SETTING "REPORTS TO" APPROVERS

Overview

The Reports To page allows managers to assign approvers for certain FASIS functions of an employee. When a new employee is hired, these approvers default to the Department Manager for the position, unless otherwise indicated on the hiring paperwork. The Department Manager can be found in the Reports To field on POSITION DATA. At any time after hire, approvers may be changed directly through the "Reports To" page.

> You must be logged into the FASIS Production database to make entries on this page; changes cannot be entered in the Reporting database.

Navigation

MAIN MENU > WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > REPORTS TO

Types of Approvers

This page allows you to change the four FASIS approvers for an employee:

- **Conflict of Interest**: the approver for a staff employee's annual Conflict of Interest questionnaire
- **Performance Evaluation**: used in the annual salary planning process
- **Training**: approves any training requests the employee submits through FASIS Self Service
- **Leave Accrual**:
    - For Exempt Staff/Librarians: approves the employee's leave time in Kronos each month
    - For Non-Exempt Staff: approves the employee's Kronos time card every two weeks

Note: The Time Card Approver and Training Approver for temporary employes must be edited by using the Temp Panel; temporary employees will not display on this page. (Access to the Temp Panel and the HRS103 training is required to manage temps.)

Data Description

Upon entering the Reports To page for a specific employee, the most current approver information will be displayed:

Changing Reports To Information

Procedure
1. Click ➕ to add a new row of information.
2. The **Effective Date** will change to the current date.
3. For each approver you wish to change, enter the 8-digit position number for that approver in the appropriate box. Notice that when you tab or click out of that field, FASIS will update the name of the incumbent for the position you have entered: Conflict of Interest   Performance Evaluation 00001088🔍   00026919🔍 Howard   Benjamin
4. Click 💾 Save . The changes will be saved, and FASIS will display your FASIS ID and the current time as the **Last Updated By** and **Last Update** fields: Last Updated By HRPAC0   Last Update   10/21/10 12:21:39PM

Notes

- All four approvers may be the same person/position, but they may be different depending on the needs of the department.
- You are not allowed to save an approver that is currently an empty position; you will receive an error message.
- When an employee *transfers,* these approvers are *not* automatically updated; the changes must be entered into this page by the new department.
- Any FASIS user is allowed to update approvers for employees to which they have security access. As an audit measure, FASIS will always record and display the FASIS ID of the user who updated the Reports To information. Users are not allowed to update their own approvers.
- Graduate students, temps, and employees in a 1-to-Many position cannot be assigned as someone's approver.
- **Temporary Employees will not display on this page.** The Time Card Approver and Training Approver for temps must be edited on the Temp Panel. (Access to the Temp Panel and the HRS103 training is required to manage temps.)