

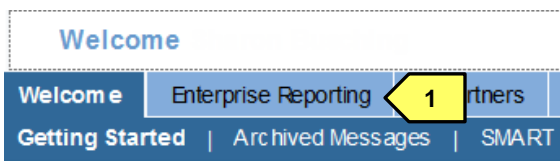
Reviewing the Current Supervisor Field in Analysis and PPOSE

Use this job aid to verify that the Current Supervisor field is accurate for all the employees in your area.

Analysis – Employee Master Data by Date Report

Navigate to the Analysis Report, Employee Master Date by Date

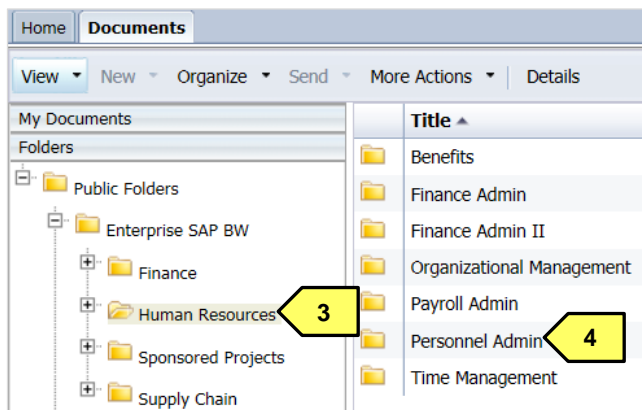
1. Click **Enterprise Reporting** tab.



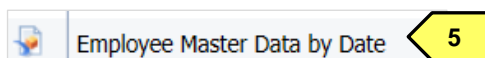
2. Click **Open Analysis**.



3. Under Enterprise SAP BW, click **Human Resources**.
4. Double-click **Personnel Admin**.



5. Double-click report, **Employee Master Date by Date**.

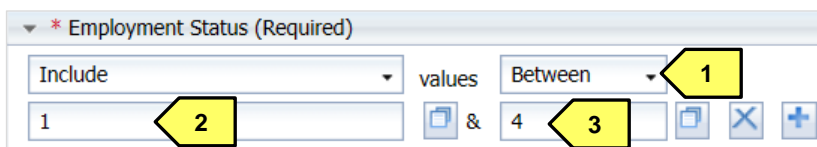


Complete the Prompt Screen


Employment Status

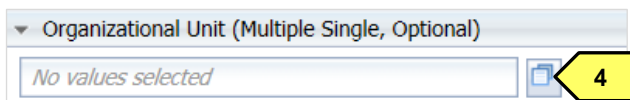
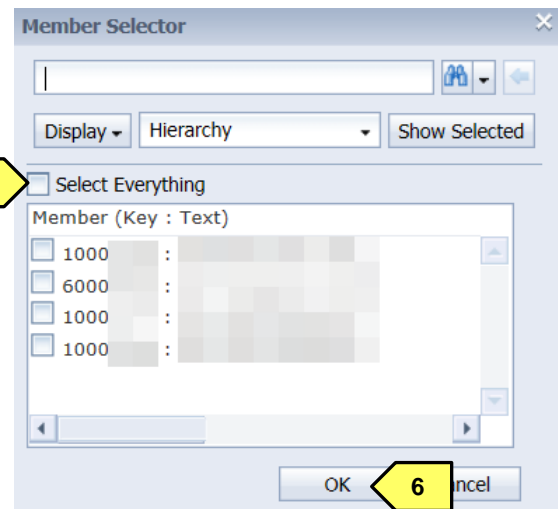
To include employment statuses, 1: LOA with Pay, 2: LOA Without Pay, 3: Active, and 4: Temporarily Inactive, do the following under Employment Status:

1. Use the dropdown to **change Equal to Between**.
2. Enter **1** in the lefthand field.
3. Enter **4** in the righthand field.



