

# Adding Assignments In People Planner - Supervisor (Unit4)

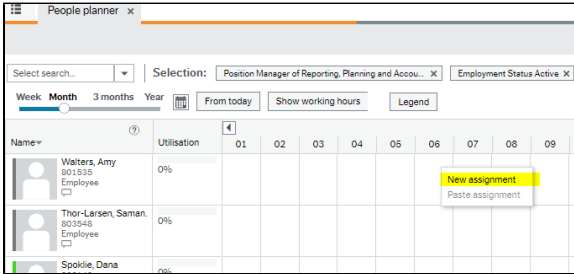
This functionality allows Supervisors to add to People Planner leaves and/or work assignments not submitted through the Absence module, to provide a complete overview of departmental staffing activities. Examples may include Gradual Returns to Work (GRTW), backfill assignments/vacation coverage, etc).

## Related Articles:

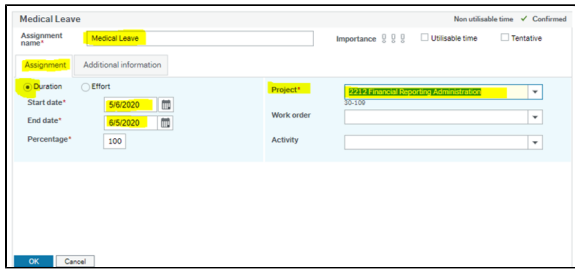
- [Supervisor Resources - Absence Module](#)
- [People Planner - Unit4](#)

For the example below, the supervisor is creating an assignment to record an employee medical leave.

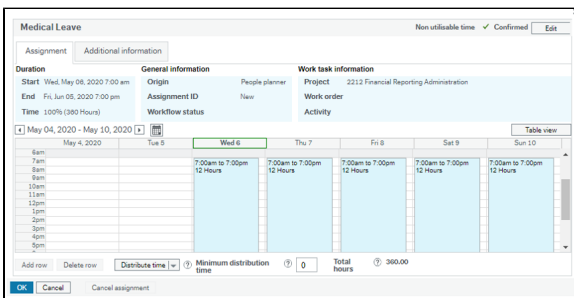
1. Right click on the applicable box and choose, "New assignment":



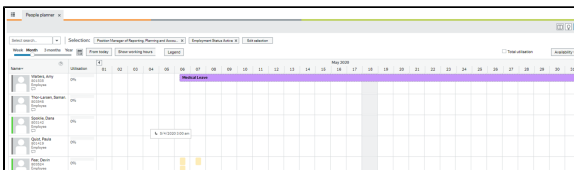
2. A new box will appear, complete the following sections under the "Assignment" Tab:
  - a. Name the Assignment
  - b. Select "Duration" or "Effort" (the example indicates duration)
  - c. Identify Start and End Dates
  - d. Project: This is a required field, but currently has no GL implications



3. Click "OK" at the bottom of the screen, and then you will see this summary page. The system will auto-populate the schedule for these dates based on the employee's work schedule (i.e. 7:00 AM - 7:00 PM).

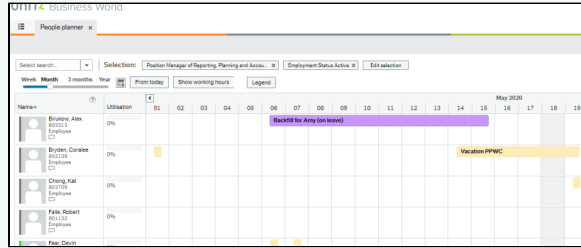


4. Click "OK" at the bottom of the screen to save. The assignment will now display in your People Planner:



Another alternative would be to use this module to actually record assignments, such as an employee working as backfill for another employee.

**Example:**



**Note:** Records generated by the Absence Module display in YELLOW, records added manually display in PURPLE.