

Viewing the Supervisor Hierarchy

Chapter 9

Viewing the Supervisor Hierarchy

Section Objectives

At the end of this section, you should be able to:

- View the Supervisor Hierarchy

Viewing the Supervisor Hierarchy



[Home](#) [Logout](#) [Preferences](#)

Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
Supervisor D Student19					
Supervisor A Student19	125481	Staff Administrator.III	PRISM TRKS		
Employee C Student19	124101	Staff Administrator.III	PRISM TRKS		
Employee E Student19	124221	Staff Administrator.III	PRISM TRKS		
Employee H Student19	124401	Staff Administrative Support.I	PRISM TRKS		
Employee I Student19	124461	Staff Administrator.III	PRISM TRKS		
Employee L Student19	124641	Staff Administrator.III	PRISM TRKS		
Employee M Student19	124701	Staff Administrator.III	PRISM TRKS		
Employee P Student19	124881	Staff Administrative Support.I	PRISM TRKS		
Employee Q Student19	124941	Staff Administrative Support.I	PRISM TRKS		
Employee R Student19	125001	Staff Administrative Support.I	PRISM TRKS		
Employee V Student19	125241	Staff Administrator.III	PRISM TRKS		
Supervisor B Student19	123621	Staff Administrator.III	PRISM TRKS		
Supervisor C Student19	123681	Staff Administrator.III	PRISM TRKS		
Supervisor E Student19	123741	Staff Administrator.III	PRISM TRKS		
Supervisor F Student19	123801	Staff Administrator.III	PRISM TRKS		
TCAdmin A Student19	123861	Staff Administrator.III	PRISM TRKS		
TCAdmin B Student19	123921	Staff Administrator.III	PRISM TRKS		

- Supervisor Hierarchy: The above form displays a hierarchical view of subordinate employees who report to the current user or supervisor. A supervisor may view direct reports by selecting a menu link such as the *Time Entry* link as above.
- Note in the screen shot above that Supervisors B & E are displayed with plus signs to the left of their names indicating that they each have direct reports. Supervisor C and TC Admins A and B are listed but do not have plus signs since they do not have any direct reports. Supervisor A has a minus sign to the left which indicates the direct reports displayed below.
- This view captures the Assignment Number, Job and Department (Organization) of each direct report.
- Clicking on the *Action* icon for a specific direct report will allow the supervisor to create or update a timecard for that employee.
- Clicking on the *Details* icon for a specific direct report will provide additional assignment and salary information for that employee which is similar to many of the fields on the employee record.

Lab 1: View the Supervisor Hierarchy

1. Log in to PRISM TRKS as SPVDXX.
2. Select the *PRISM TRKS Supervisor* responsibility and the *Time Entry* link to view the supervisor hierarchy.

Lab 1 Solutions: View the Supervisor Hierarchy

ORACLE E-Business Suite [Logout](#) [Preferences](#) [Help](#)

Logged In As SPVD22

Worklist [Full List](#)

From	Subject	Sent
There are no notifications in this view.		
TIP Vacation Rules - Redirect or auto-respond to notifications. TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator [Edit Navigator](#)

- PRISM TRKS Supervisor
- PRISM TRKS Time

PRISM TRKS Supervisor

- All Actions
- Manager Actions
- Time Entry
- Change Manager
- Mass Time Card Approvals
- Non-Exempt Account Distribution
- Missing Timecard Information
- Time Off Balance

Favorites [Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Copyright (c) 2006, Oracle. All rights reserved. [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)

- Select *PRISM TRKS Supervisor* responsibility
- Select the *Time Entry* link



[Home](#) [Logout](#) [Preferences](#) [Help](#)

Time Entry: People in Hierarchy

Focus	Name	Assignment Number	Job	Department	Action	Details
▼	Supervisor D Student002					
+	▶ Supervisor A Student002	132573	Staff.Administrator.III	PRISM TRKS Training		
+	▶ Supervisor B Student002	128059	Staff.Administrator.III	PRISM TRKS Training		
	Supervisor C Student002	128559	Staff.Administrator.III	PRISM TRKS Training		
	Supervisor E Student002	129059	Staff.Administrator.III	PRISM TRKS Training		
	TCAdmin A Student002	129559	Staff.Administrator.III	PRISM TRKS Training		

