ESS – Create Position to Org Unit Manages (Chief) Relationship

Purpose	Use this procedure to create a relationship to indicate which org unit the manager/supervisor position supervises. This is also referred to as the chief relationship.
Trigger	This relationship is required for agencies that use the ESS leave request process.
Prerequisites	- Org unit has been identified. - Manager/Supervisor position has been identified.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor

Change History	
Date	**Change Description**
11/18/2010 – 2/1/2011	New procedure created. (Reviewed by DES HR and Functional Team)
05/10/2012	Step 11 updated to include contacting the **Solutions Center** as part of the process

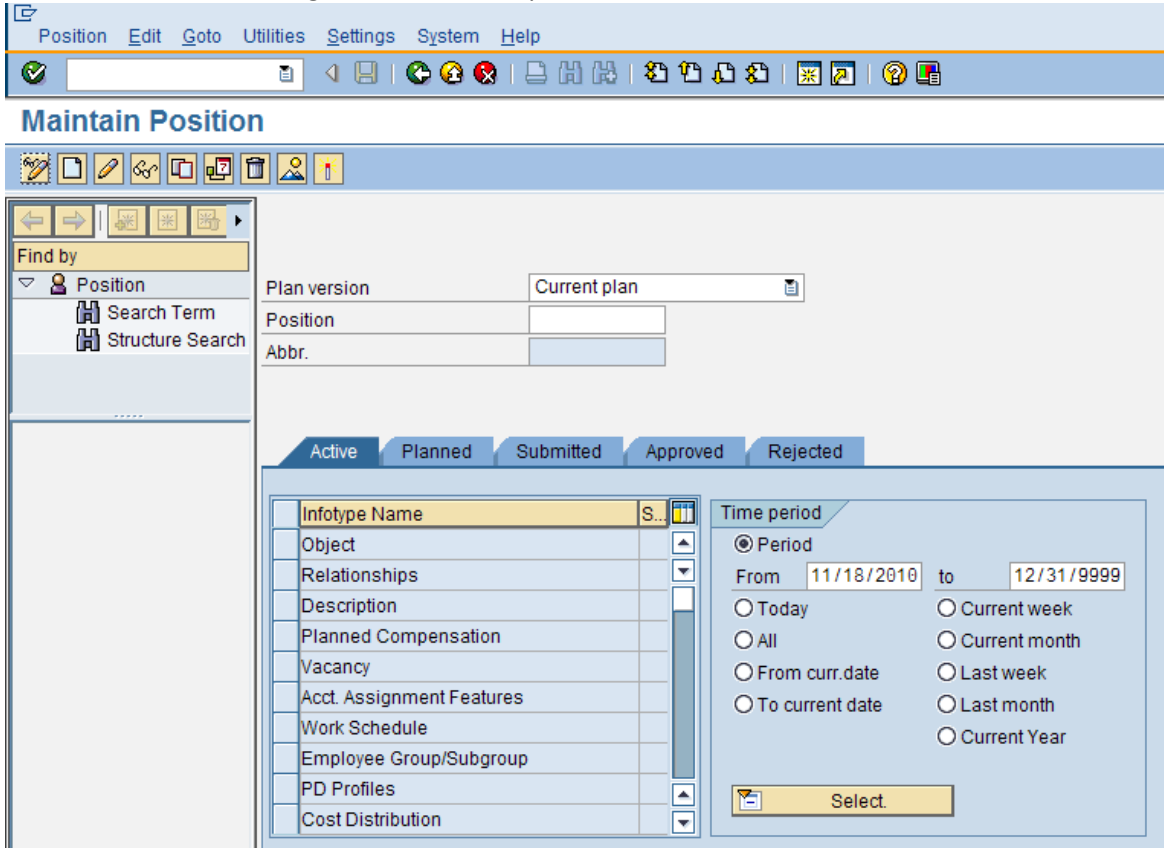|	
Menu Path	Human Resources → Organizational Management → Tools → Object → Actions
Transaction Code	**PO13**

