- 1. Go to SAP transaction PP01.
- 2. In the Object Type box, choose Position from the drop down list

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3. If you know the position number, you can enter it in the Object ID box and the press Enter.

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4. If you don't know the position number, you can click on Structure Search to see a list of positions in your area.

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5. Click to open the arrows until you get to the department you need to see. You may need to widen the left portion of the screen to see the position numbers.

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6. To choose a position, double click on the position number.

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Professor F8501M0	S 50107012					
Research Sci P1381M7	S 50107016					
Multimedia S P0358M7	S 50107018					

7. After clicking on a position, the position number will populate the Object ID box.

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8. Click on the gray box next to Relationships. The line will turn orange. Then click on the mountain icon.

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▶ Water Resource 40543	O 30000180	-	Description		✓ □	01

9. There should be a line that is identified as "Reports (I". This will have the position number of the supervisor listed in the Rel'd Object column.

P	osition			N8291	.M0 S	tude	nt/Non-Work S	Study	
Pl	anning Status			Active					
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-	11/25/2018	12/31/9999	A	002	Reports (I	S	51019556	21380M7	0.00
	11/25/2018 04/01/2014	12/31/9999 12/31/9999	A A	002 003	Reports (I Belongs to	S	51019556 30000181	40550	0.00 0.00
	11/25/2018 04/01/2014 01/01/2017	12/31/9999 12/31/9999 12/31/9999	A A A	002 003 011	Reports (I Belongs to Cost cente	S O K	51019556 30000181 101204718	40550 APPLIED ENER	0.00 0.00 0.00
	11/25/2018 04/01/2014 01/01/2017 04/01/2014	12/31/9999 12/31/9999 12/31/9999 12/31/9999	A A A B	002 003 011 007	Reports (I Belongs to Cost cente Is describ	S O K C	51019556 30000181 101204718 40501550	1380M7 40550 APPLIED ENER N8291M0	0.00 0.00 0.00 0.00

10. To see who is in the supervisor's position, find the position number in the list on the left of the screen. Click on the arrow next to the position and a new line will populate with the name of the person in the position.

🕨 🐣 Administrativ C0013M9	S 51018958
• 🐣 Research En P1378M7	S 51019092
🕨 🐣 Cost Engine (P1440M5	S 51019256
Research Sci P1380M7	S 51019556
• 🖧 Karl John Thorley	P 11069690
Research Sci P1380M7	S 51019606

If there is no arrow next to the supervisor position number, that means the position is vacant. No time or leave entry will route since the position is vacant.

• * * • • • •	3	
Name	Code	ID
🕨 🐣 Administrative Suppo	C0013M9	S 51006837
🕨 🐣 Research Engineer Se	P1377M7	S 51008163
Research Engineer As	P1376M7	S 51008164
Environmental Specia	PU601M7	5 51009171

11. If there is no Reports To line, then the supervisor of the position is someone whose position is not in CAER. To find out who the supervisor is, you can contact Toni Smith.

Posit	ion			N8291	M0 Stu	Ider	nt/Non-Work S	Study	
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01	1/01/1950 1/10/2007 1/01/1950	12/31/9999 12/31/9999 12/31/9999	A A B	003 008 007	Relative XC Belongs to Holder Is describ	к О Р С	30000181 11006101 40501550	40550 Jones N8291M0	0.00 100.00 0.00