Johns Hopkins
HR Shared Services

Search for
Staff Assignments/
Supervisor Info
Part I - Search by org unit
Use transaction code: PPOSE

1. Click Organizational unit

2. Remove the asterisk sign and type 8 digit org unit number. (Ex: 1000XXXX)

3. Click the “Find” button
1. Double click - Search result will show in the bottom left window. - All positions and employees under this org unit will show up in top right window after you double click the org unit name on the left.
- Click the Go to icon and select Staff assignments (list).
Here’s the Supervisor’s name

To add or delete columns, click the “column configuration” icon and check or uncheck the available options.
Part II - Search by last name or personnel number

1. Click Person

2. Remove the asterisk and type personnel number or last name.

3. Click the “Find” button
- Search result will show in the bottom left window.
- Double click the employee’s name and their position and org unit information will display in top right window.
- Double click org unit name
- Click the Go to icon and select Staff assignments (list)
Here's the Supervisor’s name

<table>
<thead>
<tr>
<th>Status</th>
<th>Status</th>
<th>Person/user</th>
<th>Position</th>
<th>Percentage</th>
<th>Job</th>
<th>Superior</th>
<th>Entry</th>
<th>being transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Bland, David</td>
<td>Organizational Management Supervisor</td>
<td>100.00</td>
<td>Coordinator-HR</td>
<td>Addison, Cynthia</td>
<td>10/15/2006</td>
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<td>Johnson, Joan</td>
<td>05/08/2007</td>
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