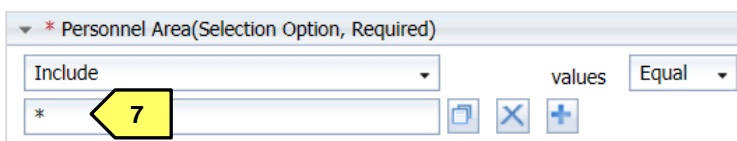
Organizational Unit

4. Click the  **Display Member Selector** button.
5. **Check** the Organizational Units you want to view.
6. Click **OK**.

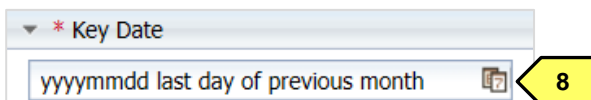
Personnel Area

7. Type an **asterisk *** in the Personnel Area field.



Key Date

8. Enter the **last day of the previous month** in the format `yyymmdd` or use the calendar dropdown.



Your completed prompt screen should look like this.

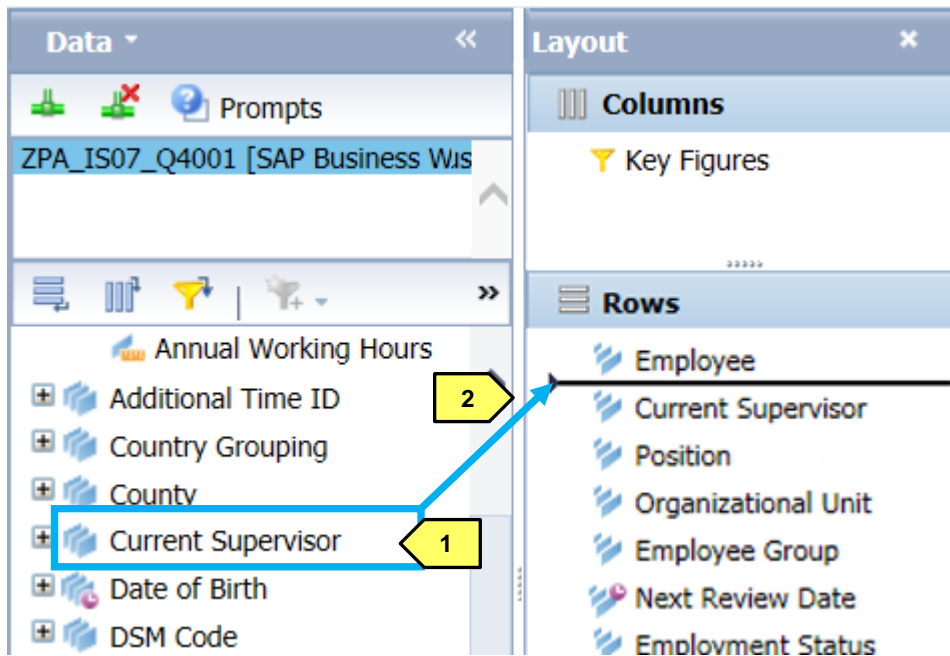
1. Check **Save prompt values with workspace**.
2. Click **Validate**.
3. Click **OK**.

Prompts

Prompt Summary	All Required Optional Variants
<p>* ZPA_IS07_Q4001 [SAP Business Ware...</p> <p>Employee :</p> <p>* <input checked="" type="checkbox"/> Employment Status (Required)</p> <p>Organizational Unit (Multiple Single, Optional)</p> <p>* <input checked="" type="checkbox"/> Personnel Area (Selection Option, Required)</p> <p>Personnel Subarea (Selection Option, Optional)</p> <p>Employee Group (Selection Option, Optional)</p> <p>Employee SubGroup (Optional)</p> <p>DSM Code (Sel. Optional) :</p> <p>* Key Date :</p> <p>Next Review Date :</p> <p>Oversight Unit :</p>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>Employee</p> <p>▼ * Employment Status (Required)</p> <p>Include values Between</p> <p>1 & 4</p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>▼ Organizational Unit (Multiple Single, Optional)</p> <p>1000 ✕</p> <p>6000 ✕</p> <p>1000 ✕</p> <p>1000 ✕</p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>▼ * Personnel Area (Selection Option, Required)</p> <p>Include values Equal</p> <p>* ✕ +</p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>▶ Personnel Subarea (Selection Option, Optional)</p> <p>▶ Employee Group (Selection Option)</p> <p>▶ Employee SubGroup (Optional)</p> <p>▶ DSM Code (Sel. Optional)</p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p>▼ * Key Date</p> <p>20170430 ✕</p> </div>
<p>9 <input checked="" type="checkbox"/> Save prompt values with workspace</p> <p>* Required prompts</p>	<p>10 Validate 11 OK Cancel</p>

