



Supervisor Maintenance

Supervisor Maintenance in AIS

Instructions for Use by Supervisors, Fiscal Officers, Delegates, Timekeepers and HR Staff

Supervisor Maintenance Application allows editing of Supervisor Hierarchy for SIU Carbondale. This application allows for an employee's supervisor to be changed or for employees under a supervisor to be moved in bulk.

This functionality is available under three responsibilities in AIS. The access you are granted will depend on the responsibility you use to open the application. Supervisors will access this functionality from **SIU Manager Self Service**. Fiscal Officers and Delegates will use the **SIU HRMS Fiscal Officer Time Entry**. HR Staff will use **SIU HRMS Manager**. The menu item under the Responsibility is Supervisor Maintenance. Instructions for users under each of these responsibilities will follow. Please use the correct instructions for your level of access.

[SIU Manager Self Service](#)

[SIU HRMS Fiscal Officer Time Entry](#)

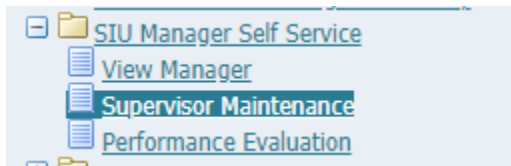
[SIU HRMS Manager](#)

SIU Manager Self Service

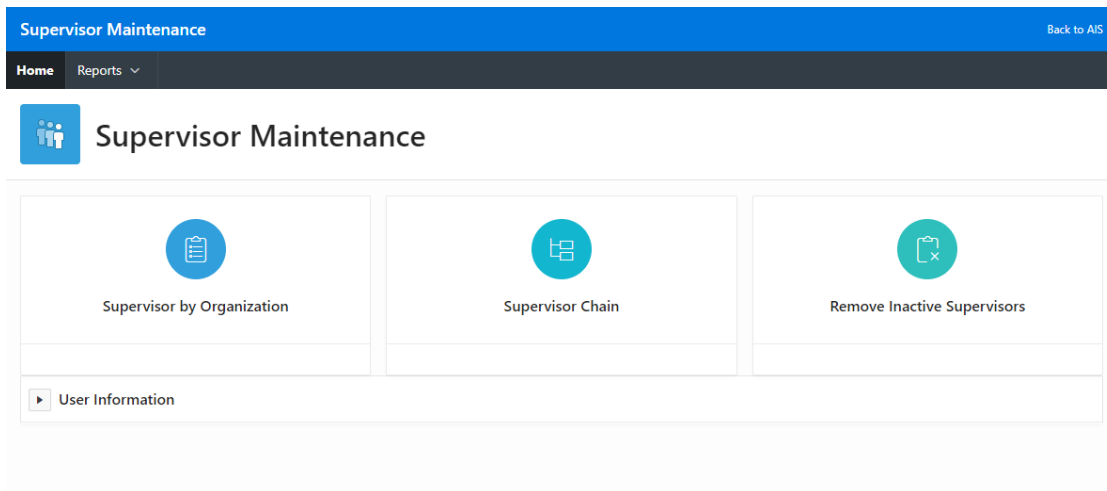
Edit Supervisor Instructions

SIU Manager Self-Service users can edit the supervisor information for anyone under them in the Supervisor Hierarchy. This will be performed through the Supervisor Chain function. This responsibility is also available from HRSS but you must be on the VPN to use the Supervisor Maintenance application.

Log in to Supervisor Maintenance Application through AIS or HRSS, click on SIU Manager Self Service Responsibility and then choose Supervisor Maintenance menu item.



The application will open:



At this level of responsibility, all editing is done under the Supervisor Chain.

Edit Supervisor

1. Click on Supervisor Chain
2. You will see yourself as the supervisor and then all subordinates under you.
3. You can edit the supervisor for any subordinate by clicking on their name.

Supervisor Tree

Collapse All

Expand All

Supervisor

▼

C.S.N10901.000 C.S.Associate, Information Technology

Technical.5031 Information Technology-SIUC

- The Edit Supervisor Screen will open.

Edit Employee's Supervisor

Assignment Number

Job

C.S.Associate, Information Technology Technical.5031

Employee

Supervisor

▼

Cancel

Submit

- Choose the new Supervisor from the Supervisor drop down. Search by Last Name, First Name.
- After choosing the correct supervisor, click "Submit".
- The Supervisor is Update. An email confirming the change is sent to the employee, the new supervisor and the previous supervisor notifying them of the change.

