

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

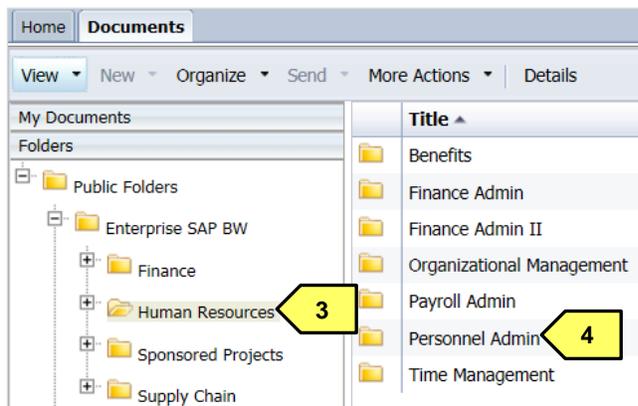
1. Click **Enterprise Reporting** tab.



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**.

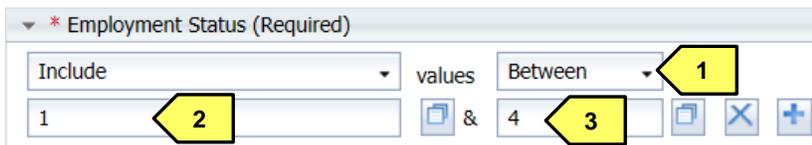


Complete the Prompt Screen

Employment Status

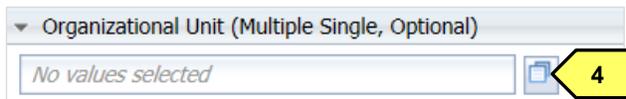
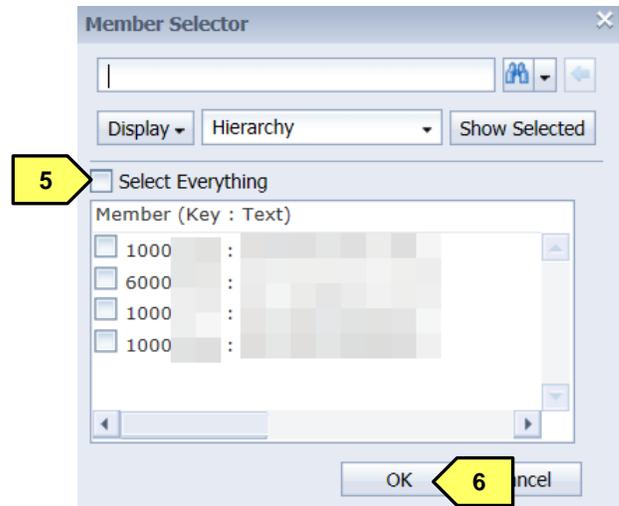
To include employment statuses, 1: LOA with Pay, 2: LOA Without Pay, 3: Active, and 4: Temporarily Inactive, do the following under Employment Status:

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



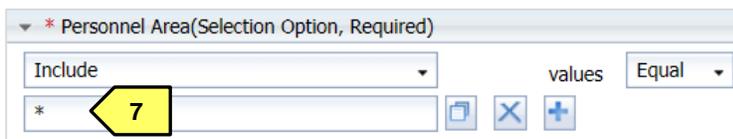
Organizational Unit

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

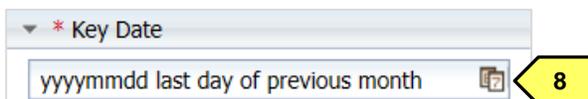
Personnel Area

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.