Adding Current Supervisor

1. Click **Current Supervisor** in the Data Panel.
2. **Drag and drop Current Supervisor into the rows** area of the Layout Panel. For example, you might place it after Employee.



3. Review the **Current Supervisor** field to make sure that it is correct.

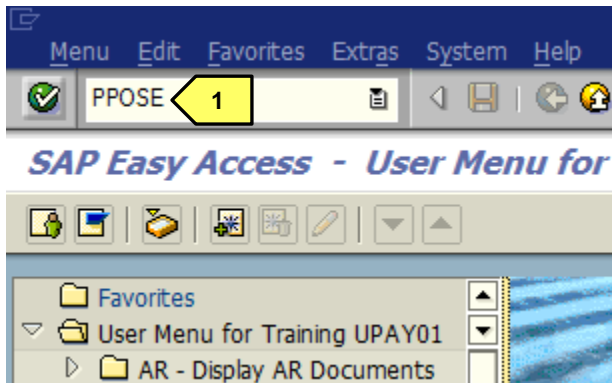
Employee Master Data by Date	
Employee	Current Supervisor
2947 : Adair , Alton	# : Not assigned
3327 : Adamson , Orville	2947 : Adair , Alton
2850 : Albrecht , Devon	2947 : Adair , Alton
5770 : Alonso , Millicent	5704 : Brenner , Mayme
5718 : Alonzo , Ellie	2947 : Adair , Alton
5769 : Arnett , Annabelle	5703 : Simpson , Elise
5733 : Bagley , Dorothea	2926 : Post , Earnestine
2903 : Barnard , Jeannine	2926 : Post , Earnestine
3431 : Bloom , Eliseo	# : Not assigned
2929 : Bowie , Rogelio	2947 : Adair , Alton

"#: Not assigned" means that
The supervisor's position is vacant

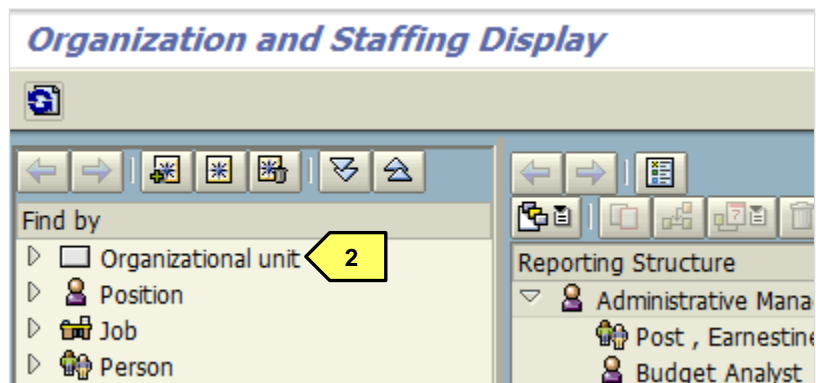
PPOSE – Organization and Staffing Display in ECC

You can also use the Organization and Staffing Display (PPOSE) transaction in ECC to get a list of supervisors for your personnel.

