

## 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

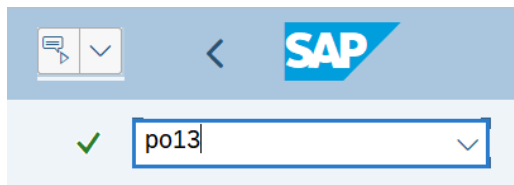
For multi-filled positions, HRMS will default chief (leave approver) control to the employee with the lowest personnel number. However, you can override this default control if necessary.

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

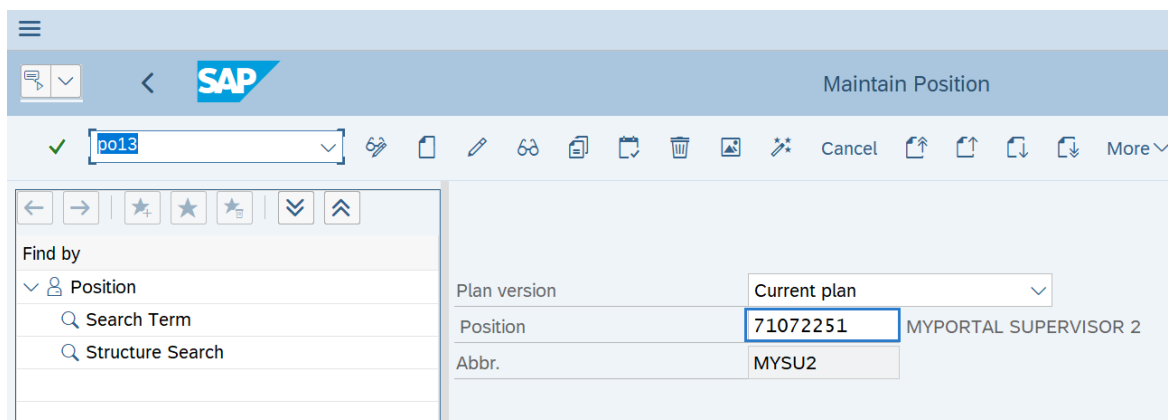
Enter transaction code PO13 in the command field and click the Enter button.



### 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.

Plan version: Current plan  
Position: 71072251 MYPORTAL SUPERVISOR 2  
Abbr.: MYSU2

Active | Planned | Submitted | Approved | Rejected

Infotype Name:  Relationships  
Time period:  Period  
From: 04/23/2020 to: 12/31/9999

### Step 5

Click the Overview button.

### Step 6

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

Position: MYSU2 MYPORTAL SUPERVISOR 2  
Planning Status: Active  
Relationships: 01 S 71072251 1

	Start	End	R...	Relat'...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate
<input type="radio"/>	07/01/2019	12/31/9999	A	002	Reports (l	S	71072177	MYP3	0.00
<input type="radio"/>	07/01/2019	12/31/9999	A	003	Belongs to	O	31021376	MYS2	0.00
<input type="radio"/>	04/01/2020	12/31/9999	A	008	Holder	P	20130551	Page	100.00
<input checked="" type="radio"/>	07/16/2019	12/31/9999	A	008	Holder	P	20130123	WILLOW	100.00
<input type="radio"/>	07/01/2019	12/31/9999	A	012	Manages...	O	31021376	MYS2	0.00
<input type="radio"/>	07/01/2019	12/31/9999	B	002	Is line su	S	71072226	MYE2	0.00
<input type="radio"/>	03/09/2020	12/31/9999	B	007	Is describ	AG	SR3P_MSS_LEAV.	SR3P_MSS_LEA	0.00
<input type="radio"/>	07/01/2019	12/31/9999	B	007	Is describ	C	50003921	WMS01	0.00

### 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
<a href="#">Change Information</a>		
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.