

## Introduction

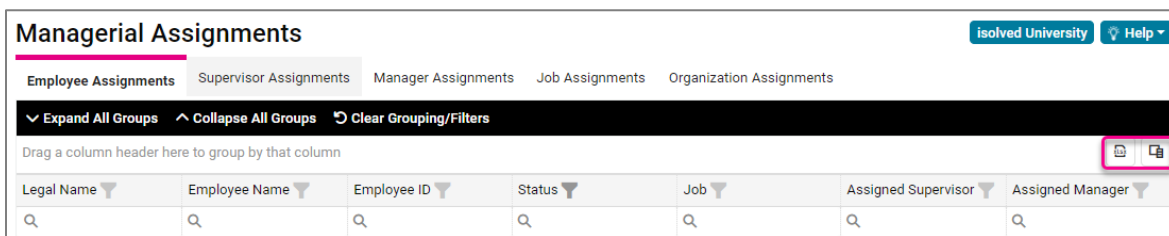
This analytic allows users to view manager/supervisor assignments to give users an overall view of who reports to whom. This includes direct supervisor/manager assignments that are assigned via the job or organization level. This analytic is meant to be an overview of the entire client management structure, so there are no security restrictions on this analytic to give the user a full view of the structure.

## Managerial Assignments

Navigate to **Employee Admin Tool > Employee Analytics > Managerial Assignments**.

The analytic includes multiple tabs that display data in various configurations, such as by employee, supervisor, manager, job, and organization.

Each column includes the filter and search options to make it easier to sort and obtain the information you are looking for. You can also use the icons in the upper right corner to export the data to Excel and use the column chooser as needed.



## Employee Assignments

A list of employees displays with current job records, assigned supervisors, and managers as of today. If the employee is assigned to a supervisor or manager who is terminated, the user will see a warning icon showing the supervisor/manager is terminated so the responsible user can update employee records with replacement supervisors/managers, as needed.

## Supervisor/Manager Assignments

Both the **Supervisor Assignments** and **Manager Assignment** tabs are set up similarly. This information is based on the supervisor/manager's assignments on the **Jobs** screen.

Any supervisor or manager is displayed with the number of assigned employees, along with their job title and work location. You can expand the selection individually or by using the **Expand All Groups** option to view the employees under that manager or supervisor, including their job title and work location.

If a supervisor or manager is terminated but still has employees assigned to them, they will remain visible on the list with a warning indicating their termination as of today. Users can then update the employee job records to assign a new supervisor or manager, and once all employees have been reassigned, the terminated supervisor or manager will no longer be available.

## Job Assignments

Any employee currently assigned to a job that can manage and/or supervise others is displayed on this tab to give the user an alternate view of this information. This can be shown to those who supervise others, manage others, or do both. This can help you quickly see who is set up as a supervisor or manager at the job level.



[Help Docs](#)

## Organization Assignments

Any active or inactive employees set up as an organization supervisor or manager will be displayed. Users can add columns from the column chooser and export the data if needed. This can show those who supervise others, manage others, or do both. This can help you quickly see who is set up as a supervisor or manager at the organizational level.