Web Based Supervisor Update Program

Login to VIP using your VIP ID and PIN

(Note: To use the Supervisor Update program, you must submit the completed “Departmental Authorization and Approval Form for VIP Supervisory Updates” form to the payroll office.)

From the main screen select Employment, located in the column to the left of the screen
From the Employment Menu, select **Supervisor Update**

To inquire on employee, enter the employee SSN. Click **Submit**
The Supervisor information for the employee is displayed. To add or change the supervisor information, click **Update**.

Enter the appropriate supervisor data in the section that appears. You must know the supervisor SSN, Class and Slot information. When entry is complete, click **Update** to process the change.

*Note: The revised supervisor information will display on screen when update is complete (not shown).*