McMaster University

HIERARCHY SPREADSHEET

All of the positions and employees listed below will be reporting directly to:

Supervisor Name:	**Supervisor's ID:**	**Supervisor's Position (code):**

List the positions and employees that will report directly to the Supervisor's position noted above.
If it is a multi-incumbent position, you can note "all employees" in the 'Employee ID' field rather than listing the employees separately.

Position (code)	Department	Employee ID	First Name	Last Name