

Assign Multiple Supervisors through a List Group

One way of assigning multiple supervisors to an employee can be accomplished by creating a “List Group.” This is done from within the “Employee Groups” feature. Follow the steps below to create one or more “List Groups.”

Step 1. From the home page, go to the “Maintenance Menu” and click on “Employee Groups.” Then click “Add New Group.”

Step 2. Enter the name of the supervisor in the “Name of this group” field.

Step 3. Determine “Who can see this group?”

Step 4. Decide “Who is in this group?” by selecting “Specific employees.” Then check the box next to the names of the employees to be added to this supervisor’s “List Group.”

Step 5. Click “Save.”

Employee Group: Supervisor One	
Name of this group	Supervisor One
Who can see this group?	<input type="radio"/> Everyone <input checked="" type="radio"/> Just me
Who is in this group?	<input type="radio"/> No employees <input type="radio"/> All active employees <input type="radio"/> All employees (including inactive) <input checked="" type="radio"/> Specific employees from within Active Employees Check All Uncheck All <input checked="" type="checkbox"/> Apple, Austin <input checked="" type="checkbox"/> Doe, Jane <input checked="" type="checkbox"/> Harmless, Haylee <input checked="" type="checkbox"/> PTO, Paige <input type="checkbox"/> Darts, Darcy <input type="checkbox"/> Forgetful, Frank <input type="checkbox"/> Pears, Pitta <input type="checkbox"/> Simple, Susie <input type="radio"/> Select by criteria
Action	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>

Step 6. Steps two through five can be repeated several times with employees assigned to more than one of these “List Groups.” See examples below.

Group Name	Employees in group
Supervisor One	List group: Austin Apple, Jane Doe, Haylee Harmless, Paige PTO
Supervisor Three	List group: Jane Doe, Haylee Harmless, Pitta Pears, Paige PTO, Susie Simple
Supervisor Two	List group: Austin Apple, Jane Doe, Pitta Pears, Susie Simple
Add New Group	