

Employee Supervisor Management System

Human Resources

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Basics

Employee Supervisor Management System

The ESMS has been designed to allow users in the faculties and services to check their organizational hierarchies and assign a supervisor to each employee in their unit.

A Web application, available from Virtuo, updates the information.

Users can view reports to check and research information on supervisors.

Access to the data is based on Timesheet Org of each employee

The employee data in the Employee Supervisor Management System is drawn from Banner.

It is possible to assign a supervisor to each job held by an employee. For example, an employee who is employed in two part-time positions may have one supervisor for each position.

Data on employee supervisors is downloaded into Banner and posted in the Current Job Records report of the FAST portal's FastHR app.

Accessing the ESMS

You can access the ESMS in one of three ways:

1. Enter the following address <https://erp-forms.uottawa.ca/ecis/>¹ in the address bar of your navigator
2. Go to [Management](http://www.uottawa.ca/human-resources/management)². Click Compensation. [Gestion](http://www.uottawa.ca/ressources-humaines/gestion)³. From the Start an Application section, click Employee Supervisor Management System (ESMS).

1. <https://erp-forms.uottawa.ca/ecis/>

2. <http://www.uottawa.ca/human-resources/management>

3. <http://www.uottawa.ca/ressources-humaines/gestion>

3. Log into VirtuO, click the Applications tab, and select Employee Supervisor Management System (ESMS). You can access VirtuO through University's [Employees](http://www.uottawa.ca/en/employees)⁴ website

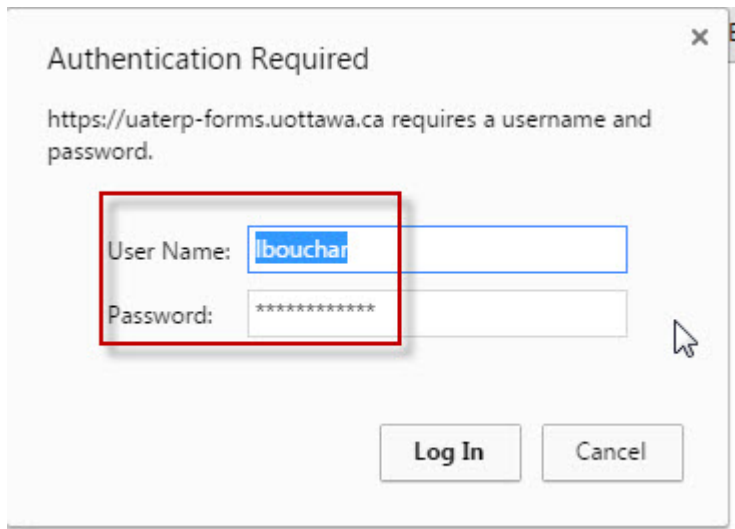


Logging into the ESMS

1. Enter your Outlook user name (without the @uottawa.ca).
2. Enter your Outlook password.

4. <http://www.uottawa.ca/en/employees>

3. Click on *Log In*.



Authentication Required

https://uaterp-forms.uottawa.ca requires a username and password.

User Name: lbouchar

Password: *****

Log In Cancel

Requesting access to the ESMS

Here are the steps to request access to the ESMS, depending on the user role
Steps for Human Resources (HR) and Level 1 users

1. Users fill out a form to request access to the Employee Corporate Information System (ECIS) and send it by email to CCSAM@uOttawa.ca.
2. CCSAM adds the user to the AD group to give that person access to the ESMS.
3. CCSAM sends an email to HR to notify them that the user has been added to the ECIS_AD group.
4. HR assigns a role and a list of organizational codes to the Level 1 user.
5. HR send an email to the Level 1 user to notify the person that they now have access to the ESMS and that they can now assign roles and organizational codes to Level 2 users in their faculty or service.

Steps for Level 2 users

1. Users fill out a form to request access to the Employee Corporate Information System (ECIS) and send it by email to CCSAM@uOttawa.ca.
2. CCSAM adds the user to the AD group to give that person access to the ESMS.

3. CCSAM sends an email to the Level 2 user to notify them that they have been added to the EMSM_AD group.
4. The Level 2 user then forwards the CCSAM email to the administrative director of the faculty or service so that the director can assign a list of organizational codes and a Level 2 role to the Level 2 user.

Understanding user roles

The ESMS allows users in faculties and services to find, see and update information about the supervisor of each employee.

Users must first be added to the ECIS_USERS security group so that they can be assigned a user role within the ESMS.

Please refer to the section in this guide entitled Requesting access to the ESMS to learn how to request access to the system.

Different user roles determine access to different parts of the ESMS.

The following table gives a brief description of each user's role and responsibilities.

Role	Responsibilities
HR Administrator	The HR Administrator of the ESMS is responsible for assigning HR roles to users working in HR.
HR User	HR Users are responsible for assigning Level 1 roles. They are also responsible for assigning organizational codes to users. HR users must change or remove Level 1 roles when a user changes positions or leaves the University.
Level 1 User1	Level 1 users are responsible for assigning Level 2 roles and the corresponding organizational codes to users in their faculty or service.
Level 2 User	Level 2 users are responsible for updating information on supervisors in their faculty or service.

