



January 24, 2017

TO: Texas A&M AgriLife On and Off Campus Unit Contacts
SUBJECT: Primary Manager Designations

In order to ensure AgriLife is setup with the correct supervisory organizations in Workday, everyone receiving a paycheck (staff, faculty, student assistants) will need to have a primary manager designated in Single Sign-On (SSO). The primary manager may not be the individual that actually approves the employee's leave requests and timesheets. The primary manager should reflect the "true" reporting relationship *without* delegation.

In situations where document approvals are performed by someone other than the primary manager, two manager designations are needed. For the first manager designation, set the Manager Type of "Reader" and the primary manager indicator (blue check mark) on the individual who will be the Workday Manager. For the second manager designation, set the Manager Type of "Approval" on the individual that is to handle the approval of leave requests and timesheets.

Example: Snow White's "Primary Manager" is Bugs Bunny but Sneezzy Dwarf actually approves her leave.



Unit Contacts with the SSO Department Administrator role have the ability to review reports and update the employee and manager structure in SSO. Your assistance with this process is invaluable to HR and will help ensure we have correct information to transition to Workday.

Please review the "Employee's Managers List" report in SSO for each department you are assigned SSO Department Leave Administrator roles.

To review the report from the SSO Menu, select:

- Dept Admin tab
- Reports tab
- Employee's Managers List from the drop-down menu
- Then the following options
 - Employee Workstation = "A" and/or "X" or "V"
 - Employee Adloc = Your Department(s)
 - Manager Structure = All Structures
 - Employee Manager = All Managers
 - Employee PIN = All PINs
- Review the report
- Look in the "Primary Manager" Column. If it is marked "True" – They ARE the employee's Primary Manager; if it is marked "False" – They are NOT the employee's Primary Manager)

For questions, please contact: Doris Tykal, HR/Payroll Specialist at (979) 845-2361 or dmtyal@ag.tamu.edu