



(Obsolete) Next Line Supervisor - HRS2060

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This page was removed with update 3.3 June 2018 since it is not being used as part of the leave request functionality as originally intended.

(Obsolete) This tab is used to assign supervisors to campuses. This information assists in determining the next line approver (i.e., second supervisor) in the approval path for leave requests submitted through Employee Access.

Set up a next line supervisor:

Field	Description
Start 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 an employee and click Retrieve . A list of employees starting at the selected name is displayed. All employees that exist in Human Resources, and are assigned an employee number in Security Administration are displayed.

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

Supervisor Number	Begin typing the supervisor number. As you type the data, a drop-down list of corresponding data is displayed. Select an 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.
Campus ID	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select a campus ID. The Campus Name field is populated with the corresponding campus name. <ul style="list-style-type: none"> Multiple departments per campus ID are allowed. Multiple supervisor employee numbers cannot be assigned to the same campus/department record; however, one supervisor employee number can be assigned to multiple campus/department records.
Dept	Type the department code. This field is not required.

Click **Save**.

Other functions and features:

Print Print the next line supervisor data.

Review the report using the following buttons:

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.

The report can be viewed and saved in various file formats.

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  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.