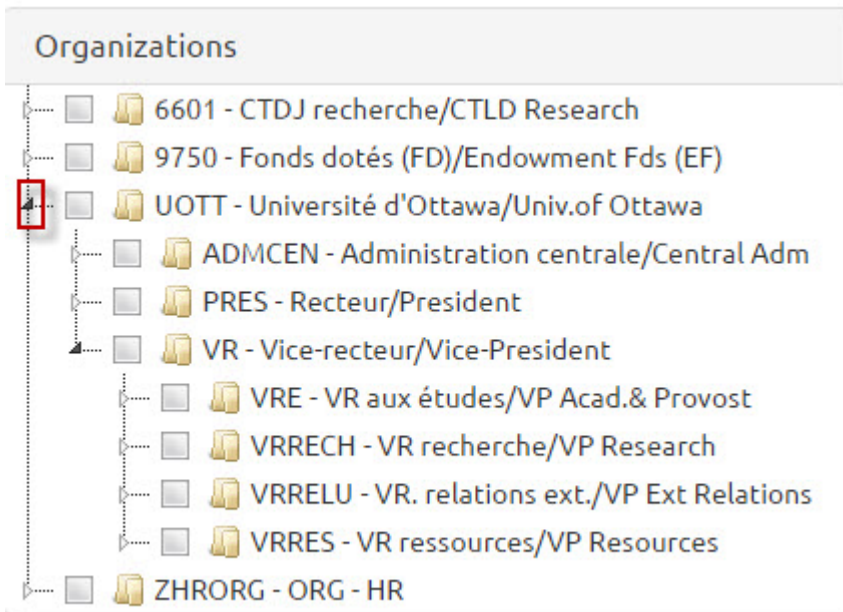
What to know before assigning organizational codes

A user's access to information on employees and their supervisor is based on the role the user has been assigned, as well as the list of organizations to which the employees and their supervisor belong.

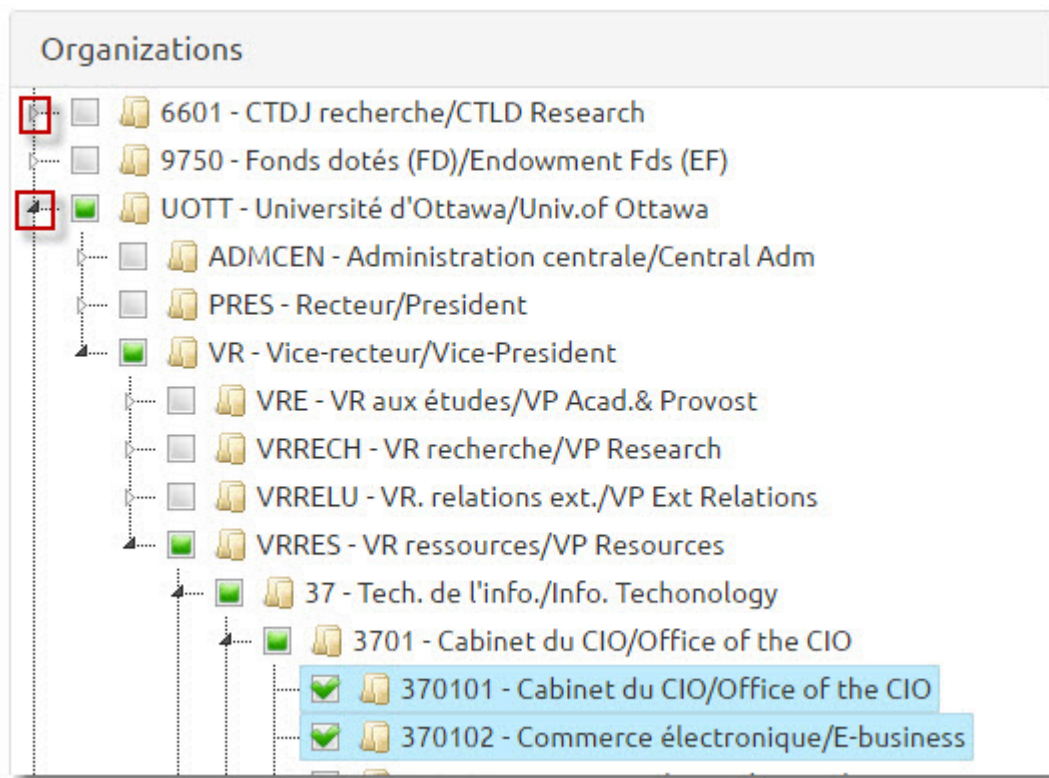
To access the lowest hierarchies of an organization, click the left-hand arrows as illustrated below



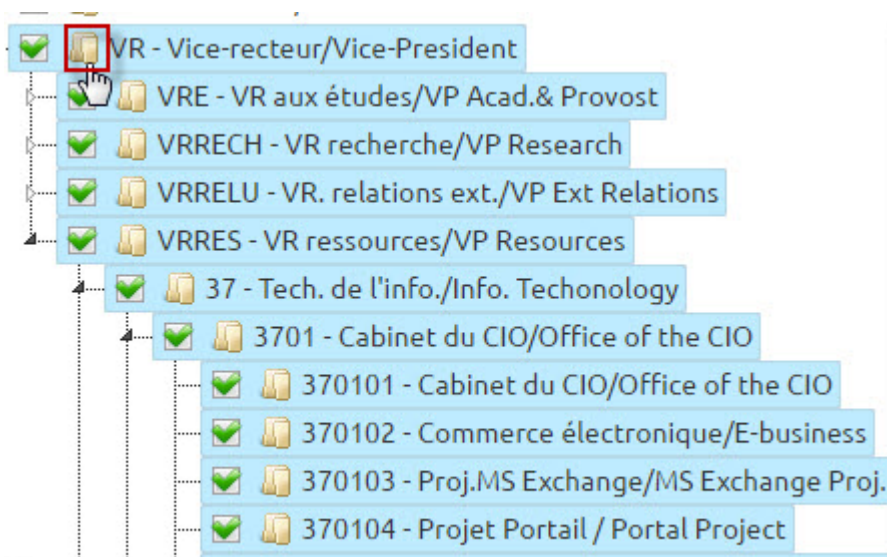
Click the arrow in line with UOTT to display lower levels (President and vice-presidents).



