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**Change of Supervisor in EA One Self-Service Request Form**

**ALL FIELDS ARE MANDATORY UNLESS MARKED; INCOMPLETE FORMS CANNOT BE PROCESSED**

**Please complete all fields below**

|  |  |
| --- | --- |
| Supervisor Name(NEW Supervisor) |  |
| Supervisor Employee Number(NEW Supervisor) |  |
| Supervisor Email Address(NEW Supervisor) |  |
| Supervisor Position Name(NEW Supervisor) |  |
| Employee Name |  |
| Employee Number |  |
| Employee Email Address |  |
| Employee Position Name |  |

**What to do when you have completed the above information**

|  |  |
| --- | --- |
|  | As the change in supervisor has a knock-on effect within Oracle (e.g. approvals) we require change requests to be signed off by the Budget Holder/Head of Service. Please complete the above form and attach written approval obtained from the appropriate Budget Holder/Head of Service via email (e.g. forwarding on approval email/cc’ing Budget Holder or Head of Service).You should then submit the form via the email address: EAOneHelpdesk@eani.org.uk The body of the email should include: Approval has been obtained to authorise the change of supervisor in the EA One Self-Service system in accordance with the information in the attached form. |