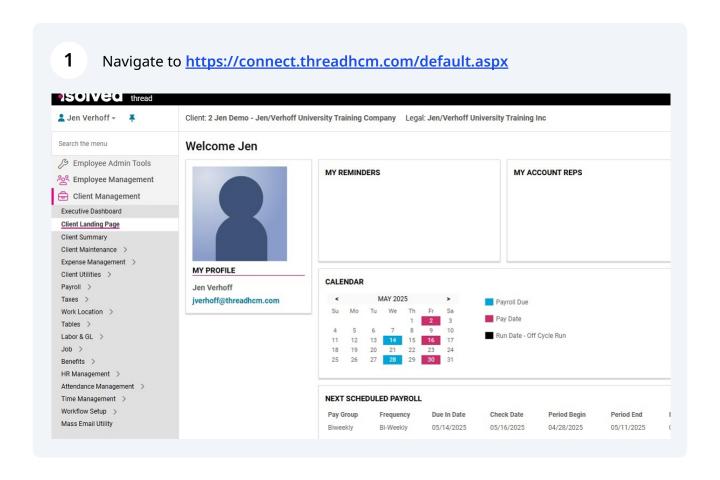
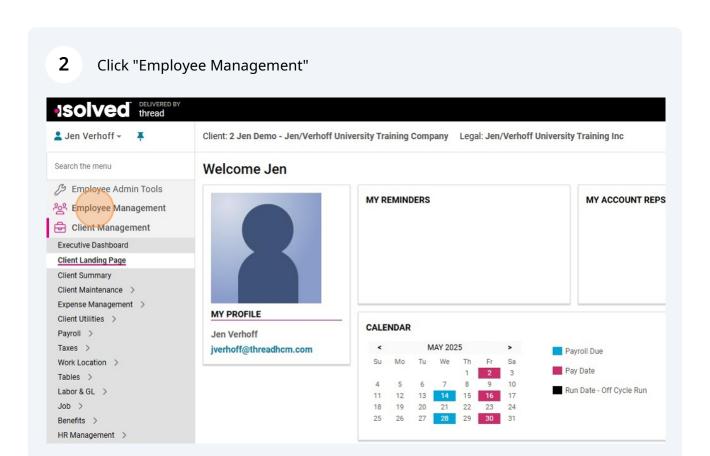
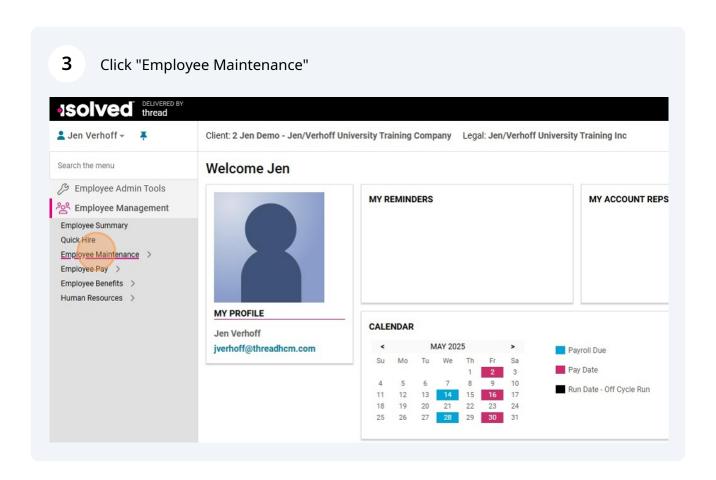
Adding a New Supervisor or Manager to an Employee

