

Create Position to Org Unit Manages (Chief) Relationship

- Purpose** Use this procedure to create a relationship to indicate which org unit the manager/supervisor position supervises. This is also referred to as the chief relationship.
- Trigger** This relationship is required for agencies that use the ESS leave request process.
- Prerequisites**
- Org unit has been identified.
 - Manager/Supervisor position has been identified.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor

Change History	
Date	Change Description
11/18/2010 – 2/1/2011	New procedure created. (Reviewed by DOP HR and Functional Team)

Menu Path Human Resources → Organizational Management → Tools → Object → Actions

Transaction Code PO13

Helpful Hints	 If the chief position becomes vacant, the A012 (Manages) relationship and any B002 “Is line supervisor” relationship will need to be end dated. This will allow the next higher level chief to approve any pending leave requests. For instructions on how to end date these relationships, see OLQR Procedure, ESS – Vacant Chief Position.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p>Example: 70081798</p>

3. Click  (Enter) to validate the information.

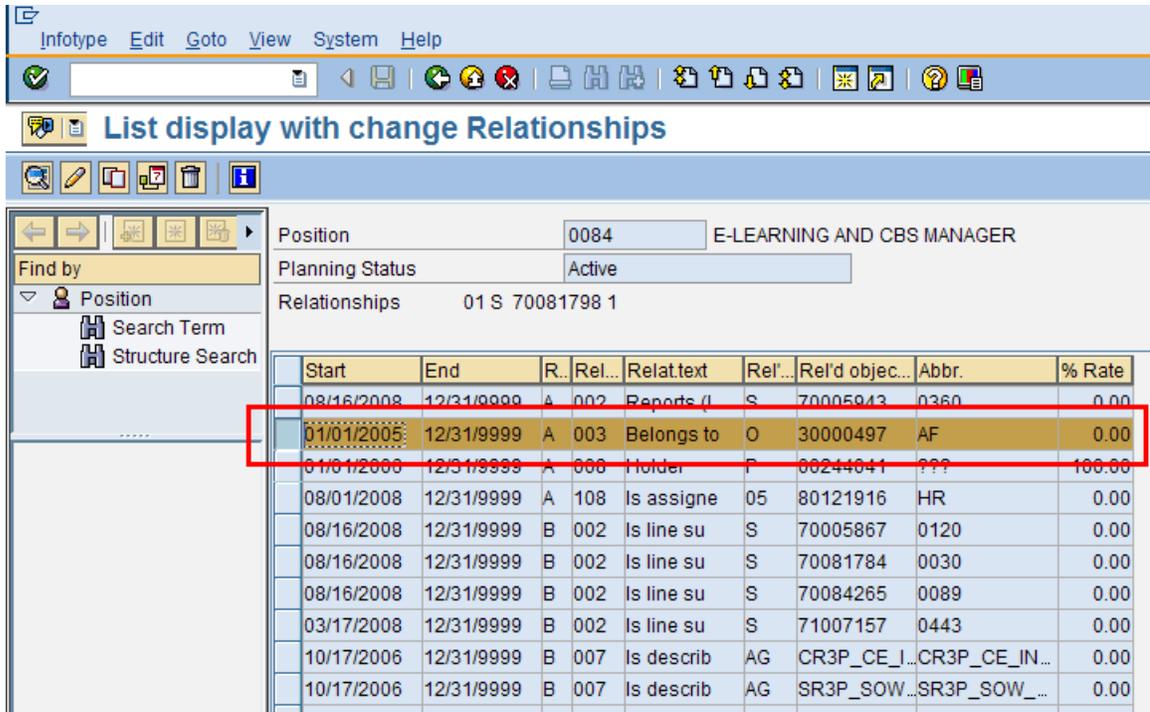
4. Click to box to the left of **Relationships** to select.

The screenshot shows the 'Maintain Position' application window. The menu bar includes 'Position', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. The main area displays a search for a position with the following details:

Plan version	Current plan	
Position	70001798	E-LEARNING AND CBS MANAGER
Abbr.	0084	

Below the search results, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A list of infotypes is shown on the left, with 'Relationships' highlighted. The 'Time period' section on the right shows a date range from 11/15/2010 to 12/31/9999 and various selection options.

5. Click  (Overview) for an overview of all actions associated with the *Relationships* infotype (1001).



6. Select the A003 (Belongs to) – org unit relationship.

7. Click  (Copy) to copy and continue.

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Valid from	R	This is the date on which a record begins. Example: 11/01/2010
Relationship type/relationship	O	This describes how two objects are linked together, such as a reporting relationship. Example: A 012 (Manages)

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The screenshot shows a software interface with a menu bar (Infotype, Edit, Goto, Extras, View, System, Help) and a toolbar. The main window is titled "Copy Relationships". On the left is a "Find by" sidebar with options for Position, Search Term, and Structure Search. The main area displays details for a position: Position 0084 (E-LEARNING AND CBS MANAGER), Planning Status Active, and Valid from 11/01/2010 to 12/31/9999. A "Change Information" button is visible. Below this, the "Relationships" section shows a relationship type of "A 012 Manages...". The "Related Object" section includes a dropdown for "Type of related object" set to "Organizational unit", an "ID of related object" field containing "30000497", an "Abbreviation" field with "AF", and a "Name" field with "ORG & EMPL DEV SERVICES". A "Priority" field is empty. At the bottom right, it says "Record 2 of 10".

9. Click  (Enter) to validate the information.
10. Click  (Save) to save.
11. You have completed this transaction.

Results

You have created the relationship between the organizational unit and the manager/supervisor position.