Supervisor Set-up Instructions

Select one of the links below for instructions on Supervisor Setup.

Temporary Help and Board-Appointed Temporary Positions

For the following employee types, the Department will assign the supervisors within Vandal Web:

- **Temporary Help Employees** include the following:
  - Student (ST), Work-Study (SF / SI)
  - Temp Help Non-PERSI (T4)
  - Temp Help PERSI (T1)

- **Board Appointed Temporary Funded Positions**
  - Temporary, Board Appointed Positions – PCN 9000+ with .01 Suffix
  - Post-Doctoral (P1-P4)
  - Temporary Faculty, Non-Benefit (F9)

Board-Appointed Positions – PCN <9000 w/ .00 Suffix

In general, the Supervisor information should be setup by the Position Authorization process in NBAPOSN. If the supervisor has yet to be setup OR if you need to change a supervisor for these Board-Appointed Positions, the Department can submit the request online for the Supervisor to be setup

- **Board-Appointed Positions** including the following:
  - Classified (C1-C3)
  - Exempt (E1-E4)
  - Faculty
    - Fiscal Year – F1-F4
    - Academic Year – F6-F8

*To return you will see a **GOLD** box like this one:

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Simply click on it and it will return you to this page!

**Updated as of:** March 30, 2015
Temporary Help and Board-Appointed Temporary Position

*Supervisor information needs to be set up for the employee after his / her EPAF is completed in order for the employee to view his / her timesheet.*

Temporary Help Employees: Student (ST), Work Study (SF/SI), Temp Help Non-PER SI (T4), Temp Help PER SI (T1)

Board Appointed Temporary Positions: PCN <9000 with a .01 Suffix, Postdoc (P1-4) and Temp Faculty Non-Benefit (F9)

The department can set-up supervisor information for these employees via Vandal Web (http://vandalweb.uidaho.edu/) – Click on the link to open Vandal Web

**Steps to Setting up Employee’s Supervisor:**

1) Login to Vandal Web using your “User ID” and “Pin”
2) Select the “Employee Menu” bar
3) Scroll down to “UI Administrative Tasks” and select “Supervisor Set-Up Form”
4) Enter in Orgn Code / Timesheet Orgn / Home Orgn / Rollup Code (Typically 3-digits)
5) Select “Submit”
6) Enter in the supervisor’s Vandal # and Position Control Number (PCN) and select “update”
**Board-Appointed Positions – PCN <9000 w/.00 Suffix**

The Department **ONLY** needs to contact Human Resources for supervisor set-up **IF** the employee is on a PERMANENT BOARD-APPOINTED position (PCN < 9000) by going to the following website. The link below will open the website for you:

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You will be prompted to login using your Active Directory (AD) username and password:

![Login Form]

Select the drop-down menu for Board Appointed Employees:

Fill out the supervisor section first. Note, you will need the Vandal Number (V #) and Position Control Number (PCN, e.g. 001234) and Email for the supervisor:
Then Fill out the New Employee Section. It is preferable that you have the EPAF # (Transaction Number)

Then fill out whom is requesting the Supervisor Setup and hit Submit. You are DONE! 😊