



## **employeesupervisor**



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# Employee/Supervisor - HRS2060

**Human Resources > Tables > Employee Access Supervisors > Employee/Supervisor**

This tab is used to designate the employee/supervisor relationship. This information assists in determining the appropriate workflow for employee leave requests submitted through Employee Access.

**Note:** This page does not need to be populated if the Use PMIS for Supervisor Levels field is selected on the Tables > District EA Options > Employee Access Options tab.

## Modify a record:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.


- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

## Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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