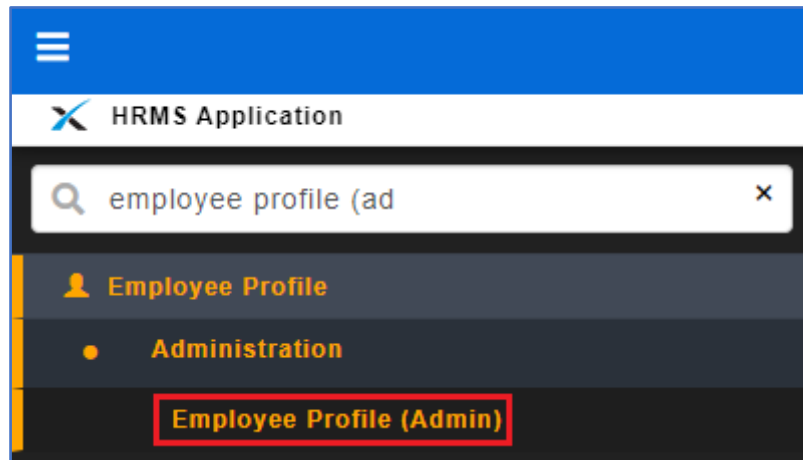# User Guide

Employee's Supervisor
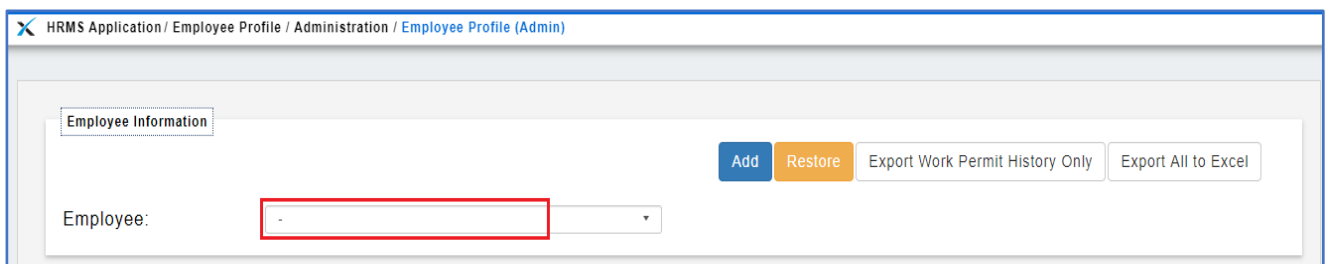
How To Add/Edit/Delete Supervisor.
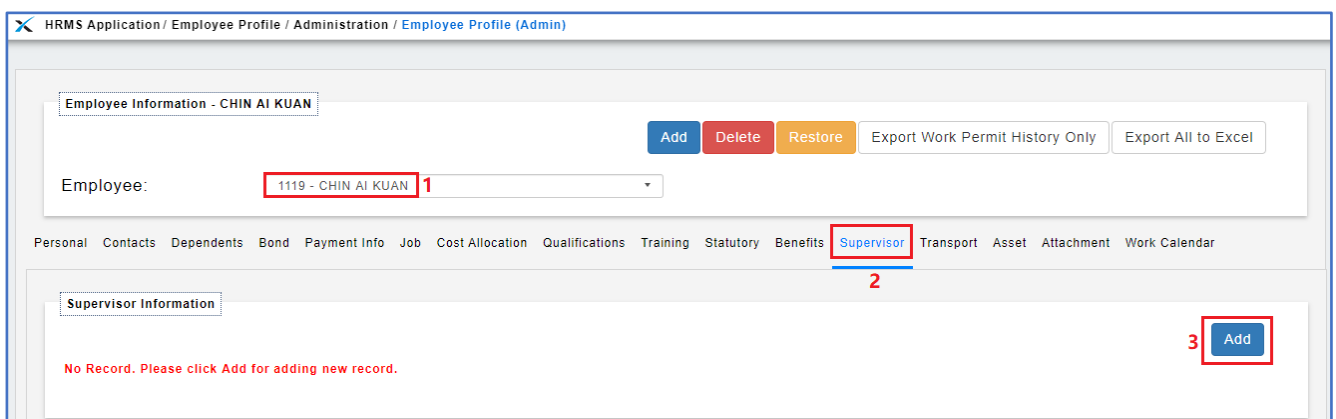
HOW TO ADD SUPERVISOR

1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.

