

Supervisor Tracking User Guide

<https://hrsystems.mednet.ucla.edu/Supervisors/Login/>

Login using your **AD Username and Password**

Click **Login to Account**

You will be able to view the list of employees that are marked as your direct reports in the system.

Adding Employees:

Adding multiple employees that belong to the same Account

Click on **Add Employee(s)**

#	Employee ID	Name	
1.	#####	Last, First	Delete
2.	#####	Last, First	Delete
3.	#####	Last, First	Delete
4.	#####	Last, First	Delete

Adding Multiple Employees in same Account Number

1. Enter 6-digit **Account number** (*DGSOM and FPG enter the 2-character alphanumeric Cost Center to narrow your search; all others leave this field blank*)

2. Hit the **Enter** key on keyboard

3. **Select the Checkbox** for the employees that report to you

4. Click **“Add Employees”**

#	<input type="checkbox"/>	Employee ID	Name	
1.	<input type="checkbox"/>	#####	Last, First	Add Employee
2.	<input type="checkbox"/>	#####	Last, First	Add Employee
3.	<input type="checkbox"/>	#####	Last, First	Add Employee
4.	<input type="checkbox"/>	#####	Last, First	Add Employee
5.	<input type="checkbox"/>	#####	Last, First	Add Employee
6.	<input type="checkbox"/>	#####	Last, First	Add Employee
7.	<input type="checkbox"/>	#####	Last, First	Add Employee
8.	<input type="checkbox"/>	#####	Last, First	Add Employee
9.	<input type="checkbox"/>	#####	Last, First	Add Employee

Adding an Individual Employee

Click Add Employee(s)

The screenshot shows a table with columns for '#', 'Employee ID', and 'Name'. Below the table, there is a message: "No Employees yet. [Click Here](#) to add an Employee." Below this message is a button labeled "Add Employee(s)" which is highlighted with a blue arrow.

1. To add an employee, leave the Account Number and Cost Center blank, enter the **Last Name**

2. Hit the **Enter key** on keyboard

The screenshot shows a search form with the following fields: "Search Employees by :", "Account Number (6-digits eg. 427xxx) :", "Cost Center (2-characters alphanumeric eg. 2A) :", and "Name (last name) :". The "Name (last name) :" field is highlighted in yellow, and a blue arrow points to it. Below the fields, there is a small text prompt: "press the 'Enter' key to search".

3. **Select the Checkbox** for the employee you would like to add

4. Click on **"Add Employee"**

The screenshot shows a table titled "Select Employee(s)" with columns for '#', a checkbox, 'Employee ID', 'Name', and 'Add Employee'. The first row's checkbox and the 'Add Employee' button are highlighted with blue arrows.

#	<input type="checkbox"/>	Employee ID	Name	Add Employee
1.	<input checked="" type="checkbox"/>	#####	Last, First	<input type="button" value="Add Employee"/>
2.	<input type="checkbox"/>	#####	Last, First	<input type="button" value="Add Employee"/>
3.	<input type="checkbox"/>	#####	Last, First	<input type="button" value="Add Employee"/>
4.	<input type="checkbox"/>	#####	Last, First	<input type="button" value="Add Employee"/>
5.	<input type="checkbox"/>	#####	Last, First	<input type="button" value="Add Employee"/>
6.	<input type="checkbox"/>	#####	Last, First	<input type="button" value="Add Employee"/>

Deleting Employees:

Deleting any employee(s) that does not or no longer reports to you.

1. Click on **Home**



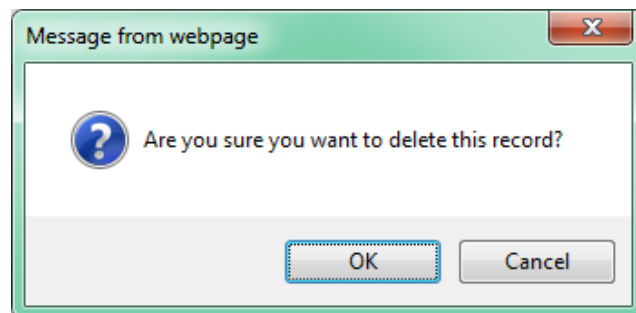
2. Click **Delete** next to the employee you want to remove from your list. **Please note if you know who the Employees new Supervisor is, please do not delete, contact Kim Bunje at KBunje@mednet.ucla.edu, she will move the employee to the new Supervisor.**

The screenshot shows a table titled "Employees" with columns for '#', 'Employee ID', 'Name', and 'Delete'. The 'Delete' button for the first row is highlighted with a blue arrow.

#	Employee ID	Name	Delete
1.	#####	Last, First	<input type="button" value="Delete"/>
2.	#####	Last, First	<input type="button" value="Delete"/>
3.	#####	Last, First	<input type="button" value="Delete"/>
4.	#####	Last, First	<input type="button" value="Delete"/>

Below the table is an "Add Employee(s)" button.

3. Click **"OK"**



If you have any questions or do not have access to the system please send Kim Bunje an email at KBunje@mednet.ucla.edu.