SAP OPEN: Supervisor Update App

What It Is
The Supervisor Update app allows you to quickly and easily assign an employee to a new supervisor in SAP. You can also update the supervisor for a group of employees all at once.

Technical Role Name: ZRH_FIORI_OM_SUPERVISOR_APP

How to Access It
To access the Supervisor Update app, follow these steps:

1. Click the SAP icon on your desktop.

2. Click the OPEN tab.

3. Click the HR/Payroll tab.

4. Click the Supervisor Update tile.

How to Use It
Once you’ve arrived at the Supervisor Update screen, follow the steps below to update an employee’s supervisor in SAP:

1. Locate the employee by entering information in one or more of the search fields at the top of the screen, and then click the Go button.
**Pro Tip:** To enter multiple values into a search field simply copy the values from your spreadsheet or document, place your cursor in the search field and paste the values.

**Example:** Copy Personnel Numbers (Pernr) from a spreadsheet or document, paste values into the field that says Employee and click Go. Once entered, you will see the employees appear at the bottom.

2. A list of one or more employees will appear. **Click the checkboxes** next to the names of the employees whose supervisor you want to update, then click the **Update Supervisor button**.

**Note:** You can select all of the employees on this list by selecting the top checkbox.

3. A pop-up window will open. Enter the name, JHED ID, position title, personnel number or SAP User ID of the supervisor who you want to assign to the employee in the “Select a Supervisor for Update” field, and **select the appropriate supervisor** from the search results.

You have the ability to adjust the date to indicate when you want this update to take effect by **entering a new date** into the “Effective Date” field.
4. Finally, click the **Update Supervisor button** at the bottom, right-hand side of the window.

- If the update was successful, you’ll see a green message that says “Updated”.
- If the update was unsuccessful, you’ll see a red error message.

**Note:** You can hover over the error message to see more information about why the update was unsuccessful and how to fix the problem.