The UNIVERSITY of OKLAHOMA

Step	How to add a Norman Employee as a Supervisor for an HSC Paid Employee
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1	In this document, we will discuss how to establish a current Norman campus paid employee as a supervisor of a current HSC paid employee for supervisor access in the TAL timekeeping system.
2	Follow the Job Aid for **Job Change** to update the Time Supervisor Approver in PeopleSoft to the Norman Employee.
3	If the employee does not already have an HSC User ID, navigate to this online form in your web browser to request and affiliate account for HSC. This form is required to be complete by an HSC Designated Group Sponsor which is often your department Tier One/computer support person. https://itsupport.ou.edu/TDClient/34/OKC/Requests/ServiceDet?ID=218&SIDs=1287