ESS – Vacant Chief Position

Purpose	Use this procedure to end date the chief (manages) relationship and the line supervisor relationship if used when the position becomes vacant. This allows the next higher level chief position to approve any pending leave requests.
Trigger	The supervisor has left a chief position and we would like the higher level chief position to approve pending leave requests.

Prerequisites

- Manager/Supervisor position has been identified.
- All employee positions that has the B002 (Is line Supervisor of a position) relationship has been identified.
- The A008 (Holder) relationship has an end date.

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 DOP HR and Functional Team)
12/18/2012	Step 7 updated.

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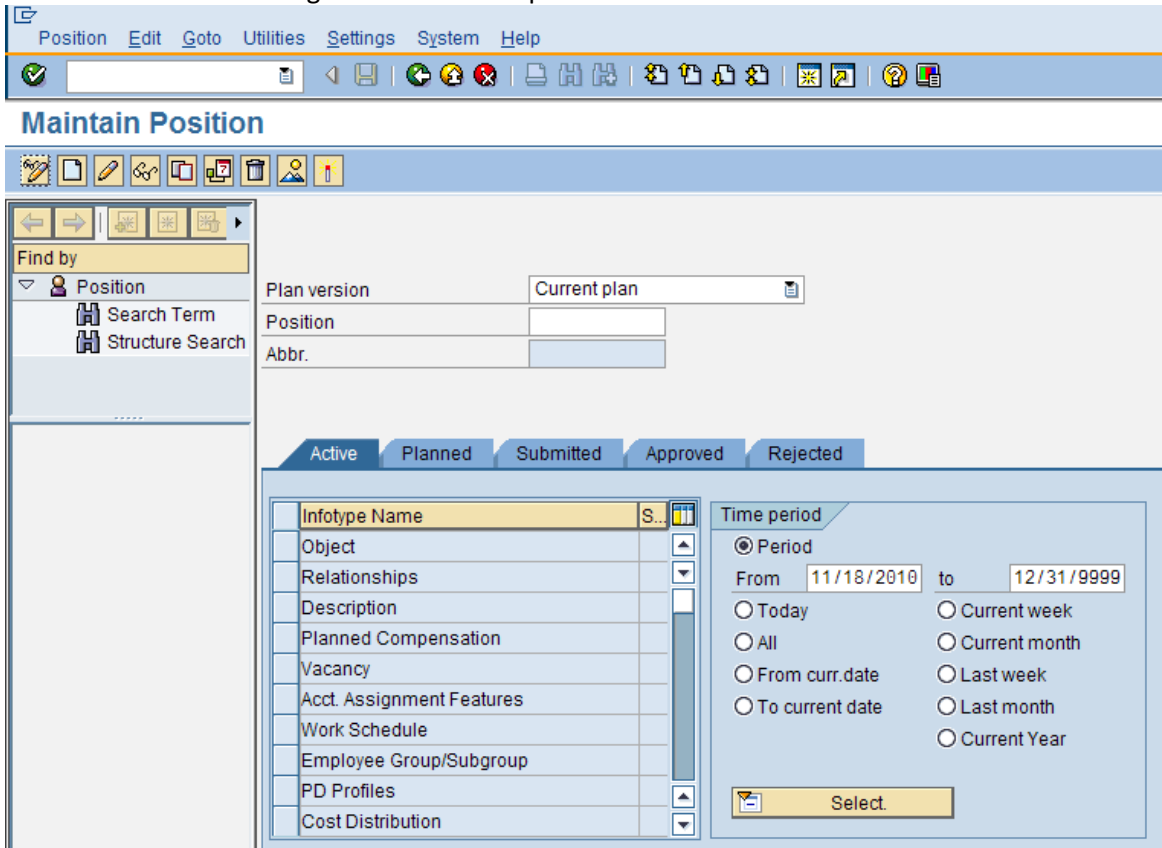
Transaction Code   PO13

Helpful Hints	n/a

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 ℹ️ 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. State of Washington Position's object id number begins with a 7. **Example**: 70081798

3. Click (Enter) to validate the information.

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 A012 (Manages) – org unit relationship.

7.   Click ✎ (Change) to change the record.

8.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
to (end date)	R	It specifies the end date of a record, transaction, or search. ℹ️ This date is the same end date of the A008 (Holder) relationship. **Example**: 01/15/2011

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

10. Click Save (Save) to save.

   Next you will need to end date all B002 relationships. You will be taken back to the *Relationship* (1001) overview screen.

11. Select a B002 (Is line supervisor) – position relationship.

12. Click ✏ (Change) to change the record. In most cases, use Copy rather than Change to maintain an audit trail. This is an acceptable exception.

