Adding a Supervisor to an Action

1. To add or change a supervisor after you have started an action, scroll to the bottom of the action summary page and click **Edit** in the supervisor tab.



2. Click Filter these results.

Editing Action	Supervisor
Classification	
Position Details	Position Descriptions - Filter these results
Funding	
Position Documents	
Supervisor	
Action Summary	"ACTIVE POSITION DESCRIPTION" (2299)

3. A search box will appear. Search by the supervisor's name, being sure to select whether that person is **staff** or **faculty** from the drop down menu in position type field. Then click **Search**.

Search Position Descriptions	×
Joe Vandal	Search
Position Type: Add Column: Staff/Professional Position Number: Student/Temporary	~
Position Description ×Draft ×Active Status:	
Job Number: Executive Level:	
	Search Cancel

4. Select the radio button to the left of the person's name and click **Save** at the top or bottom right of the page. The supervisor's name will flood into the page.

Supervisor							Save << Prev	Next >>
Position Descriptions	- Filter these results							
					ACTIVE POSITION DESCR	IPTION	Ad hoc Search	×
Ad hoc Search								
	Position Title	Department	Employee First Name	Employee Last Name	Position Control Number	Status		(Actions)
\odot	Regular Faculty	Office of the Provost/Exec VP	Joe	Vandal	1234	Active		Actions 🗸
							Save << Prev	Next >>

*If the supervisor needs to be changed after the action is approved, or if you encounter an issue adding a supervisor, please contact Human Resources at 208-885-3611 or <u>employment@uidaho.edu</u>.