

## What Does this Report Show?

The **PRF Manager Assignment Report** shows the information for each employee in your area including who is assigned as their direct report in the PRF system. This report is helpful when you want to verify manager assignments in your area.

PRF Manager Assignment Report

Download

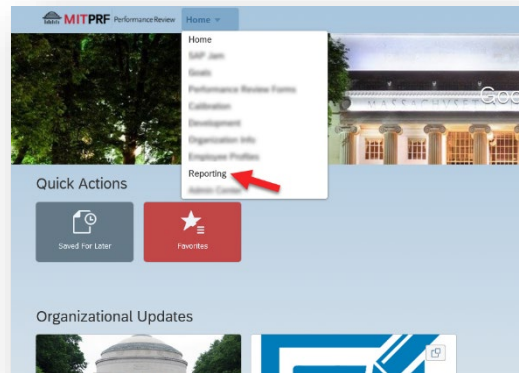
Showing page 1 of 4 Go to page:

Employee First Name	Employee Middle Name	Employee Last Name	Employee Email	Employee MIT ID	Employee Position Title	Employee Personnel Subarea	Manager Last Name	Manager First Name	Manager Email	Employee Division	Employee Department	Employee Location
						Admin Staff (CADM)						
						Admin Staff (CADM)						
						Support Staff (CSPT)						

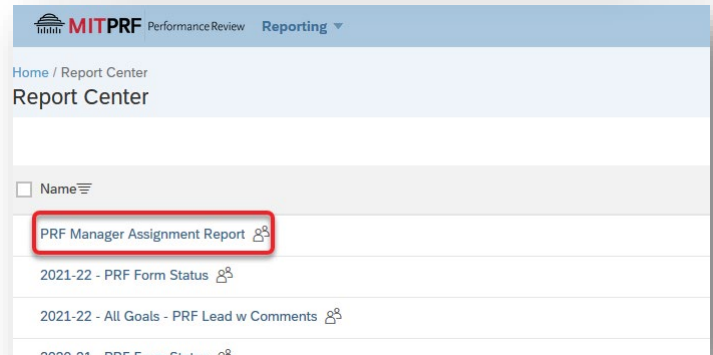
## How Do I Run this Report?

**Step 1:** From the PRF Home Page, select **Reporting** from the **Home** drop down menu. You will be brought to the **Report Center**.

(If you are in the **Classic View**, click **Return to Report Center** at the top left side of the screen.)



**Step 2:** Click **PRF Manager Assignment Report**.

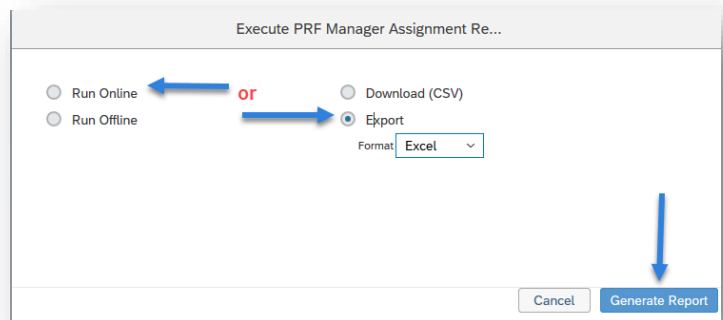


**Step 3:** Select how you will like to run your report.

Recommended Options:

**Run Online:** The report will appear in the PRF system allowing you to quickly view the data. You will have the option to export the data to Excel.

**Export:** You will be asked for your preferred file format. Excel is recommended, allowing you to manage the data.



Contact [PRF-Tech@mit.edu](mailto:PRF-Tech@mit.edu) for assistance.