



designate_wjemp sup

Table of Contents

This setting serves two purposes, it determines the WorkJournal (and Leave Request) approval path for the employee and allows the supervisor to access the Supervisor menu in EmployeePortal.

[Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor](#)

The screenshot shows a web application interface for managing EmployeePortal Supervisors. At the top, there is a breadcrumb trail: "Tables > EmployeePortal Supervisors" and a dropdown menu set to "Payroll". Below the breadcrumb, there is a "Save" button and a status bar showing "Year: C" and "Frequency: 6".

The main section is titled "EMPLOYEE/SUPERVISOR" and contains two input fields: "Start Employee Name:" and "Supervisor Name:". To the right of these fields are buttons for "Retrieve", "Print", and "Upload File".

Below the input fields is a table with the following columns: Delete, Employee Number, Last Name, Gen, First Name, Middle Name, Supervisor Number, Last Name, Gen, First Name, Middle Name, and User ID. The table contains one row of data:

Delete	Employee Number	Last Name	Gen	First Name	Middle Name	Supervisor Number	Last Name	Gen	First Name	Middle Name	User ID
	000624	[redacted]	[redacted]	[redacted]	[redacted]	000618	PRESLEY	[redacted]	ELVIS	[redacted]	TESTUSER

At the bottom of the table, there are navigation controls: "First", "1" (with a dropdown arrow), "/ 1", and "Last". There is also an "Add" button with a plus icon.



Back Cover