Adding a New Supervisor in ADP® Time & Attendance

Identify a Supervisor

Identify a supervisor to increase their employee access.

Assign a Supervisor to an Employee

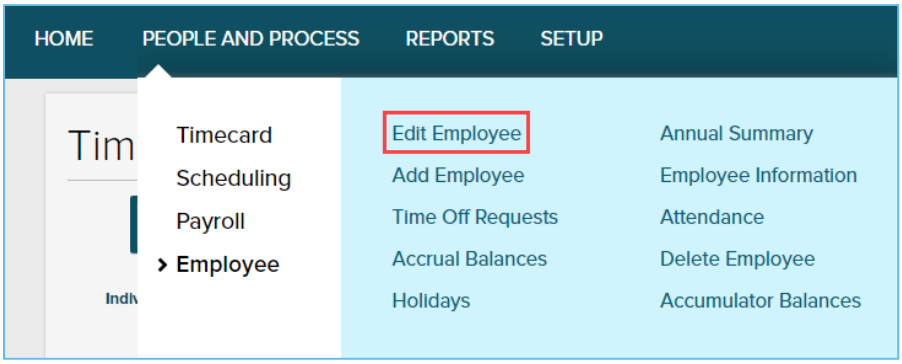
Assign an employee to a supervisor to grant supervision.

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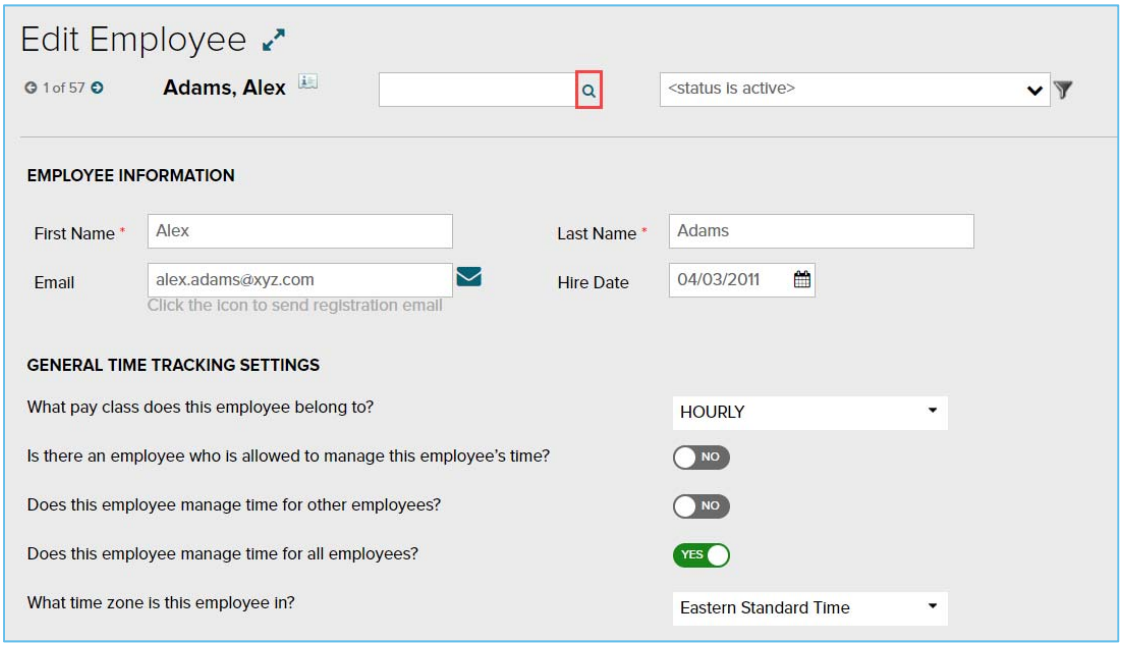
Identify a Supervisor

Note: Before proceeding, add the employee you want to set as a supervisor.

