

Supervisor Security – Dept Admin assigning a supervisor to approve time

Current navigation:

Payroll for North America>Payroll Processing>Administer Hourly Time>Manage and Secure Timesheets>Supervisor Security

The screenshot shows the 'Supervisor Security' page in the Northern Arizona University HR system. The breadcrumb trail at the top reads: Favorites > Main Menu > Manager Self Service > Time and Labor WorkCenter > Supervisor Sec. Below this is a banner for 'PH9206 HCM Test Refreshed 11-OCT-2017'. The left sidebar contains a 'Links' section with a tree view: Time and Labor Processing (Reported Time Audit), Time and Labor Interactive Reports (Timesheet by Status, Pay Period Hours, Exceptions), Manage and Secure Timesheets (My Manager Search Options, Administrator Utility, Supervisor Security, Delete Supervisor Utility, Copy Supervisor Utility), Self Service (Position Query), Time Reports Prior to 9/25/17 (Time Sheet Dept Report), and External Links (Payroll Schedule, Payroll Department Home). The 'Supervisor Security' link is highlighted. The main content area is titled 'Supervisor Security' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below is a 'Search Criteria' section with several search fields: 'Related People ID' (dropdown: begins with, text: Your Emplid), 'Company' (dropdown: begins with, text: NAU), 'Set ID' (dropdown: begins with, text: NAU00), 'Department', 'Empl ID', 'Description', and 'Name'. Each dropdown is set to 'begins with'. There is a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, and a 'Save Search Criteria' button. A second breadcrumb trail at the bottom reads: Find an Existing Value | Add a New Value.

An Admin can assign people in their home department as well as assign a person outside their department to supervise people in a department the admin has access for.

To use people within the admins available departments....

The screenshot shows a web interface titled "Supervisor Security". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are several input fields with search icons:

- Related People ID: Your Emplid
- Company: NAU
- Set ID: NAU00
- Department: (empty)
- Empl ID: (empty)

There is an "Add" button below the input fields. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Two callout boxes provide instructions:

- A callout box with a yellow background and a drop shadow points to the search icons on the "Department" and "Empl ID" fields. It contains the text: "Dept(s) the admin has access to - Use lookup".
- Another callout box with a yellow background and a drop shadow points to the search icon on the "Empl ID" field. It contains the text: "Use Search glass and it will show avaiable people for that Dept." (Note the typo "avaiable").

To Use someone outside the admins departments; first open the Supervisor Security page and put in the HR Department you the students and temps are in and then put in the empl ID of the Supervisor then click the “Add a New Value” tab.

Supervisor Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Related People ID: begins with [redacted]

Company: begins with NAU

Set ID: begins with NAU00

Department: begins with 20911

Empl ID: begins with [redacted]

Description: begins with

Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

enter EMPL ID for the supervisor you wish to assign - Then Add a New Value at the top

The information entered above is pulled into the next window then click on “Add” at the bottom to take you to the next screen.

Supervisor Security

Find an Existing Value **Add a New Value**

Related People ID: [redacted]

Company: NAU

Set ID: NAU00

Department: 20911

Empl ID: [redacted]

Add

Find an Existing Value | Add a New Value

On the next screen select the “Assigned Employees” which takes you to the screen to now assign students or part-time temps to the supervisor.

You can select All Dept EE and then delete those who do not belong to the supervisor you are setting up, or simply assign one at a time.

Payee Empl ID	Empl Record	Name	Position Number	Descr	As Of Date	Assignee's Operator ID		
30	0	[Redacted]	00027366	Student Wage - Temporary	09/20/2017	[Redacted]	+	-
31	1	[Redacted]	00027237	Work Study - Temporary	09/20/2017	[Redacted]	+	-
32	2	[Redacted]			09/20/2017	[Redacted]	+	-

Supervisor | Assigned Employees

Once all employees have been selected. Save

Delete Supervisor Utility

Current navigation:

Payroll for North America>Payroll Processing>Administer Hourly Time>Manage and Secure Timesheets>Delete Supervisor Utility

Before deleting a supervisor, make sure there no assignees still under that supervisor.

The screenshot shows the TL WorkCenter Home interface. On the left, a navigation menu is visible with the following items: Main, Links, Time and Labor Processing (Reported Time Audit), Time and Labor Interactive Reports (Timesheet by Status, Pay Period Hours, Exceptions), and Manage and Secure Timesheets (My Manager Search Options, Administrator Utility, Supervisor Security, Delete Supervisor Utility, Copy Supervisor Utility). The 'Delete Supervisor Utility' option is highlighted in yellow. On the right, the 'My Supervisors' section displays a table titled 'Supervisors In Charge Of:'. The table has columns for Company, Empl ID, Name, Set ID, Department, Description, View Assignees, and Delete Supervisor. A red arrow points to the 'View Assignees' column, with a callout box stating: 'This is where you can see who is assigned to the supervisor you want to delete'. The table contains 8 rows of data, all with 'NAU' as the company and '20911' as the department, except for the last row which has '20913'.

Company	Empl ID	Name	Set ID	Department	Description	View Assignees	Delete Supervisor
1 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
2 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
3 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
4 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
5 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
6 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
7 NAU			NAU00	20911	Campus Recreation Services	View Assignees	Delete Supervisor
8 NAU			NAU00	20913	Wall Aquatic Center	View Assignees	Delete Supervisor