

## Direct line manager assignment

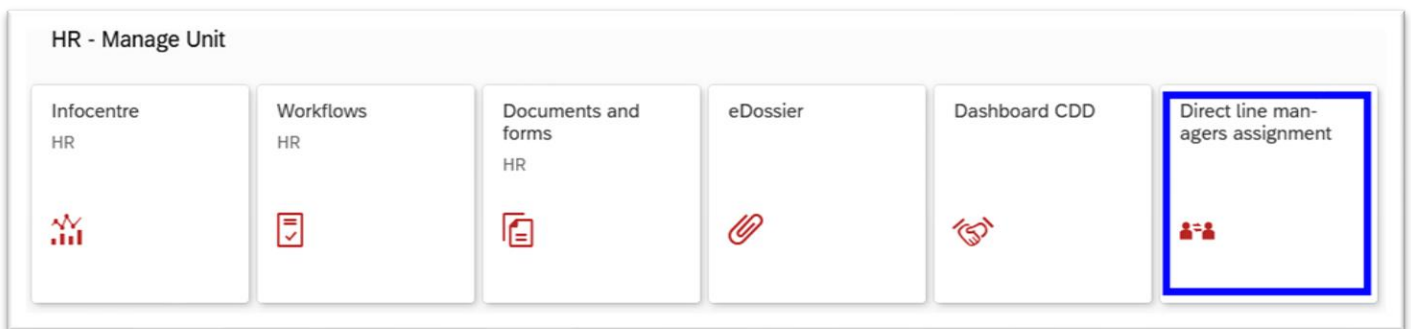
### Introduction

Each Head of Cost Center or Unit Manager must allocate employees to the correct direct line manager. This application only works for level 4 units.

In the event that the Head of Cost Center or Unit Manager is also the direct line manager or if you have already assigned direct line managers back in December, no action is required.

Everyone with the Accred roles "Head of Cost Center" or "Unit Administrator" has access to the new application.

A new tile is available in your Sesame portal:

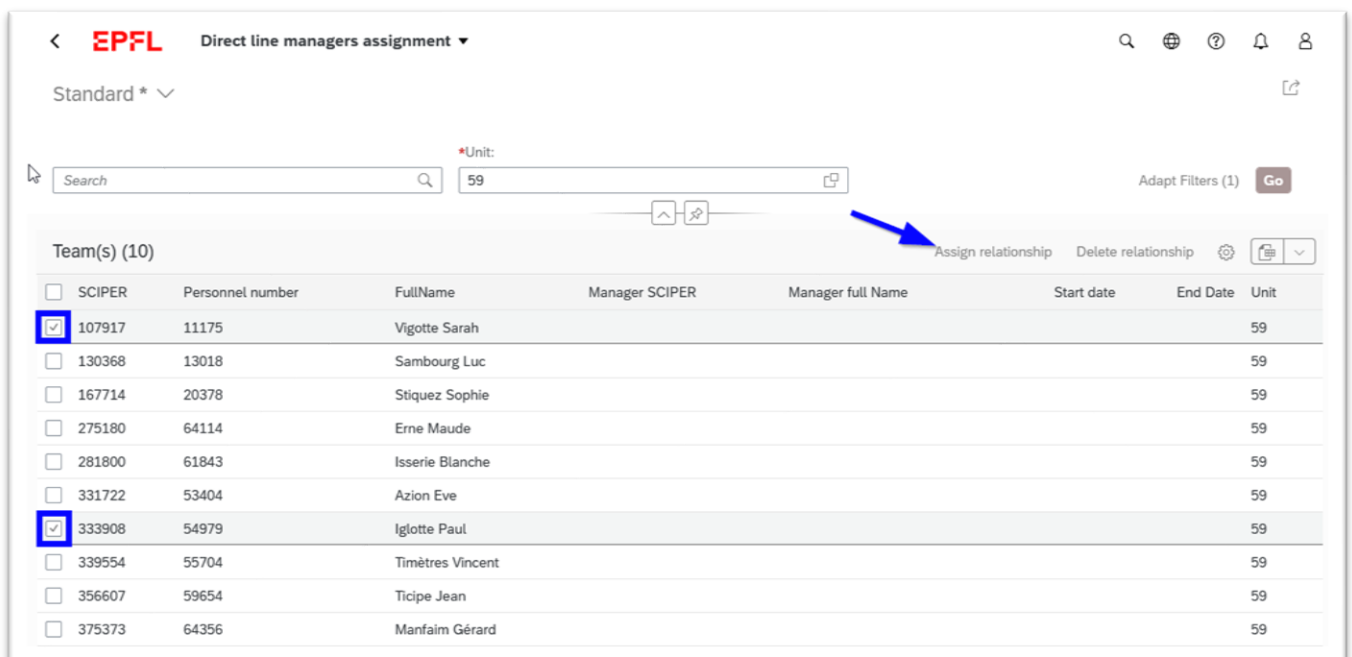


**1. Assigning employees to a direct line manager**

Start by selecting your unit, either by typing its number directly (you can find the number in <https://units.epfl.ch> – only Units level 4) or by using the search function (circled button). Then click on the "Go" button:



You now have a view of all the people in your unit. To assign a direct line manager, select the persons and click on the "Assign relationship" button:



In the "Manager's SCIPER" field, type the first letters of the manager's name you wish to assign to the selected employees, and the application will provide you a list of results.

**Relation**

\*Manager SCIPER:

User	Full Name
103239	Sabrina Rami Shojaei
106336	Jamila Sam

You can choose to assign the manager today, or on another date. Note that an assignment in the past will have no concrete effect. Click on the « Assign relationship » button:

**Relation**

\*Sciper du responsable :

\*Date de début :

The assignment is now effective. It will be synchronized overnight with the appraisal and development interview tool:

EPFL Direct line managers assignment

Standard \* ▾

Search   Adapt Filters (1)

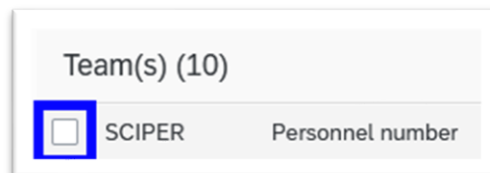
Team(s) (10)	SCIPER	Personnel number	FullName	Manager SCIPER	Manager full Name	Start date	End Date	Unit
<input checked="" type="checkbox"/>	107917	11175	Vigotte Sarah	130368	Sambourg Luc	14.12.2023	31.12.9999	59
<input type="checkbox"/>	130368	13018	Sambourg Luc					59
<input type="checkbox"/>	167714	20378	Stiquez Sophie					59
<input type="checkbox"/>	275180	64114	Erne Maude					59
<input type="checkbox"/>	281800	61843	Isserie Blanche					59
<input type="checkbox"/>	331722	53404	Azion Eve					59
<input checked="" type="checkbox"/>	333908	54979	Iglotte Paul	130368	Sambourg Luc	14.12.2023	31.12.9999	59
<input type="checkbox"/>	339554	55704	Timètres Vincent					59
<input type="checkbox"/>	356607	59654	Ticipe Jean					59
<input type="checkbox"/>	375373	64356	Manfaim Gérard					59

## 2. Creating multiple line managers

If you have several line managers in your cost center, you can create different groups.

To do this, first deselect the employees in the first group you've created, then repeat the procedure as for the first group.

You can use the mass select/deselect button in header and then repeat the process as described under point 1.



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**If you have any question, please contact 1234.**