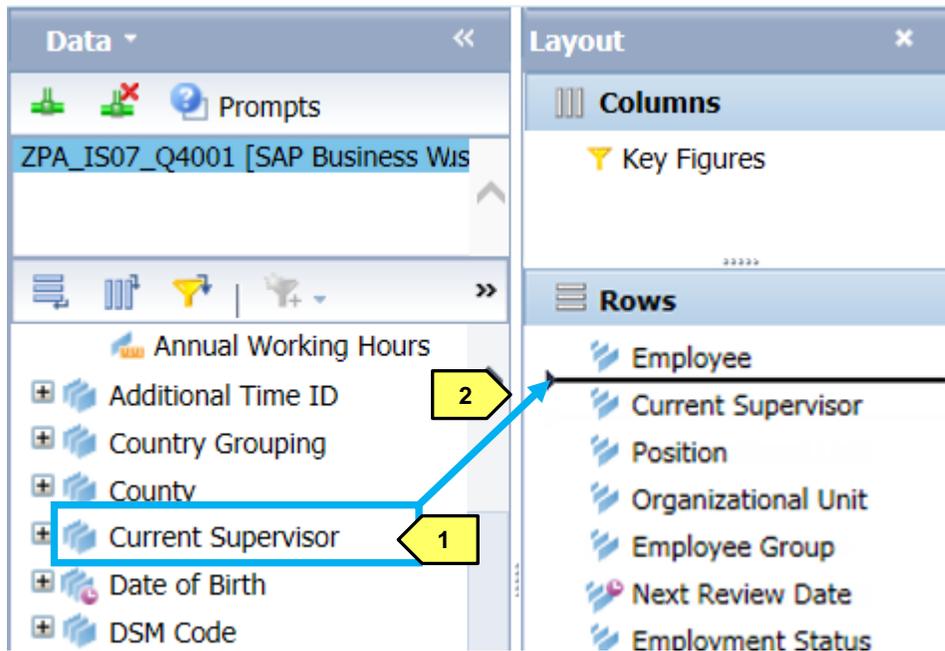
1. Check **Save prompt values with workspace**.
2. Click **Validate**.
3. Click **OK**.

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)</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: 2px;"> <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: 2px;"> <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: 2px;"> <p>▼ * Personnel Area (Selection Option, Required)</p> <p>Include values Equal</p> <p>* ✕ +</p> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> <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: 2px;"> <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.

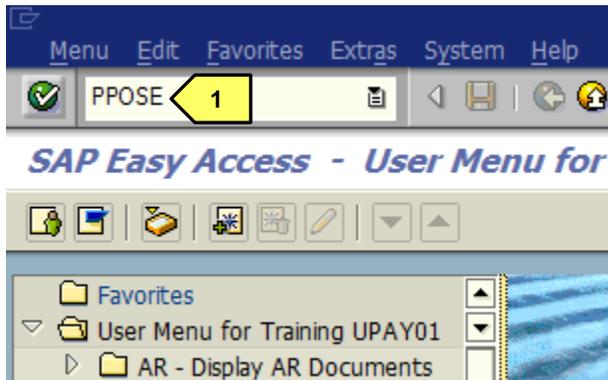
Employee Master Data by Date	
Employee	Current Supervisor
2947 : Adair , Alton	# : Not assigned
3327 : Adamson , Orville	2947 : Adair , Alton
2850 : Albrecht , Devon	2947 : Adair , Alton
5770 : Alonso , Millicent	5704 : Brenner , Mayme
5718 : Alonzo , Ellie	2947 : Adair , Alton
5769 : Arnett , Annabelle	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

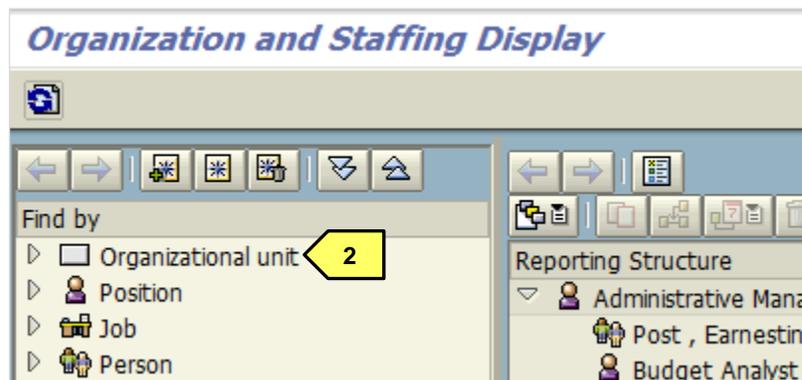
PPOSE – Organization and Staffing Display in ECC

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

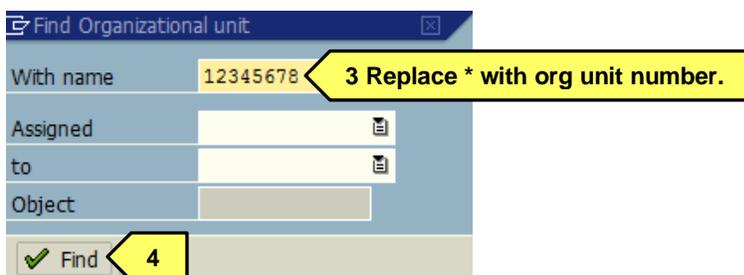
1. From the Easy Access menu in ECC, type **PPOSE** in the transaction box and then hit **Enter** on your keyboard.