2. Select the employee name that you wish to assign/add supervisor.

3. After select the employee, click on [**Supervisor**] tab.
4. Click **Add** button to add/assign supervisor.

5. Select the supervisor from the list on '**Assign To**'.
6. After select the supervisor will show the supervisor information.

7. Once you have selected the supervisor, it will auto show the supervisor information (a) as screenshot below.
8. Insert the '**Effective Start Date**' for the supervisor.
    (FYI: If there is new join employee will always show the hire date of the employee on effective start date and you may assign a future supervisor for the employee by insert the future date).
9. Once done, click **Save** button.

10. If assign future supervisor will show as below.

1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.

2. Select the employee name that you wish to edit the supervisor.

3. After select the supervisor, click on [**Supervisor**] tab.
4. Click **Edit** button.

5. Select the supervisor list that your wish to update if there is wrong supervisor been assigned.
6. Or you may update the effective start date for the supervisor assignment if there is wrong date been assigned.
7. Click **Save** button.
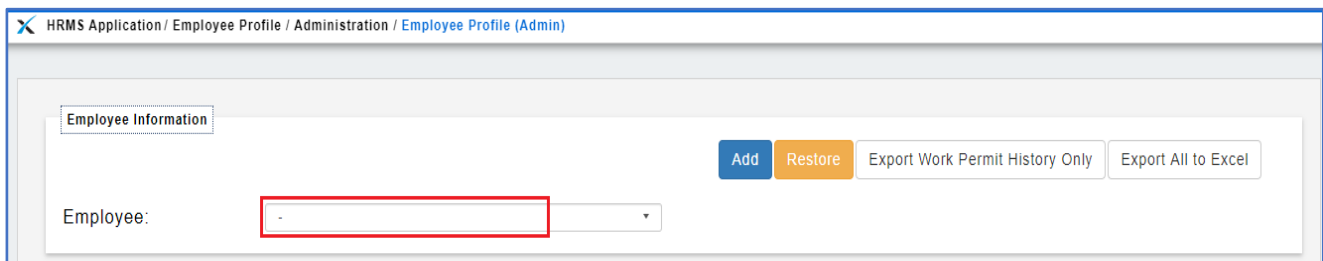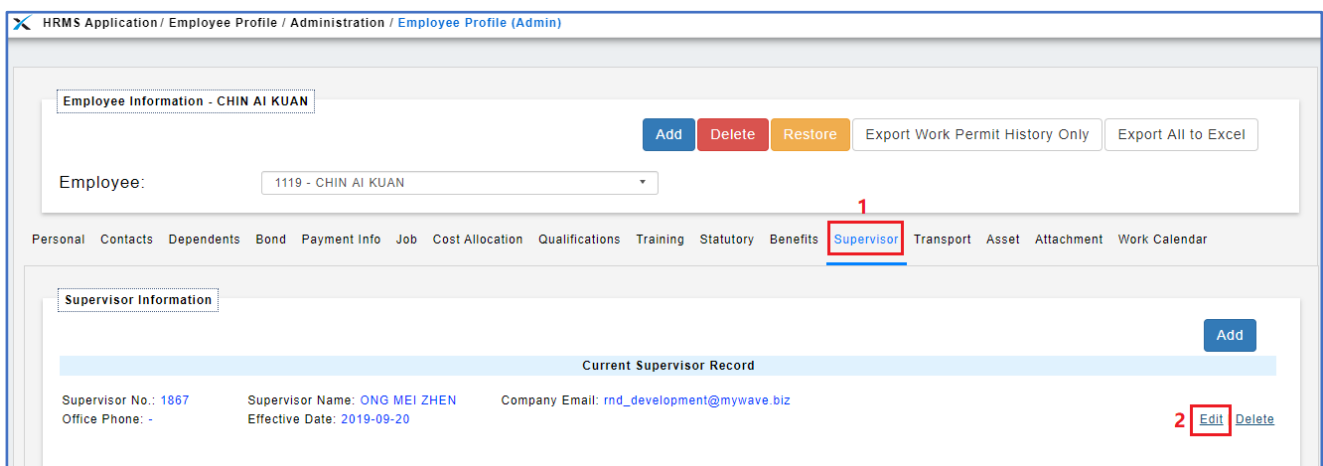
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.

