



Human
Resources

Supervisor Change Form

Form Instructions: This form can be used for any Supervisor or Timesheet Approver /Backup Approver Change.

The supervisor, when assuming new and/or additional direct reports, should complete this form and submit the completed form to Human Resources. If a supervisor leaves UCOP and does not have an immediate replacement, this form must be completed by someone else in the organization, to move the direct reports to a temporary supervisor and to provide temporary timesheet primary and backup approvers.

Employee Name _____ Department: _____

Previous Supervisor _____ New Supervisor _____

Timesheet Approver _____ Backup Approver _____

Effective Date of Change _____ Reason For Change _____

Name of Requestor _____

Signature _____ Date _____