



# Workday Supervisory Organization Request Form

REQUESTOR DETAILS			
Date		ID no.	
Name		Faculty/Department	
Position Title		Email/Tel. no.:	

Comments/Additional data:

CREATE A NEW SUPERVISORY ORGANIZATION - For a employee who has not previously been managing others or for a employee who needs to manage others outside their own organization. Employees' listed in the Member's section are for reference only and are not moved by central. To move employee's to the NEW sup org, process a Change Job once the sup org is created.						
Effective Start Date	Proposed Name of Supervisory Organization*	Primary Location	University Org Code***	Member(s) of the Organization (manager's direct reports)		
				Employee ID	Name	Employee group**
Manager's Name		Manager's ID No.	Manager's Job Title			
What existing supervisory organization should the new supervisory organization be a subordinate of?						
Superior Supervisory Organization Name			Superior Org Manager			
*Refer to the Supervisory Organization Job Aid **Employee group: Academic, Admin, Casual or McGill Student ***Refer to the University Organization table on the Analysis, Planning & Budget website			Staffing model			
			Position Management			
			Job Management			

*Note: To move employee's please process a Change Job.*

REASSIGN SUPERIOR ORGANIZATION - Correct superior organization for an existing Supervisory Organization			
Supervisory Organization Name	Manager's Name	Reassign to superior Supervisory Org name	Superior Supervisory Org Manager's name

EDIT SUPERVISORY ORGANIZATION NAME - Modify an existing Supervisory Organization name		
Current Supervisory Organization Name	Manager's Name	Proposed Supervisory Organization name

INACTIVATE EXISTING SUPERVISORY ORGANIZATION NAME - NOTE: the Supervisory Organization must have no employees, subordinates, or unfilled positions to be inactivated. If any of these items exist, the department must initiate the appropriate business processes to empty the Supervisory Organization.		
Supervisory Organization Name	Manager's Name	Reason

Note: When creating a new supervisory organization or changing the superior supervisory organization assignment, security roles will automatically inherit from the superior organization. If security changes need to be made, please complete the Request Security Access process in Workday.

Submit form electronically to [hrhr@mcgill.ca](mailto:hrhr@mcgill.ca)