- 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

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今。《大方》》《全 Find by	Plan version Object type Object TD R	01 Current plan Unknown Resource type	V V
	Object abbr. RC Active RF RL Infotype RM RQ RR RS RS S	Advertisement Rule Container Report (with variant) Reference Force Element Recruitment Instrument Context Role Talent Review Meeting Entry in Pers.Dplmt.Plan Requisition Requisition Request (ISR) Object of Pers.Dplmt.Plan Responsbility Position	ed Reje Time peri Perio From Toda Al

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

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<ul> <li>Image: Solution</li> <li>Image: Solution</li> <li>Image: Solution</li> <li>Image: Solution</li> </ul>	Plan version Object type	01 Current plan	• •
Contraction of the search	Object ID		-
	Active	Planned Submitted	Approved Rejected

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

Maintain object		
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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.

Maintain object							
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Executive As P0489M5	S 50106973		Planned Com	pensation			OFr
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<ul> <li>Maintenance S0028M0</li> </ul>	S 50106981		Acct. Assignm	nent Features			
Engineer Te T0015M0	S 50106982		Authorities/R	esources			
<ul> <li>Maintenance K0094M0</li> <li>Research En D1276M7</li> </ul>	S 50106988	_	Work Schedu	ıle		-	73
Research En P1370M7	S 50106995		Employee Gr	oup/Subgroup		Ŧ	
Engineer Te T0015M0	S 50107005	33					
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.

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

Ρ	lan version	01 Current pla	n			
C	bject type	S Position			•	r
C	)bject ID	50111106	Stude	ent/N	lon-V	Nork Study
C	bject abbr.	N8291M0				
	Active Pl	anned Subm	itted	Ap	prov	ved Rejected
	Infotype Nam	ne		s		Time period
	Object			<b>~</b>	٠	<ul> <li>Period</li> </ul>
	Relationships			~	-	From 03/22/2023 to 12/31/99
	Description			<b>~</b>	#	O Today O Current week
	Department/9	Staff				O All O Current month
	Planned Comp	pensation				OFrom curr.date OLast week
	Vacancy					○ To current date ○ Last month
	Acct. Assignm	nent Features		<b>~</b>		O Current Year
	Authorities/Re	esources				
	Work Schedu	le				E Select
	Employee Gro	up/Subaroup		$\checkmark$	$\overline{\mathbf{v}}$	

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

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Find by							
Position			Plan version	01 Current plan	ı	•	
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			Object 10	Noportuo			one oce
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Computational 40533	0.30000179		Relationships				Fror
Water Resource 40543	0 30000180	-	Description		<ul> <li>Image: A start of the start of</li></ul>	-	01

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.

Posit	ion			N8291	.M0 Stu	Student/Non-Work Study						
Plann	ning Status			Active								
Relationships 01 S 51020182 1												
S	tart	End	R.,	Rel	Relat.text	R.,	Rel'd obje	Abbr.	% Rate			
1	1/25/2018	12/31/9999	Δ	002	Poporte (I	c	FLOLOFFC	1000007	0.00			
	-,,	12/01/0000	<u> </u>	002	Reports (i	2	51019556	1380M7	0.00			
04	4/01/2014	12/31/9999	A	003	Belongs to	0	30000181	40550	0.00			
04	4/01/2014 1/01/2017	12/31/9999 12/31/9999	A A	003 011	Belongs to Cost cente	о К	30000181 101204718	40550 APPLIED ENER	0.00			
04 01 04	4/01/2014 1/01/2017 4/01/2014	12/31/9999 12/31/9999 12/31/9999	A A B	003 011 007	Belongs to Cost cente Is describ	о к с	30000181 101204718 40501550	40550 APPLIED ENER N8291M0	0.00			

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

👦 🚬 List display with change Relationships											
9 / 1 5 1											
		Position			C0012M9 Administrative Services Assistant						
Find by	Planning Status		Activ	e							
💌 🔒 Position	Relationships	01 S 50	106714	1							
• 🛗 Search Term											
• 🛗 Structure Search	Start	End	R., Rel.	Relat.text	R.	Rel'd obie	Abbr.	% Rate			
	C3/21/2022	12/31/9999	A 002	Reports (I	S	50106708	P0693M5	0.00			
	L3 c1/01/1950	12/31/9999	A 003	Belongs to	0	30000083	40120	0.00			
	08/02/2021	12/31/9999	A 008	Holder	Ρ	20061105	West	100.00			
	09/01/2016	12/31/9999	A 011	Cost cente	к	101203976	RAFA SALARIE	0.00			
	03/15/2022	12/31/9999	A Z20	Manages	0	30000080	40100	0.00			
	03/13/2022	12/31/9999	B 007	Is describ	с	40500659	C0012M9	0.00			
Name Code ID											
<ul> <li>Office of Techn 40420</li> <li>O 31000851</li> </ul>											

