## How do I change PRF Manager Assignments in PRF?

PRF Leads and Admins have the ability to assign employee's PRF managers by using the **Manage Users** admin tool .

Step 1: From the PRF Home Page, type *Manage Users* in the search box at the top right. *Manage Users* should appear in the drop down list. Click on it.


Step 2: On the *Manage Users* screen, search for the employee you wish to change the manager for by clicking the name in the list or using the "Search for a user…" search box.
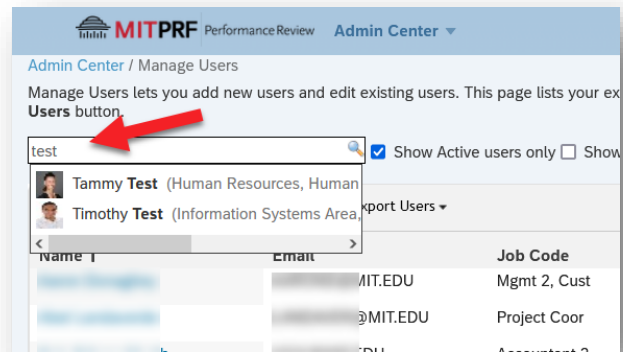
Step 3: Start typing the name of the new employee in the *Manager* field. Be careful not to change the Local HR field. (Local HR is the PRF Lead). Click *Save.*
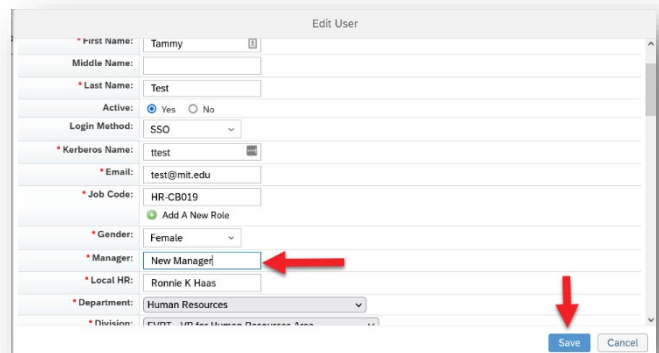
Step 4: Important: You will see a pop-upwindow asking if you want to transfer associated documents to the new manager. **Click OK.** This will allow the new manager to see all of the employee's PRF forms. If Ok is not clicked, the employee's forms will not route to the new manager.
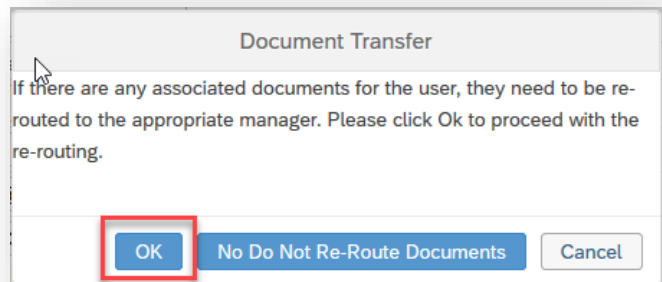
You have now successfully changed the employee's manager.

Contact PRF-Tech@mit.edu for assistance.