

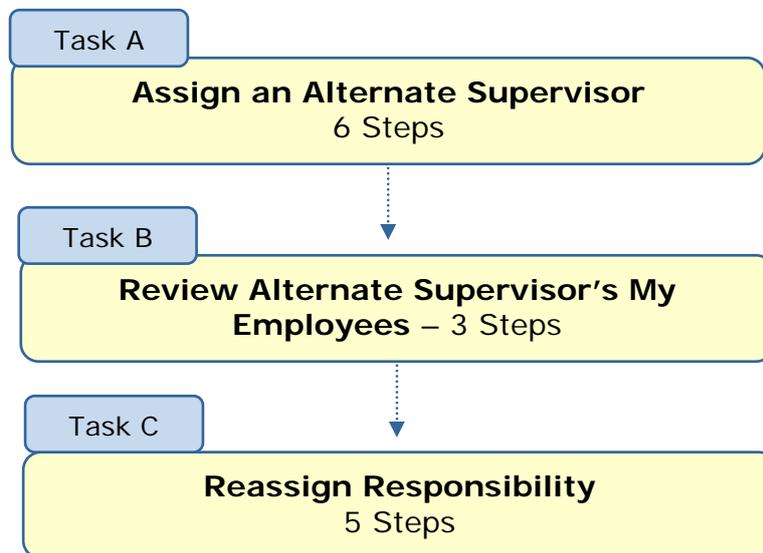
## Job Aid: Assigning an Alternate Supervisor (Supervisor)

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of managing alternate supervisors within SuccessFactors Learning. When employees work for an extended period on a project where they report to a different manager or supervisor, you may want to transfer responsibility for completing the primary supervisor's tasks, for example, a performance review or competency assessment, to an alternate supervisor.

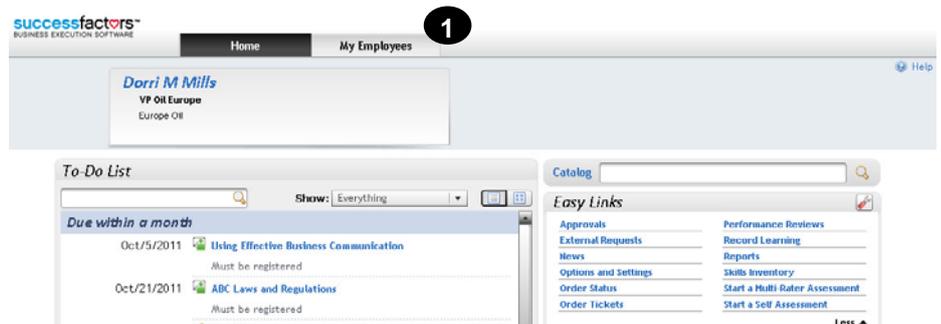
The **Manage Alternate Supervisors** function allows you to identify other users as alternate supervisors and assign primary responsibility to them. After you assign a user as an alternate supervisor, the system updates the **My Employees** section for that alternate supervisor, by including the user for whom they now have responsibility to complete a task. The alternate supervisor can then complete the task or identify *another alternate* supervisor for the user.

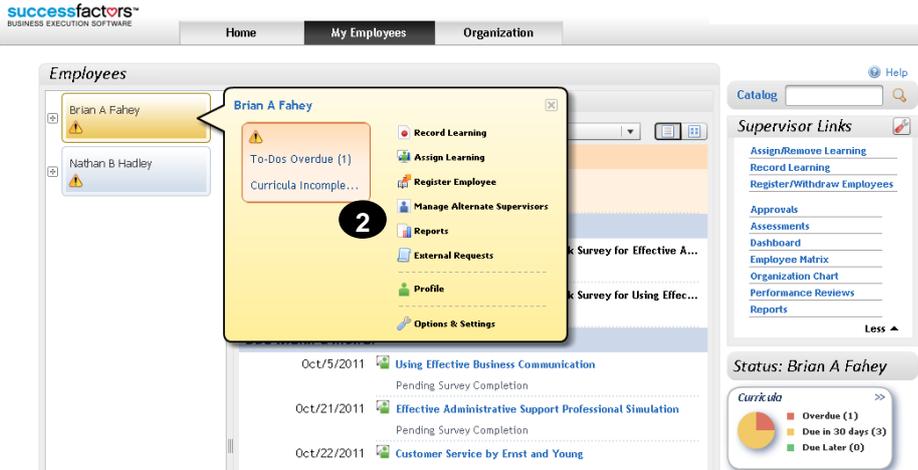
In this example, Brian Fahey, whose normal supervisor is Donna Mills, has been working on a long term project with Ryan Davis. Because Donna has not seen much of the work in progress, she wants to assign Ryan Davis as Brian's alternate supervisor and to complete a performance review for Brian.