View Only Reports

Supervisor by Organization

There are two additional view-only reports available to this responsibility. Supervisor by Organization provides a report of all employees and their assigned supervisors from the Organization of your primary assignment. If you select "Include Children" all child organizations under yours will also be available. This report can be downloaded by clicking on Actions> Download. You can then select the type of download from CSV, HTML, Excel or PDF. You can also receive this as an email.

Supervisor by Organization						
Organization Information Technology-SIUC						
Include Children ☒						
Q Go Actions						
Organization Name	Name	Ais Number	Poistion Name	Job Name	Supervisor Name	Supervisor Ais Number
AIS Office-SIUC			C.AP.1640.001	C.AP.Computer Info Specialist.472		
AIS Office-SIUC			C.CS.N10225.003	C.CS.Information Technology Manager/Administrative Coordinator.5030		
Information Technology-SIUC			C.CS.N10939.000	C.CS.Information Technology Manager/Administrative Coordinator.5030		

Go Actions

Columns

Filter

Data

Format

Chart

Group By

Pivot

Report

Download

Subscription

Help

C.AP.Cc

C.CS.In Manag

C.CS.In Manag

C.CS.Er

C.ST.Te

C.ST.Te

C.CS.St

C.AP.At System

C.ST.Ce

Download

Choose report download format

CSV

HTML

Excel

PDF

Data Only

Send as Email

Cancel

Download

Remove Inactive Supervisors

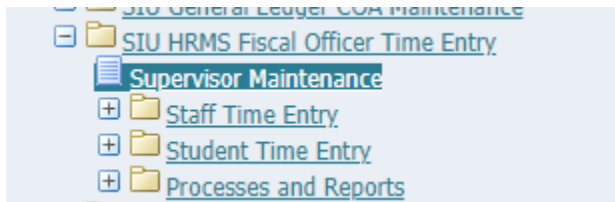
This report will display any Supervisors in your Organization who no longer have an active assignment in AIS but who are still the supervisor of current Employees. This is also a view-only report for this responsibility.

Audit Report of Inactive Supervisors							
Ex-Supervisors		Q ▾		Go	Actions ▾		
[REDACTED]		Organization Name	Name	Ais Number	Position Name	Job Name	Supervisor Name Supervisor Ais Number
row(s) 1 - 1 of 1		Information Technology-SIUC	[REDACTED]		C.CS.N9244.003	C.CS.Associate, Information Technology Technical.5031	[REDACTED]
		Information Technology-SIUC	[REDACTED]		C.CS.N10131.001	C.CS.Manager.2422	[REDACTED]

