

ESS Supervisor Hierarchy & Workflow

Supervisors with multiple level direct reports

Supervisors with multiple level direct reports = Supervisor who oversee individuals who are themselves supervisors. ESS is setup to allow "3 level" supervisor view.

For example, Person A reports to Person B who reports to Person C

Person A = Front Line EE

Person B = Supervisor

Person C = Manager

Person C = The Manager:

- Can see accrual balances of the Front Line EE and the Supervisor in their ESS home screen.
- Can see the Front Line EE and the Supervisor listed in ESS Time Entry BUT will only be able to see and APPROVE the time entry details for the Supervisor
- Can make edits to Supervisor or Front Line EE timesheets once in Detail of ESS Time Entry
- CANNOT approve the Front Line EE's ESS time entry items.
 - The Manager can only approve the Front Line EE's ESS payroll if the Supervisor forwards workflow approval to the Manager prior to the entries being made by the Front Line EE.

Person B = The Supervisor:

- Can see accrual balances of the Front Line EE in their ESS home screen
- Can see and APPROVE time entry details for the Front Line EE in ESS Time Entry
- Can make edits to the Front Line EE timesheets once in Detail of ESS Time Entry

Workflow

ESS entries will naturally move from the Employee to the Supervisor that is listed in the ERP (Munis) system.

The Supervisor can forward the ESS timesheets and/or time off requests through their ESS home screen:

Workflow forwarding

☐ Forward time off requests to:

☐ Forward timesheets to:

☐ Start: End:

Once set, any newly created time off requests/timesheet items will flow to the indicated person until the forwarding is turned off. If the Time Off Request or Timesheet was entered *prior* to the supervisor/approver forwarding workflow, they will still go to the original Supervisor for approval. The City's Financial Systems Analysts can manually forward these records to a different approver as needed. Please reach out to [Jeff Dempsey](#) for assistance.