



This *Quick Guide* provides you provides the high-level steps on how to review and update reporting relationships in PAC. Positions are created and modified in TalentLink and any reporting relationship changes made in PAC will be applied to the position in TalentLink the following day. Access the [Maintain Reporting Relationships in PAC Training Guide](#) for detailed information.

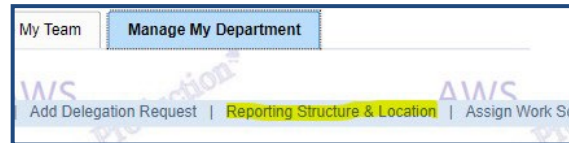
Review Existing Reporting Relationships

Generate the *Active Positions and Incumbents Report* accessible through the reports section of the HR Manager Resources page on myColumbia. This report lists the active positions and the incumbents in those positions in your department(s) along with the manager to whom that position reports. Note any missing reporting relationships or those that require a change.

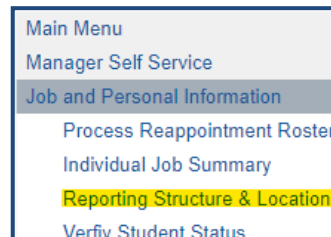
COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK				
Active Positions and Incumbents				
NOTE: BY ACCESSING THIS DATA YOU AGREE TO ADHERE TO UNIVERSITY POLICY ON CONFID				
Position Number	Position Description	Salary Admin Plan Code	Job Code	Position Department Number

Navigate to the Reporting Structure & Location Page

Department Time Administrators (DTAs) can access this page from the TLAM WorkCenter's **Manage My Department** tab and then the **Reporting Structure & Location** sub-tab.



MSS Users (and DTAs) – Go to my.columbia.edu, click the HR Manager tab, click the PAC icon and navigate to: **Manager Self Service > Job and Personal Information > Reporting Structure & Location**.



Locate the Employee/Position

Enter search criteria such as the Employee ID or name into a field to locate the employee and the correct position, if multiple. You will only see and be able to update data for employees whose positions are in departments to which you have access.

Reporting Structure / Location

Enter any information you have and click Search. Leave fields blank.

▼ Search Criteria

begins with ▼

Empl Record = ▼

begins with ▼

begins with ▼

Include History
 Correct History
 Case Sensitive

Enter the New Reporting Information and any Optional Updates, if needed

Enter an **Effective Date** earlier than today as the date cannot be retroactive.

The reporting change will take effect for **all** incumbents in the position. If this change is for casual positions, submit the request to the HR Service Center.

Position Number: 2C	Manager-Customer Support	UNI
Empl ID: 1f		
Effective Date: 12/27/2023		

*Note: If the position number for the employee selected has multiple incumbents, changes made to the reporting relationship on this page will update the reporting relationship for all incumbents in this position. If the employee address is a foreign address, changes to employee office address or mailcode can only be done via Manager Self Service > Job and Personal Information > View Employee Personal Info.

The left side of the page is where you **enter the new reporting information**. Enter the manager's position number in the **Reports To** field. You can also use the magnifying glass to search for the correct person/position.

The right side of the page displays the position number and position description the employee's position **currently reports to**. Search tip! You can use the search feature on the left side to search for this position number to see the name of the occupant.

Reporting Relationship Details

New Information	Current Information
Reports To: 20 <input type="text" value="20"/>	20 Sr Director-C
Location Code: <input type="text"/>	06 Manhattanville Campus

In addition to updating the reporting relationship, **optional updates** such as an employee's work location, office, and check addresses can also be updated but are not required

The right side of the page displays the position number and position description the employee's position **currently reports to**. Search tip! You can use the search feature on the left side to search for this position number to see the name of the occupant.

Employee Personal Details (Optional)

Check Sequence Code: <input type="text"/>	
CU Office Address 1: <input type="text"/>	4
CU Office Address 2: <input type="text"/>	.
CU Office Address 3: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/> New York NY
Postal: <input type="text"/>	10027

Click **Save** on the bottom of the screen to save the changes. The changes will be visible in the report the following day.

Important! Updates can be made throughout the day but *only until 5 pm*. If it is after 5pm, you can update it the next day.