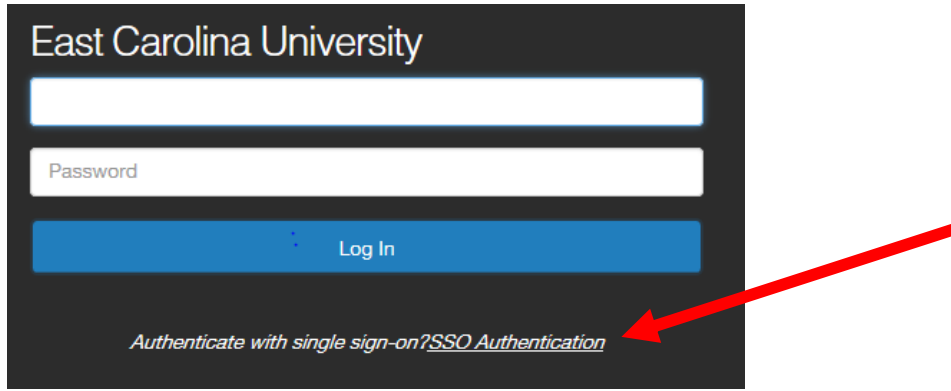


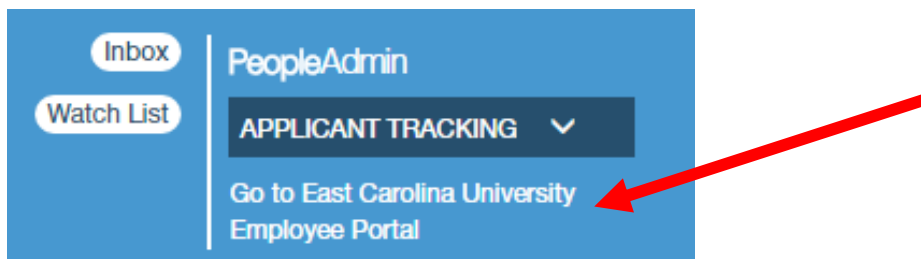
Supervisor's Quick Steps to Verifying Supervisory Structure

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

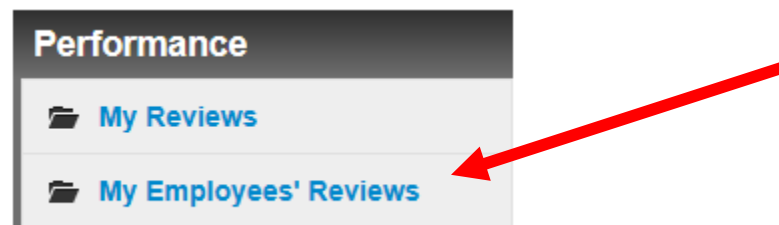
Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.



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

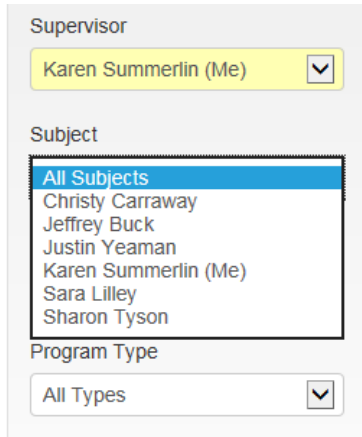


3. Once in the Employee Portal, click **My Employees' Reviews**.



Supervisor's Quick Steps to Verifying Supervisory Structure

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).



The screenshot shows a web interface with three dropdown menus. The first menu, labeled "Supervisor", has "Karen Summerlin (Me)" selected. The second menu, labeled "Subject", is open and shows a list of names: "All Subjects", "Christy Carraway", "Jeffrey Buck", "Justin Yeaman", "Karen Summerlin (Me)", "Sara Lilley", and "Sharon Tyson". A red arrow points to the "Subject" dropdown menu. The third menu, labeled "Program Type", has "All Types" selected.

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>.