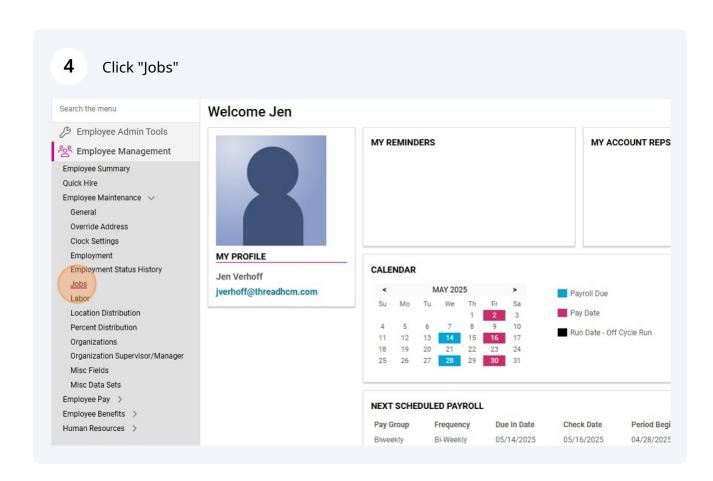


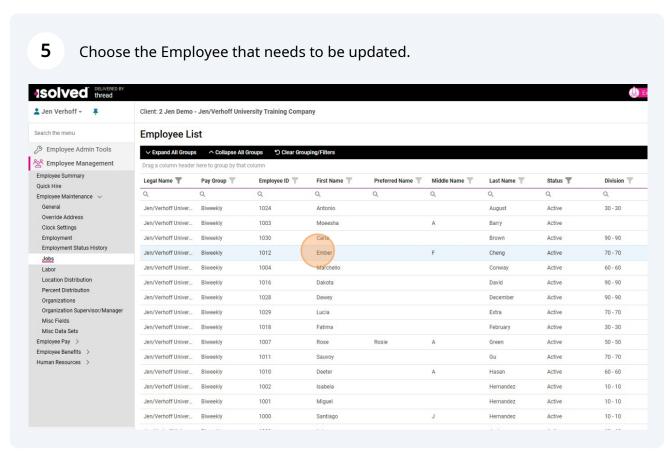
This guide walks through a process for adding a new supervisor or manager to an employee in the HCM system.



