

Employee/Supervisor - HRS2060

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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 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. 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).

❑ 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.