2. Click **Organization unit**.

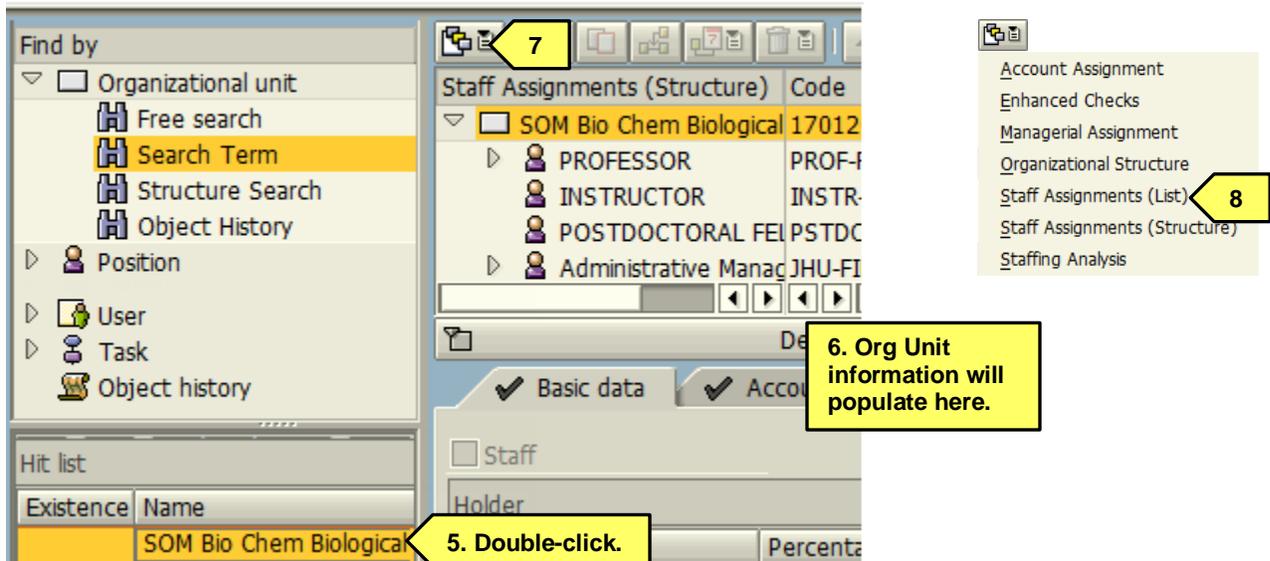


3. With Name Field: Replace the * with an 8-digit **Organization Unit Number**.
4. Click **Find**.

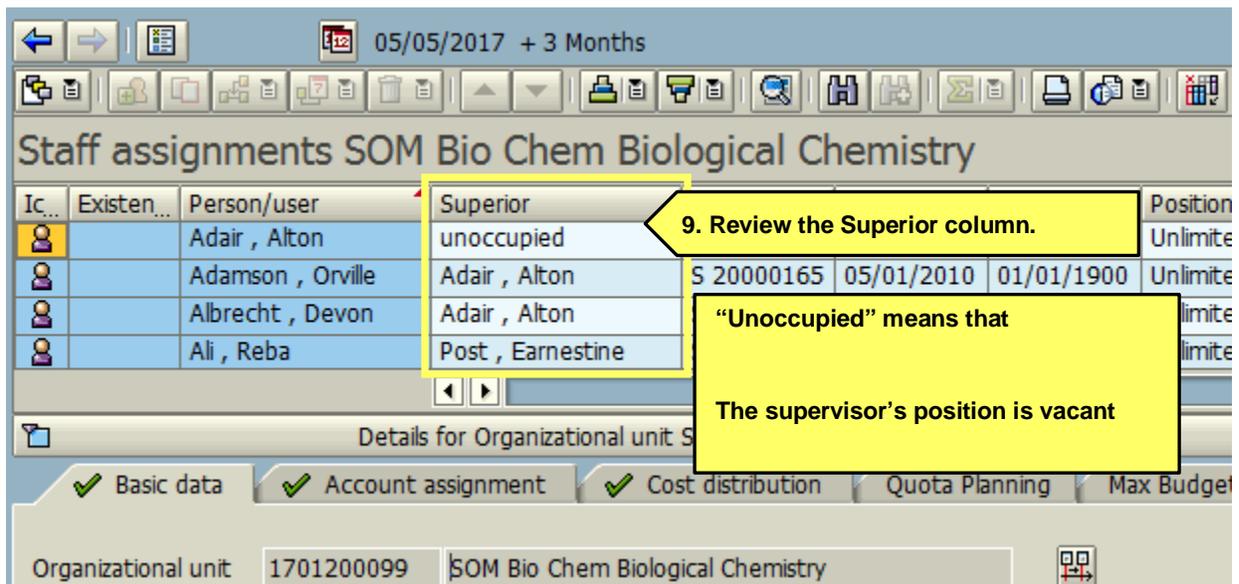


5. Double-click the name of the Org Unit in the Hit List.
6. Org Unit information will populate on the righthand portion.
7. Click the  **Goto** button.
8. Select **Staff Assignments (List)**.

