

Change Supervisor in HRP

Integrity Data HR Partner (HRP) | Getting Started Series

Overview

Steps for an HR Administrator to assign a supervisor to an employee in Integrity Data's HRP system. These steps must be completed by a user with HR Admin or equivalent permissions.

Option One

1. Log into HRP as an Administrator
 - o Sign into your Integrity Data HRP system with an account that has access to edit employee records.
2. Go to "Position Organization" menu found under "HR Admin > Employee Maintenance > Position Organization."
3. Scroll down to Reports To/Supervisor section
4. Assign the Supervisor
 - o Reports To 1 field:
 - Begin typing the supervisor's name
 - Select the supervisor from the dropdown list

The screenshot shows a web interface for the HRP system. At the top, there is a header bar labeled "Reports To/Supervisor". Below this, there are three dropdown menus labeled "Reports To 1", "Reports To 2", and "Reports To 3". Each dropdown menu has a placeholder text "Please Choose (represents BLANK)". Below these dropdowns, there is a section labeled "Supervisor (TC)" with an information icon. This section contains a text input field with the placeholder text "Supervisor (TC)".

5. Save the Changes
 - o Click Save to apply the update.

Option Two

1. Log into HRP as an Administrator
 - o Sign into your Integrity Data HRP system with an account that has access to edit employee records.

2. Navigate to the Employee Record
 - o Go to HR Admin → Employee Summary
 - o Search for and open the employee who is not visible to the supervisor.
3. Edit the Employee Profile
 - o Click EPO link

o Click **EPO link**

Solaris Healthcare, Inc. - 76234 - Heath, Sonya (322)

	Status: Active Tax Form: W2 Pay Type: Hourly Pay Rate: \$25.75	Current Hire Date: 11/19/2024 Termination Date: [Not Assigned] EPO Link: 	Employment: Fulltime Position: Continuous Care LVN Supervisor 1: Heather Hayworth Benefit Class / Eligibility Group: [No Benefit Class Assigned]	DEPT: Hospice AREA: Corporate ROLE: Continuous Care Nurse OFFICE: Mineral Wells Toggle Code/Desc Display
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4. Locate the Supervisor / Reporting Fields
 - o Scroll to the section that contains the Reports To and/or Reports To 2 fields.

Reports To/Supervisor

Reports To 1
Hayworth, Heather (1746) - Regional Clinical Coordinator

Reports To 2
Yarbrough, Melinda (790) - Clinical Leader

Reports To 3
Cooper, Jayme (662) - Clinical Director

Supervisor (TC) ⓘ
Supervisor (TC)

5. Assign the Supervisor
 - o Reports To 1 field:
 - Begin typing the supervisor's name
 - Select the supervisor from the dropdown list
 - o Ensure the correct supervisor is selected (not typed manually).

Reports To/Supervisor

Reports To 1
Please Choose (represents BLANK) r

Reports To 2
Please Choose (represents BLANK)

Reports To 3
Please Choose (represents BLANK)

Supervisor (TC) ⓘ
Supervisor (TC)

6. Save the Changes
 - o Click Save to apply the update.