

Prashant Kumar Kandukuri

From: Sadanand Kannawar
Sent: 03 March 2023 16:26
To: Prashant Kumar Kandukuri
Cc: Gopinadh Namineni
Subject: RE: Approval Request for Supervisor Change

Approved.

From: Prashant Kumar Kandukuri <Prashant.Kandukuri@valuemomentum.com>
Sent: 03 March 2023 16:25
To: Sadanand Kannawar <Sadanand.Kannawar@valuemomentum.com>
Cc: Gopinadh Namineni <Gopinadh.Namineni@valuemomentum.com>
Subject: Approval Request for Supervisor Change

Hi Sada,

To raise Supervisor Change Request, approval Email is mandatory from New Supervisor and the same has to be uploaded while raising **Change Request** from Employee Self Service portal.

Can you please approve and do the needful. Please find the screenshot for reference

The screenshot shows a web form with two sections. The first section is titled '5. New Supervisor/Manager Name to be updated *' and contains a text input field with the value 'Sadanand Kannawar'. The second section is titled '6. Please upload new manager approval email on the chan' and includes the instruction 'Please convert outlook email to PDF format before submitting'. Below this is a file upload button labeled 'Upload file' with an upward arrow icon. At the bottom of the section, it states 'File number limit: 1 Single file size limit: 10MB Allowed file types: PDF'. A red error message at the bottom of the form reads 'This question is required.'

Thanks,
Prashant Kandukuri