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

💌 , List display with change Relationships								
	Position		C00	C0012M9 Administrative Services Assistant				
Find by	Planning Status		Acti	/e				
💌 🐣 Position	Relationships	01 S 50	10671	ŧ1				
• 🛗 Search Term								
Constructure Search	Start B	End	R., Rel	Relat.text	R.	. Rel'd obie	Abbr.	% Rate
	03/21/2022 1	12/31/9999	A 002	Reports (I	S	50106708	P0693M5	0.00
	01/01/1950 1	12/31/9999	A 003	Belongs to	0	30000083	40120	0.00
	08/02/2021 1	12/31/9999	A 008	Holder	р	20061105	West	100.00
	09/01/2016 1	12/31/9999	A 011	Cost cente	к	101203976	RAFA SALARIE	0.00
	03/15/2022 1	12/31/9999	A Z20	Manages	0	30000080	40100	0.00
	03/13/2022 1	12/31/9999	3 007	Is describ	с	40500659	C0012M9	0.00
Name Code ID								

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

Copy Relationships	
	Position C0012M9 Administrative Services Assistant
Find by	Planning Status Active
Position	Valid from 03/21/2022 to 12/31/9999 & Change Information
• 🕅 Search Term	
(ii) Structure Search	Relationships 01 S 50106714 1
	Relationship type/relationship \lambda 002 Reports (line) to
	Related Object
	Type of related object S Position
	ID of related object 50106708
	Abbreviation P0693M5
Name         Code         ID <ul> <li>Office of Techn 40420</li> <li>O 31000851</li> <li> </li></ul> <li> <ul> <li>MAC Researce (4029)</li> <li>O 31001000</li> <li></li></ul></li>	Name Administrative Staff Officer IV
Sr. Assor VP - E40400 0 30000094	Priority
<ul> <li>Undergraduate 40115 0 30000082</li> </ul>	Record 1 of 6
<ul> <li>Fiscal Affairs 40120 O 30000083</li> </ul>	
<ul> <li>Electron Mic P0125M7 S 50103289</li> </ul>	

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.

P. Copy Relationships	
	Position C0012M9 Administrative Services Assistant
Find by	Planning Status Active
Position	Valid from 03/21/2022 to 12/31/9999 & Change Information
• 🛗 Search Term	
Gill Structure Search	Relationships 01 S 50106714 1
	Relationship type/relationship 🔒 002 Reports (line) to
	Related Object
	Type of related object S Position
	ID of related object 50106708
	Abbreviation P0693M5
Name         Code         ID           • Office of Techn 40420         O 31000851         4	Name Administrative Staff Officer IV
MAG Resonance 40828 O 31002400     Sr. Assoc VP - F40400 O 30000094	Priority
Undergraduate 40115 O 3000082     Fiscal Affairs 40120 O 3000083	Record 1 of 6

## 12. Click on the save icon.

Copy Relationships	
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🕅, Copy Relationships 🗟	
	Position         C0012M9         Administrative Services Assistant           Planning Status         Active           Valid from         03/21/2022         to         12/31/9999         Kr         Change Information
• 🛗 Search Term	
M Structure Search	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 50106708
	Abbreviation P0693M5
Name         Code         ID <ul> <li>Office of Techn 40420</li> <li>O 31000851</li> <li> </li> </ul>	Name Administrative Staff Officer IV
MAA Kesonance(4Us28 O 31002400     Sr. Assoc VP = F40400 O 30000094     Undergraduate 40115 O 30000082	Priority Record 1 of 6
I Hiscal Attains 40120 O 30000083	

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.