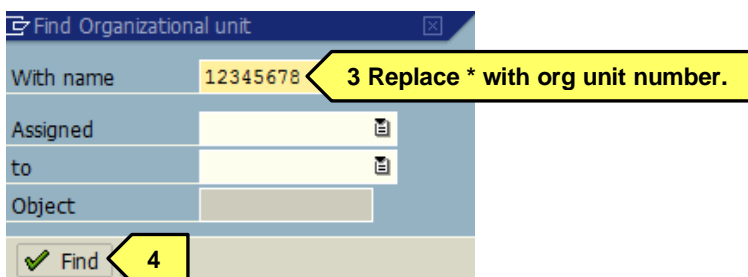
1. From the Easy Access menu in ECC, type **PPOSE** in the transaction box and then hit **Enter** on your keyboard.




2. Click **Organization unit**.

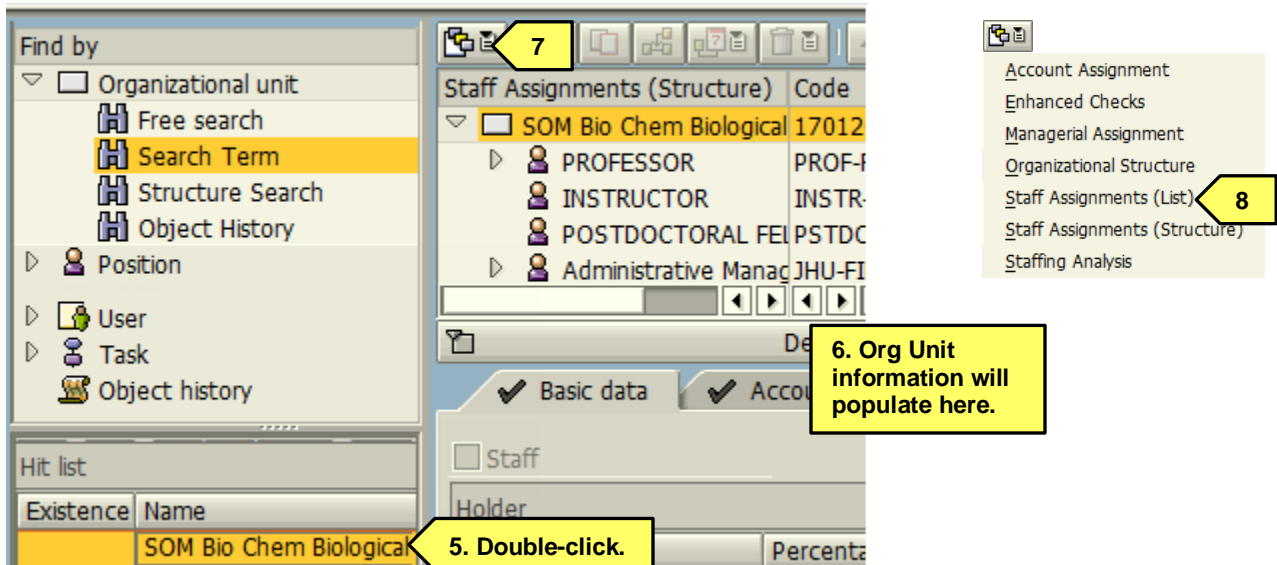


3. With Name Field: Replace the * with an 8-digit **Organization Unit Number**.
4. Click **Find**.



5. Double-click the name of the Org Unit in the Hit List.
6. Org Unit information will populate on the righthand portion.
7. Click the  **Goto** button.
8. Select **Staff Assignments (List)**.

