HRIS System Update

In order for HR to provide accurate information regarding supervisory relationships and their direct reports; and to meet the systems requirements for the Learning Hub (LMS), HR and CITS have implemented a process that will record the actual primary supervisory relationship in eUMB. There are two ways the information will be entered.

1. *ePAF – for new hires and job changes.*

   ePAF Initiators will have the ability to select the primary supervisor for a new hire or job change when entering an ePAF.

2. Direct Update in eUMB

When a supervisor terminates or reassigned, Payroll reps can go directly into the eUMB to make the changes by going to **Main Menu > Workforce Administration > Job Information > UMB Reports to Set Up.** The screen can be searched by department, employee id, supervisor id, or by simply checking the box next to maintenance required and clicking "fetch" to pull all the records that need updating in the department.

Once the records are fetched, the list can be reviewed and changes made accordingly so that every employee has an assigned supervisor.

Steps

1. Navigate to: **Main Menu > Workforce Administration > Job Information > UMB Reports to Set Up.**
2. **Check the box "maintenance Required**
3. **Click fetch**
4. **Enter the new supervisor ID in the "New Supervisor ID" for the respective employee**
5. **Click save**