



## 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.

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Employee Name \_\_\_\_\_ Department: \_\_\_\_\_

Previous Supervisor \_\_\_\_\_ New Supervisor \_\_\_\_\_

Timesheet Approver \_\_\_\_\_ Backup Approver \_\_\_\_\_

Effective Date of Change \_\_\_\_\_ Reason For Change \_\_\_\_\_

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Name of Requestor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

CC: Andrea Everitt, Payroll Team Lead  
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