

# User Guide

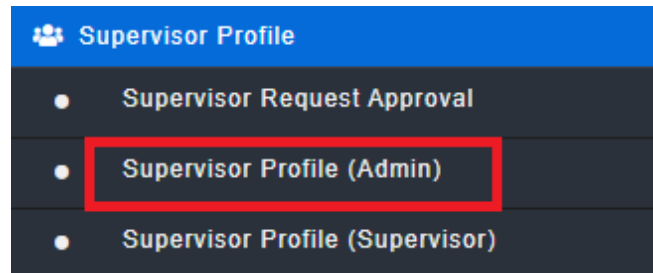
## Supervisor Profile

How to delegate supervisor



## HOW TO DELEGATE SUPERVISOR

1. Go to Supervisor Profile -> Supervisor Profile (Admin).



2. Go to 4<sup>th</sup> tab [Delegation Supervisory Authority].
3. Click on (B) to search by the 'First Name' or 'Last Name'.
4. Once fill in the 'First Name' or 'Last Name', click **Retrieve**.
5. Or, you may select the supervisor from the list (D).

A screenshot of the 'Delegation Supervisory Authority' tab in a web application. The tab is highlighted with a red box and labeled 'A'. Below the tab is a 'Supervisor Information' section. It contains a red instruction: 'Retrieve or select supervisor with Search list.' There are three input fields: 'First Name:' (labeled 'B'), 'Last Name:' (labeled 'B'), and 'Supervisor Name:' (labeled 'D'). A green 'Retrieve' button (labeled 'C') is next to the 'First Name' and 'Last Name' fields. Below the 'Supervisor Name' field is a dropdown menu showing a dash '-'. There are also fields for 'Employee No.:' and 'Email Address:'.

6. After choosing the supervisor, the supervisor detail will show on below (A).
7. Click (B) **Add**.

A screenshot of the 'Delegation Supervisory Authority' tab showing the results of a search. The 'Supervisor Information' section now displays details for a selected supervisor: 'First Name:' is empty, 'Last Name:' is empty, and 'Supervisor Name:' is a dropdown showing '1002 | Robert Wang'. Below this, a red box highlights the 'Employee No.: 1002', 'Supervisor Name: Robert Wang', and 'Email Address: rnd\_development@mywave.biz' (labeled 'A'). At the bottom right, there is a blue 'Add' button (labeled 'B').

8. Click on (A) to choose the supervisor that you want to delegate.
9. Click on (B) to insert the Effective Start Date for the delegate supervisor.
10. Click on (C) to insert the Effective End Date if the delegate supervisor only for certain period.
11. Tick on (D) on which module that you allow to access for the delegate supervisor.
12. Once all done, click (E) Save.

Supervisor Profile Assign Individual Employee Assign Group of Employees Delegation Supervisory Authority

**Supervisor Information**

First Name:   
Last Name:  Retrieve

Supervisor Name: 1002 | Robert Wang  
Employee No.: 1002      Supervisor Name: Robert Wang      Email Address: rnd\_development@mywave.biz

**Delegation Supervisory Authority Info**

Delegated authority to Supervisor: \* E Save Cancel

Employee No.: A      Supervisor Name: B      Email Address: C

Effective Start Date: \* Onwards

Effective End Date: \* D

Module(s) for authority delegation: \* 
☒ E-Timecard  
☐ Employee Profile  
☐ PE Module  
☐ E-Leave  
☐ E-Claim  
☐ Over Time

Supervisor Profile Assign Individual Employee Assign Group of Employees Delegation Supervisory Authority

**Supervisor Information**

First Name:   
Last Name:  Retrieve

Supervisor Name: 1002 | Robert Wang  
Employee No.: 1002      Supervisor Name: Robert Wang      Email Address: rnd\_development@mywave.biz

**Delegation Supervisory Authority Info**

Record save successfully
Add

Employee No.	Supervisor Name	Email Address	Start Date	End Date	Authorized Module(s)	Action
LP0123	Loh Bah	sheng-hong_goh@mywave.biz	2020-03-12	Onwards	E-Timecard Employee Profile PE Module	<a href="#" style="color: #007bff; text-decoration: underline;">Edit</a>   <a href="#" style="color: #dc3545; text-decoration: underline;">Delete</a>