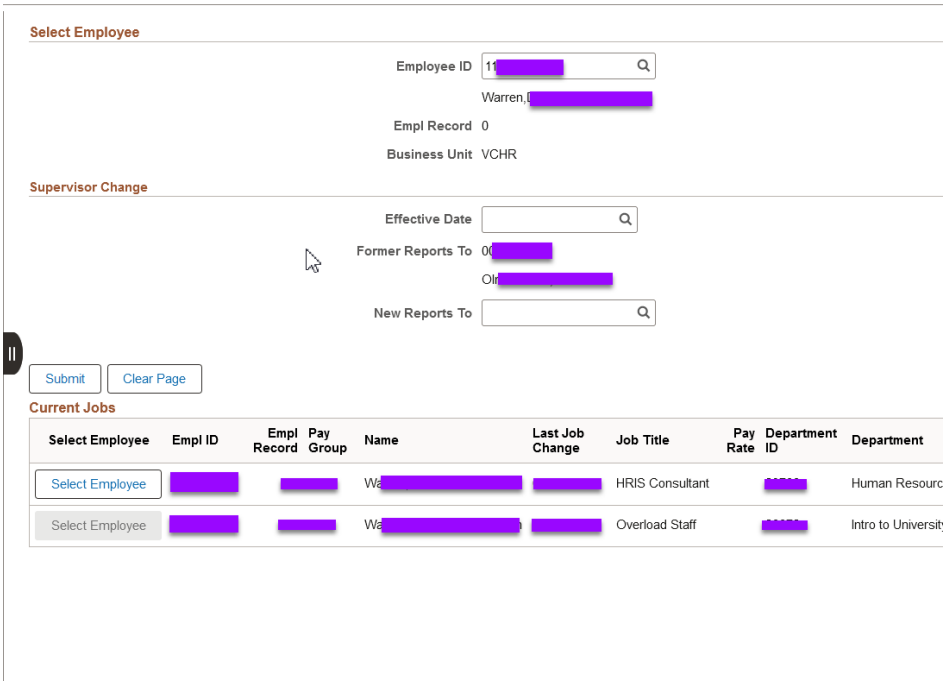


Navigate to my.tcu.edu and select the Department/Budget Manager tab.

Select the ePAF tab.



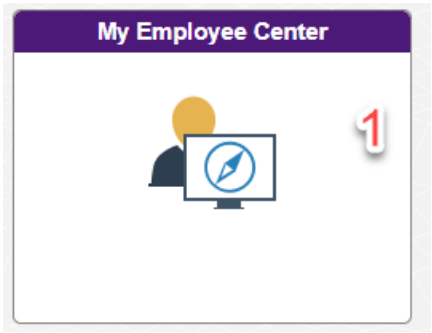
In the left menu, open **Reports To Change**. Enter the employee's ID and select the correct job under **Current Jobs**.



Verify the auto-populated data. Manually enter only:

- **Effective Date** of the Reports To change
- **Position Number** of the new supervisor
- Select **Submit** to route through ePAF for approval.

When a reporting line changes, performance reviews must be reassigned to the new supervisor. The system now allows the new supervisor to take ownership of the review.



