Updating an Employee’s Supervisor in the eAppraisal Process

1. Ensure supervisor in eAppraisal is the same as in DHRS. If supervisor needs to be updated in DHRS:
   a. Employees can update their supervisor via MyUM. The request is forwarded automatically to the appropriate Human Resources office and an e-mail confirmation is sent to the employee, the previous supervisor, the new supervisor, and the Human Resources Liaison once the record is updated.

   OR

   b. HR Liaisons can update the supervisor directly in DHRS. Follow any of the instructions below:
      - DHRS Departmental Update Screen Instructions-Supervisor: Instructions to make changes to the Supervisor of an employee.
      - DHRS Reassign Supervisor Instructions: Instructions to replace the supervisor for a group of employees.
2. Contact eappraisal@miami.edu to request the supervisor update in the User Center. Once the change is effective, you will receive an e-mail notification and you can now update the supervisor in the Participant Center.

3. To update the supervisor in the eAppraisal system Participant Center, first access the eAppraisal login page using only Internet Explorer.

4. Log in using your Cane ID and password (same credentials used to log in to myUM).

5. Click **Continue to Halogen E-Appraisal**.
6. The eAppraisal home page will appear.

7. Click on **HR Admin Control Center**.

8. Find the appropriate process and click on **Process Details**.
9. Click on **Participant Center**.
10. Select the employee by clicking on the box on the left hand side.
11. Click **Assign Manager**.
12. Type the Last Name, and click on Search.

13. Select the correct employee. The Show Additional Information feature allows you to differentiate employees with the same name in order to select the correct one.

14. Click Set as Manager, and then OK.

15. To confirm the change took place, click on the employee or supervisor/manager shirt icon and the information will display. 

- 🔵: Participant is to be evaluated  
- ⚖️: Participant is a Manager  
- 👤: Participant is an HR Rep.