A supervisor can designate certain PATH functions by adding an Other User. An Other User may be assigned to a secondary supervisor, a delegate, or any other administrator. Only supervisors have the ability to add an Other User in PATH.

Important Consideration: The Other User has all the functionality that the supervisor has for the specified employee except entering progress notes (i.e., an Other User is able to Create a Plan, Create a Performance Evaluation, and Close a Performance Evaluation as the supervisor’s delegate for the specified employee). While the Other User can add Progress Notes, the Other User cannot read Progress Notes that were entered by the Supervisor, and vice versa.

Note: A supervisor must add an Other User individually for each employee, and each employee can only have one designated Other User at a time. An Other User may be added at any time during the performance review period, except after the performance evaluation has been submitted to the employee for acknowledgment.

Adding an Other User

1. To add an Other User, either:
   a. Click on the Performance tab, which is located at the top of the Home page to the right of the Home tab, and then click on My Employees’ Reviews, or
   b. Click on My Employees’ Reviews located on the left navigation pane.

2. This takes you to the My Employees’ Reviews page. Click on the View Review button located on the right of the page for the employee who you are adding an Other User to.
3. This takes you to the Performance Review Overview page. On the top portion of the page click on the Add other User link.
4. Type in the last name or first name of the Other User.
5. Click on the radio button for the Other User being selected.
6. Click on the **Save** button to save your selection.

### Removing an Other User

1. Access the employee’s review where the Other User is found.
2. Click on the **Delete** icon.

3. A pop up message appears asking if you are sure you want to remove this Other User? Click the **OK** button on the popup window.

This removes the Other User from having access to the employee’s performance review. You may add an Other User after removing the previous individual. Only one individual may be assigned as an Other User at a time.

### Additional Information

For additional information, please visit [http://EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways). If you have additional questions or need assistance, please contact EOD at **HRPATHways@tamu.edu**.

*Note: Check with your HR Liaison for additional departmental processes.*