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
 - o 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:
 - o Classified (C1-C3)
 - o 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 <u>after</u> his / her EPAF is completed in order for the employee to view his / her timesheet.

<u>Temporary Help Employees</u>: Student (ST), Work Study (SF/SI), Temp Help Non-PERSI (T4), Temp Help PERSI (T1)

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

Temp Faculty Non-Benefit (F9)

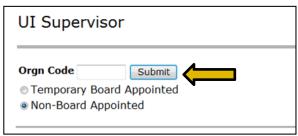
The department can set-up supervisor information for these employees via Vandal Web (http://vandalweb.uidaho.edu/) – Click on the link to open Vandal Web

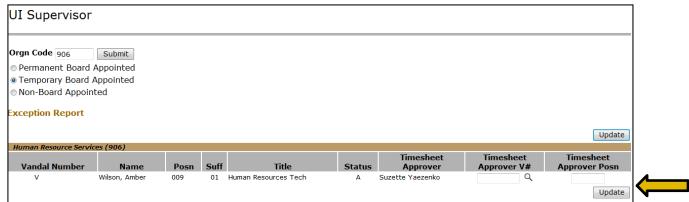
Steps to Setting up Employee's Supervisor:

- 1) Login to Vandal Web using your "User ID" and "Pin"
- 2) Select the "Employee Menu" bar



- 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"



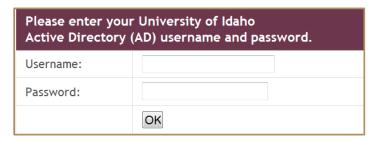


Board-Appointed Positions - PCN <9000 w/ .00 Suffix

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:

https://www.uidaho.edu/human-resources/managers/system-users-access?destination=/human-resources/managers/system-users-access/supervisor-setup.aspx

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



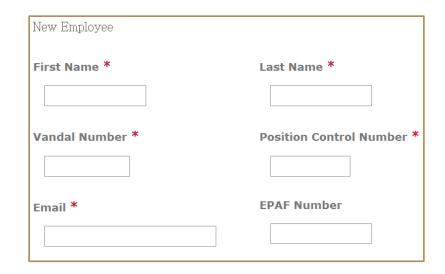
Select the drop-down menu for Board Appointed Employees:



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:

Supervisors for faculty and exempt or classified employees are set up by	
Human Resources. Use the form below to request a Supervisor Setup.	
Supervisor	
2 0,002 12002	
First Name * Last Name *	Title
Vandal Number *	Position Control Number *
Department *	Email *

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! ©



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