

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

Use this procedure to override the supervisor/MyPortal 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/MyPortal 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/MyPortal approver, follow this procedure to update the position's Relationships (1001) infotype record for the employees who are not the supervisor/MyPortal approver.

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

Roles:

[Organizational Management Processor](#)

Related Procedures:

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

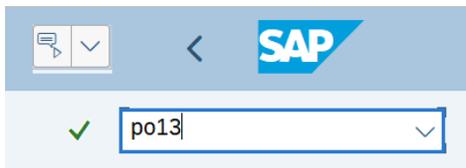
[Relationships – Supervisor Position to Subordinate Position - Create New Record](#)

Related Resources:

[MyPortal User Procedures](#)

Step 1

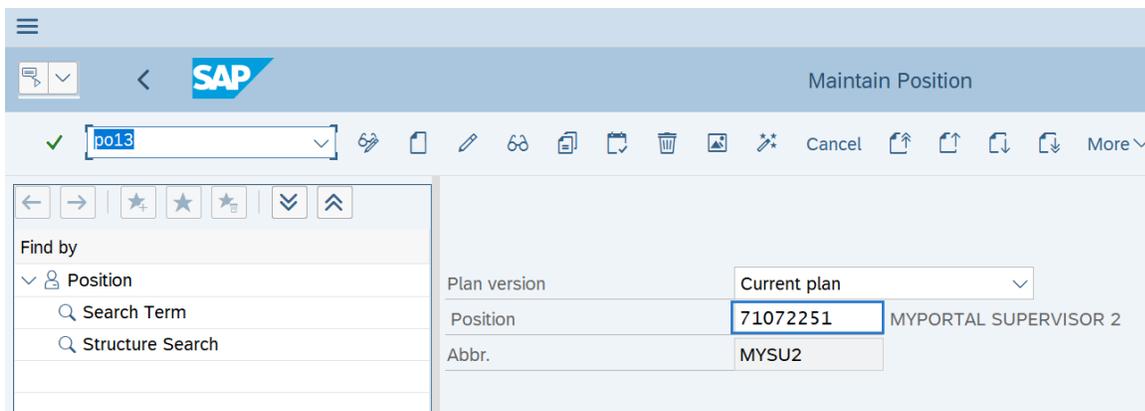
Enter transaction code PO13 in the command field and click the Enter button.



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.

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

Active | Planned | Submitted | Approved | Rejected

Infotype Name: Relationships
Time 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 who **will not** be the supervisor/MyPortal 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/MyPortal approver role to the holder with the lowest personnel number.

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

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

Step 9

Click the Enter button to validate the information.

Step 10

Click the Save button.