Next, continue to click the arrows (in the red boxes) to display ever lower levels in the hierarchy of organizational codes.

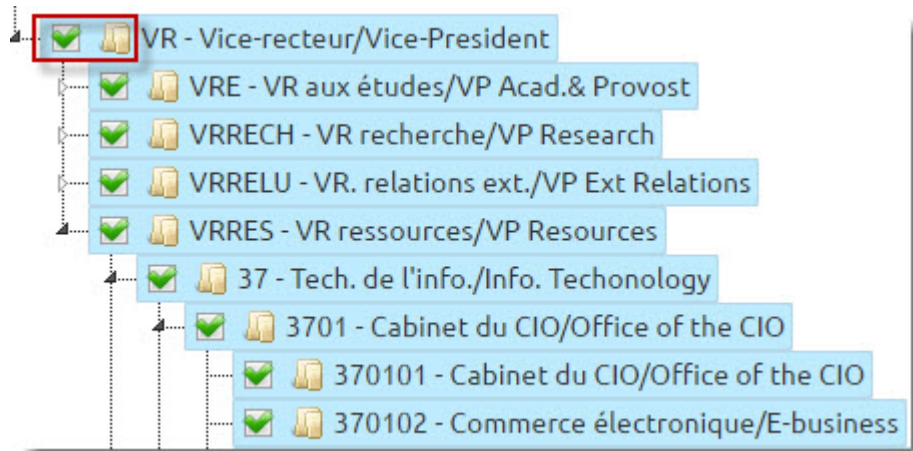


The system allows users to select a group of organizations. To do so, click the yellow file icon, as seen below.



The system highlights the selected organizational codes in blue.

To deselect a code, click the corresponding box with the green checkmark or click the yellow file icon.




User Administration

Assigning Level 1 user roles

Certains utilisateurs des RH ont la responsabilité d'assigner les rôles d'utilisateur de Niveau 1.

1. Click *User Admin*.



2.  **Note:** ESMS users must have access to the ECIS_AD group to be listed as users of this system. If a user does not appear, the user must fill out the [Request for access to HR/Pay Systems](#)⁵ and check the option labelled *Système de gestion des superviseurs des employés / Employee Supervisor Management System (ECIS_AD)*.

To find an employee, enter at least one search parameter.

- Enter the Outlook user name (without the @uottawa.ca)
- Enter the full or partial name of the employee
- Numéro d'employé (les neuf chiffres du numéro d'employé)
- Users not assigned to an organization.

5. http://www.uottawa.ca/ressources-humaines/sites/www.uottawa.ca.ressources-humaines/files/access_form_hr_decentralized_users-octobre_2016.pdf

3. Click *Search*.

The screenshot displays the 'User Administration' interface. At the top, the title 'User Administration' is highlighted with a red box. Below it is a search section with a 'Search user parameters' header. It contains a 'User Name' input field, a 'Name' input field containing the text 'Test', a checkbox for 'Users not assigned to an organization', and a 'Search' button. A red arrow points from the 'Search' button to the 'Name' field. Below the search section is the 'User search results' section, which contains a table with the following data:

User Name	Name	Role
<input checked="" type="checkbox"/> ECIS_TestUserL1	ECIS_TestUserL1	Level 1

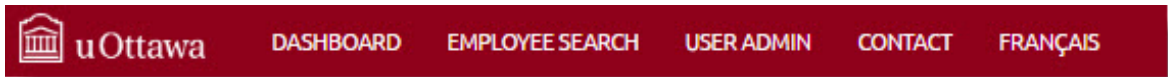
Below the table is a pagination control showing 'Page 1 of 1' and a dropdown menu set to '5'. A red arrow points from the 'Search' button to the 'ECIS_TestUserL1' entry in the table. Below the search results is the 'Select a user role' section, which contains a checkbox for 'Level 1'. A red arrow points from the 'ECIS_TestUserL1' entry to the 'Level 1' checkbox. Below this is the 'Organization(s)' section, which contains a tree view of organizational codes. The 'VR - Vice-recteur/Vice-President' code is highlighted with a red box. A red arrow points from the 'Level 1' checkbox to the 'VR - Vice-recteur/Vice-President' code. At the bottom left of the interface is a 'Save' button, which is also highlighted with a red box. A red arrow points from the 'VR - Vice-recteur/Vice-President' code to the 'Save' button.


4. Select the *level*.
5. Select the organizational codes to which the user must have access.
6. Click *Save*.
The system saves the information and displays the list of users and their role.

Assigning Level 2 user roles

Level 1 users are responsible for assigning user roles to Level 2 users within their service or faculty.

1. Click *User Admin*.



2.  **Note:** ESMS users must have access to the ECIS_AD group to be listed as users of this system. If a user does not appear, the user must fill out the [Request for access to HR/Pay Systems](#)⁶ and check the option labelled *Système de gestion des superviseurs des employés / Employee Supervisor Management System (ECIS_AD)*.

To find an employee, enter at least one search parameter.

- Enter the Outlook user name (without the @uottawa.ca)
- Enter the full or partial name of the employee
- Numéro d'employé (les neufs chiffres du numéro d'employé)
- Users not assigned to an organization.

6. http://www.uottawa.ca/ressources-humaines/sites/www.uottawa.ca.ressources-humaines/files/access_form_hr_decentralized_users-octobre_2016.pdf

- Click Search.

