

HRMS Organizational Management

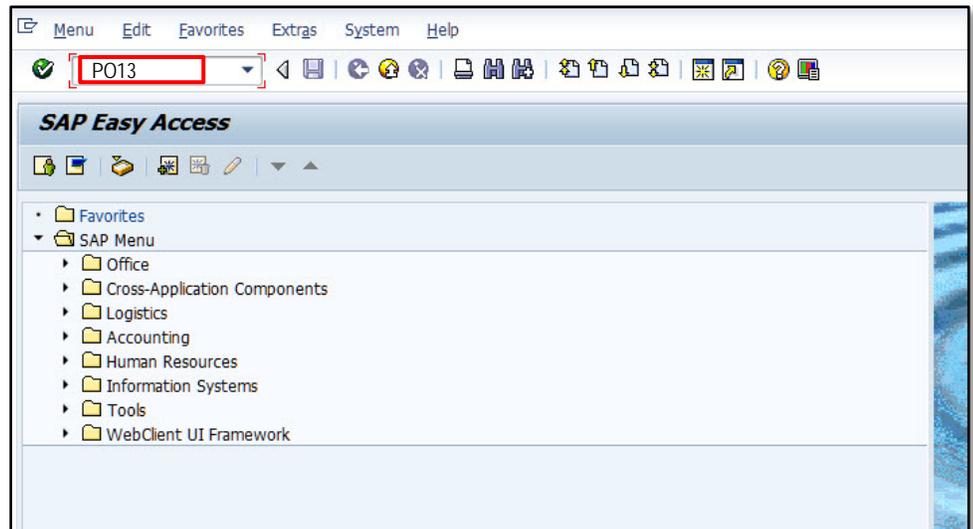
Create Position to Organizational Unit Chief Relationship

The Organizational Management (OM) Processor uses this procedure to create the position to organizational unit chief relationship using transaction code PO13.

IMPORTANT-PLEASE READ!!

- This procedure is required **only for agencies that use the ESS leave request process.**
- If the chief position becomes vacant, the A012 (Manages) relationship and any B002 (Is line supervisor) relationship will need to be end-dated. This allows the next higher level chief to approve any pending leave requests. Refer to OLQR Procedure [ESS-Vacant Chief Position](#) for instructions on end-dating these relationships.

1. Enter transaction code **“PO13”** in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→
Tools→*Object*→*Actions*.





Create Position to Organizational Unit Chief Relationship (cont.)

2. Enter the correct **Position** number.
3. Click **Enter**.
4. Click the box to the left of infotype **Relationships**.
5. Click **Overview**.

Position: 70081798
E-LEARNING AND CBS MANAGER

Abbr.: 0084

Active | Planned | Submitted | Approved | Rejected

Infotype Name | S... | Time period

Object | | | From 11/15/2010 to 12/31/9999

Relationships | | | Today | Current week

Description | | | All | Current month

Planned Compensation | | | From curr.date | Last week

Vacancy | | | To current date | Last month

Acct. Assignment Features | | | Current Year

Work Schedule | | |

Employee Group/Subgroup | |

PD Profiles | |

Cost Distribution | |

6. Select the box to the left of relationship **A 003 (Belongs to)**.
7. Click **Copy**.

Position: 0084 | E-LEARNING AND CBS MANAGER

Planning Status: Active

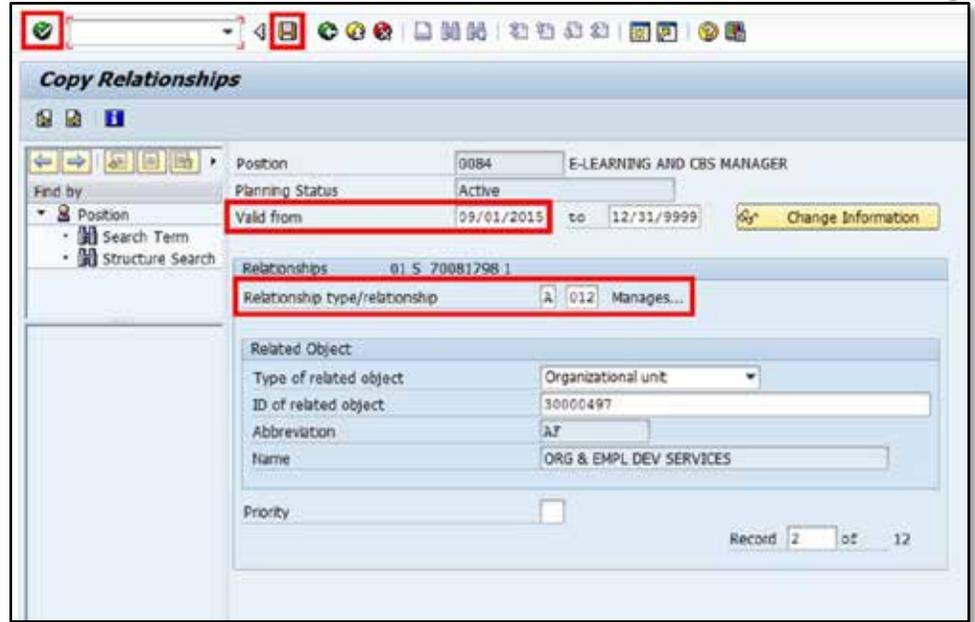
Relationships: 01 S 70081798 1

Start	End	R.	Rel...	Relat text	Rel'...	Rel'd objec...	Abbr.	% Rate
08/16/2008	12/31/9999	A	002	Reports (I	S	70005943	0360	0.00
01/01/2005	12/31/9999	A	003	Belongs to	O	30000497	AF	0.00
01/01/2000	12/31/9999	A	008	Holder	F	80244041	???	100.00
08/01/2008	12/31/9999	A	108	Is assigne	05	80121916	HR	0.00
08/16/2008	12/31/9999	B	002	Is line su	S	70005867	0120	0.00
08/16/2008	12/31/9999	B	002	Is line su	S	70081784	0030	0.00
08/16/2008	12/31/9999	B	002	Is line su	S	70084265	0089	0.00
03/17/2008	12/31/9999	B	002	Is line su	S	71007157	0443	0.00
10/17/2006	12/31/9999	B	007	Is describ	AG	CR3P_CE_I...	CR3P_CE_IN...	0.00
10/17/2006	12/31/9999	B	007	Is describ	AG	SR3P_SOW...	SR3P_SOW_...	0.00

Create Position to Organizational Unit Chief Relationship (cont.)

8. In the **Valid from** field, enter the effective date of the transaction.
9. In the **Relationship type/relationship field**, enter **A 012 (Manages)**.
10. Click  **Enter**.
11. Click  **Save**.

This completes the transaction to Create the Position to Organizational Unit Chief Relationship.



Copy Relationships

Position: 0084 E-LEARNING AND CBS MANAGER
 Planning Status: Active
 Valid from: 09/01/2015 to: 12/31/9999 [Change Information](#)

Relationships: 01 S 70081798 1
 Relationship type/relationship: A 012 Manages...

Related Object:
 Type of related object: Organizational unit
 ID of related object: 30000497
 Abbreviation: A7
 Name: ORG & EMPL DEV SERVICES
 Priority:

Record 2 of 12