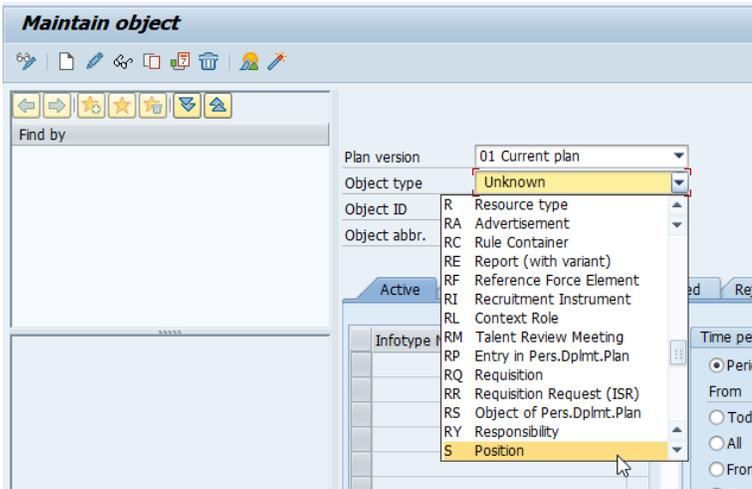
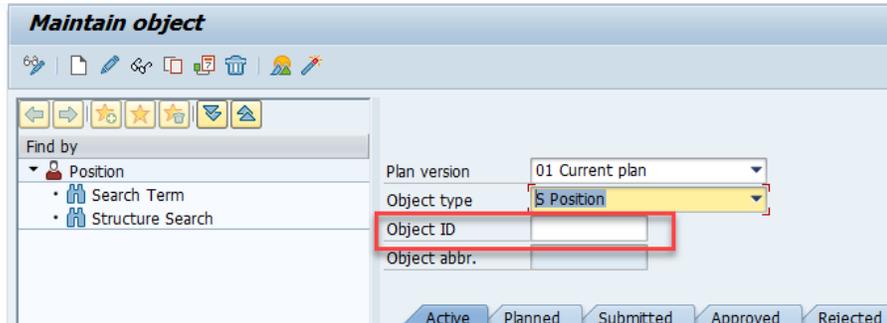


## How to Change the Supervisor for a Position

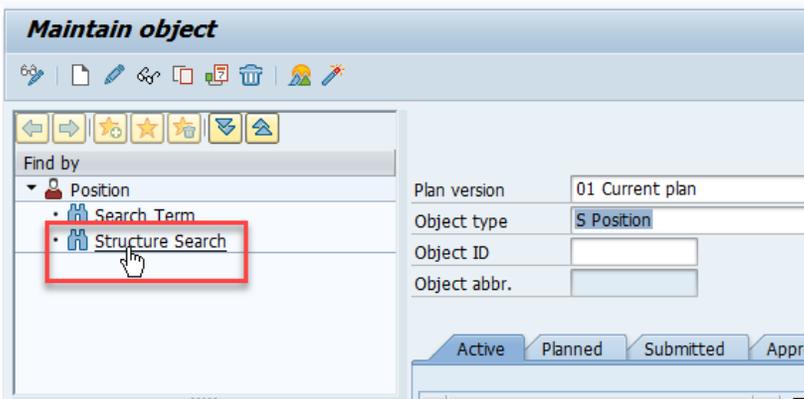
1. All supervisor changes for regular staff positions should be done via IES unless there is an urgent, immediate need to make the change.
2. Identify the position number of the new supervisor. You will need it later.
3. Go to SAP transaction PP01.
4. In the Object Type box, choose Position from the drop down list



5. If you know the position number of the direct report, you can enter it in the Object ID box and press Enter.



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



## How to Change the Supervisor for a Position

- b. 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.

The screenshot shows the 'Maintain object' interface. The 'Find by' section has 'Position' selected, and 'Structure Search' is chosen. The 'Plan version' is '01 Current plan' and 'Object type' is 'S Position'. The main table lists various positions, with 'Ctr For Applied' (Code 40550, ID 30000181) highlighted by a red box.