Organization and Staffing Display



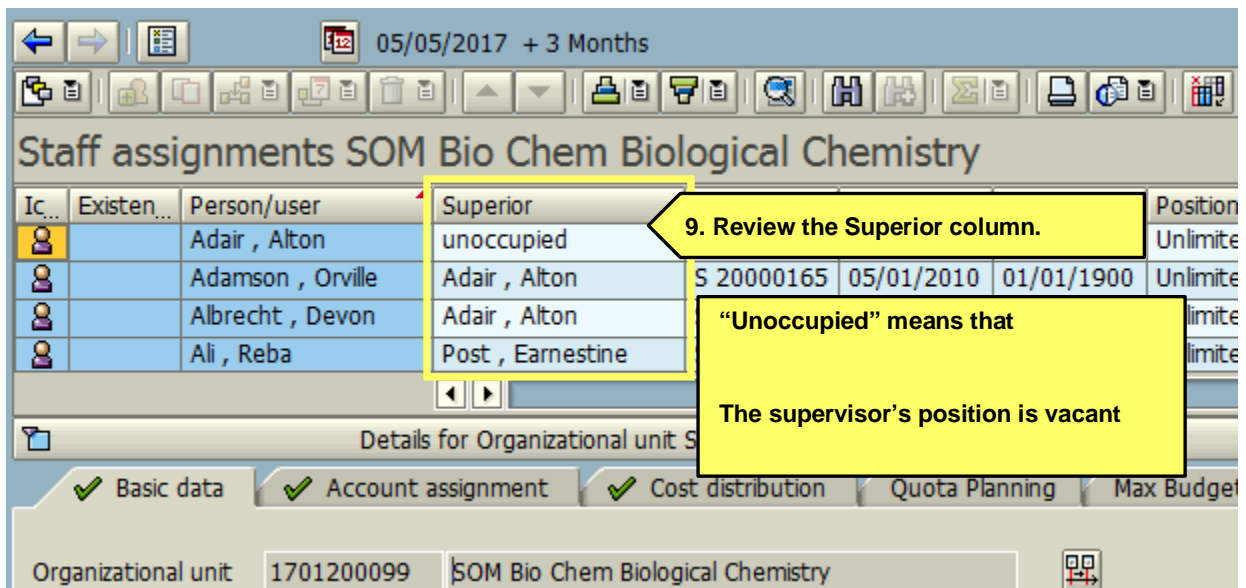
5. Double-click.

6. Org Unit information will populate here.

7

8

9. Review the information in the **Superior** column to verify that the supervisor information is correct and up to date.



9. Review the Superior column.

“Unoccupied” means that
The supervisor’s position is vacant

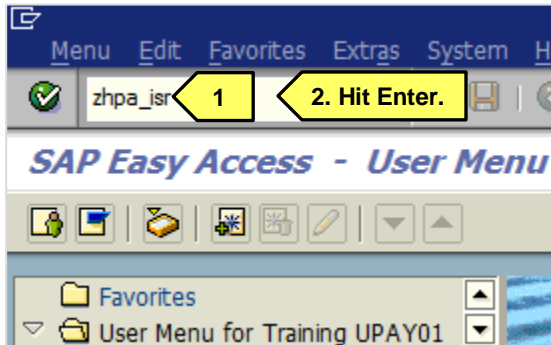
Person/user	Superior	Position
Adair, Alton	unoccupied	Unlimited
Adamson, Orville	Adair, Alton	Unlimited
Albrecht, Devon	Adair, Alton	limited
Ali, Reba	Post, Earnestine	limited