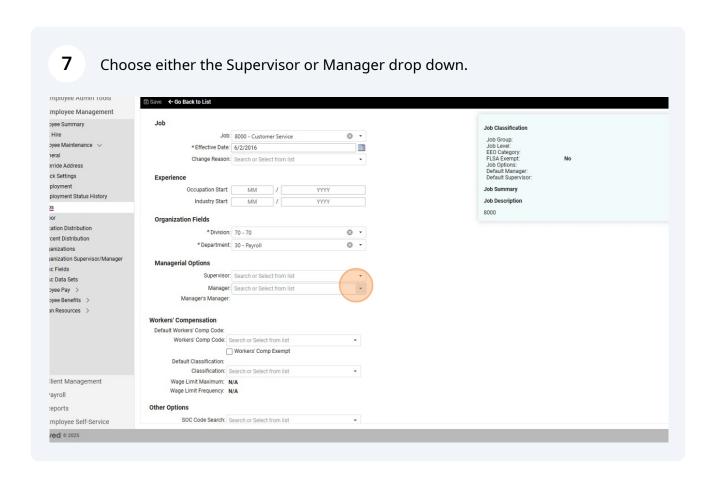






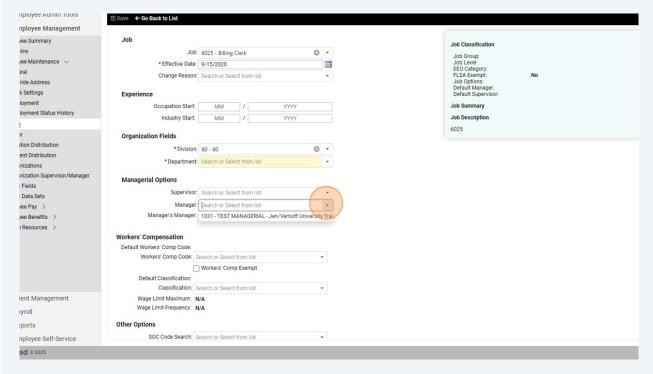


6 Click on the Pencil icon to Edit. Hourly: 25.5000 Hire Date: 6/2/2016 Work Location: San Francisco, ... Location:
Division: 70 - 70 Department: 30 - Payroll Client: 2 Jen Demo - Jen/Verhoff Universit... Company: Jen/Verhoff University Training ... Jobs ols + Add New > Expand All Groups ^ Collapse All Groups 5 Clear Grouping/Filters Q Search... Workers' Comp Co... T EEO Category ✓ 6/2/2016 8000 - Customer Service Job Details MANAGERIAL AND EXPERIENCE Assigned Supervisor Assigned Manager Manager's Manager Occupation Start Industry Start OTHER DETAILS SOC Code Manager Default Classification Default Workers' Comp Code Workers' Comp Code WORKERS' COMPENSATION Classification Wage Limit Maximum Wage Limit Frequency N/A N/A JOB ORGANIZATION INFORMATION <



If the name of the new Supervisor or Manager is not part of the list given, proceed to Step 9. This will walk through how to add a Supervisor or Manager option to this list.

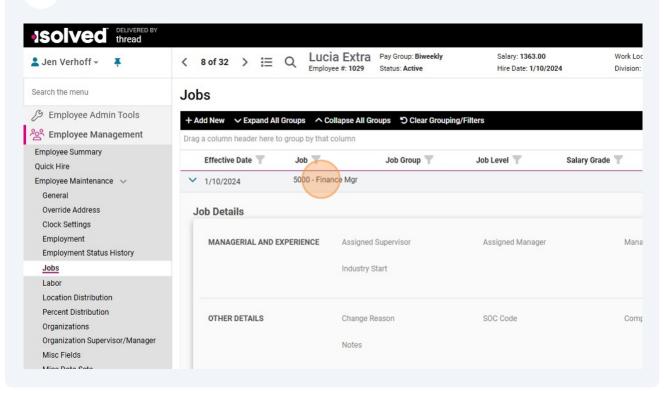
If the name needed is in the dropdown, select it and click save. You can also start typing the name you're looking for. (No need to proceed further with this help document!)

