



Please Note: If information from Workday is required during completion of this form, the link below must be used to access the system. Failure to use this link may result in an "Unknown Error" during submission and form data will be lost.



This form may be used to create, change, or inactivate a Supervisory Organization in Workday.

For additional information on completing this form, please see the [Manager Form Instructions - Supervisory Org Request](#). You can also hover your cursor over the fields below for additional details.

SUPERVISORY ORG REQUEST

Requestor Information

Manager : *

User ID
(abc123) : *

Effective
Date of
Change : *



Work Unit : * Select...

Subject (Key
Word/Tag) :

Assign New Manager to Current Supervisory Organization

Supervisory
Org ID :

Current

**Manager of
Supervisory
Org :**

**New
Manager of
Supervisory
Org :**

**New
Manager 9-
Digit PSU ID
:**

**New
Manager
User ID :**

Create New Supervisory Organization

Please note: If there will be a new timekeeper assigned to this Supervisory Org or if there will be a timekeeper change, you must submit a Workday Security Role Request form.

**Superior Org
ID (org
above New
Sup Org) :**

**New
Supervisory
Org Type :** Select...

**New
Supervisory
Org Name :**

**Manager of
New
Supervisory
Org :**

**New
Manager 9-
Digit PSU ID
:**

**New
Manager
User ID :**

Inactivate Supervisory Organization

**Supervisory
Org ID (to be
inactivated) :**

Move Individuals to a Different Supervisory Organization

If more than two individuals are being moved, complete and attach [Employees to Change Sup Org Spreadsheet](#).

Individual #1

First Name :

Last Name :

**9-Digit PSU
ID # :**

**New
Supervisory
Org ID :**

**Job Title (to
be moved) :**

Individual #2

First Name :

Last Name :

**9-Digit PSU
ID # :**

**New
Supervisory
Org ID :**

**Job Title (to
be moved) :**

Update Supervisory Organization Name

**Current
Supervisory
Org Name :**

**Current
Supervisory
Org ID :**

**Proposed
Supervisory
Org Name :**

[Comments](#)

[Attachments](#)

Add files...

Submit Request



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