



HR Partner Guide to updating a manager in the PM@Tech System

This article outlines the steps to update a manager in the Performance Management workspace. As the HR Partner or HR Department Support personnel, you have the ability to update the supervisor for any employee within the units you support. For additional support in updating a supervisor on record in the PM@Tech workspace, contact the ASC support team at support@asc.gatech.edu.

- Navigate to the **Lists** menu in the PM@Tech workspace.
- Locate the employee's record requiring a supervisor update.
- Open the appraisal record by clicking on the **GTPMXXXX** record number.

My Departments Appraisals- Open Period - All

1732

Last refreshed just now

Create Probation Evaluation

Number	Appraisal Period	Employee
GTPM0010430	202 Performance Period	[Redacted]
GTPM0010701	202 Performance Period	[Redacted]
GTPM0010958	202 Performance Period	[Redacted]
GTPM0010588	202 Performance Period	[Redacted]
GTPM0009613	202 Performance Period	[Redacted]
GTPM0009186	202 Performance Period	[Redacted]
GTPM0011263	202 Performance Period	[Redacted]
GTPM0008847	202 Performance Period	[Redacted]
GTPM0008090	202 Performance Period	[Redacted]

PM@Tech - How to update a manager in the PM@Tech workspace (HR Partner Guide)

- Click on the **Manager** field. **Highlight and delete** the name of the previous manager.

Details Performance Goals (5) Course Enrollments (8)

Performance Appraisal

Number: GTPM0010430 ☒ Active

Employee *: [Redacted] Appraisal Period *: 2024 Performance Period

Position *: 3000 [Redacted] State: A

Manager *: [Redacted] Goal Setting Status: [Redacted]

Department *: [Redacted] Goals Approved Date/Time: —

Assigned to: [Redacted] Self Assessment Status: Draft

Annual Evaluation Status: Draft

Compose

Comments

Enter your Comments here

Everyone can see this comment

Post Comments

Activity

System
Sent Email • 01/30/2025 06:02 AM
Self-Assessment Reminder
Show more

System
Sent Email • 01/15/2025 06:02 AM
Self-Assessment Reminder
Show more

- Enter the name of the new manager. **Select** the name from the drop-down list.

Details Performance Goals (5) Course Enrollments (8)

Performance Appraisal

Number: GTPM0010430 ☒ Active

Employee *: [Redacted] Appraisal Period *: 2024 Performance Period

Position *: [Redacted] State: Annual Evaluation Period

Manager *: [Redacted] Goal Setting Status: Submitted

Department *: [Redacted] Goals Approved Date/Time: —

Assigned to: [Redacted] Self Assessment Status: [Redacted]

Annual Evaluation Status: [Redacted]

Compose

Comments

Enter your Comments here

Everyone can see this comment

Post Comments

Activity

System
Sent Email • [Redacted]
[Redacted]
Show more

System
Sent Email • [Redacted]
[Redacted]
Show more

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- Click **Save** in the upper right corner.

GTPM0010430 

State Assigned to
Annual Evaluation ... [Troy Walcott \(Security\)](#)

[Details](#) [Performance Goals \(5\)](#) [Course Enrollments \(8\)](#)

Performance Appraisal

Number
GTPM0010430 ☒ Active

Employee * Appraisal Period *
 2024 Performance Period

Position * State
300

Manager * Goal Setting Status
Lesl

Department * Goals Approved Date/Time

Assigned to Self Assessment Status

Compose

Comments

Everyone can see this comment

Activity

 System
Sent Email *

 System
Sent Email *

Attachments



No Attachments Available

Drag or select files to upload

Additional Resources

- For training in Performance Management:
 - Access the [GT Employee Training Portal website](#)
 - Select the "GT Login" option
- Contact: Administrative Services Center (ASC) at 404-385-1111
 - Email support@asc.gatech.edu
 - Submit a general HR inquiry through the [ASC portal asc.gatech.edu](https://asc.gatech.edu) and indicate that your issue is related to **Annual Performance Management & Goal Setting** from the drop-down menu
- [Georgia Tech Human Resources Performance Management website](#)
- [Georgia Tech Policy Library Performance Management Policy website](#)