


# 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 submitted through EmployeePotal.

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 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**. |

❑ 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. |

❑ 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. |