

Manager Change –One to One mapping workflow.

- In this section we are going to learn how to do manager mapping for a single employee from the Manager Change –One to One tab.
- Please follow the below steps do the same.

1) Click on the Menu tab on top-left side and then click on “Manager Change” widget.

The screenshot displays the ZING HR dashboard interface. On the left, a menu grid contains various HR modules. The 'Manager Change' widget, represented by a double-headed arrow icon, is highlighted with a blue border. The main content area on the right shows the 'Rewards & Recognition' section, listing awards given to employees like Abhay Choudhary and Abhimanyu Singh. Below this is the 'Employee Connect' section with a search bar and filters for 'Send Your Best Wishes' and 'Welcome New Employees'.

Menu Grid:

- Home
- ZingLearn
- Claim Batch Generation
- Claim Batch Paid
- Email Scheduling Engine
- E-Resign
- ELC
- Employee Master
- Investment
- Investment Verification
- LG
- Manager Change**
- My Compensation
- LMS
- OASys
- Payroll
- PMS
- Position Management
- PowerBI Dashboard
- Recruitment
- Reports
- Shift Roster
- Swipe Integration
- System Monitor
- Travel Request
- Zero Touch Payroll
- Zing Login
- Rewards and Recognition

Rewards & Recognition:

- Abhay Choudhary: Badge "Appreciation Medal" awarded by Ravi Bajaj on Dec 6 2018 12:18 PM for "test"
- Abhay Choudhary: Badge "Coding Superman" awarded by Ravi Bajaj on Dec 6 2018 10:22 AM for "Coding"
- Abhimanyu Singh: Badge "Coding Superman" awarded by Ravi Bajaj on Dec 5 2018 05:21 PM for "Coding"

Employee Connect:

Search Employees

Send Your Best Wishes: Yesterday **Today** Tomorrow Custom ▾

Welcome New Employees: Last Month **This Month** Custom ▾

2) Click on One to One tab and then search for the employee for whom the manager mapping has to be changed.

Select “Include current transactions” if the employee has any pending transaction with the old manager which needs to be moved under the new manager.

Employee Approver Mapping

Maker/Checker

One to One

Search & Set for which Manager Level

Search for Employee :

Admin - ADMIN... ▼

Applicable for

☒ Include Current Transactions ☐ Future Transactions

1.Include Current Transactions :-The new approver path will apply to all unapproved transactions as well as future transaction.

2.Future Transactions:-The new approver path will apply only for any transactions initiated after the change. Any incomplete transactions in the workflow will continue with the previous approver path.

Note:- For Confirmation, Claim, ED, E-Separation, Transfer, PMS - transactions will include current transactions irrespective of selection.

Select	Modules	Manager 1	Manager 2	Manager 3	Manager 4	Manager 5	V
<input type="checkbox"/>	Confirmation	Admin - ADMIN... ▼	Admin - ADMIN... ▼				
<input type="checkbox"/>	ED	Admin - ADMIN... ▼					
<input type="checkbox"/>	ESEP	Admin - ADMIN... ▼	Admin - ADMIN... ▼				
<input type="checkbox"/>	TNA	Admin - ADMIN... ▼					

- 3) Manager mapping for leave can be now done leave type-wise as well.
- If the manager for each leave type is different you can select the manager accordingly for each leave type.

LMS							
<input type="checkbox"/>	Paid Leave	Admin - ADMIN...	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	Saturday Leave	Admin - ADMIN...	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	Short Leave	101 - TESTING	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	All Purpose Leave	testing	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	Annual Leave	102 - TESTINGONE	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	Grace Leave	Admin - ADMIN...	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	CompOff Leaves	Admin - ADMIN...	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	Maternity Leaves	Admin - ADMIN...	Admin - ADMIN...	Select Employee			
<input type="checkbox"/>	Paternity Leaves	Admin - ADMIN...	Admin - ADMIN...	Select Employee			
Transfer							
<input type="checkbox"/>	Department Change	001 - Ravi S Bajaj	1004 - Prasad T...				
<input type="checkbox"/>	Location Change	001 - Ravi S Bajaj	1004 - Prasad T...				
<input type="checkbox"/>	Common change	001 - Ravi S Bajaj	1004 - Prasad T...				

- 4) If the manager for each leave type is the same for the employee, then by clicking on the “Copy to next” feature the same manager will get copied to the next leave type.

LMS

☐ **Copy to Next**

<input type="checkbox"/>	Paid Leave	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	Saturday Leave	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	Short Leave	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	All Purpose Leave	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	Annual Leave	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	Grace Leave	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	CompOff Leaves	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	Maternity Leaves	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
<input type="checkbox"/>	Paternity Leaves	Admin - ADMIN... ▼	Admin - ADMIN... ▼	Select Employee ▼		
Transfer						

5) After selecting and filling all the manager details for the modules –Tick on the check box beside each module for which these changes need to be saved.

Maker/Checker
One to One

Search & Set for which Manager Level

Search for Employee : Admin - ADMIN... ▼

Applicable for




☒ Include Current Transactions
 ☐ Future Transactions

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Select	Modules	Manager 1	Manager 2	Manager 3	Manager 4	Manager 5	
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	Confirmation	Admin - ADMIN... ▼	Admin - ADMIN... ▼				
<input checked="" type="checkbox"/>	ED	Admin - ADMIN... ▼					
<input checked="" type="checkbox"/>	ESEP	Admin - ADMIN... ▼	Admin - ADMIN... ▼				
<input checked="" type="checkbox"/>	TNA	Admin - ADMIN... ▼					

6) Click on the “Save” button on the bottom right corner to save the changes.



<input type="checkbox"/>	Short Leave	Admin - ADMIN...	Select Employee	Select Employee		
<input type="checkbox"/>	All Purpose Leave	Admin - ADMIN...	Select Employee	Select Employee		
<input type="checkbox"/>	Annual Leave	Admin - ADMIN...	Select Employee	Select Employee		
<input type="checkbox"/>	Grace Leave	Admin - ADMIN...	Select Employee	Select Employee		
<input type="checkbox"/>	CompOff Leaves	Admin - ADMIN...	Select Employee	Select Employee		
<input type="checkbox"/>	Paternity Leaves	Admin - ADMIN...	Select Employee	Select Employee		
Transfer						
<input type="checkbox"/>	Department Change	Select Employee	Select Employee			
<input type="checkbox"/>	Location Change	Select Employee	Select Employee			
<input type="checkbox"/>	Common change	Select Employee	Select Employee			



7) After which a pop-up message would be shown on the screen for confirmation –click on “OK”.

Are you sure you want to change the manager

Cancel OK



8) Post which a pop-up message on the screen will confirm the changes have been updated successfully.

INC...
Amazingly simple

Changes updated successfully

OK

<input type="checkbox"/>	All Purpose Leave	Admin - ADMIN...	Select Employee	Select Employee			
<input type="checkbox"/>	Annual Leave						
<input type="checkbox"/>	Grace Leave	Admin - ADMIN...	Select Employee	Select Employee			
<input type="checkbox"/>	CompOff Leaves	Admin - ADMIN...	Select Employee	Select Employee			
<input type="checkbox"/>	Paternity Leaves	Admin - ADMIN...	Select Employee	Select Employee			
Transfer							
<input type="checkbox"/>	Department Change	Select Employee	Select Employee				
<input type="checkbox"/>	Location Change	Select Employee	Select Employee				
<input type="checkbox"/>	Common change	Select Employee	Select Employee				

SaveReset