2. Select the employee name that you wish to delete the supervisor.

3. After select the supervisor, click on [**Supervisor**] tab.
4. Click Delete button.

5. Click OK to confirm delete the supervisor.

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Are you sure you want to delete this record?

OK   Cancel

6. After delete the supervisor will show no record as screenshot below.

HRMS Application / Employee Profile / Administration / Employee Profile (Admin)
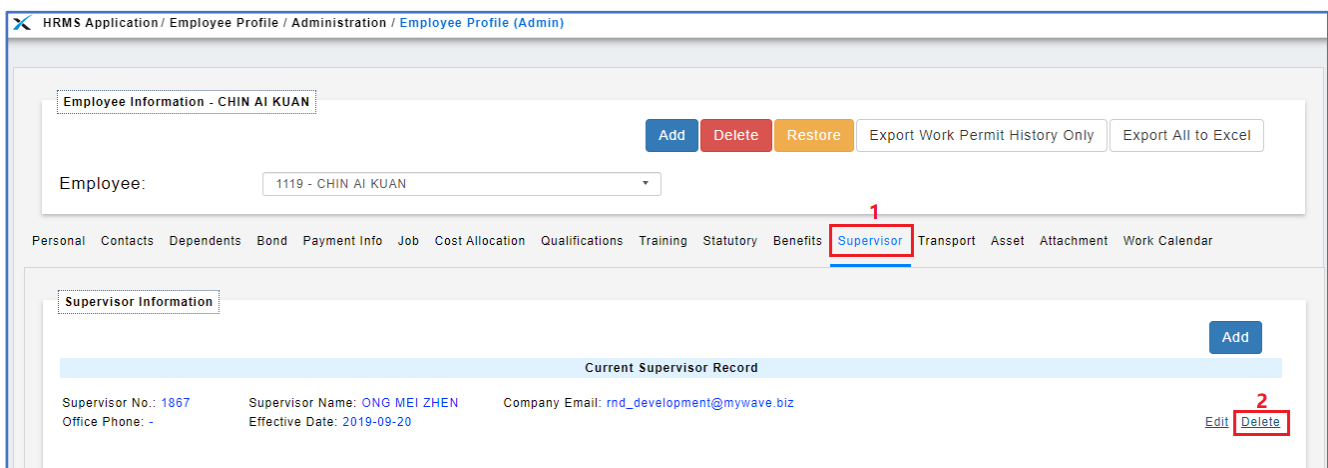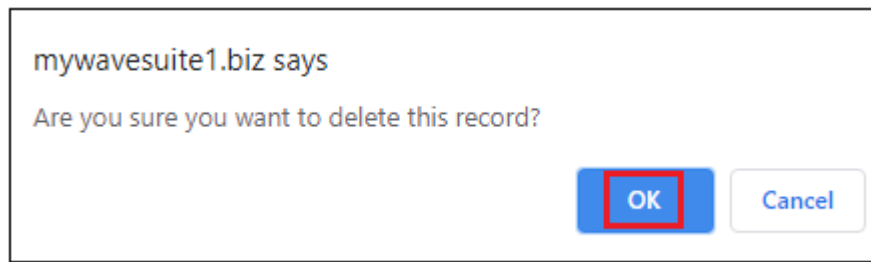
Employee Information - CHIN AI KUAN

Add   Delete   Restore   Export Work Permit History Only   Export All to Excel

Employee: 1119 - CHIN AI KUAN

Personal   Contacts   Dependents   Bond   Payment Info   Job   Cost Allocation   Qualifications   Training   Statutory   Benefits   Supervisor   Transport   Asset   Attachment   Work Calendar

Supervisor Information

Add

No Record. Please click Add for adding new record.