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 -	New procedure created. (Reviewed by DES HR and Functional Team)				
2/1/2011					
05/10/2012	Step 11 updated to include contacting the Solutions Center as part of the process				
<u> </u>					

Menu Path Human Resources \rightarrow Organizational Management \rightarrow Tools \rightarrow Object \rightarrow Actions

Transaction Code PO13

	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.
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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
	Example : 🕺 Make an entry in all required fields. Action : Fix the problem(s) and then click 🧭 (Enter) to validate and proceed.
Warning	Example: ORECORD 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**.

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	Relationships
	Description O Today O Current week
	Planned Compensation O All O Current month
	Vacancy O From curr.date O Last week
	Work Orbertula
	Employee Group/Subgroup
	Cost Distribution

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.						
		(i)						
		State of Washington Position's object id number begins						
		with a 7.						
Example: 70081798								

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



- Relationships to select. 4. Click to box to the left of IP Position Edit Goto Utilities Settings System Help 👔 🕢 🖯 (〇 🚱 (〇) 🗋 🛗 🖓 (名) 竹 九 名 (🛒 🕗 (〇) 📑 Ø 🕫 🗈 Maintain Position 💯 🗅 🖉 🚱 🗗 🗗 🧟 🏌 - 18 Find by 🗢 💄 Position Plan version Current plan ۳ì. 聞 Search Term 70081798 E-LEARNING AND CBS MANAGER Position Structure Search Abbr. 0084 Planned Submitted Approved Rejected Active Infotype Name S... 🚺 Time period / Period obje From 11/15/2010 to 12/31/9999 Relationships V T ○ Today O Current week Planned Compensation V O Current month Vacancy V O From curr.date O Last week Acct. Assignment Features V O To current date O Last month **V** Work Schedule O Current Year Employee Group/Subgroup V PD Profiles ٠ 1 Select. **v** -Cost Distribution
- 5. Click (Overview) for an overview of all actions associated with the *Relationships* infotype (1001).



년 Infotype Edit Goto View System Help										
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		10/17/2006	12/31/9999	в	007	ls describ	AG	SR3P_SOW.	.SR3P_SOW	0.00

- 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	0	This describes how two objects are linked together, such as a					
type/relationship		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 <u>SolutionsCenter@des.wa.gov</u> 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.

