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.


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 yyyymmd 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**.
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.

“#: 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)**.

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

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Staff assignments SOM Bio Chem Biological Chemistry
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**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.

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.