Search New System Users

New System Users Parameters

User Name: Name: Employee #: Users with no orgs assigned

New System Users

User Name	Full Name	Employee Num	Role
<input checked="" type="checkbox"/> cgeldrez	Cecilia Geldrez		

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Select a user role from the list

Level2

Organizations

- 1201 - Faculté des arts / Faculty of Arts
- 1202 - English
- 1203 - Lettres françaises
- 3701 - Cabinet du CIO/Office of the CIO
- 3706 - Services techniques/Tech.Serv.
- 3707 - Group sup. ERP/ERP Sup. Services
- 3708 - Syst.téléphonique-PBX/PBA Tel.Syst.
- 3709 - Service TI Étud/Student IT Services

- Select the level.
- Select the organizational codes to which the user must have .
- Click Save.

The system saves the information and displays the list of users and the role.

New System Users

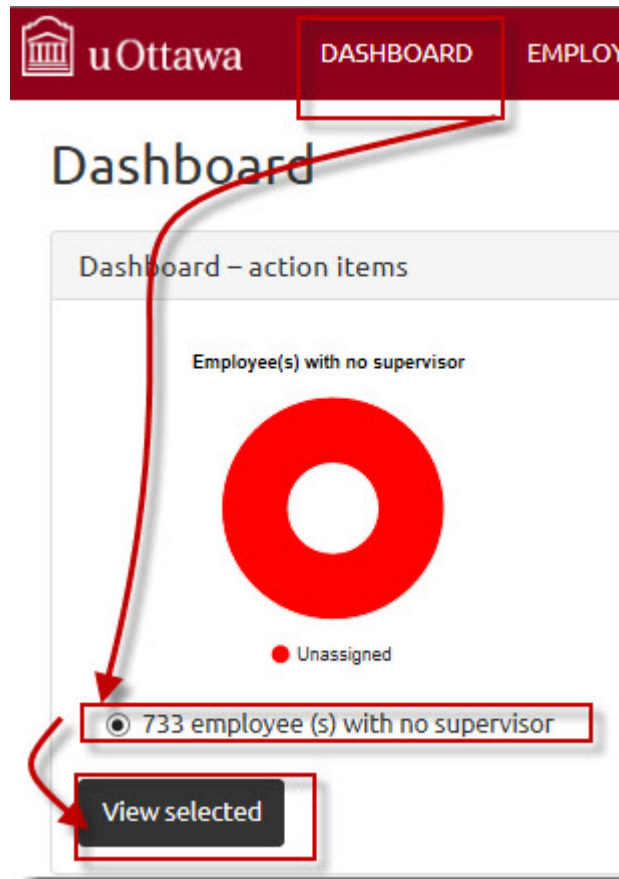
	User Name	Full Name	Employee Num	Role
<input type="checkbox"/>	ECIS_TestUserL1	ECIS_TestUserL1		Level1
<input type="checkbox"/>	atomita	Alex Tomita		Level1

Dashboard


Browsing the list of employees with no supervisor

The system allows you to see the list of employees to whom no supervisor has yet been assigned.

1.



Click *Dashboard*.

2.  **Note:** The system displays the number of employees to whom no supervisor has yet been assigned.

Click the button next to the number of *employee(s) with no supervisor*.

3. Click *View Selected*.

4. Enter one or more parameters in the following fields to filter the employee list (optional).

If no parameter is selected, the system displays the complete list of employees that match the organizational codes to which the user has access

- *Employee Number*
- *Last Name*(complete or partial)
- *First Name* (complete or partial)
- *Org Code*
- *E-Class*

Assign employees to a supervisor

Employee search parameters

Employee Number	Last Name	First Name	Org Code	E-Class	
<input type="text"/>	<input type="text" value="mao"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1j"/>	<input type="button" value="Search"/>

5. Click *Search*.
6. Select the employee.

Employee(s) with no supervisor (You have 1 item(s) selected)

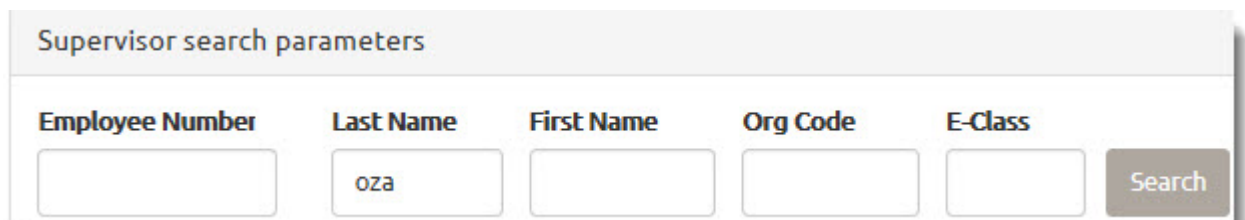
<input type="checkbox"/>	Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/>	100138942	Yang Mao	NP0002	00	Non-Paid Clinicians

Navigation: Page 1 of 1 50

7. Click *Next*.

8. The top of the screen displays the search fields for the supervisor. The selected employees are displayed at the bottom of the screen. Enter at least one supervisor search parameter.

- *Employee Number*
- *Last Name* (partial or complete)
- *First Name* (partial or complete)
- *Org Code*
- *E-Class*



The image shows a screenshot of a web form titled "Supervisor search parameters". The form contains five input fields and a "Search" button. The fields are labeled "Employee Number", "Last Name", "First Name", "Org Code", and "E-Class". The "Last Name" field contains the text "oza".

