How do I change the manager of a resource?

The Supplier Manager Workforce (SMW) has the ability to change the manager of a resource. The following step-by-step plan could be followed:

1. Log in to the IAM Portal.
2. Then go to 'Reporting' and click on 'Employees'.
3. Use the first and last name to search for the employee. It is also possible to click search directly. In that case all employees will be retrieved.
4. Click on the pencil in front of the name of the employee in question.
5. Click on the green button 'Copy employment data'.
6. You have to fill in all data again according to the work instructions. Since the employee already has an employment contract, this employee will already be known in IAM and you will get the message 'Attention: Person is already present in the personnel registration system' (Make sure you enter the personal data correctly).
7. The SMW can create a new employment relationship under a new manager. As soon as this has been approved by the manager in question, the 'old' working relationship can be terminated. The existing authorizations are not lost, but will be moved to the new working relationship.
   - If the desired manager is not linked to the supplier, you can send an e-mail to cpo@kpn.com. They will make sure this manager is added as an option in IAM.