

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:



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-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

Main Menu Student Information / Registration Menu Financial Aid & Scholarships Employee Menu Personal Information / Address Menu Finance

- 3) Scroll down to "UI Administrative Tasks" and select "Supervisor Set-Up Form"

UI Administrative Tasks

Supervisor Set Up Form

Assign supervisors to employees

Campus Directory - Departmental

Department representatives can view or modify their department's campus directory listing.

OSP Personnel Activity Reporting

University of Idaho Employee Personnel Activity Reporting.

Records Management Information and Links

Records retention, shredding requests, and links

Salary Model

Note: Only for those who have the appropriate access.

- 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"

UI Supervisor

Orgn Code

- Permanent Board Appointed
 Temporary Board Appointed
 Non-Board Appointed

UI Supervisor

Orgn Code 906

- Permanent Board Appointed
 Temporary Board Appointed
 Non-Board Appointed

Exception Report

Human Resource Services (906)

Vandal Number	Name	Posn	Suff	Title	Status	Timesheet Approver	Timesheet Approver V#	Timesheet Approver Posn
V	Wilson, Amber	009	01	Human Resources Tech	A	Suzette Yaezenko	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>

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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:

Please enter your University of Idaho Active Directory (AD) username and password.	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="OK"/>	

Select the drop-down menu for Board Appointed Employees:

	Supervisors for Board Appointed Employees
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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

First Name *	Last Name *	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vandal Number *	Position Control Number *	
<input type="text"/>	<input type="text"/>	
Department *	Email *	
<input type="text"/>	<input type="text"/>	

Then Fill out the New Employee Section. It is preferable that you have the EPAF # (Transaction Number)

New Employee

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Vandal Number *	Position Control Number *
<input type="text"/>	<input type="text"/>
Email *	EPAF Number
<input type="text"/>	<input type="text"/>

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

Requested By

The person completing this form is: *

Supervisor • Someone Else

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