

# Administrator Self Service - Supervisor Hierachy Guide

The employee's you have access to in Administrator Self Service is dependent on the Supervisor Hierarchy.

To view your Supervisor Hierarchy, navigate to the Administer Assignment Information and then Administer Employment Information.

Administer Assignment Information

Administer Employment Information

The screenshot shows the 'My Employee Information' page with a search bar at the top and a 'View Hierarchy' dropdown. Below the search bar is a table with columns: Focus Name, Assignment Number, Position, Job, Grade, Organisation, Location, Assignment Category, and Hire Date. The table lists several employees, including Lewis22, Vivan, Admin22, Anthony, Jimenez22, Monica, Johnson22, Andrew, Josh22, Neela, Manager22, Michelle, Nelson22, Art, Sandwell22, Paula, Williams22, Judith, and Wright22, Deirdre.

Focus Name	Assignment Number	Position	Job	Grade	Organisation	Location	Assignment Category	Hire Date
Lewis22, Vivan								
Admin22, Anthony	20006948	80154Admin Asst Band 2 - Acute Nurse Management	Administrative and Clerical/Clerical Worker	XN02	505 Acute Nurse Management	505 ESRH	Permanent	01-Jan-2010
Jimenez22, Monica	20007308	80117Senior Nurse Band 6 - Ward 10	Nursing and Midwifery Registered/Staff Nurse	XR06	505 Ward 10	505 ESRH	Permanent	01-Jan-2016
Johnson22, Andrew	20007338	80100Staff Nurse Band 5 - Ward 9	Nursing and Midwifery Registered/Staff Nurse	XR05	505 Ward 9	505 ESRH	Permanent	01-Jan-2012
Josh22, Neela	20007368	80117Senior Nurse Band 6 - Ward 10	Nursing and Midwifery Registered/Staff Nurse	XR06	505 Ward 10	505 ESRH	Permanent	01-Jan-2010
Manager22, Michelle	20007639	80156Head of Nursing- Band 8b - Surgical Dir	Nursing and Midwifery Registered/Nurse Manager	XR09	505 Acute Nurse Management	505 ESRH	Permanent	01-Jan-2010
Nelson22, Art	20007729	80117Senior Nurse Band 6 - Ward 10	Nursing and Midwifery Registered/Staff Nurse	XR06	505 Ward 10	505 ESRH	Permanent	01-Jan-2010
Sandwell22, Paula	20007920	80102Senior Nurse Band 6 - Ward 9	Nursing and Midwifery Registered/Staff Nurse	XR06	505 Ward 9	505 ESRH	Permanent	01-Jan-2010
Williams22, Judith	20008250	80117Senior Nurse Band 6 - Ward 10	Nursing and Midwifery Registered/Staff Nurse	XR06	505 Ward 10	505 ESRH	Permanent	01-Jan-2013
Wright22, Deirdre	20008340	80067Nursing Assistant Band 2 - Ward 7	Additional Clinical Services/Health Care Support Worker	XR02	505 Ward 7	505 ESRH	Permanent	01-Jan-2010

You can find an employee in your hierarchy by clicking the plus icons in the hierarchy table or by searching the name in the search bar.

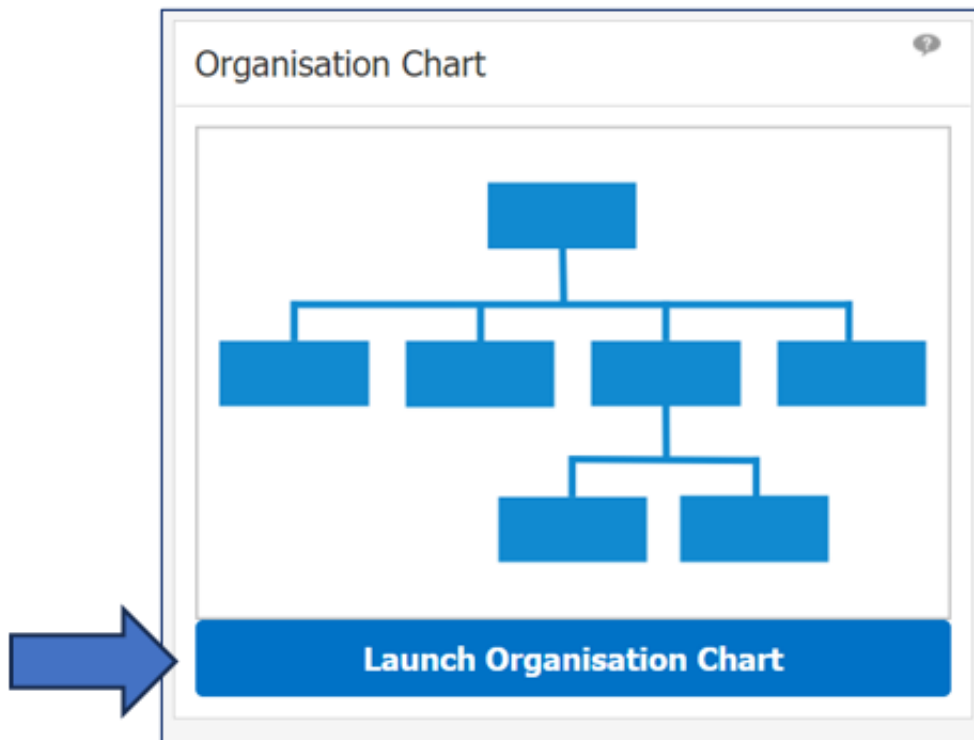
Name  Go [Advanced Search](#)

