



employeesupervisor

Table of Contents

employeesupervisor	i
Employee/Supervisor - HRS2060	1

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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.

Employee Number	Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee. The Last Name, Gen, First Name, and Middle Name fields are populated with the employee's information.
Supervisor Number	Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee. The Last Name, Gen, First Name, Middle Name, and User ID fields are populated with the employee's information. Only supervisors with an assigned employee number in Security Administration are displayed.

Click **Save**.

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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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