

complyND[✓] – Trainee/Dotted-line Supervisor Relationship Set-up

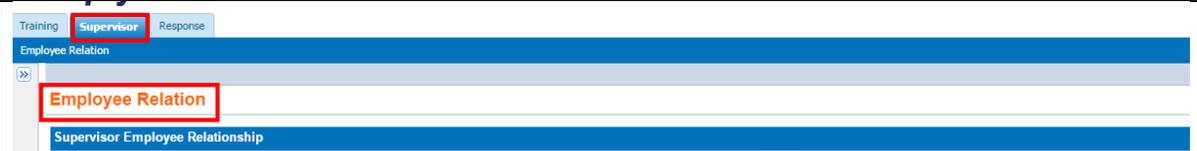
Dotted-Line Supervisor Assignment

The Department Administrator is responsible for maintaining all the dotted-line supervisor/employee relationships within the department. A dotted-line relationship must exist in order for a person who is NOT an employee's direct supervisor to assign training to them. For example, a person working in a lab would need lab-specific training, but the lab supervisor who must assign that training might not be the employee's direct supervisor.

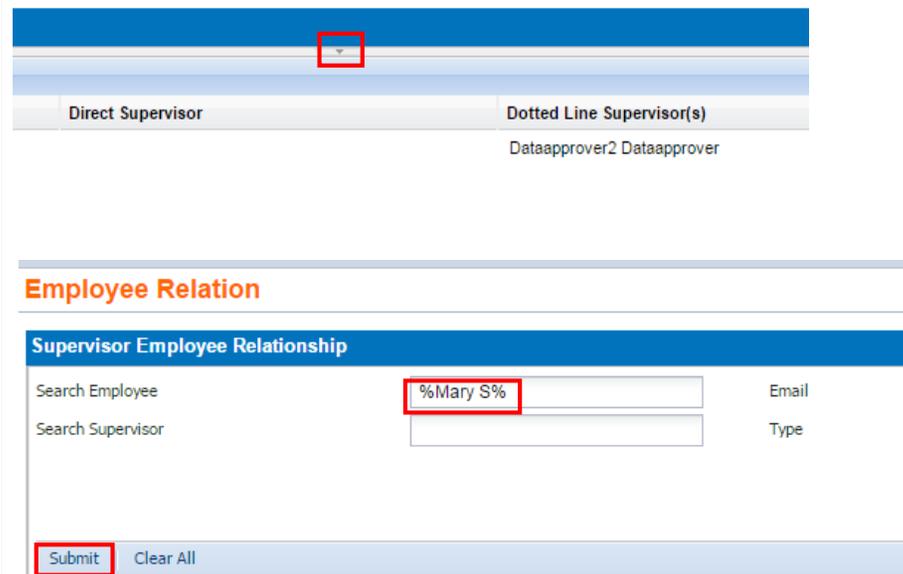
NOTE: *An employee can have a maximum of five (5) dotted-line supervisor/employee relationships

Log in at **comply.nd.edu** and then:

1. Click on the **Supervisor** tab.
2. This will open the **Employee Relation** infoport where you can set up the Supervisor/Employee relationship.



3. Click on the small drop-down arrow in the middle of the header to open the search filters.
4. Search for the employee who needs the dotted-line supervisor.
5. Using the wild-card character before and after the name of the employee. For example, if you are looking for Mary Smith, you can search for %Mary S%, to find any name with "Mary S" in it
6. Click **Submit**.



<p>7. Once you have located the correct employee, click the Edit link in the Assign Dotted line column.</p>	<p>Report Data as of: 05/27/2015 09:42 AM</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Email</th> <th>Direct Supervisor</th> <th>Dotted Line Supervisor(s)</th> <th>Assign Dotted Line</th> </tr> </thead> <tbody> <tr> <td>▶ Mary Swift</td> <td>nc.ompliance8@gmail.com</td> <td></td> <td></td> <td>Edit</td> </tr> <tr> <td>▶ Mary Smith</td> <td>noreply@nd.edu</td> <td></td> <td>Donna Thompson</td> <td>Edit</td> </tr> <tr> <td>▶ Mary Szekendi</td> <td>nc.ompliance8@gmail.com</td> <td></td> <td></td> <td>Edit</td> </tr> </tbody> </table>	Employee	Email	Direct Supervisor	Dotted Line Supervisor(s)	Assign Dotted Line	▶ Mary Swift	nc.ompliance8@gmail.com			Edit	▶ Mary Smith	noreply@nd.edu		Donna Thompson	Edit	▶ Mary Szekendi	nc.ompliance8@gmail.com			Edit
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<p>8. Use the search filter to find the name of the employee who will be Mary Smith's dotted-line supervisor.</p> <p>9. For example, if you are looking for Jenny Clark, you could search for %Clark%.</p> <p>10. Click Filter.</p>	<p>Supervisor > Supervisor Employee Relationship > Employee Relation</p> <p>Email</p> <input type="text"/> <p>Search Employee</p> <input type="text" value="%Clark%"/> <p>Filter</p>																				
<p>11. In the Users infoport, check the box in the Select column in the row with the required dotted-line supervisor's name.</p> <p>12. Click the button with the two right-facing arrows.</p> <p>NOTE: If you need to remove a dotted-line supervisor, check the box in the Select column in the Dotted Supervisors pane and click the left-facing double arrows.</p>	<p>Available Users</p> <p>Users</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Employee</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>▶ <input type="checkbox"/></td> <td>Elizabeth Clark</td> <td>nc.ompliance8@gmail.com</td> </tr> <tr> <td>▶ <input checked="" type="checkbox"/></td> <td>Jenny Clark</td> <td>noreply@nd.edu</td> </tr> </tbody> </table> <p>>></p> <p><<</p> <p>Dotted Supervisors</p> <p>Dotted S</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Employee</th> </tr> </thead> <tbody> <tr> <td>▶ <input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Select	Employee	Email Address	▶ <input type="checkbox"/>	Elizabeth Clark	nc.ompliance8@gmail.com	▶ <input checked="" type="checkbox"/>	Jenny Clark	noreply@nd.edu	Select	Employee	▶ <input type="checkbox"/>								
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<p>13. Jenny Clark is now listed as a dotted-line supervisor for Mary Smith.</p> <p>14. Click Submit.</p>	<p>Users</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Employee</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>▶ <input type="checkbox"/></td> <td>Elizabeth Clark</td> <td>nc.ompliance8@gmail.com</td> </tr> </tbody> </table> <p>>></p> <p><<</p> <p>Dotted Supervisors</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Employee</th> </tr> </thead> <tbody> <tr> <td>▶ <input type="checkbox"/></td> <td>Donna Thompson</td> </tr> <tr> <td>▶ <input checked="" type="checkbox"/></td> <td>Jenny Clark</td> </tr> </tbody> </table> <p>Page 1 of 1 20</p> <p>Submit Cancel</p>	Select	Employee	Email Address	▶ <input type="checkbox"/>	Elizabeth Clark	nc.ompliance8@gmail.com	Select	Employee	▶ <input type="checkbox"/>	Donna Thompson	▶ <input checked="" type="checkbox"/>	Jenny Clark								
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15. In order to create another dotted-line relationship or to check the relationship you just created, click **Done** on the **Supervisor Employee Relationship** infoport.



NOTE: For more information see comply.nd.edu