Instructions for Supervisor Changes and Position Request

**Supervisor Changes:**

- For up to five changes for a department, please complete and submit the “Supervisor Change” form for each position.
- For more than five supervisor changes in the same department, please create a spreadsheet with the following information:
  - Employee Position Title and Number (as they appear in MAP)
  - Position Organization
  - Current Supervisor Position Title and Number (from MAP)
  - New Supervisor Name
  - New Supervisor Position Title and Number (from MAP)
  - Effective Date of Change (Please note that the effective date must be current or future date.)
- Every attempt will be made to process the change within one business day of receipt but due to volume of the requests, this may not be possible. Changes may take up to four business days to be processed.

**Student Position Requests:**

- EBO's are asked to run an updated vacant position report to identify any existing positions that may be reused.*
- Please use the “Position Request Form” to request new student positions.
- Graduate Assistant and Student Worker position requests need to include a brief paragraph describing the main job duties. Please include if the duties require any special requirements, such as a valid driving license. This is required to create the position properly in MAP.
- Every attempt will be made to process the change within one business day of receipt but due to volume of the requests, this may not be possible. Changes may take up to four business days to be processed.

*Instructions to run a vacant position report in MAP:

*From the Discover View option in the MAP navigator, select WVU Vacant Positions Report. Select the variables to run the report such as department, date and type of position. Run the report by clicking the “Go” button and the completed report can be exported to excel.*

If you have additional questions, please feel free to call 304.293.5700 x6 or email ccmmap@mail.wvu.edu