2.6 Step 6: Move Managers and Employees

WHY: *This section assists the administrator to move managers and employees.*

WHERE: *From the system portal, click* ***System Administration | Modules | Salary Review | Move Managers and Employees***

- Here you can select an Employee and move them from one Manager to another
- This can only be done when NO SUBMISSION has been made
- Select an employee you wish to move
- Select the new manager by clicking on the hand icon



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