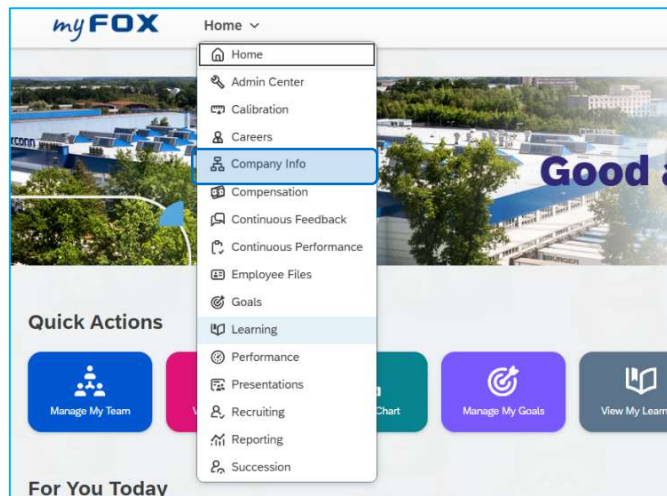


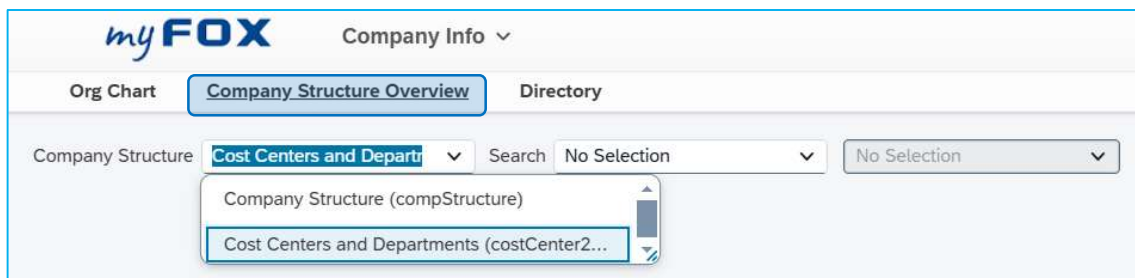
How do I find out who my Head of Department is?

The main change in the new People Management application is that the approver or the person who will be notified by email about your request is the Department Manager and not your superior in the structure as it was before.

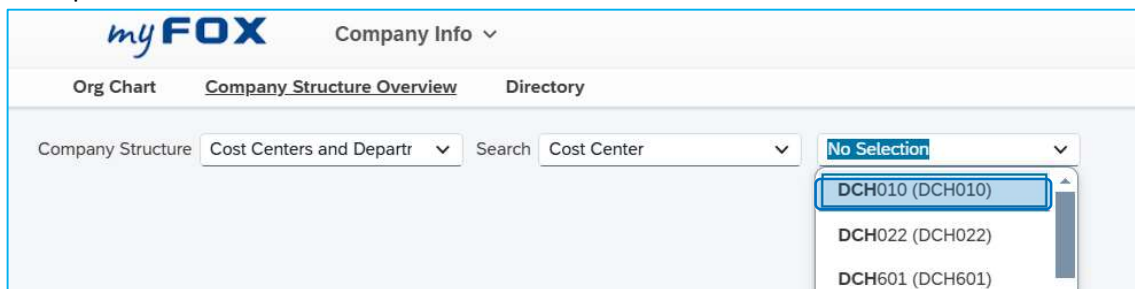
You may often hear the term Head of Department. How do you find out who is the manager of your Cost Centre or Head of Department? On the home page, select **Company info.**



Select the Company **Structure Overview** tab and under **Company Structure Overview**, select **Cost Centres and Departments**



In the **Search** option, select Cost Center and search for the Cost Centre and use the "whisperer" to select it.



After you select a cost center, you will see the Head of Department or Cost Centre Manager who is either the approver of your request or receives a notification.

DCH601 (DCH601) ▾ ☆

Cost Center

DCH601

HR Management

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Department

11000064

HR Management

DCH601 (DCH601)

HR Management

Head of Department

Ladislav Matáňovič

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