Organization and Staffing Display



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



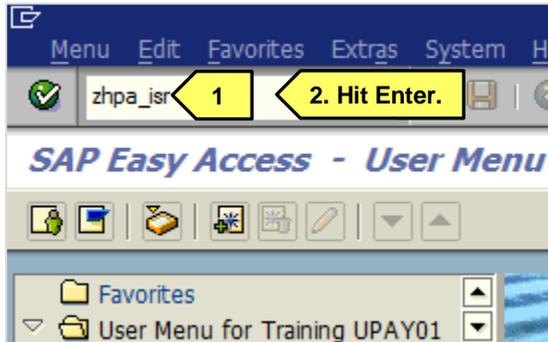
Icon	Existence	Person/user	Superior	Position
		Adair, Alton	unoccupied	Unlimited
		Adamson, Orville	Adair, Alton	S 20000165 05/01/2010 01/01/1900 Unlimited
		Albrecht, Devon	Adair, Alton	limited
		Ali, Reba	Post, Earnestine	limited

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

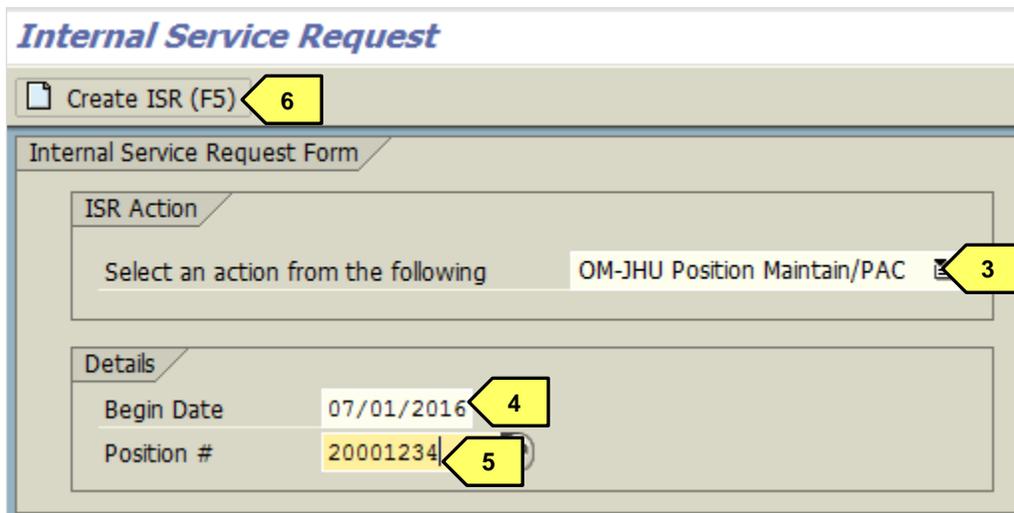
Updating the Supervisor (Reports To) Field Using a Position Maintain ISR

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.

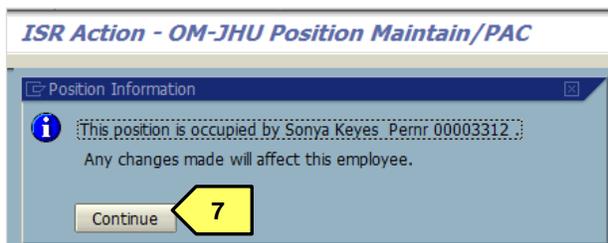
1. Type **zhpa_isr** in the transaction box on your SAP Easy Access Screen
2. Hit **Enter** on your keyboard.



