Managing Department Assistants

1. To view department assistants assigned to a department number:
   - Click on the Manage Departments link to open the Administer Department Assistants page.
   - A list of departments that have active staff members is displayed. The list is limited to those which the current user is authorized to access.
To view assistants assigned to a department:

- Click on the department number in the list, the following categories will appear:
  Assistants, Manager and PAF Responsible. The list of department assistant names will appear under the Assistant category. The categories of Manager and PAF Responsible are represented as listed in PeopleSoft and can only be changed in PeopleSoft.

To add assistants to a department:

- Click in the **Add Employee Id** box and enter the employee id of the individual that will be added as a department assistant. The employee’s name and department number will appear to confirm you have identified the correct staff member. Then, click on **Add Staff** which will list the staff member’s name under the **Assistants** category. Repeat the same process to add another assistant to the department.
To delete assistants from a department:

- Click on the trash can (delete) icon beside the employee’s name to verify you want to delete the person’s access as a department assistant.

2. To view department assistants assigned by Department Manager or PAF Responsible:

- Click on the Manage Departments link to open the Administer Department Assistants page.
- Click on the Assistants radio button. A list of active staff members assigned as department assistants will be displayed. The list is limited to those which the current user is authorized to access.

To view departments assigned to an assistant:

- Click on the department assistant’s name in the list and the assigned department names will appear. Even though a PAF Responsible or Department Manager can view all the departments for which the assistant has been assigned, they can only access the departments in which they have been authorized to access.
<table>
<thead>
<tr>
<th>Employee Id</th>
<th>Name</th>
<th>Job</th>
<th>Home Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>0048104</td>
<td>Hughes, Leslie A</td>
<td>3133 - Compensation Consultant</td>
<td>155212 - HR Compensation</td>
</tr>
<tr>
<td>0072727</td>
<td>Rogers, Linda P</td>
<td>4012 - Administrative Asst III</td>
<td>201488 - Cardiovascular Admin</td>
</tr>
<tr>
<td>0052111</td>
<td>Steban, Robin L</td>
<td>0270 - Administrator, Pat Care Ctr 201485 - Cardiovascular Admin</td>
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</tbody>
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