

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

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

“Select Direct Reports/Reports To” is new functionality in EIS that provides 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, over regular FT and/or PT regular staff (does not include employees who supervise hourly or student workers, or those that 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 as of the 1<sup>st</sup> calendar of the next month. . For example, if you make a change in September, **the change will take effect on October 1<sup>st</sup>**; however, the change can be seen immediately on the page.

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

The default is to the Department Manager. Any employee who is not assigned a supervisor will automatically default to the Department Manager. 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.

**What if no manager is displayed on the Employee section (right hand side of page)?**

This indicates that the Manager associated with this employee is terminated. You will need to assign this employee to a new Manager.

**Can I update my own Manager?**

No, the page does not allow you to update your own record. If there is no Select Direct Reports backup in your department, you will need to contact the HR department to make the change.

**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 help with using this page?**

Please contact HRIS Leonard Bates or Pam Reinfelds at ext 2690.

**Who do I contact if I receive an error, or have a technical issue with this page?**

Please contact HRIS Leonard Bates or Pam Reinfelds at ext. 2690.

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/)