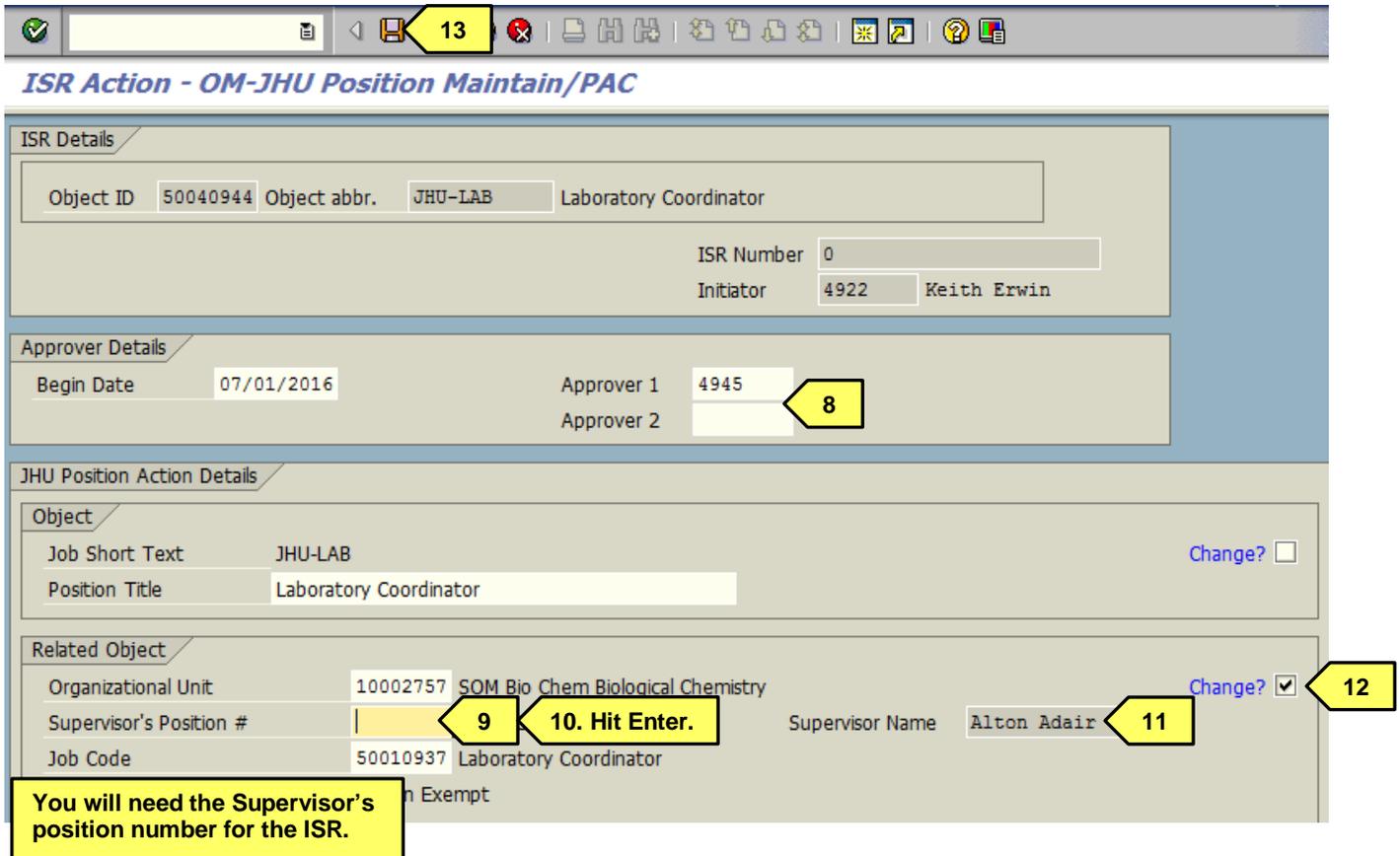
3. Select **OM-JHU Or JHHS Position Maintain/PAC** from the dropdown list.
4. Enter the **Effective Date**.
5. Enter the **Position Number** of the employee who’s missing a current supervisor.
6. Click **Create ISR (F5)**.



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 interface. 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). Callout 8 points to the Approver 2 field.
- JHU Position Action Details:**
 - Object:** Job Short Text (JHU-LAB), Position Title (Laboratory Coordinator). Callout 9 points to the Job Short Text field.
 - Related Object:** Organizational Unit (10002757 SOM Bio Chem Biological Chemistry), Supervisor's Position # (empty), Job Code (50010937 Laboratory Coordinator). Callout 10 points to the Supervisor's Position # field with the text '10. Hit Enter.'. Callout 11 points to the Supervisor Name field (Alton Adair). Callout 12 points to the 'Change?' checkbox, which is checked.

A yellow callout box at the bottom left states: "You will need the Supervisor's position number for the ISR." A yellow callout box at the top left of the browser window contains the number 13, pointing to the Save button.

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.