



## **direct\_supervisor\_relationship**



# Table of Contents

**direct\_supervisor\_relationship** ..... i



This setting serves two purposes, it determines the leave request approval path for the employee and allows the supervisor to access the Supervisor menu in EmployeePortal.

[Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor](#)

Tables > EmployeePortal Supervisors

Payroll

Save

Year: C

Frequency: 6

EMPLOYEE/SUPERVISOR

Start Employee Name:

Retrieve

Print

Upload File

Supervisor Name:

Delete	Employee Number	Last Name	Gen	First Name	Middle Name	Supervisor Number	Last Name	Gen	First Name	Middle Name	User ID
	000624	E		S		000618	PRESLEY		ELVIS		TESTUSER

First

1 / 1

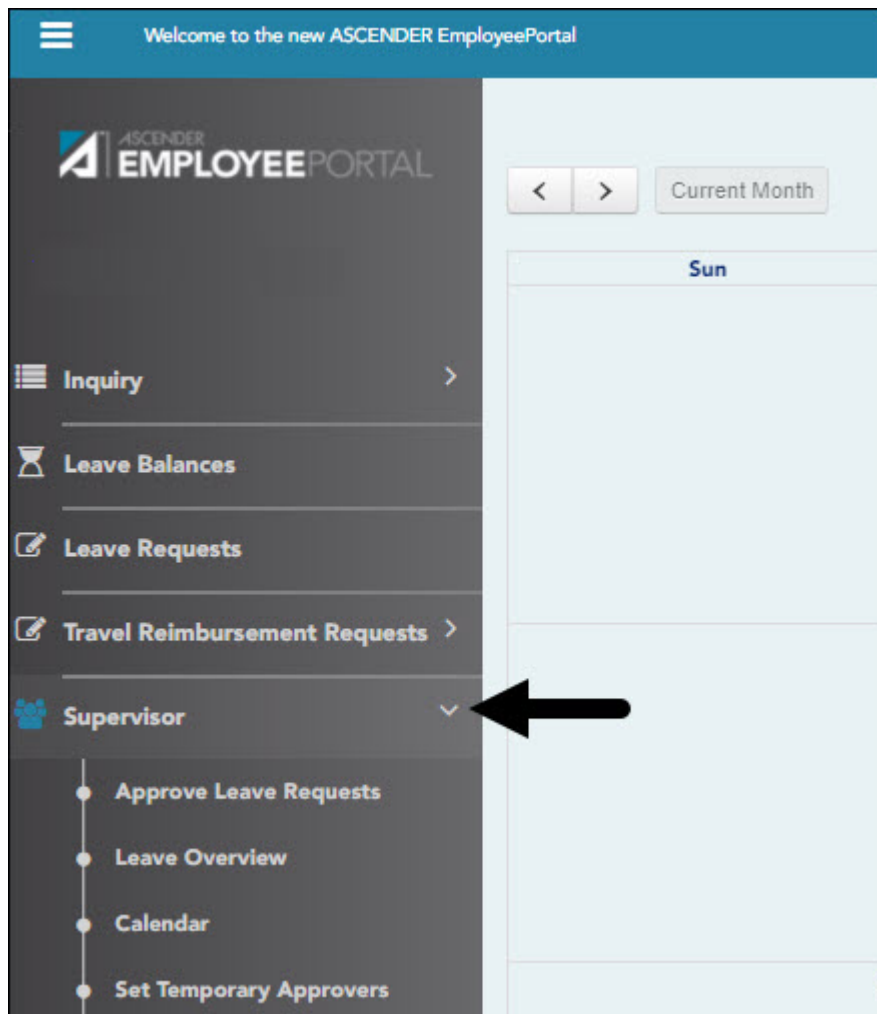
Last

Add

#### Notes:

- This page does not need to be populated if **Use PMIS for Supervisor Levels** is selected on the Payroll > Tables > District EP Options > EmployeePortal Options tab.
- An employee must have a designated supervisor prior to submitting leave requests in EmployeePortal.

A supervisor must have at least one assigned employee on the Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor tab in order to access the Supervisor menu in EmployeePortal.



Refer to the [Supervisor Guide: Manage Leave Data and Requests & Set Temporary Approvers](#) for more information about setting up temporary approvers and performing supervisor-level tasks.