### Task A. Assign an Alternate Supervisor

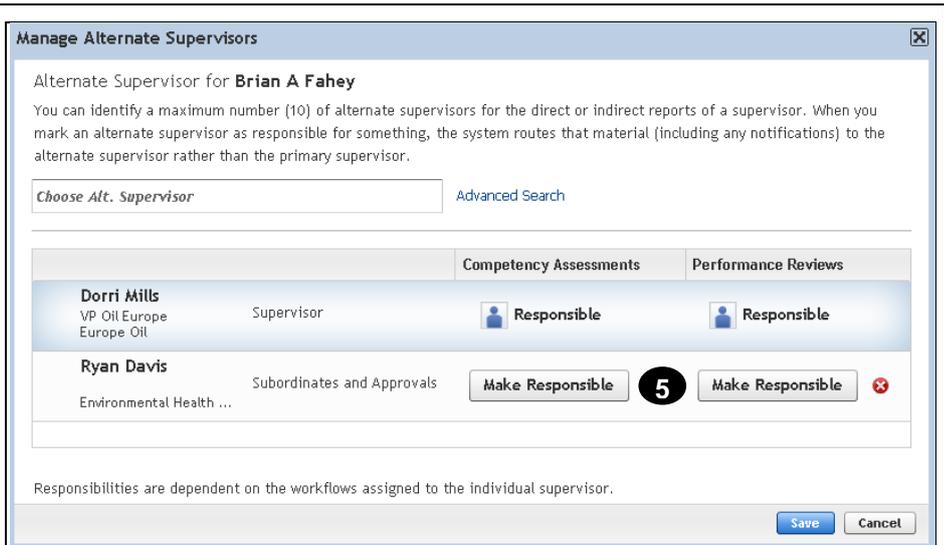
1 From the Home page, click the **My Employees** tab.



<p><b>2</b> Hover over an employee card and select <b>Manage Alternate Supervisors</b>.</p>	
<p><b>3</b> Using the type-ahead feature, enter the last name of the user you wish to identify as the alternate supervisor for the employee.</p> <p>The system displays a matching list of users. Select the user you wish to assign as alternate supervisor.</p> <p><b>or</b></p> <p><b>4</b> Click the <b>Advanced Search</b> link to search for specific users using the search screen.</p>	

**5** Once selected, click the **Make Responsible** button of the task for the alternate:

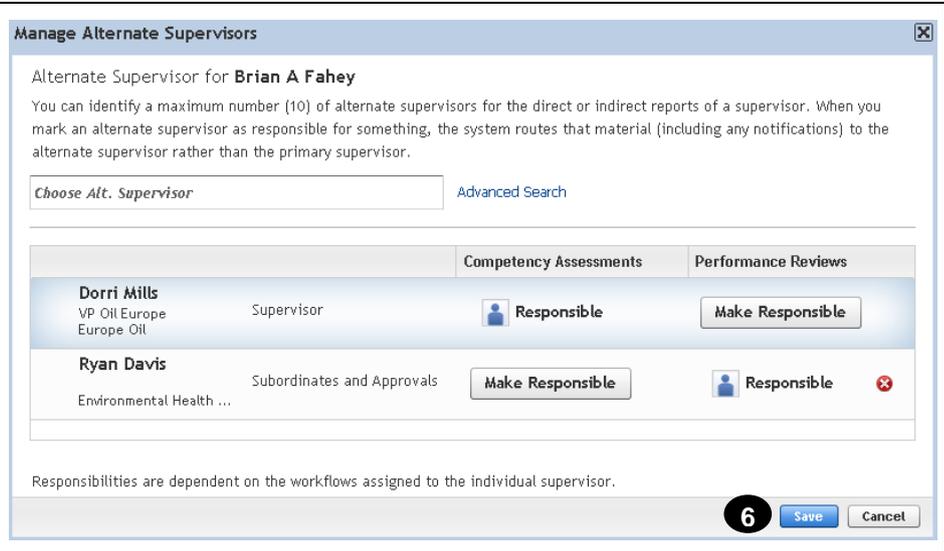
- Competency Assessments
- Performance Reviews