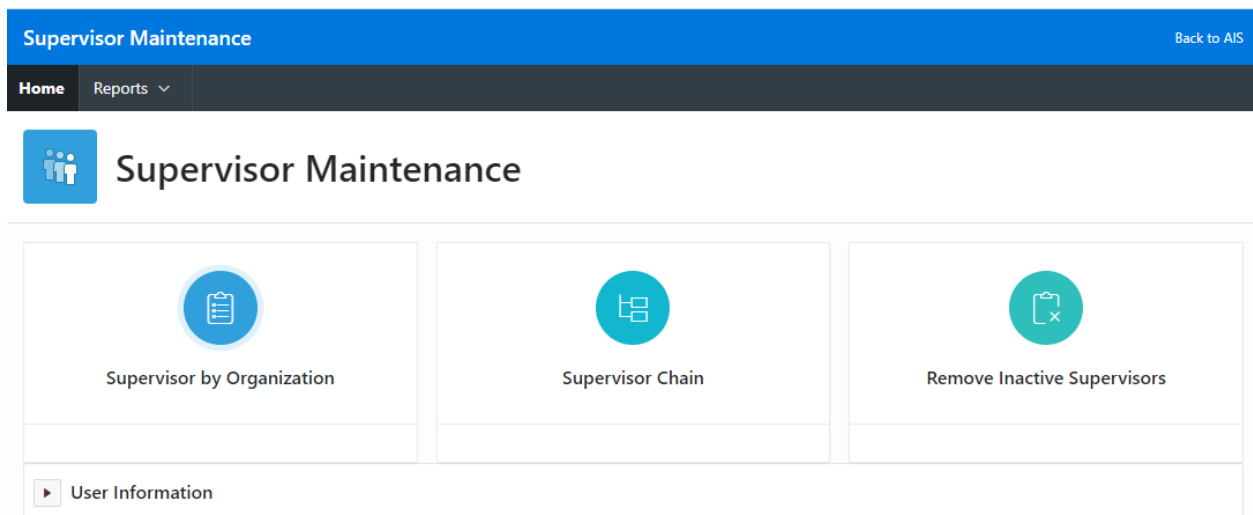
SIU HRMS Fiscal Officer Time Entry

SIU HRMS Fiscal Officer Time Entry can edit the supervisor information for anyone in their organization or its children. Bulk editing multiple employees from one supervisor to another is also possible for any employee with a primary assignment in this organization or its children.

To begin, login to AIS and choose Supervisor Maintenance menu item under the SIU HRMS Officer Time Entry responsibility.



The Supervisor Maintenance Application will open.



There are three reports which can be used to find the employee or supervisor to edit.

1. [Supervisor by Organization](#)- This report finds all employees with an active primary assignment in your organization with an option to include employees of child organizations. From here you may edit a single employee's supervisor or bulk edit a supervisor for multiple employees from an old to a new supervisor.
2. [Supervisor Chain](#)- This is a tree view of employees under this organization from the highest supervisor in the Organization downwards. The closer to correct this information is maintained, the more useful this view. This view only allows for the editing of a single employee's supervisor at a time.

3. [Remove Inactive Supervisors](#) -This report finds all ex-employees in this organization or child organizations who are supervising active employees. This allows a bulk edit of employees from the ex-employee to a current supervisor.

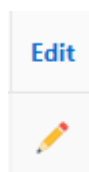
Supervisor by Organization

To run this report, select the Organization you are interested in seeing and then indicate if the children should be included with the “include Children” slider. You have access to your primary assignment’s organization and any associated children. This is the report to use for Employees who have no supervisor assigned. Please note that this report shows the user’s PRIMARY AIS assignment only. If you are unable to find an employee, please contact HR. This report can be downloaded by clicking on Actions> Download. You can then select the type of download from CSV, HTML, Excel or PDF. You can also receive this as an email.

Supervisor Maintenance							
Back to AIS							
Home Reports							
Supervisor by Organization							
Organization Information Technology-SIUC							
Include Children							
Q Go Actions							
Edit	Organization Name	Name	Ais Number	Position Name	Job Name	Supervisor Name	Supervisor Ais Number
	Information Technology-SIUC			C.CS.N10939.000	C.CS.Information Technology Manager/Administrative Coordinator.5030		
	Information Technology-SIUC			C.CS.N10437.001	C.CS.Engineer I, Network.1387		
	Information Technology-SIUC			C.ST.7500NS018.00	C.ST.Technical.7500		
	Information Technology-SIUC			C.ST.7500NS018.00	C.ST.Technical.7500		
	Information Technology-SIUC			C.CS.N10689.000	C.CS.Stores Supervisor.3606		
	Information Technology-SIUC			C.AP.1652.002	C.AP.Associate Director, Student Information Systems.1208		

To Edit the Employee’s Supervisor

To edit the supervisor for an employee, locate that employee in the report and click the edit pencil next to their name. The Edit Employee Window will Open.



Edit Employee's Supervisor

Assignment Number

32520-5

Job

C.CS.Information Technology Manager/Administrative Coordinator.5030

Employee

[REDACTED]

Supervisor

[REDACTED]

▼

Cancel

Submit

To select a different supervisor, click the drop down arrow.

Search for the new Supervisor by Last Name, First Name. Select the new supervisor.

Edit Employee's Supervisor

Assignment Number

32520-5

Job

C.CS.Information Technology Manager/Administrative Coordinator.5030

Employee

[REDACTED]

Supervisor

[REDACTED]

▼

[REDACTED]

Q

J [REDACTED] E

Load More Rows

Click "Submit".

Submit

The Employee is now assigned a new Supervisor.

An email notification is sent to the employee, the new supervisor, and the previous supervisor if they are still an active employee.

Locate an Employee

You can search for the employee in the Search bar and then click “Go” to filter on the employee.

