

HRIS System Update

In order for HR to provide accurate information regarding supervisory relationships and their direct reports; and to meet the systems requirements for the Learning Hub (LMS), HR and CITS have implemented a process that will record the actual primary supervisory relationship in eUMB. There are two ways the information will be entered.

1. *ePAF – for new hires and job changes.*

ePAF Initiators will have the ability to select the primary supervisor for a new hire or job change when entering an ePAF.

2. Direct Update in eUMB

When a supervisor terminates or reassigned, Payroll reps can go directly into the eUMB to make the changes by going to **Main Menu > Workforce Administration > Job Information > UMB Reports to Set Up**. The screen can be searched by department, employee id, supervisor id, or by simply checking the box next to maintenance required and clicking “fetch” to pull all the records that need updating in the department.

Once the records are fetched, the list can be reviewed and changes made accordingly so that every employee has an assigned supervisor.

UMB Rpts To Set Up

Search Criteria

Department Like: Empl ID: Supervisor ID: Maintenance Required

Sort Order: Dept ID Employee Name Employee ID Supervisor ID

Fetch

Supervisor Selection for mass application

Supervisor ID for Mass Application: Reports To Position Number:

Press Select All to apply Supervisor to ALL

Press Deselect All to remove Supervisor from ALL

Employee List

Department	Empl Name	Empl ID	Empl Rcd#	Empl Position Number	Supervisor ID	Supervisor Name	Supervisor Position Number	New Supervisor ID	New Supervisor Name	New Supervisor Position Number	Maintenance Required Reason	Last Updated by	Updated by Name	Last Upd DTm
			0								Supervisor/Initiator Terminated			11/01/2017 6:00:20AM
			0								Supervisor/Initiator Terminated			11/01/2017 6:00:20AM
			0								Supervisor/Initiator Terminated			11/01/2017 6:00:20AM

Steps

1. Navigate to: **Main Menu > Workforce Administration > Job Information > UMB Reports to Set Up.**
2. **Check the box “maintenance Required**
3. **Click fetch**
4. **Enter the new mass supervisor ID in the “New Supervisor ID” for the respective employee**
5. **Click save**