UPDATE POSITION SUPERVISOR (PP01)

WHY:
This transaction code allows you to update the position to which another position reports. This entry determines the workflow for both online time entry and the online Performance Evaluation. This change takes place immediately.

HOW:

1. Log on to myUK. Click on the IRIS application (also called the “live system” or “R3”)

2. On the SAP Easy Access Screen, type in PP01 in the white transaction box and press Enter. (Be sure to save as a favorite!)

3.
4. In the Plan Version box, be sure 01 Current Plan is chosen.

5. In the Object Type box, choose S Position from the drop down menu.

6. In the Object ID box, enter the position number of the employee (not the position number of the supervisor).
7. Click on the gray box next to Relationships. This will turn the line for Relationships orange.

8. You can choose to add a new record OR correct the current record.
   a. If the supervisor listed is the wrong supervisor and should never have been listed as a supervisor, click on the pencil to correct the current record. This will delete the information on the current record and replace it with what you enter.
b. If the supervisor listed on the current record was the correct supervisor but there has been a recent change, you will want to click on the paper icon to add a new record. This will delimit the current record & keep the information for historical purposes. It will add your entry as a new record.

9. In the Valid From box, enter the effective date for the new supervisor. The end date should remain 12/31/9999.
10. Make sure the Relationship type/relationship box has A 002 Reports (line) to at the top.

11. In the Type of related object box, choose S Position from the drop down line.
12. In the ID of related object box, enter the position number of the supervisor.

13. Click on the orange diskette icon to save your changes.
14. In the bottom left hand corner of your screen, a green check mark will appear and say “Record Changed”