How to forward Employees to another Supervisor

1. Click Actions



3. On the left panel, click Employee Forward



4. Enter begin date for access



5. Enter date of proxy access should end or leave blank for indefinite access



6. Click next on left panel



7. Type in Supervisor's name and click Search

| | My Schedule V My Time Manage Employees V Staffing V Reports Actions |
|---|--|
| ▼ Search Actions ~ | Informational Messages Auto Forward: Search for then specify the supervisor you wish to forward employees to by clicl |
| Advanced | Enter your Employee search criteria: Last Name Code |
| Auto-Forward Sections | First Name |
| Bookmarks V Bookmarks Employee Search | Search |

8. Click plus sign next to name to add

| Informational Messages Auto Forward: Search for then specify the supervisor you wish to forward en | | | | |
|---|---------------------|------|-----------|--|
| Enter your Employe Last Name First Name | ee search criteria: | Code | ✓ | |
| Search 1 item was found. | Last Name 🔨 | | First Nam | |

9. Click top box to default and check all employees to forward or select individual employees

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| | t My Schedule 🗸 My Time Manage Employees 🗸 🗄 | taffing √ Reports Actions | | | | |
| ▼ Auto-Forward Add Actions ∨ | Informational Messages Employee Selection: Selecting Employees to forward : | | | | | |
| Forward Selected | ted cnoose the employees to auto-forward to Mark Bercheni, then click 'Forward Selected': | | | | | |
| | □ Last Name∧ | First Name | Code | | | |
| Bookmarks 🗸 🗸 | | | | | | |
| Bookmarks | | | | | | |
| Employee Search | | | | | | |

10. Click forward selected on the left panel



11. To verify, go back into actions, auto forward assignment.



12. Forwarded employees will be listed.

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| | ; symplr WORKFORCE | Clock In/Out | My Schedule 🗸 | My Time | Manage Employees 🗸 | Staffing 🗸 | Reports | Actions |
| ł | | T | To Supervisor | | | Employee | | Effective Date |
| ľ | Actions | ~ | | | | | | 01/01/2025 |
| | Disable Auto Forwardin Employee Forward | Ig | | | | | | |
| 1 | Supervisor Forward | | | | | | | |