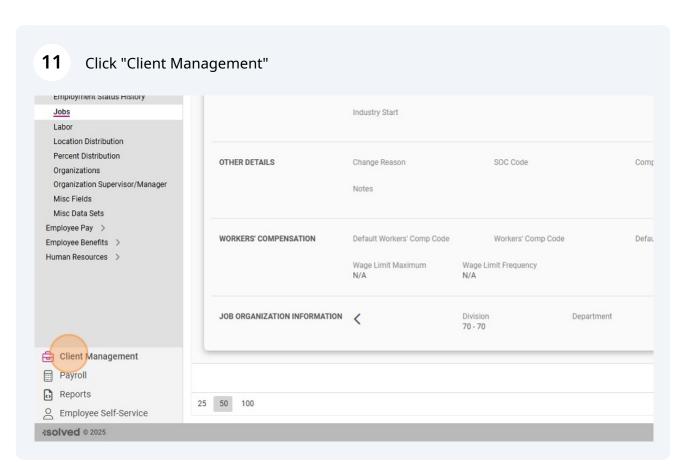


9 Click "Go Back to List" ISOIVED thread Marchello Conway Pay Group: Biweekly Hourly: 35.2500 ≜ Jen Verhoff

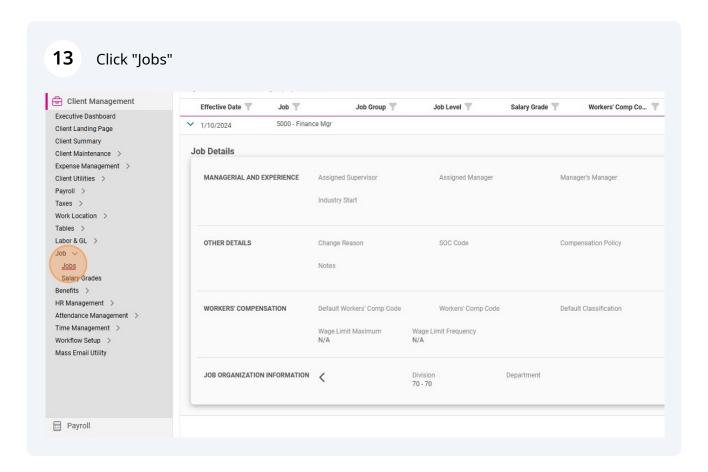
✓ Status: Active Hire Date: 6/1/2024 Dir Search the menu Jobs Employee Admin Tools Save ← Go Back to List Employee Management Job **Employee Summary** Quick Hire Job: 6025 - Billing Clerk Employee Maintenance V * Effective Date: 9/15/2020 General Change Reason: Search or Select from list Override Address Clock Settings Experience Employment Occupation Start: YYYY **Employment Status History** Industry Start: Jobs Organization Fields Location Distribution * Division: 60 - 60 (3) · Percent Distribution * Department: Search or Select from list Organizations Organization Supervisor/Manager **Managerial Options** Misc Fields Supervisor: Search or Select from list

10 Copy or Make note of the Job Number, in this example it's 5000.

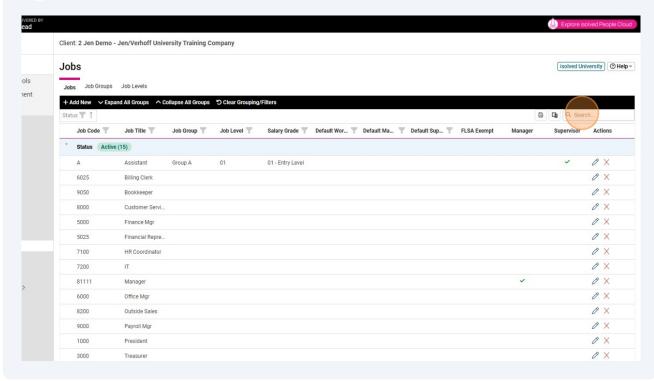




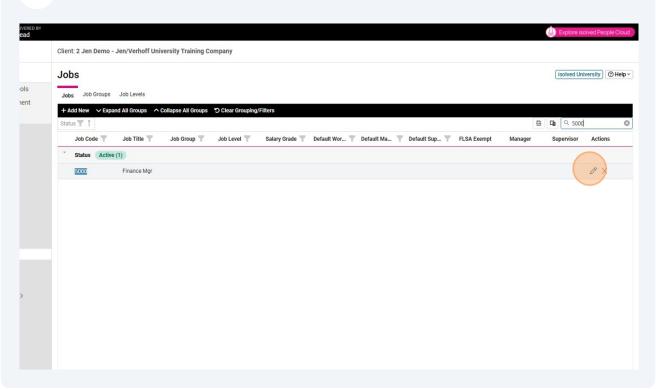
12 Click "Job" Client Management Effective Date Job T Job Group T Job Level Salary Grade Executive Dashboard 5000 - Finance Mgr √ 1/10/2024 Client Landing Page Client Summary Job Details Client Maintenance > Expense Management > MANAGERIAL AND EXPERIENCE Assigned Supervisor Assigned Manager Mana Client Utilities > Payroll > Industry Start Taxes > Work Location > Tables > Labor & GL > OTHER DETAILS Change Reason SOC Code Comp Job > Benefits > Notes HR Management > Attendance Management > Time Management > WORKERS' COMPENSATION Default Workers' Comp Code Workers' Comp Code Defau Workflow Setup > Mass Email Utility Wage Limit Maximum Wage Limit Frequency N/A JOB ORGANIZATION INFORMATION Division 70 - 70 Department



Click into the Search field and paste or type the Job Number, in this example it's 5000



15 Click on the Pencil icon on the appropriate Job



Click the "Supervises/Manages Others" field. If both are needed, click both 16 options. This won't automatically assign any Managers or Supervisors, but will allow them to be chosen on the list. ent: 2 Jen Demo - Jen/Verhoff University Training Company obs Save ← Go Back to List Job Options Job * Job Code: 5000 Manages Others Job Title: Finance Mgr Supervises Others Job Group: Search or Select from list Seasonal Employee