Name	Code	ID
Computational	40533	O 30000179
Water Resource	40543	O 30000180
<b>Ctr For Applied</b>	<b>40550</b>	<b>O 30000181</b>
Executive As	P0489M5	S 50106973
Maintenance K	K0040M0	S 50106974
Maintenance S	S0028M0	S 50106981
Engineer Te	T0015M0	S 50106982
Maintenance K	K0094M0	S 50106988
Research En	P1376M7	S 50106995
Research En	P1377M7	S 50106996
Engineer Te	T0015M0	S 50107005
Administrativ	P0232M5	S 50107006
Engineer Te	T0015M0	S 50107010
Professor	F8501M0	S 50107012
Research Sci	P1381M7	S 50107016
Multimedia S	P0358M7	S 50107018

- c. To choose a position, double click on the position number.

The screenshot shows the same 'Maintain object' interface. The 'Ctr For Applied' position is expanded, and the 'Engineer Te' position (ID S 50107005) is highlighted with a red box.

Name	Code	ID
Computational	40533	O 30000179
Water Resource	40543	O 30000180
Ctr For Applied	40550	O 30000181
Executive As	P0489M5	S 50106973
Maintenance K	K0040M0	S 50106974
Maintenance S	S0028M0	S 50106981
Engineer Te	T0015M0	S 50106982
Maintenance K	K0094M0	S 50106988
Research En	P1376M7	S 50106995
Research En	P1377M7	S 50106996
Engineer Te	T0015M0	<b>S 50107005</b>
Administrativ	P0232M5	S 50107006
Engineer Te	T0015M0	S 50107010
Professor	F8501M0	S 50107012
Research Sci	P1381M7	S 50107016
Multimedia S	P0358M7	S 50107018

## How to Change the Supervisor for a Position

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

The screenshot shows the 'Maintain object' window with the following details:

- Plan version: 01 Current plan
- Object type: S Position
- Object ID: 50111106 Student/Non-Work Study
- Object abbr.: N8291M0

Below the form, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. A table lists various attributes with checkmarks:

Infotype Name	S..	Icon
Object	✓	▲
Relationships	✓	▼
Description	✓	⋮
Department/Staff		
Planned Compensation		
Vacancy		
Acct. Assignment Features	✓	
Authorities/Resources		
Work Schedule		▲
Employee Group/Subgroup	✓	▼

On the right, there is a 'Time period' section with a 'Period' radio button selected. The 'From' date is 03/22/2023 and the 'to' date is 12/31/9999. Other options include Today, Current week, All, Current month, From curr.date, Last week, To current date, Last month, and Current Year. A 'Select.' button is at the bottom.

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

The screenshot shows the 'Maintain object' window with the 'Relationships' field highlighted in orange. A red box highlights the mountain icon in the toolbar. The 'Find by' section shows 'Position' selected, with 'Search Term' and 'Structure Search' options. The 'Name' table lists:

Name	Code	ID
Computational	40533	O 30000179
Water Resource	40543	O 30000180

The right side of the window shows the same form as in the previous screenshot, with the 'Object ID' field populated with '50111106' and 'Student/Non-Work Study'.

7. 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. If you see this line, go to #7. If you don't see this line, skip to #14.

The screenshot shows the 'Relationships' table with the following data:

Start	End	R..	Rel...	Relat.text	R.. Ref'd obje...	Abbr.	% Rate
11/25/2018	12/31/9999	A	002	Reports (I	S 51019556	1380M7	0.00
04/01/2014	12/31/9999	A	003	Belongs to	O 30000181	40550	0.00
01/01/2017	12/31/9999	A	011	Cost cente	K 101204718...	APPLIED ENER	0.00
04/01/2014	12/31/9999	B	007	Is describ	C 40501550	N8291M0	0.00

The first row is highlighted in red, indicating the 'Reports (I' line.

## How to Change the Supervisor for a Position

8. Click on the gray line at the beginning of the Reports (I line. This will turn the line orange.

The screenshot shows the 'List display with change Relationships' window. The 'Position' is C0012M9 Administrative Services Assistant. The 'Relationships' are listed in a table:

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
03/21/2022	12/31/9999	A	002	Reports (I	S	50106708	P0693M5	0.00
01/01/1950	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
08/02/2021	12/31/9999	A	008	Holder	P	20061105	West	100.00
09/01/2016	12/31/9999	A	011	Cost cente	K	101203976	RAFA SALARIE	0.00
03/15/2022	12/31/9999	A	Z20	Manages...	O	30000080	40100	0.00
03/13/2022	12/31/9999	B	007	Is describ	C	40500659	C0012M9	0.00

9. Click on the copy icon on the top left.

The screenshot shows the 'List display with change Relationships' window. The copy icon (two overlapping documents) in the top left toolbar is highlighted with a red box.