☐
☒

Edit	Organization Name	Name	Ais Number	Poistion Name	Job Name	Supervisor Name	Supervisor Ais Number
	Information Technology-SIUC			C.CS.N10939.000	C.CS.Information Technology Manager/Administrative Coordinator.5030		
	Information Technology-SIUC			C.CS.N10437.001	C.CS.Engineer I, Network.1387		
	Information Technology-SIUC			C.ST.7500NS018.00	C.ST.Technical.7500		
	Information Technology-SIUC			C.CS.N10428.002	C.CS.Associate, Information Technology Support.5032		

1 - 4 of 4

To Bulk Edit a Supervisor

From the Supervisor by Organization report, search for the name of a Supervisor in the search bar. Click on the “Supervisor Name” link to bring up the Bulk Edit Supervisor form.

Q

▼

Go

Actions

▼

▼

✓

Q

Row text contains ' ' X

Edit	Organization Name ↑	Name	Ais Number	Poistion Name	Job Name	Supervisor Name	Supervisor Ais Number
	Information Technology-SIUC			C.CS.N10939.000	C.CS.Information Technology Manager/Administrative Coordinator.5030		
	Information Technology-SIUC			C.AP.1652.002	C.AP.Associate Director, Student Information Systems.1208		
	Information Technology-SIUC			C.AP.554.000	C.AP.Computer Info Specialist.472		

Bulk Edit Supervisor

Old Supervisor

New Supervisor

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2

1-3

3

Cancel

Update Supervisor

You are presented with the Old Supervisor and a drop down to select the New Supervisor. There is also a shuttle, which is a way to select the correct employees from the old supervisor to the new supervisor. Then click “Update Supervisor”

Update Supervisor

Supervisor Chain

This is a tree view of employees under this organization from the highest supervisor in the Organization downwards. The closer to correct this information is maintained, the more useful this view. This view only allows for the editing of a single employee's supervisor at a time. There might be more than one supervisor in the drop down list for Supervisor depending on the completeness and correctness of the hierarchical data.

The Collapse All button collapses the tree view. Expand all expands the tree view.

Collapse All Expand All

Supervisor Tree

Collapse All Expand All

Supervisor ▼

- ▼ [Redacted] C.CS.N10939.000 C.CS.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - [Redacted] C.CS.N10428.002 C.CS.Associate, Information Technology Support.5032 Information Technology-SIUC
- ▼ [Redacted] C.AP.1652.002 C.AP.Associate Director, Student Information Systems.1208 Information Technology-SIUC
 - ▼ [Redacted] C.CS.N10905.000 C.CS.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - [Redacted] C.CS.N10419.000 C.CS.Associate, Information Technology Technical.5031 Information Technology-SIUC
 - [Redacted] C.CS.N10731.000 C.CS.Associate, Information Technology Technical.5031 Information Technology-SIUC
 - [Redacted] C.CS.N2620.003 C.CS.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - [Redacted] C.CS.N10326.001 C.CS.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - ▼ [Redacted] C.AP.2146.001 C.AP.ERP Project Coordinator - SIS.1339 Information Technology-SIUC
 - [Redacted] C.CS.N10008.004 C.CS.Associate, Information Technology Technical.5031 Information Technology-SIUC
- ▼ [Redacted] C.AP.712.000 C.AP.Assistant Director.193 Institutional Research and Studies-SIUC
 - [Redacted] C.AP.2001.000 C.AP.Researcher I.438 Institutional Research and Studies-SIUC

To Edit and Employee's Supervisor, click on their name and the [Edit Supervisor form](#) opens.

Remove Inactive Supervisors

This report will display any Supervisors in your Organization who no longer have an active assignment in AIS but who are still the supervisor of current Employees. Select an ex-employee on the left side to view the employees still reporting to them on the right side. To edit the Supervisor click the “Supervisor Name” link.

