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)
<table>
<thead>
<tr>
<th>Status</th>
<th>Person/Name</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>
<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>
<td></td>
</tr>
<tr>
<td></td>
<td>Fu, Miriam</td>
<td>Organizational Management Representative</td>
<td>100.00</td>
<td>Assistant-HR</td>
<td>Johnson, Joan</td>
<td>05/08/2007</td>
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<td></td>
<td>Vaden, Pamela</td>
<td>Organizational Management Representative</td>
<td>100.00</td>
<td>Assistant-HR</td>
<td>Bland, David</td>
<td>11/06/2006</td>
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<td>Jackson, Bonita</td>
<td>Organizational Management Representative</td>
<td>100.00</td>
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<td>08/15/2006</td>
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<tr>
<td></td>
<td>Cromwell, Tracy</td>
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<td>Johnson, Joan</td>
<td>06/24/2003</td>
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<tr>
<td></td>
<td>Shoemaker, Monica</td>
<td>Organizational Management Representative</td>
<td>100.00</td>
<td>Assistant-HR</td>
<td>Bland, David</td>
<td>11/01/2006</td>
<td></td>
</tr>
</tbody>
</table>

Here’s the Supervisor’s name