*Note: Responsibilities are dependent on the workflows assigned to the individual supervisor.*

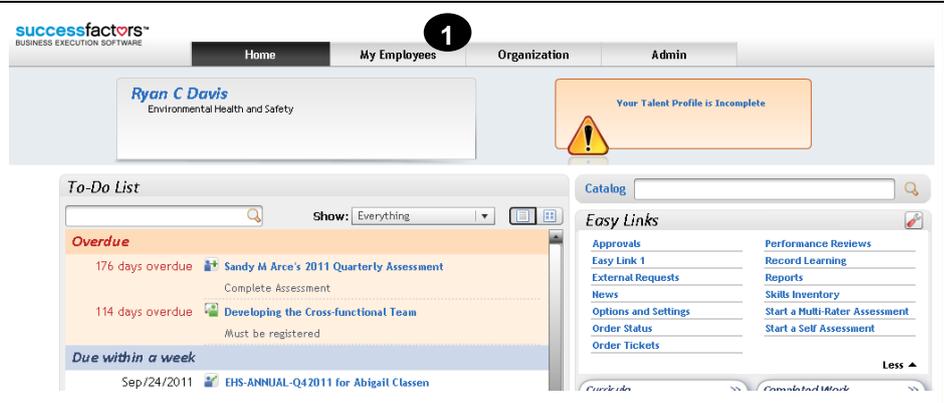
The task is now removed from the original supervisor and assigned to the alternate supervisor.

**6** Click Save.



**Task B. Review Alternate Supervisor's My Employees**

**1** From the Home page, click the **My Employees** tab.



**2** The user for whom the alternate supervisor now has responsibility to complete the task is displayed in yellow in the employee tree.

**3** Note the Alternate Supervisor icon.

**Task C. Reassign Responsibility**

**1** From the Home page, click the My Employees tab.

**2** Hover over the employee card and select Manage Alternate Supervisors.

- 3** To reassign responsibility to the original supervisor, click the **Make Responsible** button for the task, for that supervisor.

**or**

- 4** To reassign to a new alternate supervisor, use the type-ahead feature to enter the last name of the user you wish to identify as the alternate supervisor for the employee and select the user you wish to assign as alternate supervisor.
- 5** Click Save.

**Manage Alternate Supervisors** ✕

Alternate Supervisor for **Brian A Fahey**

You can identify a maximum number (10) of alternate supervisors for the direct or indirect reports of a supervisor. When you mark an alternate supervisor as responsible for something, the system routes that material (including any notifications) to the alternate supervisor rather than the primary supervisor.

Choose Alt. Supervisor **4** [Advanced Search](#)

	Competency Assessments	Performance Reviews <b>3</b>
<b>Dorri Mills</b> VP Oil Europe Europe Oil Supervisor	Responsible	<span style="border: 2px solid red; padding: 2px;"><b>Make Responsible</b></span>
<b>Ryan Davis</b> Environmental Health ... Subordinates and Approvals	<span style="border: 1px solid #ccc; padding: 2px;">Make Responsible</span>	Responsible

Responsibilities are dependent on the workflows assigned to the individual supervisor.

**5** Save Cancel