



# 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 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
<b>Start Employee Name</b>	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 <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 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 <b>Retrieve</b> .

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.

Click **Save**.

### Import employee/supervisor data:

<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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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:**

<b>Print</b> Click to print the report. <a href="#">Review the report.</a>
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