Regulatory Options

Job Level: Search or Select from list

Tipped Employee

Union Employee

EEO Category: Search or Select from list

Workers' Comp: Search or Select from list

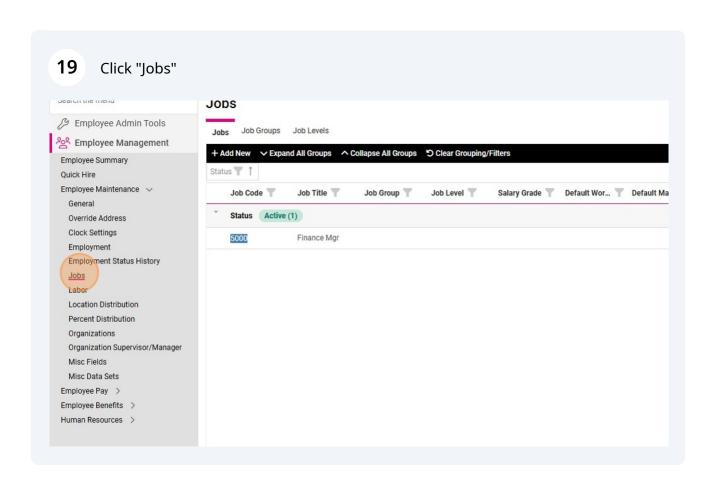
FLSA Exempt Status: Non-Exempt
Certified Job Type: Select...

Workers' Comp Classification: Search or Select from list

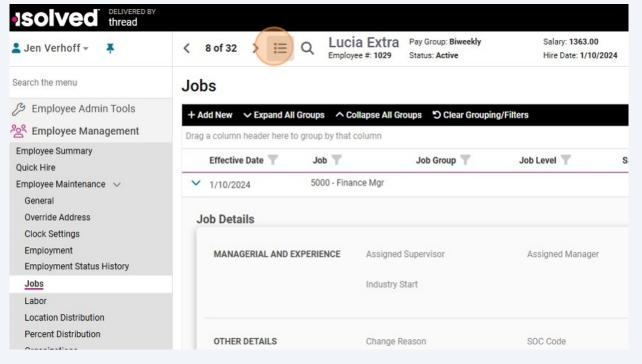
17 Click "Save" thread Client: 2 Jen Demo - Jen/Verhoff University Training Company menu Jobs oyee Admin Tools ← Go Back to List oyee Management t Management Job Options Job * Job Code: 5000 Manages Others ding Page Job Title: Finance Mgr Supervises Others Seasonal Employee Job Group: Search or Select from list ntenance > Tipped Employee Job Level: Search or Select from list (lanagement > Union Employee ties > **Regulatory Options** EEO Category: Search or Select from list ation > FLSA Exempt Status: Non-Exempt Certified Job Type: Select... L > Workers' Comp: Search or Select from list Workers' Comp Classification: Search or Select from list irades

Now the new Supervisor/Manager should be in the dropdown list. Navigate back 18 to Employee Management. Save Complete ≜ Jen Verhoff