13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
to (end date)	R	It specifies the end date of a record, transaction, or search. ⓘ This date is the same end date of the A008 (Holder) relationship. **Example**: 01/15/2011

14. Click ✔ (Enter) to validate the information.

15.
Click ![Save icon] (Save) to save.

![Info icon] You will need to repeat steps 11 through 15 for the remaining B002 (Is line supervisor) relationships.

16. You have completed this transaction.

| Infotype | Edit | Goto | View | System | Help |

List display with change Relationships

Position	0084	E-LEARNING AND CBS MANAGER
Planning Status	Active	
Relationships	01 S 70081798 1	
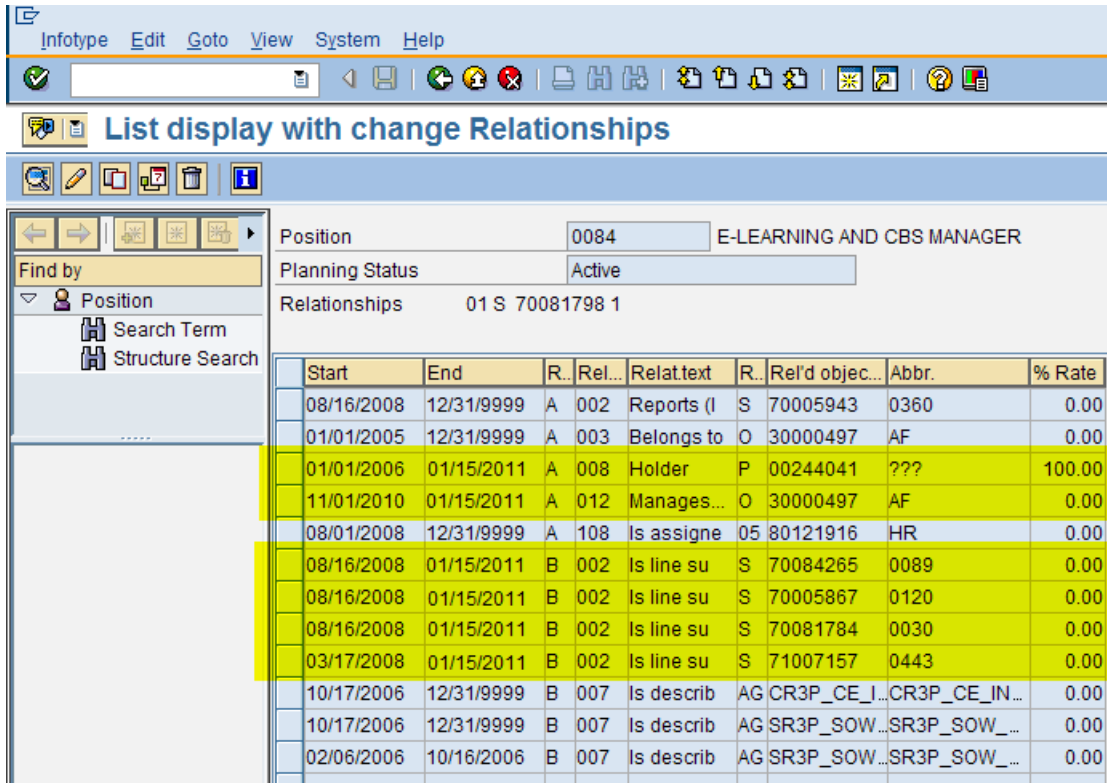
Start	End	R..	Rel...	Relat.text	R..	Rel'd objec...	Abbr.	% Rate
08/16/2008	12/31/9999	A	002	Reports (I	S	70005943	0360	0.00
01/01/2005	12/31/9999	A	003	Belongs to	O	30000497	AF	0.00
01/01/2006	01/15/2011	A	008	Holder	P	00244041	???	100.00
11/01/2010	01/15/2011	A	012	Manages...	O	30000497	AF	0.00
08/01/2008	12/31/9999	A	108	Is assigne	05	80121916	HR	0.00
08/16/2008	01/15/2011	B	002	Is line su	S	70084265	0089	0.00
08/16/2008	01/15/2011	B	002	Is line su	S	70005867	0120	0.00
08/16/2008	01/15/2011	B	002	Is line su	S	70081784	0030	0.00
03/17/2008	01/15/2011	B	002	Is line su	S	71007157	0443	0.00
10/17/2006	12/31/9999	B	007	Is describ	AG	CR3P_CE_I...	CR3P_CE_IN...	0.00
10/17/2006	12/31/9999	B	007	Is describ	AG	SR3P_SOW...	SR3P_SOW_...	0.00
02/06/2006	10/16/2006	B	007	Is describ	AG	SR3P_SOW...	SR3P_SOW_...	0.00

![Magnifier icon] The screenshot above displays what the records will look like once all the appropriate relationships have been end dated.

Results
You have end dated the relationships between the organizational unit and the manager/supervisor position along with the positions.

![HR State of Washington logo]