

## **Select Direct Reports/Reports To: Frequently Asked Questions**

### **What is “Reports To/Select Direct Reports”?**

**“Reports To/Select Direct Reports”** is a new feature in EIS that will provide the ability to update reporting relationships within your department. It will minimize the time and effort currently needed to maintain this information and will provide the technical foundation to fully utilize EIS.

### **Why should I keep this information up to date and how often should it be updated?**

This information is critical and must be kept up to date in order to identify supervisor and employee reporting relationships in EIS. For example, anytime you have changes in reporting relationships (i.e. employee transfers to another department, new hire, etc.), you should assign the supervisor as soon as possible.

### **Will using this page take the place of a HRM form?**

No, this feature will update the reporting structure within the department in EIS. HRM forms will continue to be required for all personnel transactions.

### **What departments can I see when utilizing this functionality?**

You will only have access to update data on departments in which you have Time and Labor access security.

### **When identifying the supervisor and employee reporting relationship, who is considered a supervisor?**

A supervisor has full formal supervisory authority, including hiring, terminations, pay decisions, and performance evaluations (does not include employees who serve in a “back-up” capacity).

### **Once I have made changes in EIS , when do those take effect?**

When you click on the Save button, effective dated rows are inserted into the employee’s Job Data and Position Data records. While you can see the changes immediately, they will not take effect until the 1<sup>st</sup> of the following month. If you need a change to take effect prior to the 1<sup>st</sup> calendar day of the month, please contact your Human Resources Representative for assistance.

### **What happens if I do not associate an employee to a supervisor (by un-checking them)?**

The default is to the Department Head. Any employee who is not assigned a supervisor will automatically default to the Department Head. Please note that while there will be a default, if the correct supervisor is not selected, this will negatively impact automated approval and notification processes.

**Can I sort the information on the page (i.e. employee names, etc.)?**

Yes, click on the column heading to sort that section. The section can be sorted multiple times as necessary.

**Can I print this information?**

Yes, click on the download icon on the Employee section to download to Excel. Once downloaded, the information can be further manipulated or printed.

**Who do I contact if I need additional training or have a technical question?**

For the UNT Denton Campus, UNT System, and HSC please send an email to the HRIS Team at [bsc\\_is\\_team@ad.unt.edu](mailto:bsc_is_team@ad.unt.edu).

Need more help with the page? Go through the Select Direct Reports computer based training: [https://upk.admin.unt.edu/ODSContent/gbpy\\_EIS\\_ReportsTo/](https://upk.admin.unt.edu/ODSContent/gbpy_EIS_ReportsTo/)