

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



SUPERVISOR LIST REPORT

Supervisor list report is a report that is run to ensure that each state employee that is required to have a supervisor has one listed on their COVLC profile. Profiles without a supervisor/manager listed must be deactivated in the COVLC. The following are steps to running a supervisor list report.

1. Sign into COVLC
2. Move cursor over Administer tab and select System to locate the Reporting section.
3. Within the Reporting section click on Reports Console.
4. In the Search Text bar, type Organization Listing and press enter.
5. Select Organization Listing.
6. Then click on the Select button on Organization Listing page.
7. On Run Report page press the Select link next to the Organization bar.
8. A new window will appear and enter External in Search Text bar and search. Select VDSS - Dept of Social Services - External Entities. Window will close after selection.
9. Check box to Include sub-organizations.
10. Change Layout from Default to LTD Organization List (shared)
11. Press Run Report button.
12. Export report to Excel.
13. Remove rows 1- 18 of report.
14. Sort the report by Manager.
15. Document employees that are missing their manager's information.
16. Deactivate these employees profiles in COVLC.