			Position		C	20012	M9 A	dmin	istrative Servi	ces Assistant	
nd by			Planning Status		A	Active					
Position			Relationships	01.5.5	0106	5714 1					
• M Search Term											
M Structure Search											
00			Start	End	R., I	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	0	30000083	40120	0.00
			08/02/2021	12/31/9999	A (	008	Holder	Ρ	20061105	West	100.00
			09/01/2016	12/31/9999	A	011	Cost cente	к	101203976	RAFA SALARIE	0.00
	***		03/15/2022	12/31/0000	4	720	Mananae	6	30000080	40100	0.00
M 🔥 🖻 🗃 😏 , 🗉 🔜			03/13/2022	12/21/0000	6	007	To describ	6	40500650	C0013M0	0.00
	ID		03/13/2022	12/31/9999	0 (	007	is descrip	C	40000009	C0012M9	0.00
Code	0.21000951										
MAG Resonance 40929	0 21002400	÷									
<ul> <li>Sr. Assoc VP - E40400</li> </ul>	0 30000004										
Indergraduate 40115	0 30000082										
<ul> <li>Fiscal Affairs 40120</li> </ul>	0 30000083										
Electron Mic P0125M7	S 50103289										
Administrativ P0693M5	S 50106708										
<ul> <li>Administrativ C0012M9</li> </ul>	S 50106714		-								
• 🖧 Jessica Al West	P 20061105										
Administrativ C0013M9	S 50106715										
• 🔐 Gaukhar E Kussainova	P 11056489										
Research Ad A0962M2	S 50106716										
🔻 📮 Administrativ P0232M5	S 50108478										
<ul> <li>As Michele M Schlake</li> </ul>	P 20010036										
🕨 🚢 Administrativ C0013M9	S 50129726										
• 🚢 Student/Nor N8291M0	S 51037297										
• 🚨 Student/Nor N8291M0	S 51037298		-								
🕨 🚔 Budget Anal P0240M5	S 51039552										
Temporary 1N6945M0	S 51044622										
<ul> <li>Post-Doctor N8221M0</li> </ul>	S 51044853										
<ul> <li>Post-Doctora N8221M0</li> </ul>	S 51044881										
• 🚔 Temporary 1N6945M0	S 51046095										
<ul> <li>Magnetic Temporary PN5123M5</li> </ul>	S 51047284										
Graduate Re N8251M0	S 51048634										
<ul> <li>Student/NorN8291M0</li> </ul>	S 51050463		▲ ▶								
HR Staffing \$C1678M9	S 51052126										
<ul> <li>Graduate Re N8251M0</li> </ul>	S 51052810										
<ul> <li>Sponsored P40130</li> </ul>	0 30000084									Entry	1 0
• UKRF Loan M40112	0 31006475										
Cancer Rese 40114	0 310064/6										
Cardiovascul 40116	0 310064/7	÷									
Energy Rese 40117	0 310064/8										

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.

P. Maintain object		
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	]	
Find by		
Position	Plan version	01 Current plan 🔹
• 🛗 Search Term	Object type	S Position
• 🕅 Structure Search	Object ID	51037297 Student/Non-Work Study
	Object abbr.	N8291M0
	Active Pl	anned Submitted Approved Rejected
	Infotype Nam	e S Time period
Name Code ID	Object	Period
Name Code ID	Relationships	From 04/1
MAG Recompany (40928 0 31000851	Description	📃 🔿 Today
• Sr. Assoc VP - F40400 O 30000094	Department/S	taff OAI

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

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	👦 Maintain object						
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	• 🕅 Structure Search			Object ID	51037297	Student/Non-W	ork Study
				Object abbr.	N8291M0	]	
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	Utice of Techn 40420	0 31000851	÷.	Description		11 I	○ Today
	MAG Resonance 40828	0 31002400	· ·	Departmen	t/Stoff		0.4

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.

Create Relationships			
🔉 🕞 🖬 🛛 🔀 Allowed relationships			
<ul> <li>         ★ ★ ★     </li> <li>Find by         <ul> <li>▲ Poston</li> <li>▲ Search Term</li> <li>▲ Structure Search</li> </ul> </li> </ul>		Position Planning Status Vald from Relationships 01 S 5 Relationship type/relationship Related Object Type of related object	N8291M0         Student/Non-Work Study           Active
Mame         Code           Office of Techn         40420           MAR Resonance         40828           Sr. Assoc VP - F40400         Indergraduate           Indergraduate         40115           Facal Affars         40120           Electron Micro1203M7	ID         ID           0 31000851         -           0 31002400         -           0 30000084         -           0 30000082         -           0 30000083         -           5 50103289         -	ID of related object Abbreviation Name Priority Weighting	

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

osition	N8291M0	Stud	lent/Non-Work S	tudy	
Planning Status	Active				
Valid from	04/10/2023	to	12/31/9999	Se .	Change Information
Relationships 01 S 5	1037297 1				
Relationship type/relationship		9			
		L3			
Related Object					
Type of related object				-	
ID of related object					
Abbreviation					
Name					
Priority					
Weighting			ş		