1. Select **People and Process** > **Employee** > **Edit Employee**.

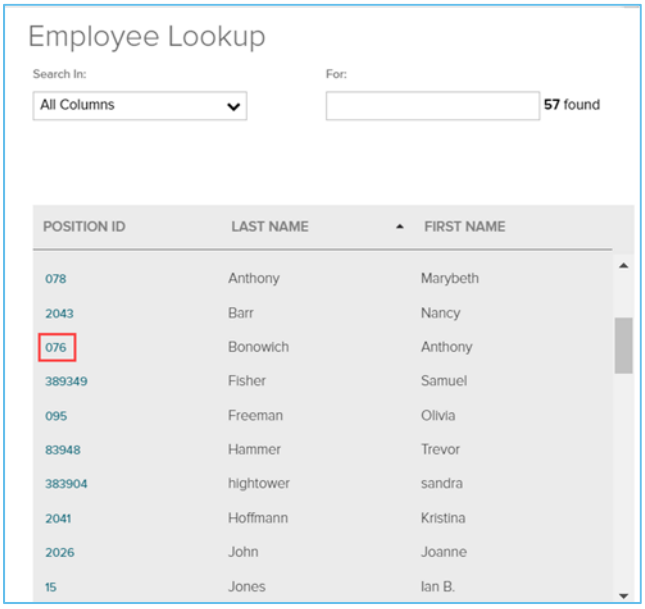


2. To locate the employee you want to identify as a supervisor, click **Search**.

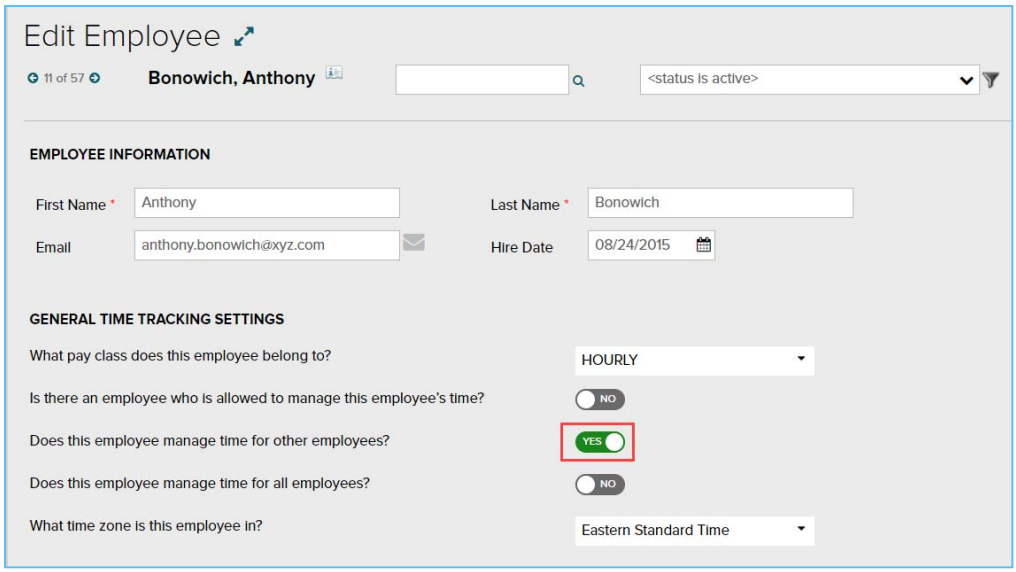


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3. Click the Position ID of the employee you want to set as a supervisor.



4. Click the toggle for **Does this employee manage time for other employees** to change it to Yes and then click **Save**.

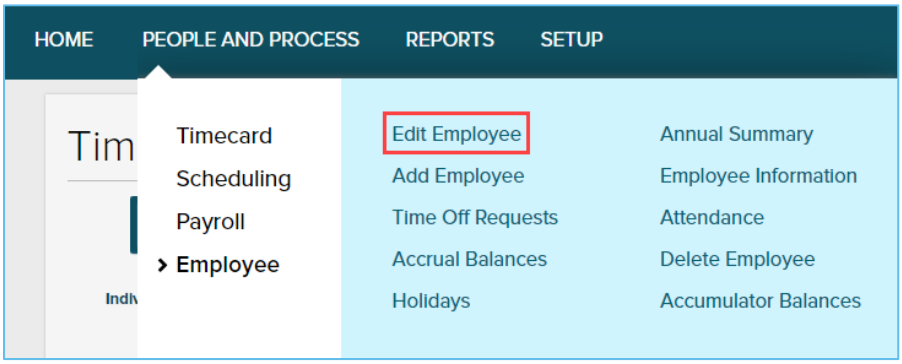


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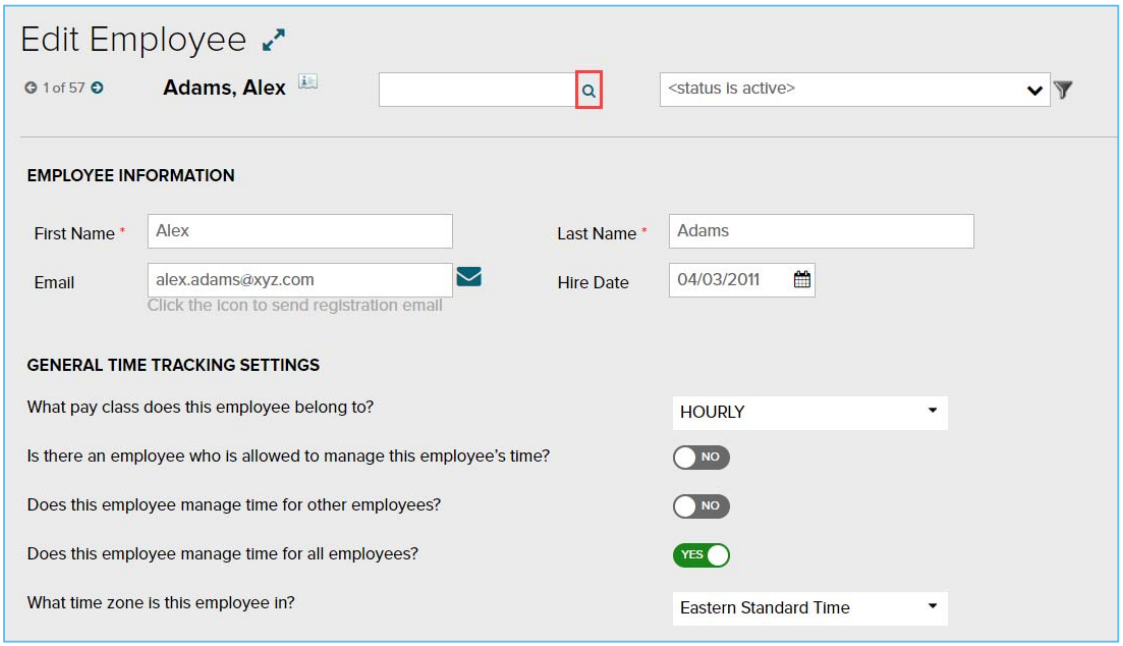
Assign a Supervisor to an Employee

