To change a line manager for an assignment for an **employee with no benefits**, send an email to payroll@pittstate.edu with the following details:

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Person Number (PSU ID@):** |  |
| **Department:** |  |
| **Position/Assignment #:** |  |
| **Current Line Manager Name:** |  |
| **New Line Manager Name:** |  |

As always, please feel free to contact HRS (x. 4191 or payroll@pittstate.edu) if you have questions or need more information.

*\\files1\DEPARTMENTS\BUD\HRS\PPM's - GUS HR\Documents\Documents - Line Manager Changes for Employees with No Benefits.docx*