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

Planing Status       Active         Vald from       04/10/2023 to 12/31/9999       Change Information         Relationships       01 S 51037297 1         Relationship type/relationship       The Relationship (1) 77 Entries found         Related Object       Restrictions         Type of related object       Restrictions         D of related object       Relationship (1) 77 Entries found         Abbreviation       Relationship (1) 77 Entries found         Name       PloU2 Restrictions         Priority       Bl002 Reports (Ine) to         Bl003 Belongs to       Bl003 Belongs to         Bl004 Is disc.supervisor of       Al005 Is suborinate to         Bl007 Is described by       Al008 Holder         Al005 Is suborinate to       Bl007 Is described by         Al005 Is supervisor of       Bl007 Is described by         Al011 Cost center assignment       Al012 Manages         Bl033 Designated as successor       Bl033 Is algues         Bl034 Is diske of       Al042 Interests and preferences         Bl043 Is diske of       Al045 Ambration hv	Position	N8291M0	Student/Non-Work Study	
Vald from 04/10/2023 to 12/31/9999 &r Change Information     Relationships 01 5 51037297 1   Relationship type/relationship Iter Relationship (1) 77 Entries found   Related Object Restrictions   Type of related object Iter Relationship (a) Iter Relationship (a)   Do frelated object Iter Relationship name   Abbreviation Rel Relationship name   Name Al002 Reports (line) to   Bl003 Incorporates   Al004 Is subordinate to   Bl003 Is discuspervisor of   Al005 Is subordinate to   Bl005 Is supervisor of   Al005 Is subordinate to   Bl005 Is supervisor of   Al005 Is subordinate to   Bl007 Is described by   Al008 Holder   Al009 Successor   Al010 Substrute   Al011 Cost center assignment   Al012 Manages   Bl038 Is a potential of   Bl043 Is diske of   Al042 Interests and preferences   Bl043 Is diske of   Al046 receves   Al046 receves	Planning Status	Active		
Relationship       01 S 51037297 1         Relationship type/relationship       Restrictions         Related Object       Restrictions         Type of related object       Rel         ID of related object       Rel         Name       Relationship to provide the supervisor of Al002 Reports (line) to Bl003 Incorporates         Name       Riod Secongs to Bl003 Incorporates         Priority       Bl004 Is subordinate to disc)         Bl005 Is supervisor of Al005 Subortinate to to Bl005 Is supervisor of Al005 Subortinate to Al008 Successor         Al008 Holder         Al009 Successor         Al010 Substrute         Al010 Substrute         Al012 Manages         Bl033 Is a potential of Bl042 Interests and preferences         Bl043 Is is a potential of Releves         Bl043 Is diske of Al046 receives	Valid from	04/10/2023	to 12/31/9999 & Change Information	
Relationship       01 S 51037297 1         Relationship type/relationship       Restrictions         Related Object       Restrictions         Type of related object       Rel Relationship name         Abbreviation       Rel Relationship name         Al002 Reports (line) to       Blo03 Belongs to         Bl004 Is subordinate to (disc.)       Bl004 Is subordinate to         Bl005 Is subordinate to       Bl005 Is subordinate to         Bl005 Is subordinate to       Bl005 Is subordinate to         Bl005 Is subordinate to       Bl007 Successor         Al011 Cost center assignment       Al012 Manages         Bl037 Designated as successor       Bl034 Is disike of         Al043 Is disike of       Al046 receives         Al046 receives       Al046 receives				
Relationship type/relationship   Related Object   Type of related object   ID of related object   Rel   Relationship name   Abbreviation   Name   Blo02   Rel   Relationship name   Al002   Rel   Relationship name   Al003   Blo03   Blo04   Is ubordinate to (disc.)   Bl004   Is ubordinate to   Bl005   Is subordinate to   Bl005   Bl006   Is described by   Al001   Substitute   Al002   Al003   Bl005   Is described by   Al004   Bl007   Is described by   Al011   Cost center assignment   Al012   Manages   Bl037   Bl037   Designated as successor   Bl031   Is disike of   Al046   Rediversing by	Relationships 01 S 51	037297 1		
Related Object       Image: Construction of the image: Constru	Relationship type/relationship	R		_
