

# Add a Line Manager to an Employee

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## Permissions

You will require an Access Role with the following permissions:

- (User Management) Employees

1. Navigate from the homepage to **Administrative Settings | User Management | Employees**.

### Employees

#### Search Options

Enter surname of employee (or lead characters)  Username

E-mail Address

Role

Signoff Group

Default Department

Default Costcode

2. Search for an employee and then click .

### Employees

Display Filter

    	Username	Title (Mr/Mrs/Dr)	First Name	Surname	Group Name	E-mail Address ▼
   	Peter	Mr	Peter	Cowen	Line Manager	peter.cowen@allocatesoftware.com

3. Click on the **Work** tab to set the employee's Line Manager or, for NHS organisations, the employee's ESR Assignment and Assignment Supervisor. This could be dependent on how your organisation has configured their Signoff Groups.

New Employee  
Employee Details

General Details | Permissions | **Work** | Personal | Claims | Notifications | Authoriser Level

**Employment Information**

Credit Account  ? Payroll Number

Position  National Insurance Number

Hire Date  12 Termination Date  12

Employee Number

Primary Country

Primary Currency

Line Manager  🔍

Starting Mileage  Starting Mileage Date  12

Current Mileage  Excess Mileage  ?

**Cost Centre Breakdown**

✖	Department	Cost Code	Project Code	%
✖	<input type="text" value="[None]"/>	<input type="text" value="[None]"/>	<input type="text" value="[None]"/>	<input type="text" value="100"/>

4. To set the Line Manager, click in the 'Line Manager' field and then type to search for an employee. Alternatively, click 🔍 to browse through the list of employees.

**Line Manager Search**

↶	Username ▲	Title (Mr/Mrs/Dr)	First Name	Surname	E-mail Address
↶	Test	Mr	Test	Employee	
↶	test.approver	Mr	Test	Approver	testers@selenity.com

Line Manager

Starting Mileage

5. Click **Save** to store the changes or **Cancel** to discard the changes.