



employeesupervisor

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Human Resources > Tables > EmployeePortal Supervisors > Employee/Supervisor

This tab is used to designate the employee/supervisor relationship. This information assists in determining the appropriate approval path for employee leave requests submitted through EmployeePortal.

You can manually add the information or you can import a data file.

Note: This page does not need to be populated if **Use PMIS for Supervisor Levels** is selected on the Human Resources > Tables > District EP Options > EmployeePortal Options tab.

Add an employee/supervisor relationship:

Field	Description
Start Employee Name	Begin typing the 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 supervisor's 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.

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. All employees that exist in Human Resources are included in the search.

Click **Save**.

Import employee/supervisor data:

Upload File	Click to upload a file containing employee/supervisor records. Under Upload File Process , click Choose File 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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Click **Execute** to continue. If any errors occurred during the process, an error report is displayed. If

no errors exist, the Import Employee/Supervisor Records report is displayed with a list of records to be imported.

[Review the report.](#)

Click **Process** to import the records. A message is displayed indicating that the records were successfully processed. Otherwise, click **Cancel** to return to the Employee/Supervisor tab.

Other functions and features:

Print	<p>Print the employee/supervisor data.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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