Update supervisor data in Oracle with the HRUAB Supervisor Find and Replace Program

The HRUAB Supervisor Find and Replace Concurrent Program allows mass supervisor updates in Oracle within an organization. The HRUAB Supervisor Find and Replace Concurrent Program is available under the UAB HR Officer responsibility.

The purpose of this program is to allow supervisor updates for ALL employees assigned to a specific supervisor. This program should not be used to make partial changes in an Organization. This program will replace the supervisor for ALL assigned employees within an Organization. It is recommended to run the HRUAB Ad hoc Supervisor Report before and after changes are made.

UAB HR Officer > Run Reports > Submit Processes > Single Request

1. Select HRUAB Supervisor Find and Replace Concurrent Program from the LOV and click OK.
2. The **Parameters** box displays, enter parameters.

![Parameters dialog box](image)

- **Find Supervisor Assg Num** field will list **ALL** active employees in Oracle
  - Select the supervisor that needs to be replaced

- **Replace Supervisor Assg Num** field will list **ALL** active employees in Oracle
  - Select the supervisor that will replace the individual selected in the Find Supervisor Assg Num field

- **Organization_name** will list organizations based on the end users HR Organizational Hierarchy as assigned in the Oracle system.
  - Select the Organization where the supervisor will replaced and click o.k.

3. The **Submit Request** now displays the report name and entered parameters, click **Submit**.

![Submit Request dialog box](image)
4. The Request window will open displaying the **Request ID** and **Phase** of the report.

5. Click on **Refresh Data** and when **Phase** displays **Completed**, the supervisor information has been updated in Oracle.

6. Rerun the **HRUAB Ad hoc Supervisor Report** to confirm changes have been made.