Employee Number	Last Name	First Name	Org Code	E-Class	Search
<input type="text"/>	<input type="text" value="oza"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

9. Click *Search*.

10. Select a supervisor from among the supervisor search results to assign.

Supervisor search results

	Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/>	10[REDACTED]	Walter Kozar	N[REDACTED]	00	Non-Paid Clinicians
<input type="checkbox"/>	10[REDACTED]	Jean-Francois Kozak	N[REDACTED]	00	Non-Paid Clinicians

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Selected employee(s)

Employee number	Full name	Position #	Job suffix	Job title
10[REDACTED]	Yang Mao	[REDACTED]	00	Non-Paid Clinicians

Confirm >>

11. Click *Confirm*.

The system confirms that information has been saved and returns to the dashboard to display an updated number of employees with no supervisor.

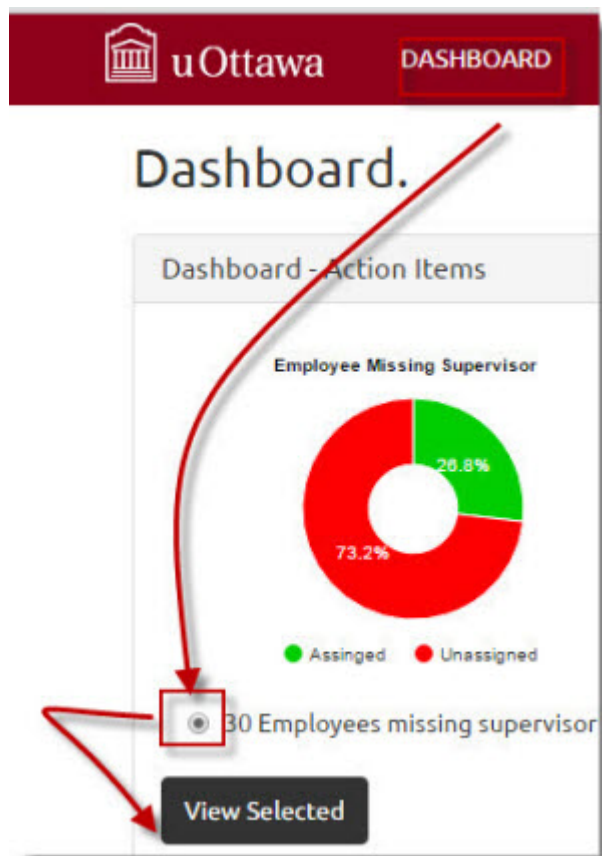
Assigning a supervisor to many employees

Il est possible d'assigner plusieurs employés à un superviseur .

1. Click *Dashboard*.

2.  **Note:**

Le système affiche le nombre d'employés qui n'ont aucun superviseur qui leur est assigné.



Click *View Selected*.

- (Optionnel) Entrer un paramètre dans les champs suivants pour filtrer la liste d'employés affichée.

Assign employees to a supervisor

Employee search parameters					
Employee Number	Last Name	First Name	Org Code	E-Class	
<input type="text"/>	<input type="text" value="za"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1j"/>	<input type="button" value="Search"/>

- *Employee Number*
- *Last Name* (complete or partial)
- *First Name* (complete or partial)
- *Org Code*
- *E-Class*

Le système affiche la liste complète des employés faisant partie de votre faculté ou service si vous n'ajoutez pas de paramètres à cette étape.

- Sélectionner les employés.

Employee(s) with no supervisor (You have 3 item(s) selected)

<input type="checkbox"/>	Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/>	100 10000	Yannick Duguay	100000	00	Non-Paid Clinicians
<input checked="" type="checkbox"/>	100 10000	Yang Mao	100000	00	Non-Paid Clinicians
<input checked="" type="checkbox"/>	100 10000	Surriya Tahirkheli	100000	00	Non-Paid Clinicians
<input type="checkbox"/>	100 10000	Gyaandeo Maharajh	100000	00	Non-Paid Clinicians
<input type="checkbox"/>	100 10000	Amiya Commons	100000	00	Non-Paid Clinicians

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Next >>

- Click *Next*.

Le système affiche la liste des employés sélectionnés dans la section du bas et vous permet de trouver un superviseur dans la portion du haut afin de lui assigner la liste d'employés affichée.

6. Entrer au moins un paramètre de recherche pour trouver le superviseur.

Supervisor search parameters				
Employee Number	Last Name	First Name	Org Code	E-Class
<input type="text"/>	<input type="text"/>	<input type="text" value="walter"/>	<input type="text"/>	<input type="text" value="1j"/>
				<input type="button" value="Search"/>

- *Employee Number*
 - *Last Name* (complete or partial)
 - *First Name* (complete or partial)
 - *Org Code*
 - *E-Class*
7. Click *Search*.

8. Sélectionner le superviseur affiché dans la section *Résultat de la recherche du superviseur*.

Supervisor search results

Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/> 100	Walter Kozar		00	Non-Paid Clinicians

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Selected employee(s)

Employee number	Full name	Position #	Job suffix	Job title
100	Yannick Duguay		00	Non-Paid Clinicians
100	Yang Mao		00	Non-Paid Clinicians
100	Surriya Tahirkheli		00	Non-Paid Clinicians

Confirm >>

9. Click *Confirm*.

Le système confirme que l'information a été sauvegardée et retourne au tableau de bord et affiche un nouveau nombre d'employé(s) sans superviseur.

Browsing the list of orphan organizational codes

Access to ESMS data is based on the University's hierarchy of organizational codes (org codes). Consequently, each organizational code must be assigned to a Level 1 user so that this person can see the employees that belong to the various organizational codes.

