

Relationships – Supervisor Position to Subordinate Position - Create New Record

Use this procedure to create a supervisor position to subordinate position relationship. These relationships are required for leave processing in the MyPortal application as well as supervisor reports in HRMS and WWA.

Roles:

Organizational Management Processor

Related Procedures:

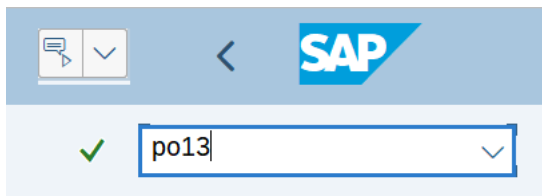
- [Position to Position Relationship](#)
- [Position - Maintain Position to Position Relationship](#)

Related Resources:

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

Step 1

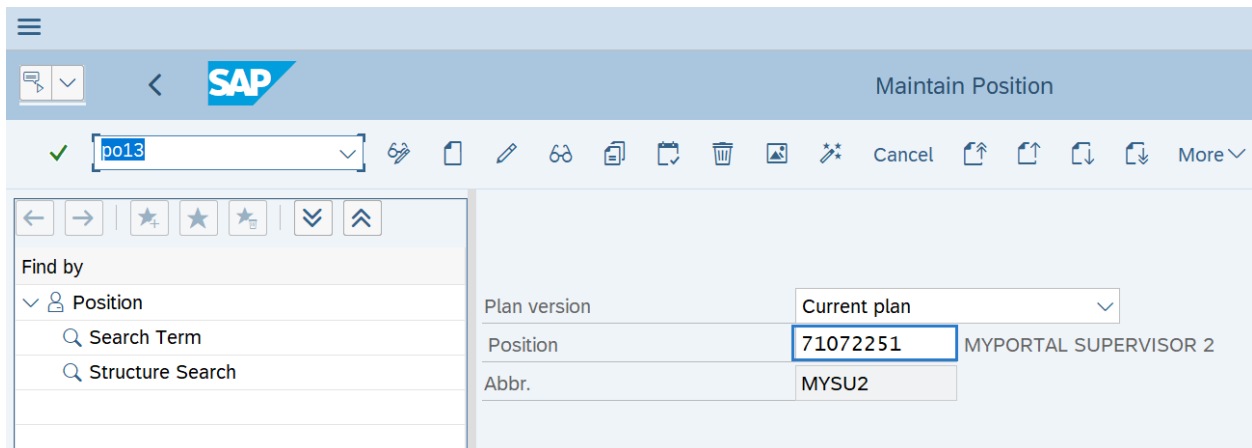
Enter transaction code PO13 in the command field and click the Enter button.



Step 2

Complete the following field:

- Position



TIPS

Enter the supervisor's 8-digit position number.

Step 3

Click Enter to populate the position information.

Step 4

On the Active tab, select the Relationships radio button.

Step 5

In the Time period section, select the Period radio button and enter the effective dates of the position to position Relationships record

The screenshot shows a web application interface for position management. At the top, there is a search bar containing 'po13'. Below the search bar, there are navigation icons and a 'Find by' section with 'Position' selected. The main area displays position details: Plan version (Current plan), Position (71072251 MYPORTAL SUPERVISOR 2), and Abbr. (MYSU2). There are tabs for Active, Planned, Submitted, Approved, and Rejected. The 'Active' tab is selected, and the 'Relationships' radio button is chosen under 'Infotype Name'. The 'Time period' section is expanded, showing 'Period' selected and dates 'From 04/29/2020 to 12/31/9999'.

TIPS

The From date should reflect the actual effective date the Relationship is effective.

Step 6

Click the Create button.

TIPS

Verify the correct start date is in the Valid from field.

Step 7

Complete the following fields:

The following fields are mandatory:

- Relationship type/relationship
- Type of related object
- ID of related object

Position	MYSU2	MYPORTAL SUPERVISOR 2
Planning Status	Active	
Valid from	04/29/2020	12/31/9999
Change Information		
Relationships 01 S 71072251 1		
Relationship type/relationship	B 002	Is line supervisor of
Related Object		
Type of related object	Position	
ID of related object	71072226	
Abbreviation	MYE2	
Name	MYPORTAL EE 2	
Priority		

TIPS

Set the Relationship type/relationship fields to B 002 Is line supervisor of.

Set the Type of related object field to Position.

In the ID of related object field, enter the 8-digit position number of the subordinate position.

Step 8

Click the Enter button to validate the information.

Step 9

Click the Save button.

TIPS

Repeat the steps above to create additional supervisor position to subordinate position relationships as needed.