Audit Report of Inactive Supervisors

Ex-Supervisors

Q

Go

Actions

row(s) 1 - 1 of 1

Edit	Organization Name	Name	Ais Number	Position Name	Job Name	Supervisor Name	Supervisor Ais Number
	Information Technology-SIUC			C.CS.N9244.003	C.CS.Associate, Information Technology Technical.5031		
	Information Technology-SIUC			C.CS.N10131.001	C.CS.Manager.2422		
	Information Technology-SIUC			C.CS.N10635.001	C.CS.Engineer IV, Network.1390		
	Information Technology-SIUC			C.CS.N10437.001	C.CS.Engineer I, Network.1387		
	Information Technology-SIUC			C.CS.N10653.002	C.CS.Engineer II, Network.1388		
	Information Technology-SIUC			C.CS.EH16214.000	C.CS.Extra Help Technical/Paraprofessional.5551		
	Information Technology-SIUC			C.CS.N9842.003	C.CS.Information Technology Manager/Administrative Coordinator.5030		
	Information Technology-SIUC			C.CS.N10493.002	C.CS.Associate, Information Technology Technical.5031		

1 - 8

The [Bulk Edit Supervisor Form](#) opens.

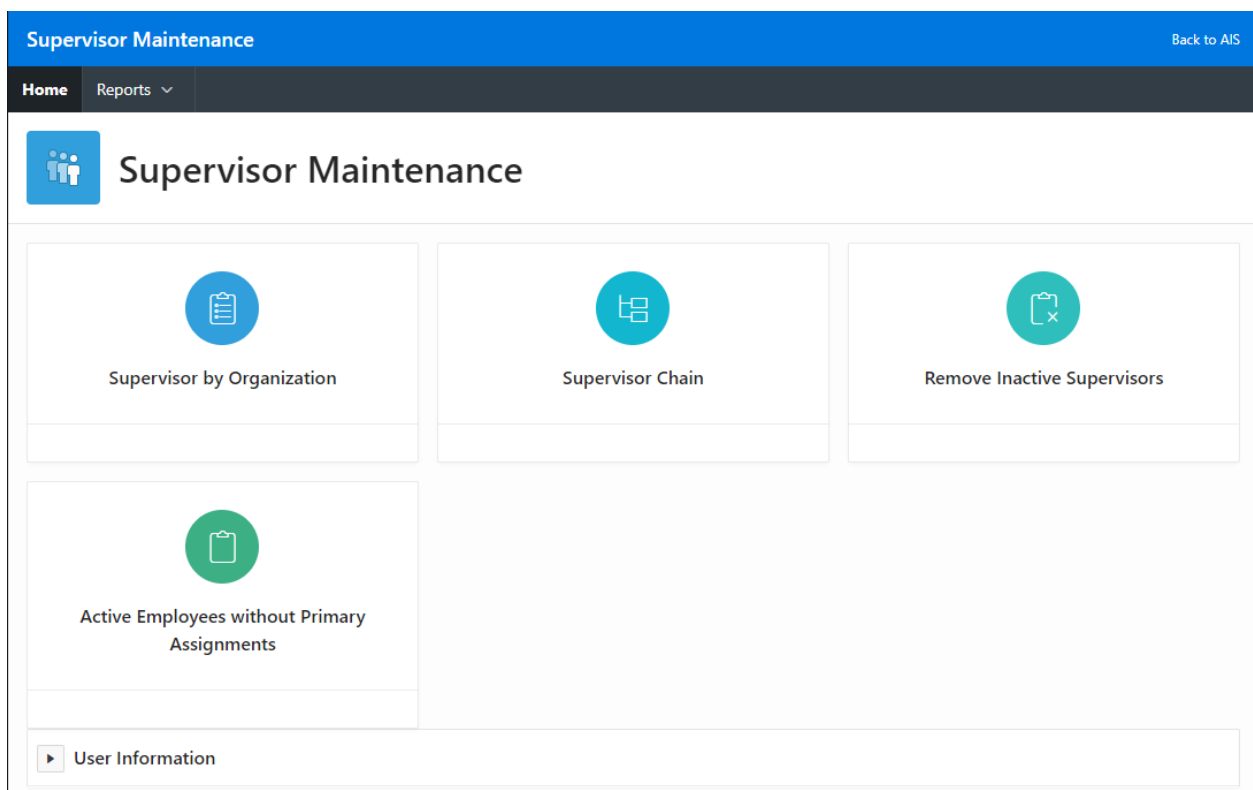
SIU HRMS Manager

SIU HRMS Manager can edit the supervisor information for anyone. Bulk editing multiple employees from one supervisor to another is also possible for any employee who has an active primary assignment in AIS.

To begin, login to AIS and choose Supervisor Maintenance menu item under the SIU HRMS Manager responsibility.



The Supervisor Maintenance Application will open.