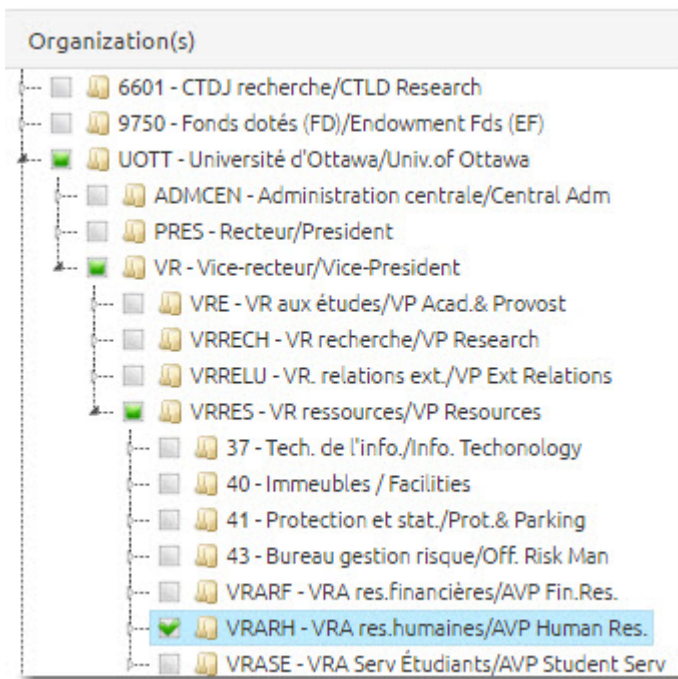
1. Click *Dashboard*.

The screenshot shows the uOttawa ESMS Dashboard. The navigation bar includes 'uOttawa', 'DASHBOARD', 'EMPLOYEE SEARCH', 'USER ADMIN', and 'CONTACT'. The main content area is titled 'Dashboard - Action Items' and features three donut charts: 'Employee Missing Supervisor' (99.8% Unassigned), 'Groups Missing Supervisor' (100% Assigned), and 'Org Code Assignment' (98.7% Unassigned). Below the charts, there are three radio buttons: '6088 Employees missing supervisor' (unselected), 'No Action Required' (unselected), and '4529 Org. codes missing L1 users' (selected). A 'View Selected' button is located at the bottom left. Red arrows indicate the path from the 'DASHBOARD' menu item to the selected radio button, and then to the 'View Selected' button.

2. Click the button next to *Codes missing L1 users*

3. Click *View Selected*.

The system displays the list of organizations to which no Level 1 user has been assigned, as well as the list of Level 1 users. Select one or more organizational codes.

4. Select the *Organization(s)*.

5. Enter a search parameter to find a Level 1 user (optional).
 - *User Name*
 - *Name*

The screenshot shows a web interface for searching users. It is divided into two main sections: "User search parameters" and "User search results".

User search parameters: This section contains two input fields: "User Name" (empty) and "Name" (containing "lanthier"). A "Search" button is located to the right of these fields. A red box highlights the "Name" field and the "Search" button. A red arrow points from the "Search" button to the "Save" button in the results section.

User search results: This section displays a table with the following data:

	User Name	Name
<input checked="" type="checkbox"/>	alanthie	André Lanthier

Below the table is a pagination control showing "Page 1 of 1" and a "50" dropdown menu. A "Save" button is located below the pagination control. A red box highlights the "Save" button. A red arrow points from the "Save" button to the "Search" button in the parameters section.

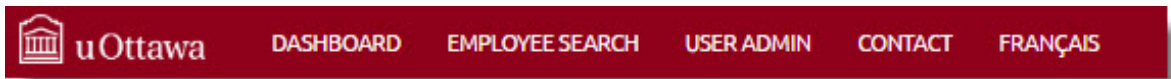
6. Click *Search*.
7. Select the user from the list displayed.
8. Click *Save*.
The system saves the information and displays the dashboard.

Employee Search

BrowsinThe system can display information about an employee and their supervisor
information

Le système permet d'afficher les informations sur l'employé et son superviseur.

1. Click *Employee Search*.



- The system displays the list of employees to which the user has access. Enter a search parameter in one of the following fields to apply a filter to the list of employees displayed (optional).

Employee Search Parameters

Employee Number	Last Name	First Name	Org Code	E-Class	
<input type="text"/>	<input type="text" value="Go"/>	<input type="text" value="Pokemon"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

- Employee Number
- Last Name (full or partial)
- First Name (full or partial)
- Org Code
- E-Class

NOTE: The system displays the number of employees to whom no supervisor has been assigned. To sort the data by field, click on the corresponding field: Employee Number, Name and First name, position title, Employee organizational code. Click on the arrows at the bottom of the page to scroll to the following pages. To change the number of rows that are displayed on screen, click on the rolling list next to the navigation arrows.

Employee number ↓↑	Full name	Position #	Job suffix	Job title
10000024	Kwan-Leung Chan	NP0002	00	Non-Paid Clinicians
100000210	Sylvie Émond	100157	00	Lab. Animal Research Techn.
100000276	Denis Faubert	100861	00	Team Coord., Security Division
100000310	Nicole Marinier	100297	00	Receiving Clerk

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50

3. Click *Search*.
4. Click on the eye icon to display information about the employee.

Employee number ↓	Full name	Position #	Job suffix	Job title	Org. Code	E-Class	
100257028	Pokemon Go 3	201180	00	Vice-Dean Acad./Secretary	190101	1A-Regular Academic - APUO	

The system displays information on the employee, their supervisor (if assigned) and the list of employees that report to the employee (if they have been assigned).