From my.tcu.edu, open **My Employee Center → Staff Performance Management**

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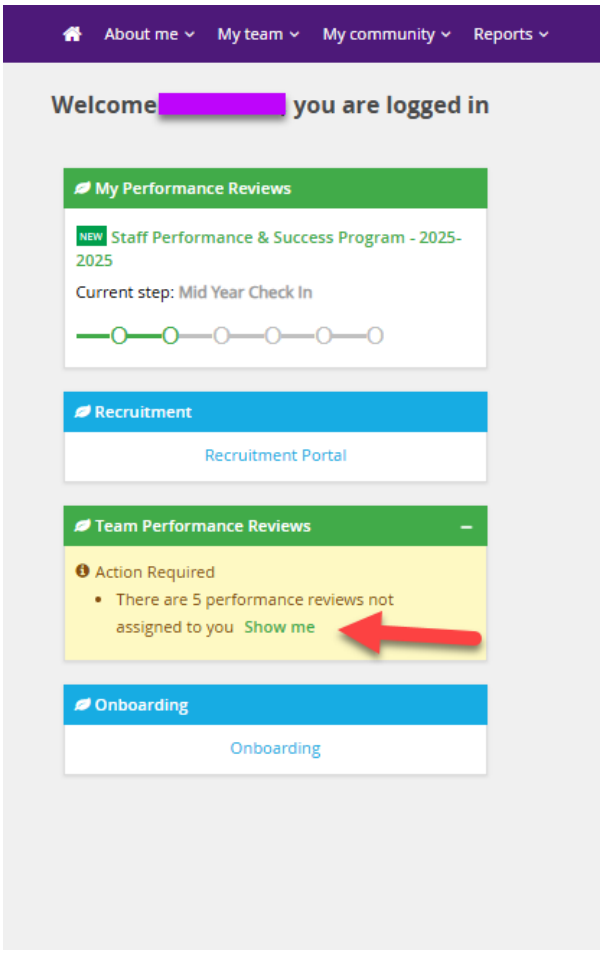
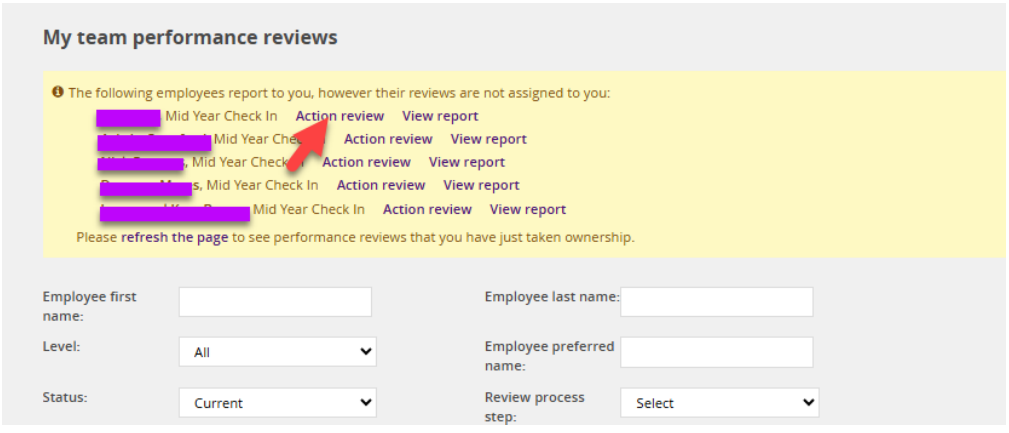
<td> 
</td>
<td>If an Action Required card appears stating “There are x performance reviews not assigned to you,” select Show Me.</td>
</tr>
<tr>
<td> 
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<td>In the list of affected employees, select Action Review.</td>
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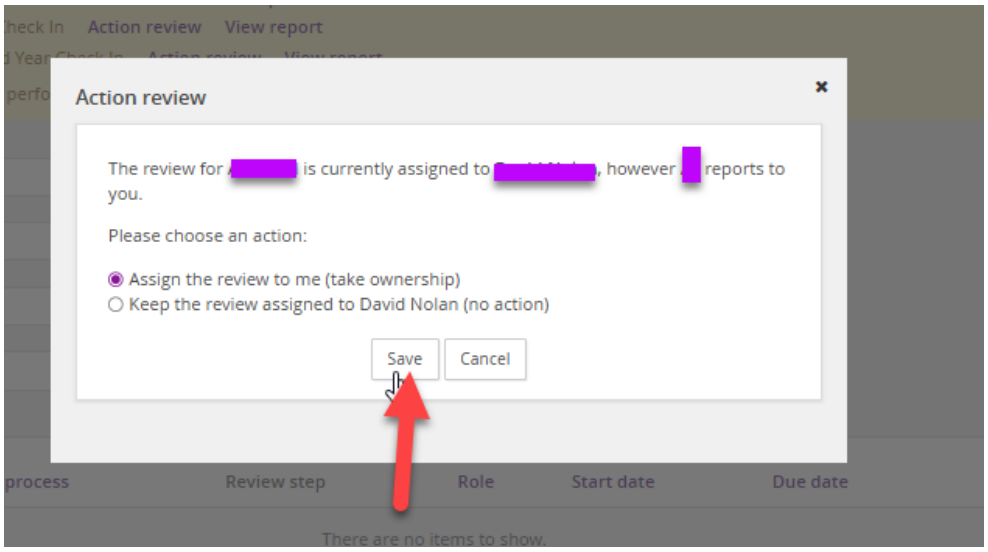
<td> 
</td>
<td>On the review, select Assign the review to me (take ownership) and choose Save.</td>
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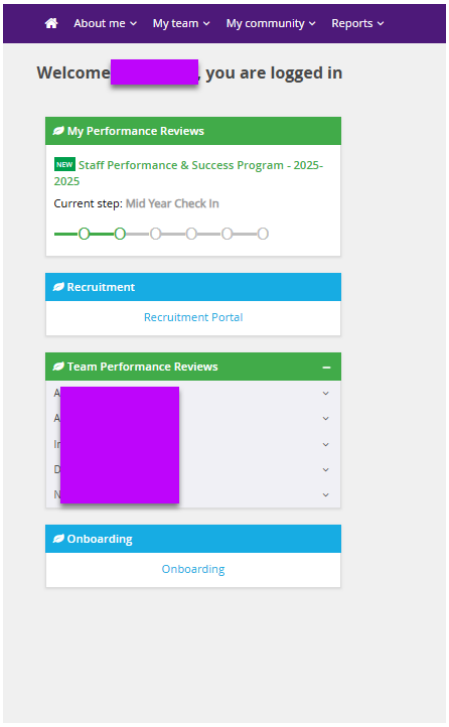
<tr>
<td> 
</td>
<td>The review will then appear under Team Performance Reviews.</td>
</tr>
<tr>
<td colspan="2">For questions about Reports To changes, contact hrtech@tcu.edu. For performance review questions, contact hremployeesuccess@tcu.edu.</td>
</tr>
</table>