**HIERARCHY UPDATE**

**-AUTONOA: APPRAISAL WEBSITE**

**\*\***Manager’s now have the opportunity to update their organizational **hierarchy** while entering employees’ annual TAPES appraisal. *(This option will be available on other appraisal forms soon.)*

**Click**: **Update Hierarchy Here**



* -Select- the current Supervisor from the drop down list
* **Click:** Update Hierarchy



**AUTONOA:** AutoNOA will update the hierarchy; the update will be visible in the CPOL/Portal within 24-48hours. Hierarchy can also still be updated directly in CPOL/Portal.