



designate_wjemp sup

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This setting serves two purposes, it determines the WorkJournal 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 for "Payroll". Below this, there is a "Save" button and a "Year: C" dropdown with "Frequency: 6" displayed. 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 with the following data: a delete icon, "000624", a redacted last name, a redacted gender, a redacted first name, a redacted middle name, "000618", "PRESLEY", a redacted gender, "ELVIS", a redacted middle name, and "TESTUSER". Below the table, there are navigation controls: "First", a left arrow, a dropdown menu showing "1", a right arrow, and "Last". There is also an "Add" button with a plus icon.



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