

Multi-Filled Supervisor/Leave Approver Position - Copy and Update Record

Use this procedure to override the supervisor/leave approver default for multi-filled supervisor positions.

TIPS:

The Organizational Management relationship B002 (Is line supervisor of) needs to be set up on supervisor positions for the the position/s that they supervise.

For multi-filled positions, HRMS will default the supervisor/leave approver control to the employee with the lowest personnel number. This default can be overridden when necessary.

If the employee with the lowest personnel number is not the correct supervisor/leave approver, follow this procedure to update the position's Relationships (1001) infotype record for the employees who are not the supervisor/leave approver.

Use this procedure to identify the supervisor assigned to an employee in the Washington State Learning Center, to identify leave approvers in MyPortal, HRMS Reports and Interface feeds.

Roles:

[Organizational Management Processor](#)

Related Procedures:

[Position - Maintain Position to Position Relationship](#)

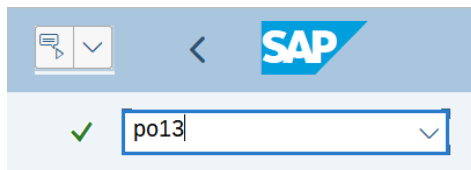
[Relationships – Supervisor Position to Subordinate Position - Create New Record](#)

Related Resources:

[MyPortal User Procedures](#)

Step 1

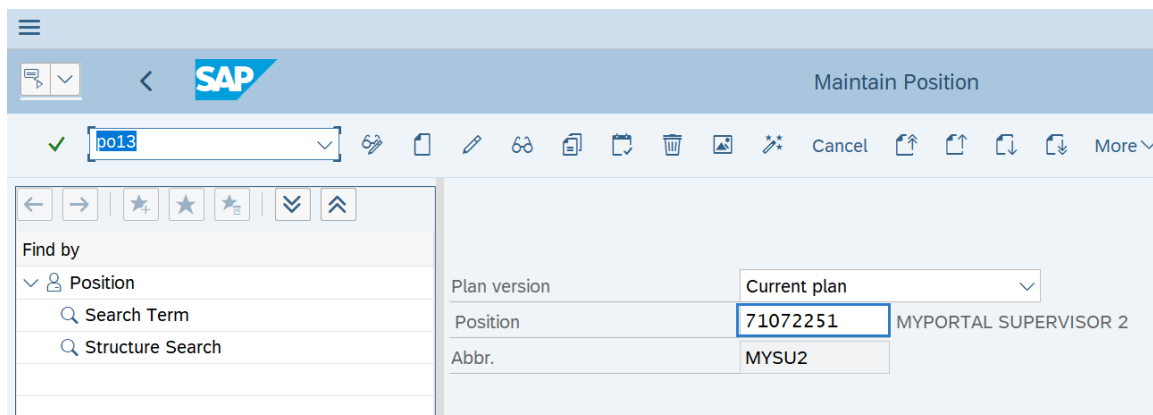
Enter transaction code PO13 in the command field and click the Enter button.



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.

The screenshot shows a web interface with a header section containing a dropdown menu for 'Plan version' set to 'Current plan', and input fields for 'Position' (71072251) and 'Abbr.' (MYSU2). Below this is a navigation bar with tabs: 'Active' (highlighted with a blue border), 'Planned', 'Submitted', 'Approved', and 'Rejected'. A sidebar on the left lists 'Infotype Name' options: Object, Relationships (selected with a blue circle), Description, Planned Compensation, Vacancy, Acct. Assignment Features, Work Schedule, and Employee Group/Subgroup. To the right of the sidebar is a 'Time period' section with a 'Period' radio button selected, and a date range 'From 04/23/2020 to 12/31/9999'. Below the date range are several other radio button options: Today, All, From curr.date, To current date, Current week, Current month, Last week, Last month, and Current Year.

Step 5

Click the Overview button.

Step 6

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

The screenshot shows a table with columns: Start, End, R..., Relat'..., Relat.text, R..., Rel'd object ID, Abbr., and % Rate. The table contains several rows of relationship data. The row with 'Start' 07/16/2019 and '% Rate' 100.00 is highlighted with a blue border, and its radio button is selected. The other rows have radio buttons that are not selected.

	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 who **will not** be the supervisor/leave approver.

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 for all holders of a multi-filled supervisor position, HRMS defaults the supervisor/leave approver role to the holder with the lowest personnel number.

To override the default supervisor/leave approver assigned, add a 1 in the Priority field of the holders who should not have the chief supervisor/leave approver role.

Leave the Priority field blank for the supervisor/leave approver only.

Step 9

Click the Enter button to validate the information.

Step 10

Click the Save button.