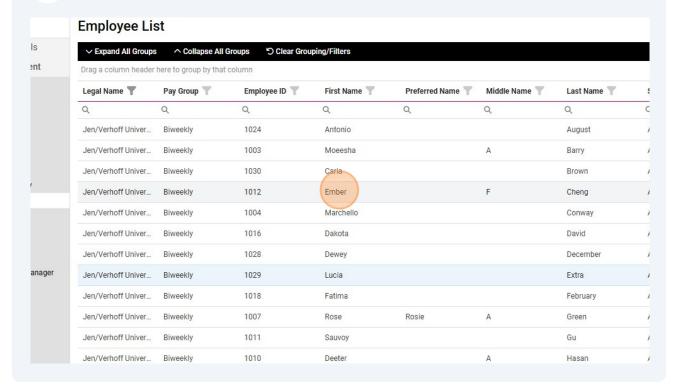
✓ Client: 2 Jen Demo - Jen/Verhoff University Training Company Search the menu Jobs & Employee Admin Tools Jobs Job Groups Job Levels Employee Management + Add New VExpand All Groups Collapse All Groups Clear Grouping/Filters Client Management Status T 1 Executive Dashboard Client Landing Page Job Code T Job Title T Job Group T Job Level T Salary Grade T Default Wor... T Default Ma Client Summary Status Active (1) Client Maintenance > Expense Management > Finance Mgr 5000 Client Utilities > Payroll > Taxes > Work Location > Tables > Labor & GL > Job v Jobs Salary Grades



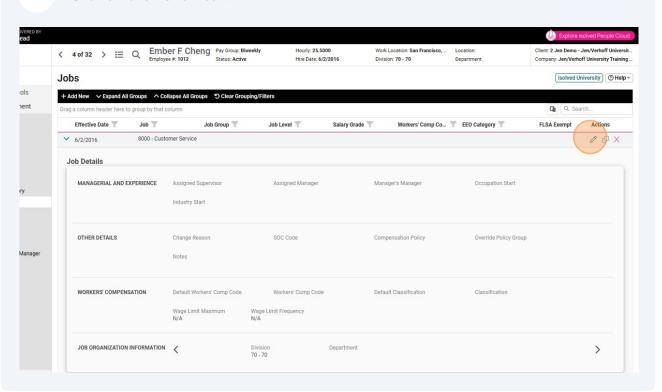
20 Click the hamburger lines to see the full list of Active employees.

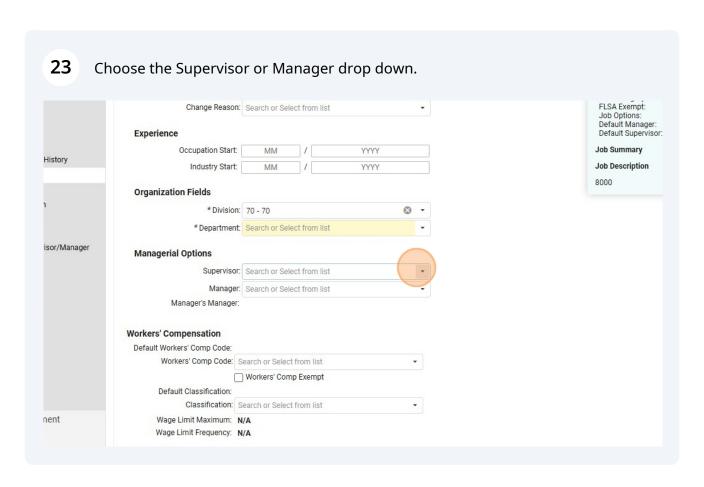


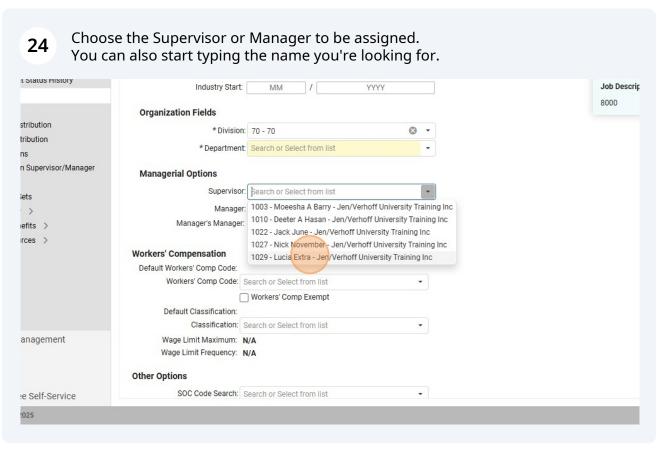
Choose the employee needed.



Click on the Pencil icon.







25 Click "Save"

