



# How to put an Employee as a Manager of a team and thus authorise him-her to validate other Employees' holidays with Staff Connect

FAQEN158

Prerequisites : Administrator, Staff Connect usage

V1.0

## Objective

The **Staff Connect** mobile application (for **Payroll Mauritius**) allows an Employee, Manager (team leader) to have the rights to validate leave taken by his team members.

## How to do this ?

In order to do so, must simply assign the said person as Manager of the Department(s) concerned:

The screenshot shows the Staff Connect interface with several modules at the top: Employees, Period, Salary calculation, Declarations, Reports, and Emplois. The 'Settings' option in the 'Emplois' module is highlighted with a red arrow labeled '1'. Below this, the 'Departments' tab is selected, and the 'Departments Hierarchy' tree is visible. The 'PRODUCTION' department is selected, and its 'Managers' tab is active, highlighted with a red arrow labeled '2'. The 'Add Manager' button is highlighted with a red arrow labeled '3'. The 'Managers' list shows a table with columns: Last name, First name, Post, and Head. The entry 'DOE, John, Ingenieur' is visible. The 'Add Manager' button is highlighted with a red arrow labeled '4'. The 'Save' button is highlighted with a red arrow labeled '5'. The 'Delete' button is highlighted with a red arrow labeled '6'. The 'Details' tab is also visible.

In the **[Settings]**(1), select « Department »(2) option, clic on the edit icon of the department(3) and on the **'Managers'**(4), click on the **[Add Manager]** button and select him in the list showed, then **[Save]**(6).

**WARNING:** however, to receive notifications, you should **not** tick "Head".

Repeat if necessary to include this person as Manager of other departments.

Note that you can perform the same operation using **"Groups"** as well:



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Last name	First name	Post	Head
DOE	John	Ingénieur d'Etude	<input type="checkbox"/>

In both cases, the person will then receive notifications of leave requests from people in the department(s) and/or group(s) and be able to validate them in their **Staff Connect** user interface.

You have 1 Requests to Validate

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