There are three reports which can be used to find the employee or supervisor to edit and a fourth, Active Employees without Primary Assignments to find employees that do not have a primary assignment.

1. [Supervisor by Organization](#)- This report finds all employees with an active primary assignment in your organization with an option to include employees of child organizations. From here you

may edit a single employee's supervisor or bulk edit a supervisor for multiple employees from an old to a new supervisor.

2. [Supervisor Chain](#)- This is a tree view of employees under this organization from the highest supervisor in the Organization downwards. The closer to correct this information is maintained, the more useful this view. This view only allows for the editing of a single employee's supervisor at a time.
3. [Remove Inactive Supervisors](#) -This report finds all ex-employees in this organization or child organizations who are supervising active employees. This allows a bulk edit of employees from the ex-employee to a current supervisor.
4. [Active Employees without Primary Assignments](#)- This report finds employees that do not currently have a primary assignment selected in AIS. These employees are otherwise not available for Supervisor Maintenance.

Supervisor by Organization

To run this report, select the Organization you are interested in seeing and then indicate if the children should be included with the "include Children" slider. You have access to your primary assignment's organization and any associated children. This is the report to use for Employees who have no supervisor assigned. Please note that this report shows the user's PRIMARY AIS assignment only. If you are unable to find an employee, please contact HR.

Supervisor Maintenance

Back to AIS

Home

Reports

Supervisor by Organization

Organization
Information Technology-SIUC

Include Children

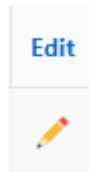
☐

Go Actions

Edit	Organization Name	Name	Ais Number	Poistion Name	Job Name	Supervisor Name	Supervisor Ais Number
	Information Technology-SIUC			C.CS.N10939.000	C.CS.Information Technology Manager/Administrative Coordinator.5030		
	Information Technology-SIUC			C.CS.N10437.001	C.CS.Engineer I, Network.1387		
	Information Technology-SIUC			C.ST.7500NS018.00	C.ST.Technical.7500		
	Information Technology-SIUC			C.ST.7500NS018.00	C.ST.Technical.7500		
	Information Technology-SIUC			C.CS.N10689.000	C.CS.Stores Supervisor.3606		
	Information Technology-SIUC			C.AP.1652.002	C.AP.Associate Director, Student Information Systems.1208		

To Edit the Employee's Supervisor

To edit the supervisor for an employee, locate that employee in the report and click the edit pencil next to their name. The Edit Employee Window will Open.



Edit Employee's Supervisor

Assignment Number
32520-5

Job
C.CS.Information Technology Manager/Administrative Coordinator.5030

Employee
[REDACTED]

Supervisor
[REDACTED] ▼

Cancel

Submit

To select a different supervisor, click the drop down arrow.

Search for the new Supervisor by Last Name, First Name. Select the new supervisor.

Edit Employee's Supervisor

Assignment Number
32520-5

Job
C.CS.Information Technology Manager/Administrative Coordinator.5030

Employee
[REDACTED]

Supervisor
[REDACTED] ▼

J [REDACTED] E

Load More Rows

Click “Submit”.

Submit

The Employee is now assigned a new Supervisor.

An email notification is sent to the employee, the new supervisor, and the previous supervisor if they are still an active employee.

Locate an Employee

You can search for the employee in the Search bar and then click “Go” to filter on the employee.

☒

Edit	Organization Name	Name	Ais Number	Poistion Name	Job Name	Supervisor Name	Supervisor Ais Number
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	Information Technology-SIUC			C.CS.N10437.001	C.CS.Engineer I, Network.1387		
	Information Technology-SIUC			C.ST.7500NS018.00	C.ST.Technical.7500		
	Information Technology-SIUC			C.CS.N10428.002	C.CS.Associate, Information Technology Support.5032		

1 - 4 of 4

To Bulk Edit a Supervisor

From the Supervisor by Organization report, search for the name of a Supervisor in the search bar. Click on the “Supervisor Name” link to bring up the Bulk Edit Supervisor form.

