



employeesupervisor

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Human Resources > Tables > Employee Access Supervisors > Employee/Supervisor

This tab is used to designate the employee/supervisor relationship. This information assists in determining the appropriate workflow for employee leave requests submitted through Employee Access.

Note: This page does not need to be populated if the Use PMIS for Supervisor Levels field is selected on the Tables > District EA Options > Employee Access Options tab.


Modify a record:

Field	Description
Start Employee Name	Begin typing an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, and click Retrieve . All employees that exist in Human Resources are included in the search. A list of employees starting at the selected name is displayed.
Supervisor Name	Begin typing the an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, and click Retrieve . All employees that exist in Human Resources, and are assigned an employee number in Security Administration are displayed.

Click **+Add** to add a row.

Click **Save**.

Other functions and features:

 Delete a row.	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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