



# **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:

| Field                      | Description  |
|----------------------------|--|
| <b>Start Employee Name</b> | Begin typing an 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 an 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, and are assigned an employee number in Security Administration are displayed.          |


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. Only supervisors with an assigned employee number in Security Administration are displayed. |

Click **Save**.

**Upload File**

### 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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