Helpful hint: Click the  **Close detail area** button to see more of the list

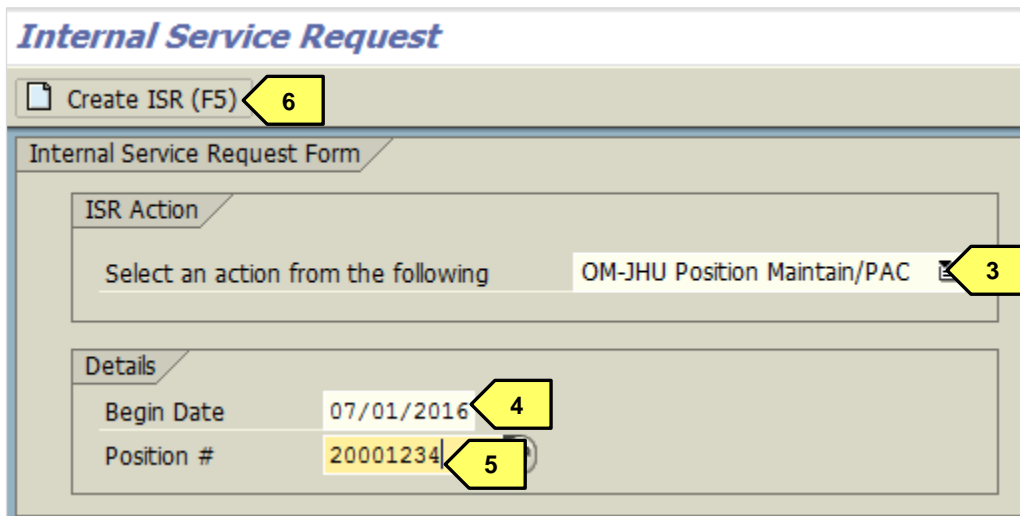
Updating the Supervisor (Reports To) Field Using a Position Maintain ISR

Use the OM-JHU or JHHS Position Maintain/PAC ISR to update the Reports To field on the position belonging to the employee where “#: Not assigned” or “Unoccupied” shows up in your reports.

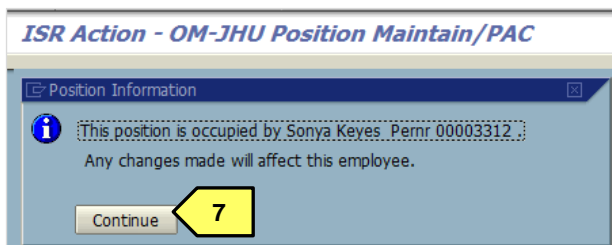
1. Type **zhpa_isr** in the transaction box on your SAP Easy Access Screen
2. Hit **Enter** on your keyboard.