View employee details

Employee Details

Employee Number 100257028	Position Number 201180
Job Status A	Job suffix 00
First Name Pokemon	Employee Org Code 190101
Last Name Go 3	Organization Name Social Sc.-Adm.
Job title Vice-Dean Acad./Secretary	Supervisor Marcel Merette Change supervisor
E-Class Code 1A	Employee Staff Count Assign Employees

Do not post the job details on the university public web site

Supervisor Details for Pokemon Go 3

Employee Number 1001	Position Number 200202
Job Status A	Job suffix 00
First Name Marcel	Employee Org Code 190201
Last Name Merette	Organization Name Economics Adm
Job title Dean	Supervisor Steve iPhone Jobs
E-Class Code 1B	Employee Staff Count 200 assigned employees

[Back to Search](#)

5. Click on *Do not post job details on the university public website* if you do not want this information to be publicly available on the employee directory.

Changing an employee's supervisor through the View Employee Details screen

You can change the employee's supervisor from the View Employee Details screen.

1. Click *Change supervisor*.

View employee details

Employee Details

Employee Number	100257028	Position Number	201180
Job Status	A	Job suffix	00
First Name	Pokemon	Employee Org Code	190101
Last Name	Go 3	Organization Name	Social Sc.-Adm.
Job title	Vice-Dean Acad./Secretary	Supervisor	Marcel Merette (Change supervisor)
E-Class Code	1A	Employee Staff Count	Assign Employees

2. Enter at least one search parameter to find the supervisor

- *Employee Number*
- *Last Name* (full or partial)
- *First Name* (full or partial)
- *Org Code*
- *E-Class*

Supervisor Search Parameters

Employee Number	Last Name	First Name	Org Code	E-Class
<input type="text"/>	<input type="text" value="jobs"/>	<input type="text" value="steve"/>	<input type="text"/>	<input type="text"/>

Search

3. Click *Search*.

4. Select the supervisor.

Supervisor search results

	Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/>	100257018	Steve iPhone Jobs	100002	00	Acad. Dev. & Stud.Retent.Spec.

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Assign a supervisor

5. Click *Assign a Supervisor*.

The system confirms that the supervisor has been assigned and displays the information.

Assigning employees to a supervisor through the View Employee Details screen

You can assign employees to a supervisor from the View Details Information screen.

1. Click *Assign Employees*.

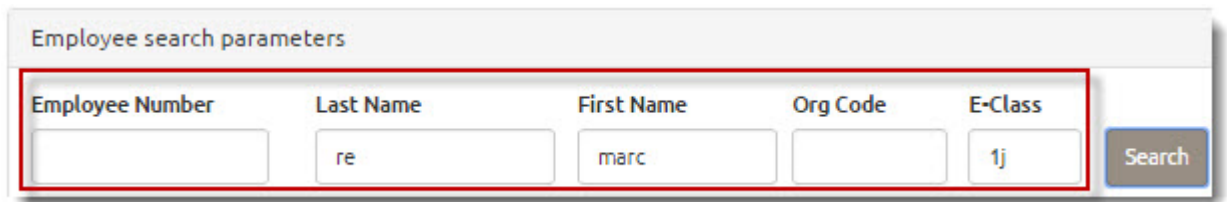
View employee details

Employee Details

Employee Number	100257018	Position Number	100002
Job Status	A	Job suffix	00
First Name	Kimberly A.	Employee Org Code	152401
Last Name	Bertens	Organization Name	Surgery-Adm.
Job title	Non-Paid Clinicians	Supervisor	Assign a supervisor
E-Class Code	1J	Employee Staff Count	Assign Employees

Do not post the job details on the university public web site

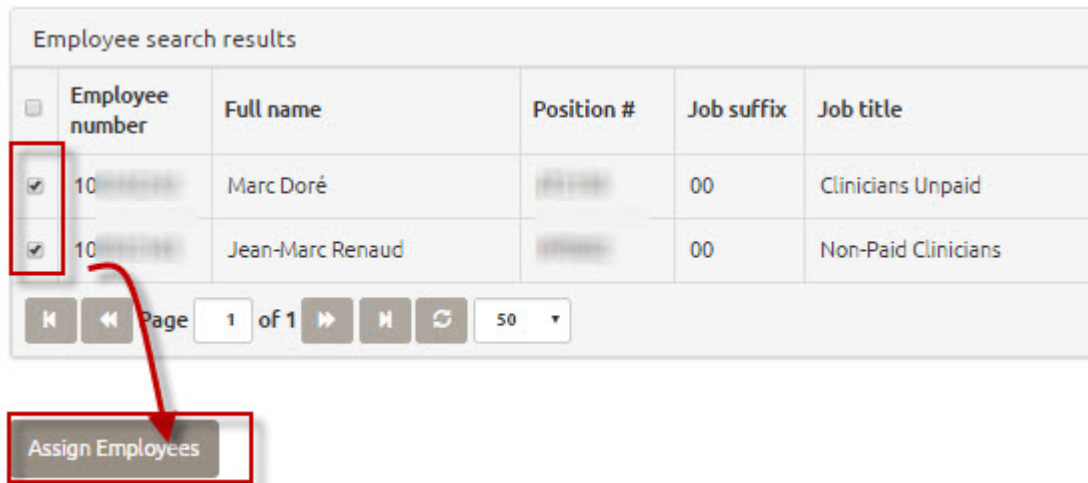
2. Enter at least one search parameter to find the employee
 - *Employee Number*
 - *Last Name*
 - *First Name*
 - *Org Code*
 - *E-Class*



Employee search parameters

Employee Number	Last Name	First Name	Org Code	E-Class	Search
<input type="text"/>	re	marc	<input type="text"/>	1j	Search

3. Click *Search*.
4. Select the employee(s) you wish to assign to this supervisor (you can assign more than one at a time)
5. Click *Assign Employees*.