10. In the ID of related object field, enter the position number of the new supervisor.

The screenshot shows the 'Copy Relationships' window. The 'ID of related object' field is highlighted with a red box and contains the value '50106708'. The 'Valid from' field is set to '03/21/2022' and the 'Valid to' field is set to '12/31/9999'. The 'Relationship type/relationship' is '002 Reports (line) to'.

11. Enter a date for the change to be effective in the first box of the Valid From field. The second box should remain 12/31/9999.

The screenshot shows the 'Copy Relationships' window. The 'Valid from' field is highlighted with a red box and contains the date '03/21/2022'. The 'Valid to' field contains '12/31/9999'. The 'ID of related object' field contains '50106708'.

## How to Change the Supervisor for a Position

12. Click on the save icon.

Copy Relationships

Position: C0012M9 Administrative Services Assistant  
Planning Status: Active  
Valid from: 03/21/2022 to 12/31/9999

Relationships: 01 S 50106714 1  
Relationship type/relationship: A 002 Reports (line) to

Related Object  
Type of related object: S Position  
ID of related object: S0106708  
Abbreviation: P0693M5  
Name: Administrative Staff Officer IV

Record 1 of 6

13. If you get pop up windows, click Yes or OK until it takes you make to the main PP01 Relationships screen and shows Record created at the bottom.

List display with change Relationships

Position: C0012M9 Administrative Services Assistant  
Planning Status: Active  
Relationships: 01 S 50106714 1

Start	End	R..	Rel..	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
03/21/2022	12/31/9999	A	002	Reports (l	S	50106708	P0693M5	0.00
01/01/1950	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
08/02/2021	12/31/9999	A	008	Holder	P	20061105	West	100.00
09/01/2016	12/31/9999	A	011	Cost cente	K	101203976	RAFA SALARIE	0.00
03/15/2022	12/31/9999	A	220	Manages...	O	30000080	40100	0.00
03/13/2022	12/31/9999	B	007	Is describ	C	40500659	C0012M9	0.00

Record created

Entry 1 of 6

## How to Change the Supervisor for a Position

14. If no reporting relationship is listed (Step #7), then you need to create a new Reporting relationship. On the main PP01 screen, click on the gray box for the Relationships line and it will turn orange.

The screenshot shows the 'Maintain object' interface. On the left, there is a 'Find by' section with 'Position' selected, and a list of objects with columns for Name, Code, and ID. The 'Relationships' line in the table is highlighted in orange. On the right, there are fields for Plan version (01 Current plan), Object type (S Position), Object ID (51037297), and Object abbr. (N8291M0). Below these are tabs for Active, Planned, Submitted, Approved, and Rejected. At the bottom right, there is a 'Time period' section with a 'From' field set to 04/1 and radio buttons for Period, Today, and All.

15. Click on the New icon on the top left of the screen.

This screenshot is similar to the previous one, showing the 'Maintain object' screen. The 'New' icon (represented by a document with a plus sign) in the top-left toolbar is highlighted with a red box. The rest of the interface, including the object list and right-hand panels, remains the same.

16. Enter the date the new supervisor relationship should be effective in the first white box. The second white box should remain 12/31/9999.

The screenshot shows the 'Create Relationships' screen. The 'Valid from' field is highlighted with a red box and contains the date '04/10/2023'. The 'to' field contains '12/31/9999'. The 'Relationships' section shows '01 S 51037297 1'. Below this, there are fields for 'Related Object' (Type of related object, ID of related object, Abbreviation, Name), 'Priority', and 'Weighting'. The left side of the screen shows a list of objects with columns for Name, Code, and ID.

## How to Change the Supervisor for a Position

17. Click inside the first box of the Relationship type/relationship field. This will give you a search icon.

The screenshot shows the 'Relationships' section of the HR system. The position is N8291M0, Student/Non-Work Study, with a planning status of Active and valid from 04/10/2023 to 12/31/9999. The 'Relationship type/relationship' field is highlighted with a red box, and a search icon is visible next to it. Below this field is the 'Related Object' section with fields for Type of related object, ID of related object, Abbreviation, Name, Priority, and Weighting.

18. Click on the search icon to get a pop window with relationship types. Choose the A|002 Reports (line) to by double clicking.