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

- The *Time Entry: People in Hierarchy* screen displays
- Supervisors A & B should have plus signs next to their names
- Click on the *Plus Sign* beside Supervisor B's name to see a list of direct reports

Lab 1 Solutions: View the Supervisor Hierarchy



[Home](#) [Logout](#) [Preferences](#) [Help](#)

Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
Supervisor D Student002					
Supervisor A Student002	132573	Staff.Administrator.III	PRISM TRKS Training		
Supervisor B Student002	128059	Staff.Administrator.III	PRISM TRKS Training		
Previous					
Employee A Student002	130059	Staff.Administrator.III	PRISM TRKS Training		
Employee B Student002	130559	Staff.Administrator.III	PRISM TRKS Training		
Employee F Student002	131559	Staff.Administrative Support.I	PRISM TRKS Training		
Employee G Student002	132059	Staff.Administrative Support.I	PRISM TRKS Training		
Employee J Student002	133073	Staff.Administrator.III	PRISM TRKS Training		
Employee K Student002	133573	Staff.Administrative Support.I	PRISM TRKS Training		
Employee N Student002	134073	Staff.Administrator.III	PRISM TRKS Training		
Employee O Student002	134573	Staff.Administrator.III	PRISM TRKS Training		
Employee S Student002	138573	Staff.Administrative Support.I	PRISM TRKS Training		
Employee T Student002	136073	Staff.Administrative Support.I	PRISM TRKS Training		
Next 11 - 16 of 16					
Supervisor C Student002	128559	Staff.Administrator.III	PRISM TRKS Training		
Supervisor E Student002	129059	Staff.Administrator.III	PRISM TRKS Training		
TAdmin A Student002	129559	Staff.Administrator.III	PRISM TRKS Training		

- Click the *Next 11 – 16 of 16* link to see the rest of Supervisor B's direct reports.

Lab 2: Subordinate Supervisor Views the Supervisor Hierarchy

1. Login to PRISM TRKS as SPVBXX.
2. Select the *PRISM TRKS Supervisor* responsibility and the *Time Entry* link to view the supervisor hierarchy.

Lab 2 Solutions: Subordinate Supervisor Views the Supervisor Hierarchy

ORACLE E-Business Suite [Logout](#) [Preferences](#) [Help](#)

Logged In As SPVB22

Worklist [Full List](#)

From	Subject	Sent
There are no notifications in this view.		
TIP Vacation Rules - Redirect or auto-respond to notifications. TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator [Edit Navigator](#)

<ul style="list-style-type: none"> PRISM TRKS Supervisor PRISM TRKS Time 	<ul style="list-style-type: none"> PRISM TRKS Supervisor All Actions Manager Actions Time Entry Change Manager Mass Time Card Approvals Non-Exempt Account Distribution Missing Timecard Information Time Off Balance
--	--

Favorites [Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

[Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

- Login as SPVBXX
- Select *PRISM TRKS Supervisor* responsibility
- Select the *Time Entry* link



[Home](#) [Logout](#) [Preferences](#) [Help](#)

Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
Supervisor B Student002					
Previous					
Employee A Student002	130059	Staff Administrator.III	PRISM TRKS Training		
Employee B Student002	130559	Staff Administrator.III	PRISM TRKS Training		
Employee F Student002	131559	Staff Administrative Support.I	PRISM TRKS Training		
Employee G Student002	132059	Staff Administrative Support.I	PRISM TRKS Training		
Employee J Student002	133073	Staff Administrator.III	PRISM TRKS Training		
Employee K Student002	133573	Staff Administrative Support.I	PRISM TRKS Training		
Employee N Student002	134073	Staff Administrator.III	PRISM TRKS Training		
Employee O Student002	134573	Staff Administrator.III	PRISM TRKS Training		
Employee S Student002	138573	Staff Administrative Support.I	PRISM TRKS Training		
Employee T Student002	136073	Staff Administrative Support.I	PRISM TRKS Training		
Next 11 - 16 of 16					

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

- The *Time Entry: People in Hierarchy* screen displays
- None of Supervisor B's employees has a plus sign next to his name
- Supervisor B cannot see any of the other supervisors