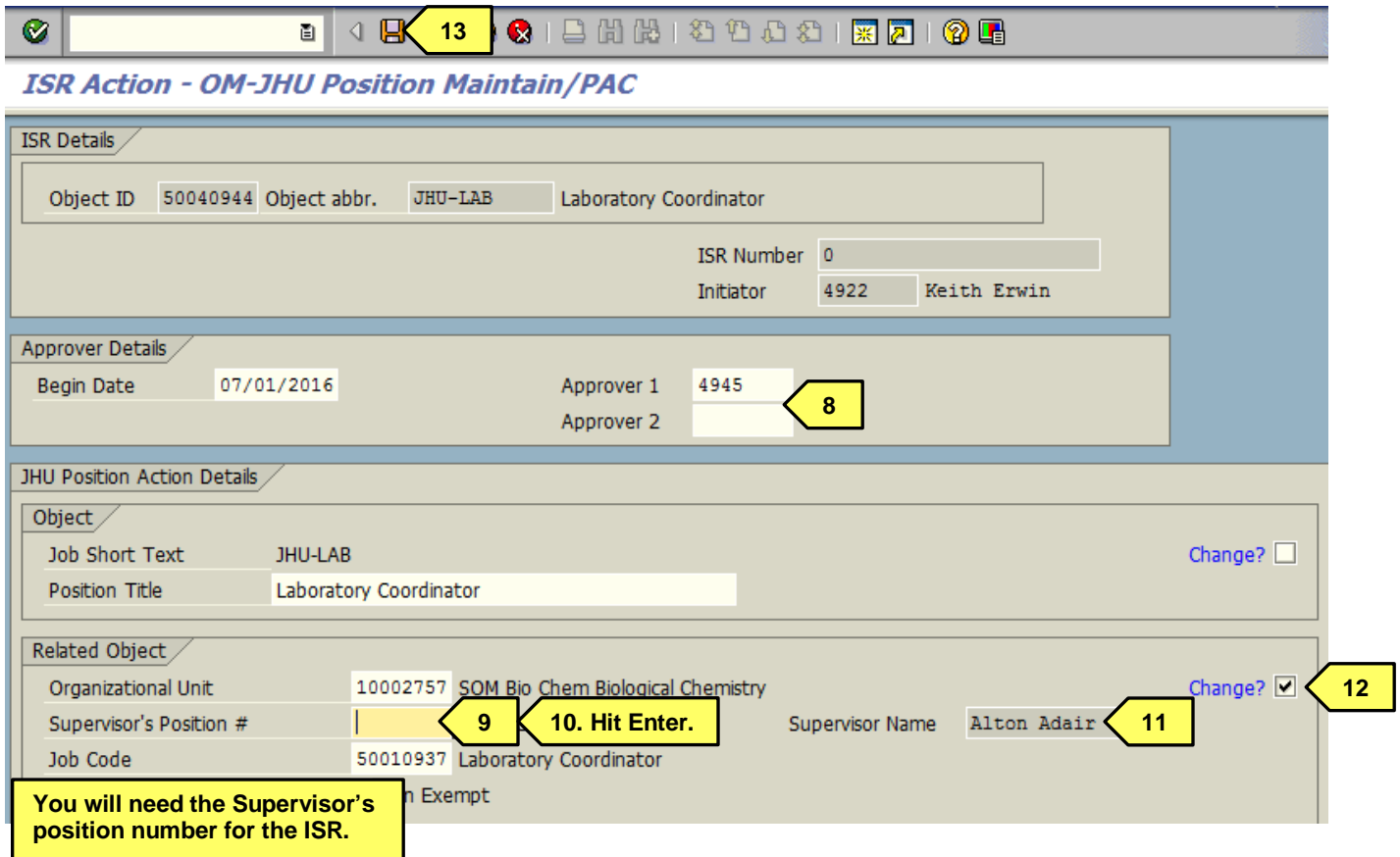
3. Select **OM-JHU Or JHHS Position Maintain/PAC** from the dropdown list.
4. Enter the **Effective Date**.
5. Enter the **Position Number** of the employee who’s missing a current supervisor.
6. Click **Create ISR (F5)**.



7. Click **Continue**.



8. Enter the appropriate Approver(s) for your area.
9. Enter the **Supervisor's Position #**.
10. Hit **Enter** on your keyboard.
11. The **Supervisor Name** field will auto-populate with the new supervisor.
12. Click the **Change? Checkbox**.
13. Click **Save** twice to submit the ISR to workflow.



The screenshot shows the 'ISR Action - OM-JHU Position Maintain/PAC' web form. It is divided into several sections:

- ISR Details:** Object ID (50040944), Object abbr. (JHU-LAB), Laboratory Coordinator, ISR Number (0), Initiator (4922 Keith Erwin).
- Approver Details:** Begin Date (07/01/2016), Approver 1 (4945), Approver 2 (empty).
- JHU Position Action Details:**
 - Object:** Job Short Text (JHU-LAB), Position Title (Laboratory Coordinator).
 - Related Object:** Organizational Unit (10002757 SOM Bio Chem Biological Chemistry), Supervisor's Position # (empty), Job Code (50010937 Laboratory Coordinator), Supervisor Name (Alton Adair).

Numbered callouts indicate the following actions:

- 8:** Callout to the Approver 1 field.
- 9:** Callout to the Supervisor's Position # field.
- 10. Hit Enter.** Callout to the Supervisor's Position # field.
- 11:** Callout to the Supervisor Name field.
- 12:** Callout to the 'Change?' checkbox next to the Supervisor Name field.
- 13:** Callout to the Save button in the top toolbar.

A yellow box at the bottom left contains the text: **You will need the Supervisor's position number for the ISR.**

If any of the information is incorrect, please update it via a Position Maintain/PAC ISR. If your area has more than 25 records that need to be updated, please download and use the [Supervisor Updates Spreadsheet](#) on the HR/Payroll Shared Services website.