

From the Employment Menu, Select **Supervisor Update**

University of South Carolina
South Carolina's Flagship University

VISUAL INFORMATION PROCESSING
portions brought to you by the Student Technology Fee

LOGOUT

EMPLOYMENT Menu
FOR FACULTY, STAFF, AND STUDENT EMPLOYEES

Payroll

- [SHOW ME](#) Upcoming Paycheck
- [SHOW ME](#) Past Paychecks
- [SHOW ME](#) Net Pay Projection (What If?)
- [SHOW ME](#) Payroll Direct Deposit
- [SHOW ME](#) Update W-4 Form

Human Resources

- [SHOW ME](#) Job Profile
- [SHOW ME](#) Leave Status
- [SHOW ME](#) Benefits Profile

FOR ADMINISTRATION

- [SHOW ME](#) HR Emergency Information
- [SHOW ME](#) Student Hire
- [SHOW ME](#) **Supervisor Update**

Navigation menu (left): VIP, EMPLOYMENT, PERSONAL, TECHNOLOGY, HELP, RELATED SITES & SERVICES, BLACKBOARD, FACULTY/STAFF E-MAIL, STUDENT E-MAIL, CLASS SCHEDULE, SEARCH

To inquire on employee, enter the employee SSN. Click **Submit**

University of South Carolina
South Carolina's Flagship University

VISUAL INFORMATION PROCESSING
Human Resources | FAQ | hr@sc.edu | 803-777-3111

LOGOUT

USC Supervisor Update

RETRIEVE SUPERVISOR RECORDS

INQUIRE ON SSN ONLY, CLASS/SLOT ONLY, OR SSN AND CLASS/SLOT

INQUIRE ON EMPLOYEE

Enter the employee's social security number (no spaces or hyphens):

Enter the classification code of the position (ex. AJ10):

OR

Select the classification type for a temporary, adjunct, or student position:

Enter the slot of the position (5 digits with leading zeros):

Show Accounts

INQUIRE ON SUPERVISOR

Enter the supervisor's social security number (no spaces or hyphens):

Enter the classification code of the position (ex. AJ10):

OR

Select the classification type for a temporary, adjunct, or student position:

Enter the slot of the position (5 digits with leading zeros):

Show Accounts

Navigation menu (left): VIP, EMPLOYMENT, PERSONAL, TECHNOLOGY, HELP, RELATED SITES & SERVICES, BLACKBOARD, FACULTY/STAFF E-MAIL, STUDENT E-MAIL, CLASS SCHEDULE, SEARCH

The Supervisor information for the employee is displayed.
To add or change the supervisor information, click **Update**.

University of South Carolina
South Carolina's Flagship University

Human Resources | FAQ | hr@sc.edu | 803-777-3111

LOGOUT

Supervisor Update

Employee Name

Class	Slot	Time Department	Status
00AA50	00382	22000 OFFICE OF RESEARCH	ACTIVE

Dept	Fund	Dept	Fund	Dept	Fund	Dept	Fund
22000	A000						

Employee supervised by:

Class	Slot	Supervisor Name	Status
00AM56	00009		ACTIVE

UPDATE

Edit another employee

SEARCH

Enter the appropriate supervisor data in the section that appears. You must know the supervisor SSN, Class and Slot information. When entry is complete, click **Update** to process the change.

Note: The revised supervisor information will display on screen when update is complete (not shown).

University of South Carolina
South Carolina's Flagship University

Human Resources | FAQ | hr@sc.edu | 803-777-3111

LOGOUT

Supervisor Update

COKER, JENNIFER
Fri May 26 15:50:35 2017

Employee Name

Class	Slot	Time Department	Status
00AA50	00382	22000 OFFICE OF RESEARCH	ACTIVE

Dept	Fund	Dept	Fund	Dept	Fund	Dept	Fund
22000	A000						

Employee supervised by:

Class	Slot	Supervisor Name	Status
00AM56	00009		ACTIVE

Update Options
Select one of the following 3 options:

Update both SSN and Class/Slot.
 Update SSN only.
 Update Class/Slot only.

New Supervisor Data
 Enter SSN (no spaces or hyphens):
 Enter Class(ex. AJ04):
 OR Select Type (DUAL, etc):
 Enter Slot (5 digits with leading zeros):

Check if applicable:
 Supervisor position is vacant.
 Supervisor is USC Affiliate (not paid by USC).

UPDATE **CLEAR**

SEARCH