

Read-Only Supervisor Application Guide

This document provides an overview of the procedure for viewing supervisors through the Supervisor Application.

Overview:

The Supervisor Application provides a quick, real-time solution to viewing supervisors that are recorded in Banner. The Supervisor Application interfaces with Banner and delivers a different front-end for easier review of reporting relationships.

Logging In to the Supervisor Application:

- Launch a web browser from your computer. Mozilla Firefox and Google Chrome are the preferred browsers. If Internet Explorer is used, please make sure you are using version 11 or higher.
- Type <https://supervisor.utoledo.edu> in the web address bar.
- Be sure that your window size is maximized. At this time, this application does not support use on a mobile or tablet device.
- Use your UTAD username and password to log in.

Searching an Employee/Supervisor:

- Click into the box and begin entering the employee's name or Rocket #. Be sure it use a capital "R" if using a Rocket #.



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- You do not need a full name; a partial name will bring up a list of choices. Click on the employee's name if visible or use the scroll bar to locate the name.



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Kathleen M. Diegel	R00005683
Unclassified PSA FT (Active)	
Nicole Marie Diegel	R00799050
Student Officer / Intern (Terminated)	

- A box will appear in the center of the page. The information in this box contains the employee's active position(s).

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Kathleen M. Diegel (R00005683) Current Employee: Kathleen M. Diegel (R00005683)

Select a position from the list.

Kathleen's Positions	Sort ↓
Mgr Enterp App Automation [Primary] Unclassified PSA FT, 996954-00	Active

- Click the box (see image above) to highlight. This displays the "Supervisors" box on the left and the "Supervisees" box on the right. If the employee has more than one active position, you should select the position you would like to view details about.

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Kathleen M. Diegel (R00005683) Current Employee: Kathleen M. Diegel (R00005683)

Supervisors (Kathleen reports to)	Kathleen's Positions	Sort ↓	Supervisees (report to Kathleen)	Print
John Cavins (R00014165) Sr Director, Ent Business Syst (962017-02)	Mgr Enterp App Automation [Primary] Unclassified PSA FT, 996954-00	Active	Michael D. Scott (R00011945) Sr Enterprise Apps Auto Devlp (994047-00)	

- Click the name of the supervisor in the "Supervisors" box to see details about the supervisor, who they report to and who reports to them following the same process above. For the purpose of this application, the supervisor is defined as who the employee reports to and the person who is responsible for completing performance evaluations for the employee.
- Click the name of any of the supervisees (reports to the employee) in the "Supervisees" box to see details about the supervisees, who they report to and who reports to them following the same process above.

Security Controls:

- Send an email to HRIS@utoledo.edu to request viewing access.
 - An email will be sent to you letting you know when you have been granted access to view.

How to Update Supervisor Information:

- Go to <https://www.utoledo.edu/depts/hr/manage-lead/pdf/EPAF%20Change%20Supervisor.pdf>
- Fill out the form and email to HRIS@utoledo.edu