

Supervisor Tracking Quick Guide

Supervisor Tracking System

The system was developed to capture employee's direct supervisor.

This will be the system that HR will use as the primary source for employee's reporting relationship.

Link to the Supervisor Tracking

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HR Operations & HRIS

Home > HR Operations & HRIS > HRIS

Home

Overview

HRIS

List of some of the HR Web Applications available:
Note: HR Web Applications are only accessible within the Mednet network or via VPN

- [Goals - Performance Objectives](#)
- [Supervisor Tracking](#)
- [Onboarding Dashboard](#)
- [Primary Source Verification](#)
- [Incentive Award Processing](#)
- [Competency Tracking](#)
- [Merits/Salary Increases](#)

DGSOM Human Resources

HR Regulatory Requirements & Forms

EDB Forms & Procedures

Reference Charts

Supervisor Tracking

Enter your AD login and password

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Login

Enter your Active Directory login below.

Supervisor Tracking

All fields with * are required.

Username : *

Password : *

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List of Employees Supervised

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Supervisor :
Add, edit and delete your Employees



Employees

Employee ID	Name	
	GRAFFIN, GRANT C	Delete
	JUNG, BRYAN W	Delete ←
	NAVA, JOSE	Delete

[Add Employee\(s\)](#)

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Click on delete if the employee listed no longer reports to you

Search by Account or Name

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Supervisor :
Add Employee(s)

[Home](#) Add Employee(s)



Account Number (e.g. 427000): (Click enter to search)

Cost Center (e.g. 2X) : (Click enter to search)

Employees Name (e.g. Bruin,Joe) : (Click enter to search)

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Supervisor :
Add Employee(s)

[Home](#) Add Employee(s)

Account Number (e.g. 427000): (Click enter to search)
427705

Cost Center (e.g. 2X): (Click enter to search)

Employees Name (e.g. Bruin,Joe): (Click enter to search)

Select Employee(s)

	Employee ID	Name	Supervisor
<input type="checkbox"/>	002616751	AGUAYO,ALMA B	RODRIGUEZ,MONICA I
<input type="checkbox"/>	804241879	BOOKER,TAISHA	SIMPSON,JERI A
<input type="checkbox"/>	401095415	BRISKIE,MARK	SIMPSON,JERI A
<input type="checkbox"/>	602748517	BROWN,DEBORAH M	SIMPSON,JERI A
<input type="checkbox"/>	003234360	CREPS,JAISA ELIZABETH	GANDARA,YVONNE

Add Employees

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Supervisor :
Add Employee(s)

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427705

Cost Center (e.g. 2X): (Click enter to search)

Employees Name (e.g. Bruin,Joe): (Click enter to search)

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<input type="checkbox"/>	602748517	BROWN,DEBORAH M	SIMPSON,JERI A
<input type="checkbox"/>	003234360	CREPS,JAISA ELIZABETH	GANDARA,YVONNE

Click on the box to add employees and click on the add button on the bottom of the page.

