

## Assign Employee to a Supervisor(s)

Assigning an employee to a supervisor gives the supervisor the ability to manage the employee's activity. This includes viewing and editing time cards, running reports, approving requested time off, adding PTO hours, setting and viewing schedules, and approving their pay period\*.

**Step 1.** From the "Main Menu" click on "Employee Setup."

**Step 2.** Select the employee by clicking on the name.

**Step 3.** In the "Employee Data" section, enter the full name of the supervisor in the "Supervisor" field. (Additional supervisors can be added to this field by separating each supervisor with a comma.)

**Step 4.** Save by selecting "Save and Exit" or "Save and Remain."

| Employee Data   |                      |
|---|----------------------|
| Title   | <input type="text"/> |
| Department  | <input type="text"/> |
| Location  | <input type="text"/> |
| Supervisor  | Susie Simple         |
| Home 1  | <input type="text"/> |
| Home 2  | <input type="text"/> |
| Home 3  | <input type="text"/> |
| AutoLunch Threshold (hrs)   | <input type="text"/> |
| AutoLunch Deduct (mins)   | <input type="text"/> |
| <input type="button" value="Save and Exit"/> <input type="button" value="Save and Remain"/> <input type="button" value="Cancel"/> |                      |

\*This feature is available upon request. Fees may apply.