Multi-Filled Chief Position - Copy and Update Record

Use this procedure to override the chief (leave approver) default for multi-filled MyPortal leave approver positions.

Roles:
Organizational Management Processor

Related Procedures:

Position - Maintain Position to Position Relationship
ESS - Vacant Chief Position

Related Resources:
MyPortal User Procedures

TIPS

> For multi-filled positions, HRMS will default chief (leave approver) control to the employee with the lowest personnel number. However, you can override this default control if necessary.
>
> If the employee with the lowest personnel number is the correct leave approver, then no updates to the employee's position are required.
>
> If the employee with the lowest personnel number is not the correct leave approver, then follow this procedure to update the position's Relationships (1001) infotype record for the employees who are not leave approvers.
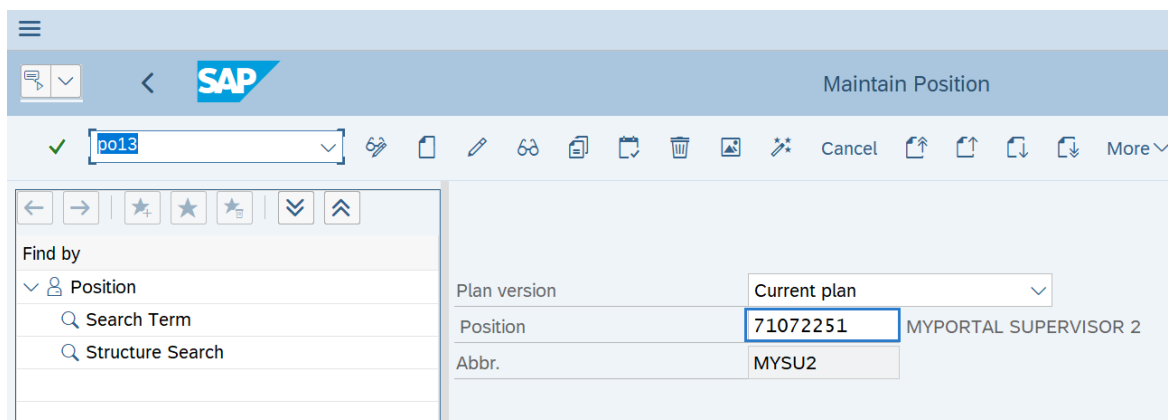
Step 1

Enter transaction code PO13 in the command field and click the Enter button.
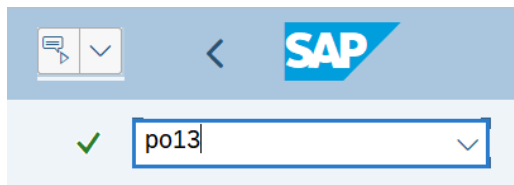
Step 2

Complete the following field:

- Position

Step 3

Click Enter to populate the position information.

Step 4

On the Active tab, select the Relationships radio button.

Step 5

Click the Overview button.

Step 6

Select the radio button to the left of the record you wish to copy.

TIPS

| Select the A008 Holder relationship for the employee with the lowest personnel number.

Step 7

Click the Copy button.

Step 8

Complete the following fields:

The following field is conditional:

- Priority
    - 1

Position	MYSU2	MYPORTAL SUPERVISOR 2
Planning Status	Active	
Valid from	07/16/2019 to 12/31/9999	👓 Change Information

Relationships   01 S 71072251 1

Relationship type/relationship	A	008	Holder

Related Object

Type of related object	Person ⌄
ID of related object	20130123
Abbreviation	WILLOW
Name	WILLOW NIKKI

Priority	1
Staffing Percentage	100.00 %

Record 4 of 8

TIPS:

> When the Priority field is blank, HRMS defaults the chief leave approver as the holder with the lowest personnel number. Adding a 1 in the Priority field of the lower personnel number overrides the default so that the higher personnel number becomes the chief leave approver.
>
> If there are more than two holders of the position, repeat the steps in this procedure for all position A008 Holder relationships of the holders that should not be the leave approver.

Step 9

Click the Enter button to validate the information.

Step 10

Click the Save button.