

Manager Visibility & TMAA Retirement







In UKG Pro WFM, the process for configuring manager visibility will be simplified by using the "Reports To" field for manager assignments.

- **Reports To** field will default to the position manager in UCPath
- Departments will update this field as needed

UCSB Employee-Punch in and out, UCSB Employee-Punch in and out

▼ Multiple Assignments

Total [3] ↓↑ Rearrange + Add View By: Active As Of: 4/08/2024 - Forever

1	POLI-STDT1 {0-40000000}	Active UCSB/POLI/UCSB Job Reports To Manager: UCSB Payroll Manager, UCSB Payroll Manager - TEST12	 
2	CITO-STDT1 {1-40000001}	Active UCSB/CITO/UCSB Job Reports To Manager: UCSB Manager who is Exempt, UCSB Manager who is Exempt - TEST11	 
3	AAVC-STDT1 {2-40000002}	Active UCSB/AAVC/UCSB Job Reports To Manager: UCSB Manager, UCSB Manager - TEST02	 

Manager Visibility

Managers will have broader visibility into timecards of employees reporting to managers and supervisors within their reporting structure—creating a hierarchical view.

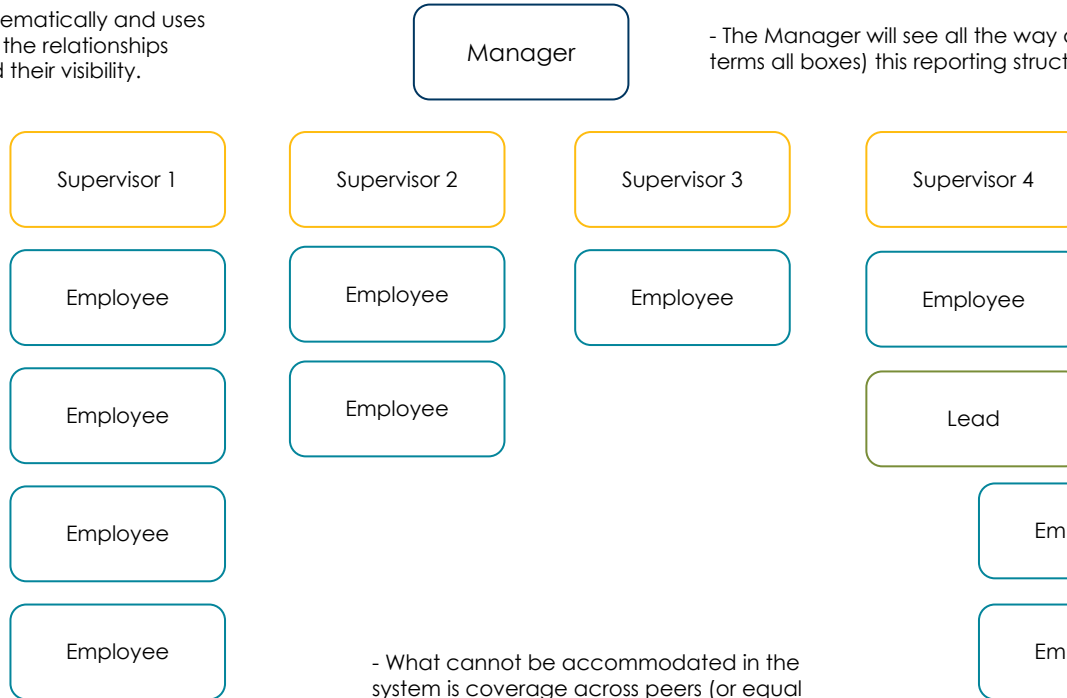
- Managers automatically see their direct reports' timecards.
- Managers also see timecards for employees reporting to supervisors within their reporting structure.

This creates greater access to employee timecards, where visibility cascades down the reporting hierarchy, enabling managers to review and provide coverage for their teams.

Managers will not be able to request changes to their level of visibility and will need to utilize the **UCSB Reports To** hyperfind query to narrow the list to their direct reports.

Manager Visibility

- The hierarchy is created systematically and uses the Reports To field to create the relationships between each manager and their visibility.



- The Manager will see all the way down (or in other terms all boxes) this reporting structure.

- For cases where there are additional levels of leadership within a branch, like with Supervisor 4: The supervisor will see all directly reporting employees as well as the employees that report to the Lead.

- What cannot be accommodated in the system is coverage across peers (or equal levels of the organization chart). Supervisor 1 cannot see Supervisor 2's employees and would not be able to fill in for coverage.

Manager Visibility

Exception to the Rule:

- The Chancellor, their direct reports, and the next level of leadership (three levels total) will not have this cascading visibility. Instead, timecard visibility will be limited to their direct reports.

This exception prevents three specific managerial levels from having too broad of a list of employees due to the large number of employees in their reporting hierarchy.

Managers in these levels of leadership can request broader visibility through their department timekeeper/payroll manager.