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:
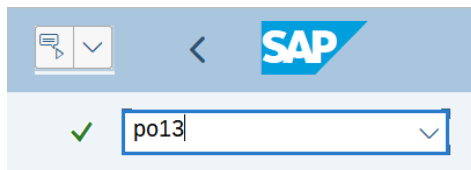Position - Maintain Position to Position Relationship

Relationships – Supervisor Position to Subordinate Position - Create New Record

Related Resources:
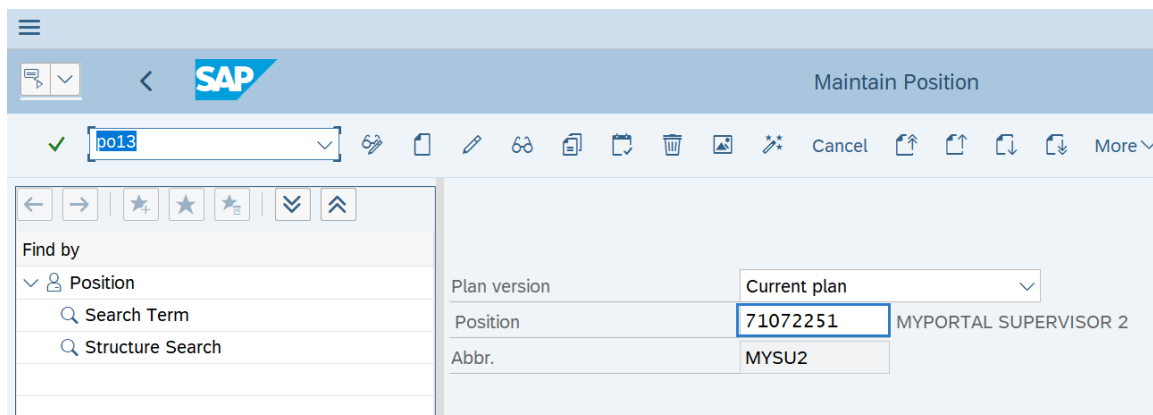MyPortal User Procedures

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.

Step 5

Click the Overview button.

Step 6

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

TIPS:

Select the A008 Holder relationship for the employee who **will <u>not</u>** 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.