Supervisor’s Quick Steps to Verifying Supervisory Structure

1. Log into PeopleAdmin at https://ecu.peopleadmin.com/hr/shibboleth using your PirateID and password.

Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.

2. Click Go to the East Carolina University Employee Portal located in the upper right-hand corner.

4. To the left you will see several drop down menus. Click the **Subject** drop down menu to view your supervisory structure. Your own name will be included denoted by (Me).

5. If there are any issues with the supervisory structure, please submit a Team Dynamix ticket to the “Banner HR – Functional Support” service. Tickets can be found here: [https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16116](https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16116).