Administrator Self Service - Supervisor Hierachy Guide

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

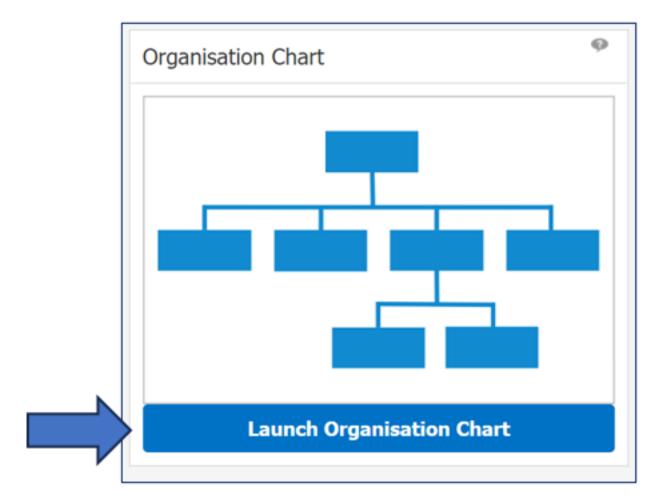
To view your Supervisor Hierarchy, navigate to the Administer Assignment Information and then Administer Employment Information.

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| ର () :) | • 11 | Assignment Number | Position | Хаб | Grade | Organisation | Location | Assignment Category | Hire Date |
| 0 0 > | • III | Assignment Number 20006948 | Pointion 80154/Jdmin Ast Bard 2 - Acute Nurse Management | Job Administrative and Clerical/Clerical Worker | | Organisation 505 Acute Nurse Management | | Assignment Category Permanent | Hire Date |
| 0 0 0 | Name Leese22, Vivian Admin22, Anthony | 20006948 | | | 20402 | | 505 ESRH | | |
| 0 0 0 | Name Leese22, Vivian Admin22, Anthony | 20006948 20007308 | 80154jAdmin Asst Band 2 - Acute Nurse Management | Administrative and Clerical[Clerical Worker | 20402 | 505 Acute Nurse Management 505 Ward 10 | 505 ESRH 505 ESRH | Permanent | 01-Jan-2010 |
| 0 0 0 | Name Lesse22, Vivian Admin22, Anthony Jimenes22, Monica | 20006948 20007308 | 80154JAdmin Asst Band 2 - Acute Nurse Management 80117/Senior Nurse Band 6 - Ward 10 | Administrative and Clerical/Clerical Worker Nursing and Midwifery Registered/Staff Nurse | XN02 XR06 XR05 | 505 Acute Nurse Management 505 Ward 10 | 505 ESRH 505 ESRH 505 ESRH | Permanent Permanent | 01-Jan-2010 01-Jan-2016 |
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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.

| iy L | y Employee Information | | | | | | | | | |
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| Focus N | Name | Assignment Number | Position | | | | | | | |
| | Leese22, Vivian | | | | | | | | | |
| ¢ | Admin22, Anthony | 20006948 | 80154 Admir | | | | | | | |
| | Jimenes22, Monica | 20007308 | 80117 Senior | | | | | | | |
| | Johnson22, Andrew | 20007338 | 80100 Staff | | | | | | | |
| | Joshi22, Neela | 20007368 | 80117 Senior | | | | | | | |
| Φ | Manager22, Michelle | 20007639 | 80156 Head | | | | | | | |
| | Nelson22, Art | 20007729 | 80117 Senior | | | | | | | |
| | Sandwell22, Paula | 20007910 | 80102 Senior | | | | | | | |
| | Williams22, Judith | 20008210 | 80117 Senior | | | | | | | |
| \diamond | Wright22, Deirdre | 20008240 | 80067 Nursir | | | | | | | |

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 <u>Hierarchy</u> <u>Amendment Form</u> 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: <u>rcht.esrsupportteam@nhs.net</u>

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