



# employeesupervisor



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# Employee/Supervisor - HRS2060

## 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
<b>Start Employee Name</b>	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 <b>Retrieve</b> . All employees that exist in Human Resources are included in the search. A list of employees starting at the selected name is displayed.
<b>Supervisor Name</b>	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 <b>Retrieve</b> . All employees that exist in Human Resources, and are assigned an employee number in Security Administration are displayed.


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

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

Click **Save**.

<b>Upload File</b>	Click to upload a file containing employee/supervisor records. Under <b>Upload File Process</b> , click <b>Choose File</b> and select the .txt file to be uploaded. Each record must include an employee and a supervisor number separated by a comma (e.g., 002002,003894).
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### Other functions and features:

 <a href="#">Delete a row.</a>	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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