# 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

=											
sap <						Mainta	in Po	sition			
✓ [po13 · · ] ※ []	<i>⊘</i> 6∂	Ð	Þ	Ŵ	*/*	Cancel	ĹŶ		1	[₽	More∨
$\leftarrow \rightarrow   \bigstar \bigstar \bigstar   \heartsuit \bigotimes$											
Find by											
✓ A Position	Plan version	ı			Currer	nt plan			~	/	
Q Search Term	Position				7107	2251	MY	PORTA	AL SUF	PERVI	SOR 2
Q Structure Search	Abbr.				MYSU	2					

## Step 3

Click Enter to populate the position information.

#### Step 4

On the Active tab, select the Relationships radio button.

nan v	version	Current plan		$\sim$					
Position 71072251			MYPORTAL SUPERVISOR 2						
bbr.									
ctiv	Planned Submi	tted Approve	d Doie	octod					
Luv	e Planneu Subini	tteu Approve	u keje	cieu					
	Infotuno Nomo		@ Time	nerio	d				
	iniotype Name								
			A (A)						
0	Object		۰ ا	Perio	d				
•	Object Relationships		C O	Perio m	04/23/2020	to	12/31/9999		
•	Object Relationships Description		From	Perio m Today	04/23/2020	to O C	12/31/9999		
<ul> <li></li> <li><td>Object Relationships Description Planned Compensation</td><td></td><td>From</td><td>Perio m Today All</td><th>04/23/2020</th><td>to O C</td><td>12/31/9999 urrent week urrent month</td></li></ul>	Object Relationships Description Planned Compensation		From	Perio m Today All	04/23/2020	to O C	12/31/9999 urrent week urrent month		
0 0 0	Object Relationships Description Planned Compensation Vacancy		From	Period m Today All From	d 04/23/2020 / curr.date		12/31/9999 urrent week urrent month ast week		
0 0 0 0 0	Object Relationships Description Planned Compensation Vacancy Acct. Assignment Features		•     •	Period m Today All From To cu	d 04/23/2020 / curr.date rrent date		12/31/9999 urrent week urrent month ast week ast month		
	Object Relationships Description Planned Compensation Vacancy Acct. Assignment Features Work Schedule		• • • • • • • • • • • • • • • • • • •	Period m Today All From To cu	d 04/23/2020 / curr.date rrent date	to C C C C C L C L C C	12/31/9999 urrent week urrent month ast week ast month urrent Year		

#### Step 5

Click the Overview button.

#### Step 6

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

	Pos	ition		MYSU2		MYF	PORTAL SUPERVISO	)R 2			
Planning Status Active				tive							
	Rela	ationships 01	S 710722	51 1							
		Start	End		R	Relat'	Relat.text	R	Rel'd object ID	Abbr.	% Rate
	$\bigcirc$	07/01/2019	12/31/999	9	Α	002	Reports (l	s	71072177	MYP3	0.00
	$\bigcirc$	07/01/2019	12/31/999	9	А	003	Belongs to	0	31021376	MYS2	0.00
	0	04/01/2020	12/31/999	9	А	800	Holder	Р	20130551	Page	100.00
:	$\bigcirc$	07/16/2019	12/31/999	9	А	800	Holder	Р	20130123	WILLOW	100.00
:	0	07/01/2019	12/31/999	9	А	012	Manages	0	31021376	MYS2	0.00
	$\bigcirc$	07/01/2019	12/31/999	9	в	002	Is line su	s	71072226	MYE2	0.00
	$\bigcirc$	03/09/2020	12/31/999	9	в	007	Is describ	AG	SR3P_MSS_LEAV	SR3P_MSS_LEA	0.00
	$\bigcirc$	07/01/2019	12/31/999	99	в	007	Is describ	С	50003921	WMS01	0.00

#### TIPS:

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

# Step 7

Click the Copy button.

## Step 8

Complete the following fields:

The following field is conditional:

- Priority
  - o 1

Position	MYSU2	MYPORTAL SUPERVISOR 2								
Planning Status	Active									
Valid from	07/16/2019	to 12/31/9999	6ට Change Information							
Relationships 01 S 71	072251 1									
Relationship type/relationship	A	008 Holder								
Related Object Type of related object ID of related object	P 2	erson 0130123	~							
Abbreviation	W	ILLOW								
Name	W	ILLOW NIKKI								
Priority Staffing Percentage	1	00.00 %	5							
			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.