Helpful Hints	⚠️ If the chief position becomes vacant, the A012 (Manages) relationship and any B002 "Is line supervisor" relationship will need to be end dated. This will allow the next higher level chief to approve any pending leave requests. For instructions on how to end date these relationships, see OLQR Procedure, ESS – Vacant Chief Position.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following field:

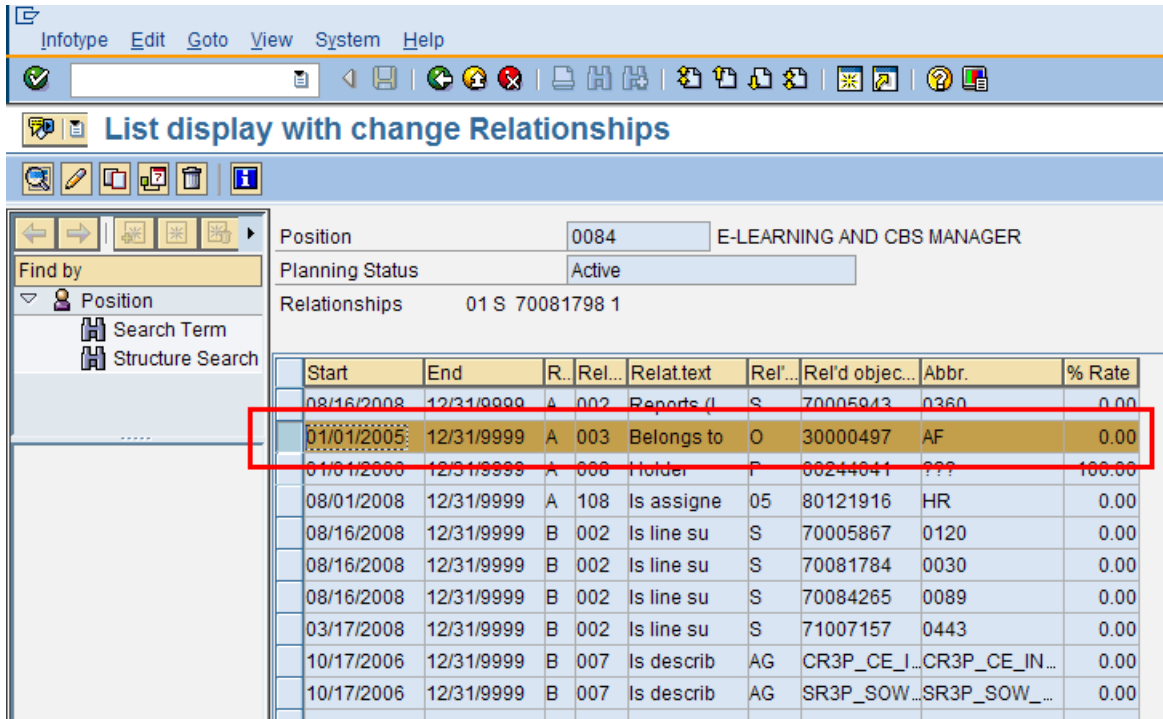| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. ℹ️ State of Washington Position's object id number begins with a 7. **Example**: 70081798

3.
    Click ✅ (Enter) to validate the information.

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State of Washington

4. Click to box to the left of [ ] Relationships to select.

5. Click [icon] (Overview) for an overview of all actions associated with the *Relationships* infotype (1001).

6. Select the A003 (Belongs to) – org unit relationship.

7. Click ⧉ (Copy) to copy and continue.

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Valid from	R	This is the date on which a record begins. **Example**: 11/01/2010
Relationship type/relationship	O	This describes how two objects are linked together, such as a reporting relationship. **Example**: A 012 (Manages)

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9. Click (Enter) to validate the information.

10. Click (Save) to save.

11. After setting up the relationship you will need to contact the DES Solutions Center (360) 407-9100 or SolutionsCenter@des.wa.gov to request that an incident be created to have the Security Role SR3P_SOW_MSS_LEAVE_APPROVER assigned to the SAP position.
This will allow the **'Chief"** access in ESS as a Leave Approver.

12. You have completed this transaction.

Results
You have created the relationship between the organizational unit and the manager/supervisor position.