Employee search results

<input type="checkbox"/>	Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/>	10 [REDACTED]	Marc Doré	[REDACTED]	00	Clinicians Unpaid
<input checked="" type="checkbox"/>	10 [REDACTED]	Jean-Marc Renaud	[REDACTED]	00	Non-Paid Clinicians

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Assign Employees

The system saves the information and the employees' names appear under the supervisor's Staff section.

Assigning a Level 2 supervisor through the View Employee Details screen

The name of a Level 2 supervisor can be added to the section containing the information on the employee's supervisor from the View Employee Details screen.

1. Click *Assign a supervisor*.

The screenshot displays the 'View employee details' interface. The top section, titled 'Employee Details', shows information for an employee with the name Shu-Tim Cheung. The 'Supervisor' field is currently set to 'Yeyao (Joe) Yu' with a '(Change)' link. Below this is a checkbox for 'Do not post the job details on the university public web site'. The bottom section, titled 'Supervisor Details for Shu-Tim Cheung', shows details for the current supervisor, Yeyao (Joe) Yu. In this section, the 'Supervisor' field is set to 'Assign a supervisor', which is highlighted with a red box. A red arrow points from the 'View employee details' title to the 'Supervisor' field in the supervisor details section.

Employee Details	
Employee Number	101-18888
Job Status	A
First Name	Shu-Tim
Last Name	Cheung
Job title	Non-Paid Clinicians
E-Class Code	1J
Position Number	188888
Job suffix	00
Employee Org Code	320198
Organization Name	Conversion
Supervisor	Yeyao (Joe) Yu (Change)
Employee Staff Count	Assign Employees

Do not post the job details on the university public web site

Supervisor Details for Shu-Tim Cheung	
Employee Number	1888888
Job Status	A
First Name	Yeyao (Joe)
Last Name	Yu
Job title	Non-Paid Clinicians
E-Class Code	1J
Position Number	188888
Job suffix	00
Employee Org Code	152301
Organization Name	Medicine-Adm.
Supervisor	Assign a supervisor
Employee Staff Count	1 assigned employees

2. Enter at least one search parameter to find the Level 2 supervisor.

- *Employee Number*
- *Last Name* (full or partial)
- *First Name* (full or partial)
- *Org Code*
- *E-Class*

Supervisor Search Parameters

Employee Number	Last Name	First Name	Org Code	E-Class
	jobs	steve		

Search

3. Click *Search*.

4. Select the Level 2 supervisor.

Supervisor search results

	Employee number	Full name	Position #	Job suffix	Job title
<input checked="" type="checkbox"/>	100257018	Steve iPhone Jobs	100002	00	Acad. Dev. & Stud.Retent.Spec.

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Assign a supervisor

5. Click *Assign a supervisor*.

The system saves the information. The name of the Level 2 supervisor will now appear when employee information is displayed.

Removing an employee from a supervisor's list of staff

You can remove an employee from a supervisor's list of staff.

View employee details

Employee Details

<p>Employee Number [REDACTED]</p> <p>Job Status A</p> <p>First Name Yeyao</p> <p>Last Name Yu</p> <p>Job title Non-Paid Clinicians</p> <p>E-Class Code 1J</p>	<p>Position Number [REDACTED]</p> <p>Job suffix 00</p> <p>Employee Org Code 152301</p> <p>Organization Name Medicine-Adm.</p> <p>Supervisor Mohamed Yousri Mahm</p> <p>Employee Staff Count 1 assigned employees</p>
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Do not post the job details on the university public web site

Supervisor Details for Yeyao (Joe) Yu

<p>Employee Number [REDACTED]</p> <p>Job Status A</p> <p>First Name Mohamed</p> <p>Last Name Mahmoud</p> <p>Job title Term Post-Doctoral Fellow Can</p> <p>E-Class Code 1F</p>	<p>Position Number [REDACTED]</p> <p>Job suffix 00</p> <p>Employee Org Code 181011</p> <p>Organization Name SEECS-Admin.</p> <p>Supervisor Assign a supervisor</p> <p>Employee Staff Count 1 assigned employees</p>
--	---

Yeyao (Joe) Yu's staff

Employee number	Full name	Position #	Job suffix	Job title	Org. Code	E-Class	
[REDACTED]	Shu-Tim Cheung	NP0002	00	Non-Paid Clinicians	320198	1J-Clinicians	<input type="checkbox"/> <input checked="" type="checkbox"/>

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1. In the [Supervisor's name]'s staff section, click the X-icon next to the employee who is no longer assigned to this supervisor.

The system removes the employee's name from the list of [Supervisor's name]'s staff. If this is the only employee to report to this supervisor, the section will disappear completely.

View employee details

Employee Details	
Employee Number ██████████	Position Number ██████████
Job Status A	Job suffix 00
First Name Yeyao	Employee Org Code 152301
Last Name Yu	Organization Name Medicine-Adm.
Job title Non-Paid Clinicians	Supervisor Mohamed Yousri M
E-Class Code 1J	Employee Staff Count Assign Employees
<input type="checkbox"/> Do not post the job details on the university public web site	
Supervisor Details for Yeyao (Joe) Yu	
Employee Number ██████████	Position Number ██████████
Job Status A	Job suffix 00
First Name Mohamed	Employee Org Code 181011
Last Name Mahmoud	Organization Name SEECs-Admin.
Job title Term Post-Doctoral Fellow Can	Supervisor Assign a supervisor
E-Class Code 1F	Employee Staff Count 1 assigned employ