Reporting Structure Instructions for New Employees

The ECU Reporting Structure identifies the current supervisor of the employee. The Banner Security Request Form routes the form to the supervisor’s approval queue.

Two step process:
I. Supervisor must claim Employee
II. Employee must Approve

I. **Supervisor must claim Employee**

1. Go to [www.ecu.edu](http://www.ecu.edu)
2. Log into ECU Pirate Port
3. Click “Reporting Structure”
4. The supervisor will type the employee’s pirate id in the field and click “submit’

![Image of employee's pirate id input field]

The new employee will receive an automated email.

II. **Employee must Approve**

1. Go to [www.ecu.edu](http://www.ecu.edu)
2. Log into ECU Pirate Port
3. Click “Reporting Structure”
4. Click “Approve”

Now the employee can submit a Banner Security Request Form.
Reporting Structure Instructions for Change of Supervisor

When an employee changes positions, or if the supervisor changes, it is important that the Reporting Structure be updated to reflect the new supervisor. This change should be initiated by the employee once the transfer is officially approved by Human Resources and both departments have knowledge of the pending transfer.

Three step process:
I. Employee must Release Former Supervisor
II. New Supervisor must claim Employee
III. Employee must Approve

I. **Employee must Release Former Supervisor**
   1. Go to [www.ecu.edu](http://www.ecu.edu)
   2. Log into ECU Pirate Port
   3. Click “Reporting Structure”
   4. Under “your supervisor’s information”. The current supervisor is listed. Select “release” to remove the former supervisor of the position user is leaving.

   ![Image of Reporting Structure](image)

   The employee must notify the new supervisor when the former supervisor has been released.

II. **New Supervisor must claim Employee**
   1. Go to [www.ecu.edu](http://www.ecu.edu)
   2. Log into ECU Pirate Port
   3. Click “Reporting Structure”
   4. The supervisor will type the employee’s pirate id in the field and click “submit’

   ![Image of New Supervisor Claim Employee](image)

   The new employee will receive an automated email.

III. **Employee must Approve**
   1. Go to [www.ecu.edu](http://www.ecu.edu)
   2. Log into ECU Pirate Port
   3. Click “Reporting Structure”
   4. Click “Approve”

   Now the employee can submit a Banner Security Request Form.