3.0 Mover Process

**Initiator Manager:**
- Person is Moving Jobs
  - Is Person a Manager?
    - Yes: Re-Assign Reports to a New or Interim Manager
    - No: Is member of staff Employee or Contingent Worker?
      - Yes: Send Contract Change Form to HR
      - No: Send Contract Change Form to Department

**Current team members are re-assigned before Existing Manager is transferred to a New Job - using Manager Self Service**

**HR:**
- Send Contract Change Form to HR
- Is Employee a Manager?
  - Yes: Update Supervisor field in ICIS
  - No: Is Employee a Manager?
    - Yes: New Manager assigns new Direct Reports to a Manager using Manager Self Service
    - No: Assign Team Members

**New Manager:**
- Assign Team Members
- Is Cont. Worker a Manager?
  - Yes: New Job set up
  - No: Update Supervisor field in ICIS

**Department:**
- Update Supervisor field in ICIS
- Is Cont. Worker a Manager?
  - Yes: New Job set up
  - No: Part of Contractual Change in ICIS i.e. New Job