


# Employee/Supervisor - HRS2060

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***Payroll > 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 and WorkJournal requests that are 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 Payroll > 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 an employee and click **Retrieve**. A list of employees starting with 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 an employee and click **Retrieve**. |

❑ 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 an 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 an employee. The **Last Name**, **Gen**, **First Name**, **Middle Name**, and **User ID** fields are populated with the employee's information. |

❑ Click **Save**.

## Import employee/supervisor data:

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

❑ Click **Execute** to continue.

If any errors occurred during the process, an error report is displayed.

If no errors occurred, 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.

❑ Click **Cancel** to return to the Employee/Supervisor tab.

## Other functions and features:

| | |
|---|---|
| **Print** | Click to print the report. Review the report. |