

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:

<https://www.ofm.wa.gov/it-systems/myportal>

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.

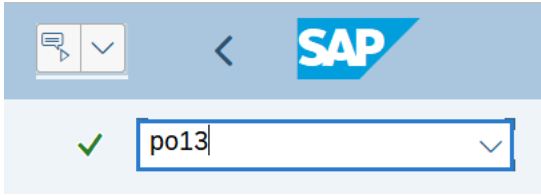
If the employee with the lowest personnel number is the correct leave approver, then no updates to the employee's position are required.

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.

The employee designated as the leave approver should be assigned the SR3P_MSS_LEAVE_APPROVER_FIORI role. No other holders of the multi-filled leave approver position should be assigned the role.

Step 1

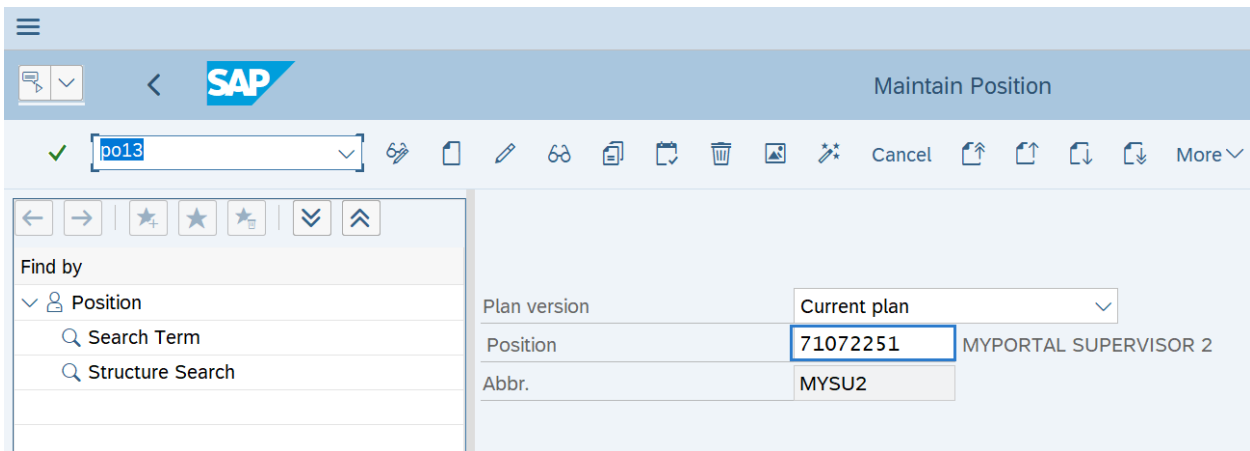
Enter transaction code PO13 in the command field and click the Enter button.



Step 2

Complete the following field:

- Position

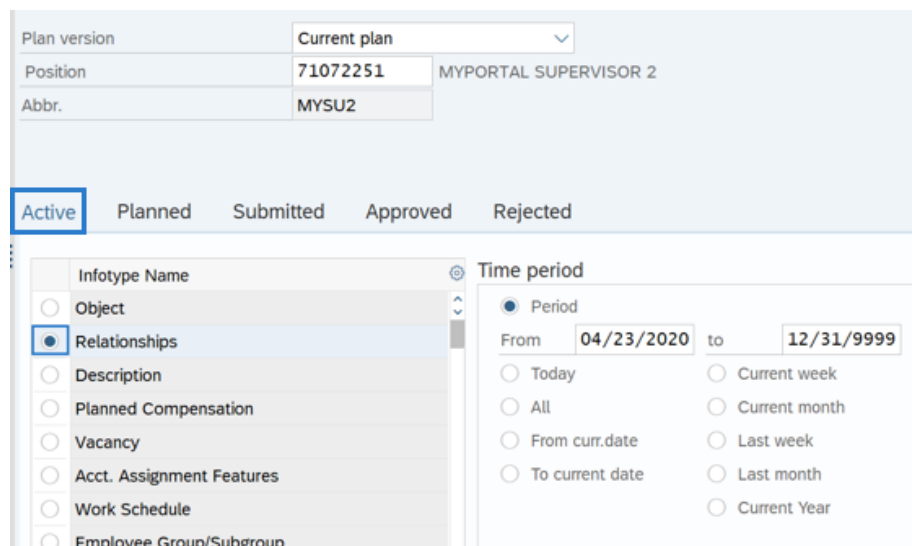


Step 3

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.

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 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.

TIPS:

When changing chief leave approvers or when another employee is assigned this position, be sure to update the Priority field for each employee in the multi-filled position as appropriate. Also, update the SR3P_MSS_LEAVE_APPROVER_FIORI roles for each personnel number that has been updated.