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Edit	Organization Name ↑	Name	Ais Number	Poistion Name	Job Name	Supervisor Name	Supervisor Ais Number
	Information Technology-SIUC			C.CS.N10939.000	C.CS.Information Technology Manager/Administrative Coordinator.5030		
	Information Technology-SIUC			C.AP.1652.002	C.AP.Associate Director, Student Information Systems.1208		
	Information Technology-SIUC			C.AP.554.000	C.AP.Computer Info Specialist.472		

Supervisor Tree

Collapse All Expand All

Supervisor: [Redacted] ▼

- ▼ [Redacted] C.S.N10939.000 C.S.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - ▼ [Redacted] C.S.N10428.002 C.S.Associate, Information Technology Support.5032 Information Technology-SIUC
- ▼ [Redacted] C.AP.1652.002 C.AP.Associate Director, Student Information Systems.1208 Information Technology-SIUC
 - ▼ [Redacted] C.S.N10905.000 C.S.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - ▼ [Redacted] C.S.N10419.000 C.S.Associate, Information Technology Technical.5031 Information Technology-SIUC
 - ▼ [Redacted] S.N10731.000 C.S.Associate, Information Technology Technical.5031 Information Technology-SIUC
 - ▼ [Redacted] C.S.N2620.003 C.S.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - ▼ [Redacted] N10326.001 C.S.Information Technology Manager/Administrative Coordinator.5030 Information Technology-SIUC
 - ▼ [Redacted] C.AP.2146.001 C.AP.ERP Project Coordinator - SIS.1339 Information Technology-SIUC
 - ▼ [Redacted] C.S.N10008.004 C.S.Associate, Information Technology Technical.5031 Information Technology-SIUC
- ▼ [Redacted] C.AP.712.000 C.AP.Assistant Director.193 Institutional Research and Studies-SIUC
 - ▼ [Redacted] C.AP.2001.000 C.AP.Researcher I.438 Institutional Research and Studies-SIUC

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Remove Inactive Supervisors

This report will display any Supervisors who no longer have an active assignment in AIS but who are still the supervisor of current Employees. Select an ex-employee on the left side to view the employees still reporting to them on the right side.

Supervisor Maintenance Back to AIS

Home **Reports** ▼

Audit Report of Inactive Supervisors

Ex-Supervisors

[Redacted]

Edit	Organization Name	Name	Ais Number	Position Name	Job Name	Supervisor Name	Supervisor Ais Number
	Procurement Services-SIUC	[Redacted]		C.S.N0533.004	C.S.Procurement Officer Supervisor.1128	[Redacted]	
	Procurement Services-SIUC	[Redacted]		C.S.N5876.006	C.S.Procurement Officer.0308	[Redacted]	
	Procurement Services-SIUC	[Redacted]		C.S.N7797.005	C.S.Manager, Office.3266	[Redacted]	

1 - 3

To edit the Supervisor click the "Supervisor Name" link. The [Bulk Edit Supervisor Form](#) opens.

Active Employees without Primary Assignments

This report finds employees that do not currently have a primary assignment selected in AIS. These employees are otherwise not available for Supervisor Maintenance. This report can be downloaded by clicking on Actions> Download. You can then select the type of download from CSV, HTML, Excel or PDF. You can also receive this as an email.

Active Employees without a Primary Assignment					
Q		Go	Actions		
Assignment Id	Organization Name	Name	Ais Number	Position Name	Job Name
22912	Lovejoy Library -SIUE			E.CS.N4263.000	E.CS.Asst I Lib Tech.0259
25476	Human Resources-SIUC			C.CS.N4933.003	C.CS.Associate, Business/Administrative.5010
35779	Surgery-SMS			SMS.VOL.6867.9730	SMS.FA.Clinical Associate Professor.973
35780	Pediatrics-SMS			SMS.VOL.6864.9730	SMS.FA.Clinical Associate Professor.973
39824	Vice Chancellor for Administration and Finance-SIUC			C.AP.1414.001	C.AP.Assistant Director.1372
51737	Facilities Mgmt -SIUE			E.CS.N2278.000	E.CS.Locksmith.2278
51738	Music -SIUE			E.CS.N2308.000	E.CS.Secretary III.0846
66392	Family and Community Medicine/Carbondale-SMS			SMS.VOL.6896.9730	SMS.FA.Clinical Associate Professor.973
155979	Pharmacology-SMS			SMS.VOL.6901.011	SMS.FA.Professor.011
252689	Undergraduate Admissions-SIUC			C.ST.4000NS013.00	C.ST.Clerical & Office Related.4000
250027	College of Agricultural Sciences-SIUC			C.ST.3590NS003.00	C.ST.Research Related.3590