Note: Before proceeding, add the employee and supervisor.

1. Select **People and Process** > **Employee** > **Edit Employee**.

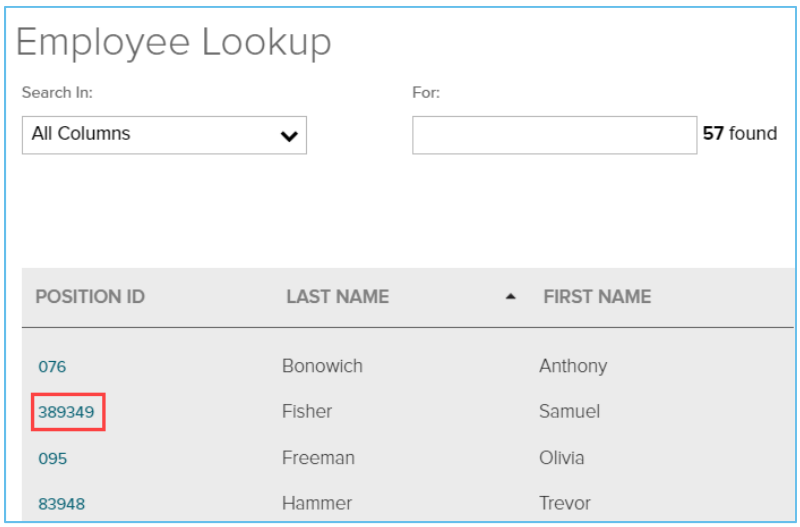


2. To locate the employee you want to assign a supervisor to, click **Search**.

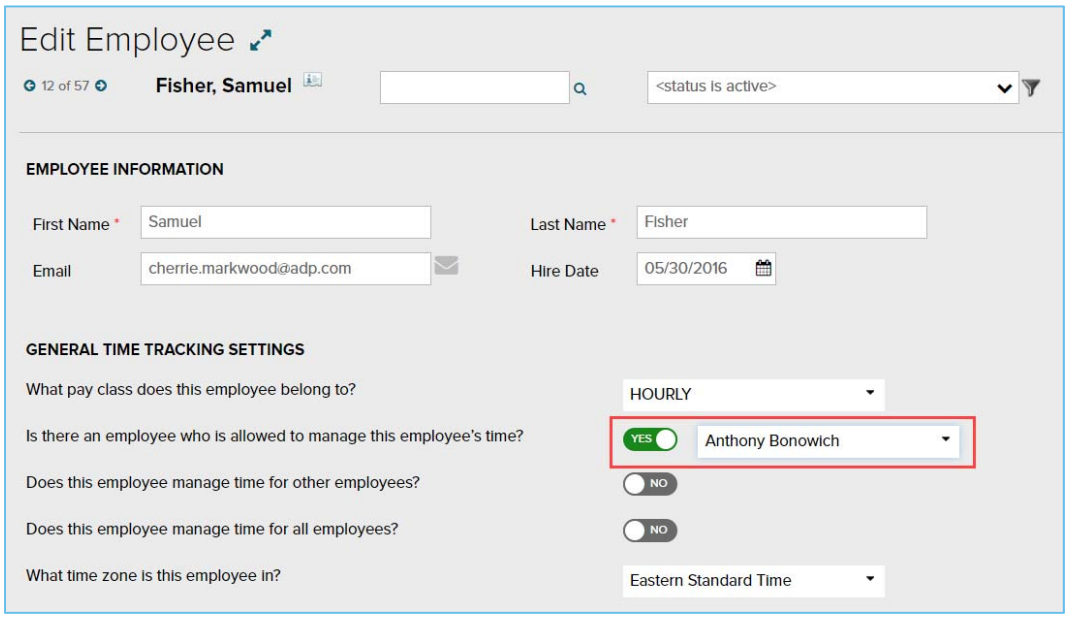


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3. Click the Position ID of the employee.



4. In the **Is there an employee who is allowed to manage this employee's time** field, click the toggle to change it to **Yes** and then select the supervisor's name. Then click **Save**.



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