The screenshot shows the 'Relationships' section of the HR system. The position is N8291M0, Student/Non-Work Study, with a planning status of Active and valid from 04/10/2023 to 12/31/9999. A search icon is clicked, opening a pop window titled 'Relationship (1) 77 Entries found'. The 'A|002 Reports (line) to' relationship type is highlighted in the list. The list includes various relationship types such as 'A|002 Reports (line) to', 'B|002 is line supervisor of', 'A|003 Belongs to', 'B|003 Incorporates', 'A|004 Is subordinate to (disc.)', 'B|004 Is disc.supervisor of', 'A|005 Is subordinate to', 'B|005 Is supervisor of', 'B|007 Is described by', 'A|008 Holder', 'A|009 Successor', 'A|010 Substitute', 'A|011 Cost center assignment', 'A|012 Manages...', 'B|037 Designated as successor', 'B|038 Is a potential of', 'B|042 Interests and preferences', 'B|043 Is dislike of', 'A|046 receives', and 'A|048 Application by'.

## How to Change the Supervisor for a Position

19. In the Type of Related object field, choose S Position from the drop down list.

The screenshot shows a software interface with a 'Related Object' dropdown menu open. The menu lists various object types: EG Exposure group, H External person, JF Job Family, K Cost center, KA Capacity (Logistics), O Organizational unit, OR Legal entity, P Person, PJ WBS element (project), RF Reference Force Element, RQ Requisition, RR Requisition Request (ISR), RY Responsibility, and S Position. The 'S Position' option is highlighted with a red box. The background shows fields for Position (N8291M0), Planning Status (Active), and Valid from (04/10/2023 to 12/31/9999).

20. In the ID of related object field, enter the supervisor's position number.

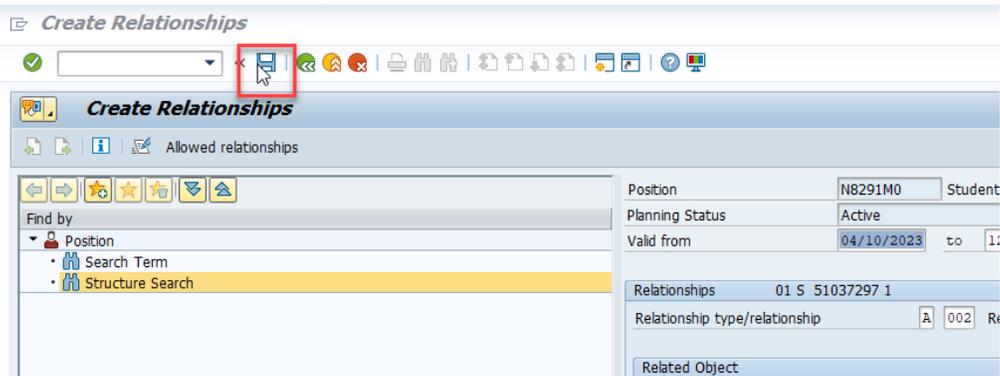
The screenshot shows the 'ID of related object' field in the 'Related Object' section. The field contains the value '50106708', which is highlighted with a red box. The 'Type of related object' is set to 'S Position'. The background shows the same fields as in the previous screenshot.

21. Click Enter to populate other fields.

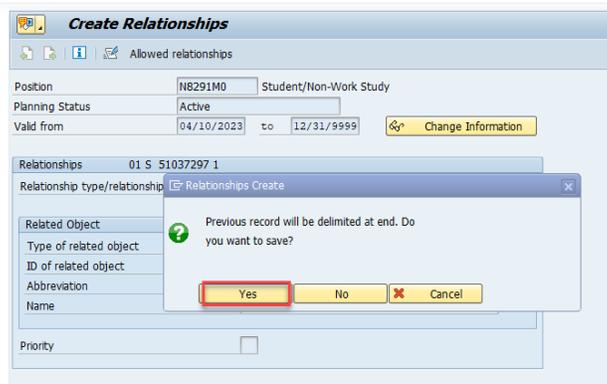
The screenshot shows the 'Related Object' section with the following fields populated: 'Type of related object' is 'S Position', 'ID of related object' is '50106708', 'Abbreviation' is 'P0693M5', and 'Name' is 'Administrative Staff Officer IV'. The background shows the same fields as in the previous screenshots.

## How to Change the Supervisor for a Position

22. Click the Save icon in the top left of the screen.



23. Click Yes on the pop up window.



24. You will be taken back to the main PP01 screen and it will say Record created in the bottom left of the screen.

