

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: ZRHR_FIORI_OM_SUPERVISOR_APP

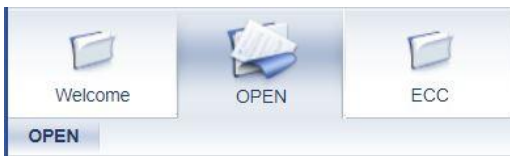
How to Access It

To access the Supervisor Update app, follow these steps:

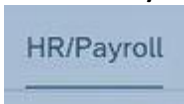
1. Click the **SAP icon** on your desktop.



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.

Employee First Name	Employee Last Name	Employee Position	Employee Org Unit	Supervisor First Name	Supervisor Last Name	Supervisor Position
<input type="checkbox"/>	Rovena	Research Nurse (50178240)	Ctr for Immunzn Rch Vaccine Scis CIR (10001144)	Kamal		Physician Assistant Manager (50153798)
<input type="checkbox"/>	Jessica	Research Nurse (50178241)	Ctr for Immunzn Rch Vaccine Scis CIR (10001144)	Kamal		Physician Assistant Manager (50153798)

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.

Employee First Name	Employee Last Name	Employee Position	Employee Org Unit	Supervisor First Name	Supervisor Last Name	Supervisor Position
<input type="checkbox"/>	Sai	Sr. Systems Administrator (20000003)	Community Living Operations (10001452)	Lincoln		IT Director (20041498)
<input type="checkbox"/>	Greg	Sr. Systems Administrator (20000003)	Community Living Operations (10001452)	Lincoln		IT Director (20041498)
<input type="checkbox"/>	Karen	SR ERP BUSINESS ANALYST (20033144)	IT@JH Enterprise Business Solutions (10001708)	Lincoln		IT Director (20041498)
<input type="checkbox"/>	Allan	HOPKINS-ONE FUNC EXPERT (50021737)	Concurrent SMD JHU (50000458)	Lincoln		IT Director (20041498)
<input type="checkbox"/>	Daniel	HOPKINS-ONE FUNC EXPERT (50021739)	Concurrent SMD JHU (50000458)	Lincoln		IT Director (20041498)
<input type="checkbox"/>	Bruce	HOPKINS-ONE FUNC EXPERT (50021747)	Concurrent SMD JHU (50000458)	Lincoln		IT Director (20041498)

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.

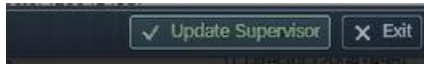
You have the ability to adjust the date to indicate when you want this update to take effect by **entering a new date** into the “Effective Date” field.

*Select a Supervisor for Update:

*Effective Date: 06/01/2022

The employee(s) listed below will be assigned to supervisor you selected. All changes are sent to SuccessFactors nightly.

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.

*Select a Supervisor for Update: Karen [REDACTED] (ENVIRONMENTAL CARE ASSOCIATE I)

i The employee(s) listed below will be assigned to supervisor you selected. All changes are sent to SuccessFactors night

Selected Positions(61)

Update Status	Employee	Employee Position
✓ Updated	Sal [REDACTED]	Sr. Systems Administrator (20000003)
✓ Updated	Greg [REDACTED]	Sr. Systems Administrator (20000003)
✓ Updated	Karen [REDACTED]	SR ERP BUSINESS ANALYST (20033144)