In order to provide accurate information to assist with compliance and to improve communication with employees, the alternative region, Supervisor, on the Assignment Form in an employee’s HR record needs to be completed. The process for entering this information is described below.

1. Query the employee record. Note: The effective date should be the current date.

2. Click the Assignment button on the People form to access the Assignment form.

3. Within the Assignment form, place the cursor in the Supervisor tab.

4. To enter the Supervisor’s name, use the List of Values button within the Name field or press the F9 function key.

5. The Supervisors window will display. Type the last name of the supervisor followed by a wildcard percent sign (%), then the first initial of the supervisor’s first name followed by a wildcard percent sign (%); i.e. Smith%J%. Press the Find button.

6. Select the Supervisor’s name that displays and click the OK button.
6. The **Choose an Option** window will display. Click the **Update** button.

7. The supervisor’s name and Employee ID Number will display in the **Supervisor** tab.

8. Save the transaction.

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The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.