

## SSA DIRECTOR/SUPERVISOR

1. Can I perform my given tasks (i.e., assign SSA Director review areas) for SSA's from one sheet instead of having to go in and out of each SSA record?

No. Each of these functions are completed separately.

2. How do I run a Productivity Report for my SSAs?

Please view the SSA Director Guide for setting up SSA measurable time before running Productivity.

Access SSA User Information Page, select ... and choose SSA Productivity Report.

3. How can I reassign an individual to a new SSA?

- a) Log on as an SSA Director
- b) Scroll down to Individuals Pending SSAs or "Individuals for my SSAs" and search for the individual you want to reassign.
- c) Select the Individual and open the front page.
- d) Look to the top right corner and click the magnifying glass to select a new SSA. Ensure the top field says Look for "User" and type the desired SSA's name in the bottom field and click "search".
- e) Select the name in the blue area and click "Add". The new name will appear on the front page.

4. How can I reassign of all the Individuals assigned to one SSA?

You must follow the steps outlined in #2 above. You cannot do a bulk change for the SSA.