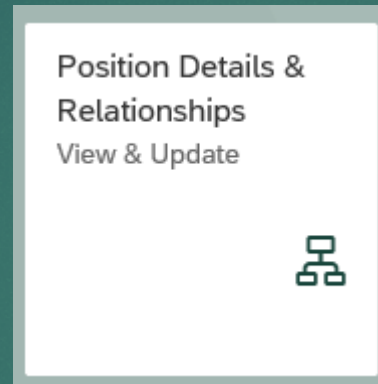


Updating Supervisor of Record

Prepared by Renee Gagnier, Director
College of Agriculture and Natural
Resources
Human Resources

Updating Supervisor of Record

- ▶ Choose the Position Details & Relationships tile in EBS.



- ▶ Enter the personnel number for the employee, or use the look up tool to find pers# using the employee name. Click "Submit" once the pers# field has been populated.
- ▶ In lower right-hand corner, click "Edit Reporting Relationships".
- ▶ In the "Reports to" section, click on the "New" button, complete information, and click "Save" in lower right-hand corner.