

Select Supervisor



Purpose: Once a student stipend is initiated, the initiator selects the supervisor. This form is used to choose the supervisor of the student working the stipend position. This choice will dictate whom the form will workflow to, to start the approval process of the student stipend.

Note: Before beginning this process ensure that your selected supervisor has PAR approval access or else the Student Stipend will error before the next step.

A summary of the information can be viewed on the initial screen, as highlighted below.

All Tasks (1)	Select Supervisor
<input type="text" value="Search"/>	<h3>Select Supervisor 000000078918 for Nick Norse</h3> <p>Northern Kentucky University</p> <p>Created on Sep 3, 2024, 3:02 PM</p> <p> </p> <p>Form Type: Student Stipend Priority: NORMAL Employee Name: Nick Norse Start Date: 09/02/2024 End Date: 09/27/2024 Process started on: 09/03/2024 Process started by: EPHRTEST1 Total payment amount: 100.00 Open task and specify supervisor.</p>
Select Supervisor 000000078918 for Nick Norse Northern Kentucky U... Medium	



To process the **Approve Request** screen, click on the **Open Task** icon, on the bottom right-hand corner of the screen.

[Show Log](#) [Claim](#) [Open Task](#)

The following search menu will pop up.

Select Supervisor ✕

Task:

Choose Agents

Name	Org. Unit	
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Refresh Expand distribution list OrgObjects

If you know the username of the employee, then you can type that into the white box and hit enter or click the green check.

If you don't know the username then click the white box and then the box with overlapping blue boxes.

Name	Org. Unit
<input type="text"/>	<input type="text"/>

The following should pop up on your screen. Click the green check.

Selection ✕

Internal user
 Distribution lists
 Organizational units

Find:

✔ Detailed search ✕


Type a name into the box of your choice and anyone with that name will populate for selection.

Find address management contact person ✕

Last Name:
First Name:
Company:

✔ ✕

Once you have selected a supervisor, you click the green check. You should see this message after it has submitted.

 Workflow: Execute Operation on Work Item

More ▼

Close Window

Close the window and notify the supervisor that the stipend should be in their inbox to approve.