## My Employee Information

**Employment**

Focus	Name	Assignment Number	Position
	Leese22, Vivian		
	Admin22, Anthony	20006948	80154 Admin Ass
	Jimenes22, Monica	20007308	80117 Senior Nur
	Johnson22, Andrew	20007338	80100 Staff Nurs
	Joshi22, Neela	20007368	80117 Senior Nur
	Manager22, Michelle	20007639	80156 Head of N
	Nelson22, Art	20007729	80117 Senior Nur
	Sandwell22, Paula	20007910	80102 Senior Nur
	Williams22, Judith	20008210	80117 Senior Nur
	Wright22, Deirdre	20008240	80067 Nursing As

You can also view, check, and access employees in your hierarchy from the Organisation Chart on the Manager Portal.

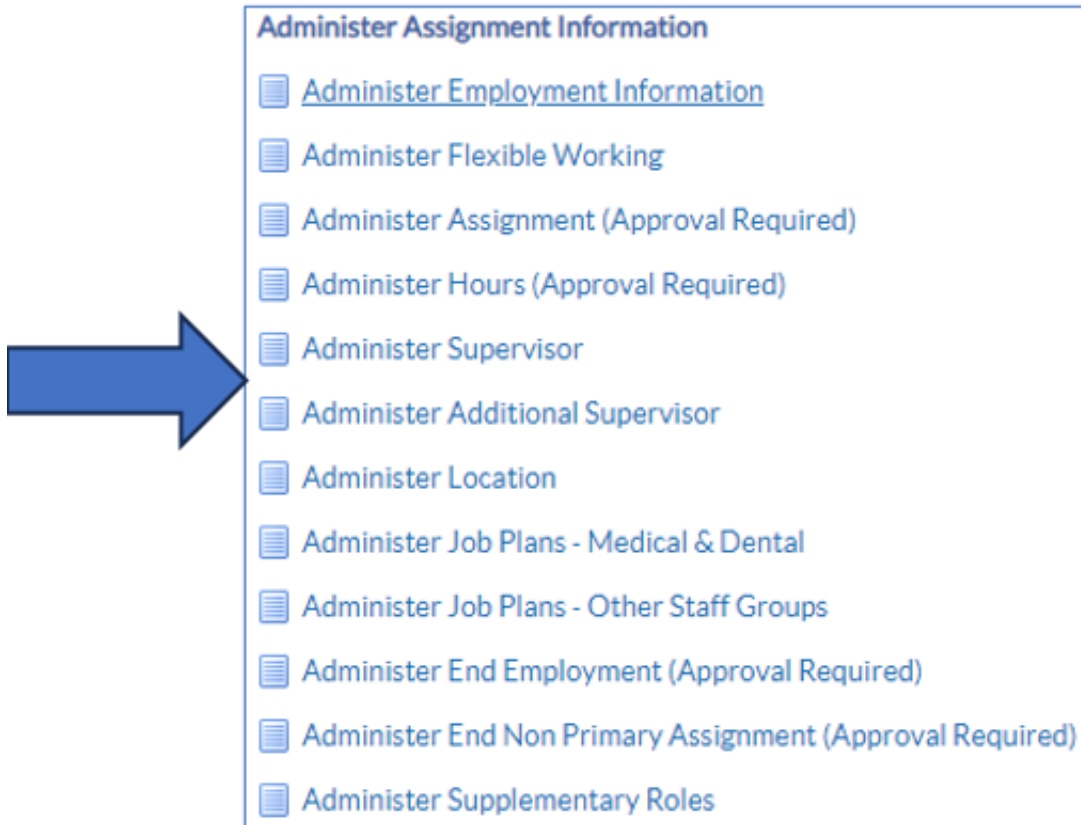


You can make changes to your supervisor hierarchy with Administrator Self Service.

Administer Assignment Information > Administer Supervisor and Administer Additional Supervisor sections.

The ESR Support Team maintain the Supervisor Hierarchy for RCHT, so please do seek support where required.

If you have a large amount of changes, please complete the [Hierarchy Amendment Form](#) and send over to the ESR Support mailbox.



## **Update Supervisor & Add Additional Supervisor**

The ESR Hub has short e-learning guides on how to update Supervisor and Assign new Direct Reports.

[How do I assign a new manager to an employee?](#)

[How do I assign direct reports to an employee?](#)

[How do I create and manage Additional Supervisors?](#)

For further support on how to use Administrator Self Service and the Manager Portal, there is helpful guidance on the ESR Hub:

[Home - ESR Hub - NHS Electronic Staff Record](#)

Please contact the ESR Team for support in using Administrator Self Service:  
[rcht.esrsupportteam@nhs.net](mailto:rcht.esrsupportteam@nhs.net)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=405>