Related Object <ul> <li>Type of related object</li> <li>D of related object</li> <li>Abbreviation</li> <li>Rel</li> <li>Relationship name</li> <li>Al002 Reports (line) to</li> <li>Bl002 Is me supervisor of</li> <li>Al003 Belongs to</li> <li>Bl003 Incorporates</li> <li>Weighting</li> <li>Al004 Is subordinate to (disc.)</li> <li>Bl004 Is disc.supervisor of</li> <li>Al005 Is subordinate to</li> <li>Bl005 Is supervisor of</li> <li>Al008 Holder</li> <li>Al009 Successor</li> <li>Al008 Subordinate to</li> <li>Bl007 Is described by</li> <li>Al008 Holder</li> <li>Al008 Substitute</li> <li>Al011 Cost center assignment</li> <li>Al012 Manages</li> <li>Bl037 Designated as successor</li> <li>Bl038 Is a potential of</li> <li>Bl041 Is disk of</li> <li>Al046 receives</li> <li>Al046 receives</li> <li>Al046 receives</li> </ul>			C Relationship (1) 77 Entries found	×
Type of related object       ID of related object         ID of related object       RelRelationship name         Abbreviation       RelRelationship name         Name       Al002 Reports (line) to         Bl003 Belongs to       Bl003 Incorporates         Al004 Is subordinate to (disc.)       Bl004 Is subordinate to (disc.)         Bl005 Is supervisor of       Al005 Is supervisor of         Al005 Is subordinate to       Bl007 Is described by         Al008 Holder       Al001 Cost center assignment         Al011 Cost center assignment       Al012 Manages         Bl037 Designated as successor       Bl038 Is a potential of         Bl042 Interests and preferences       Bl043 Is diske of         Al046 receives       Al046 receives	Related Object		Restrictions	
ID of related object       ID of related object         Abbreviation       RelRelationship name         Name       Al002 Reports (line) to         Bitouz Is line supervisor of       Al003 Belongs to         Bitouz Is line supervisor of       Al004 Is subordinate to (disc.)         Bitouz Is subordinate to       Bl005 Is supervisor of         Al005 Is subordinate to       Bl007 Is described by         Al008 Holder       Al001 Substitute         Al011 Cost center assignment       Al012 Manages         Bl037 Designated as successor       Bl038 Is a potential of         Bl043 Is diske of       Al046 receives         Al046 receives       Al046 receives	Type of related object			
Abbreviation          Abbreviation       Rel       Relationship name         Aloo2       Reports (line) to         Priority       Bl003       Incorporates         Aloo2       Incorporates         Aloo3       Is ubordinate to (disc.)         Bl004       Is subordinate to         Bl005       Is subordinate to         Bl005       Is subordinate to         Bl005       Is subordinate to         Bl005       Is subordinate to         Bl007       Is described by         Aloo8       Holder         Aloo9       Successor         Aloo10       Substitute         Aloo11       Cost center assignment         Alo12       Manages         Bl038       Is a potential of         Bl043       Is diske of         Alo04       receives         Alo046       receives	ID of related object			
Name       Al002 Reports (line) to         Bl002 Is line supervisor of         Al003 Belongs to         Bl003 Incorporates         Al004 Is subordinate to (disc.)         Bl004 Is disc.supervisor of         Al005 Is supervisor of         Al008 Holder         Al009 Successor         Al010 Substitute         Al010 Substitute         Al011 Cost center assignment         Al012 Manages         Bl033 Is a potential of         Bl043 Is dislike of         Al046 receives         Al046 receives	Abbreviation		Rel Relationship name	
Waite       Blu02 is one supervisor of         Priority       Blo3 incorporates         Al004 is subordinate to (disc.)       Bl004 is disc.supervisor of         Al005 is supervisor of       Al005 is subordinate to         Bl007 is described by       Al008 Holder         Al009 Successor       Al001 Substitute         Al010 Substitute       Al011 Cost center assignment         Al012 Manages       Bl037 Designated as successor         Bl038 is a potential of       Bl043 is dislike of         Al046 receives       Al046 receives	Name		A 002 Reports (line) to	
Priority       A 003       Belongs to         B 003       Incorporates         Weighting       A 004       Is subordinate to (disc.)         B 004       Is disc.supervisor of         A 005       Is subordinate to         B 007       Is described by         A 008       Holder         A 009       Successor         A 010       Substitute         A 011       Cost center assignment         A 012       Manages         B 038       Is a potential of         B 042       Interests and preferences         B 043       Is diske of         A 046       receives	Name		BIUU2 Is line supervisor of	-
Priority       B 003       Incorporates         Weighting       A 004       Is subordinate to (disc.)         B 004       Is disc.supervisor of         A 005       Is subordinate to         B 005       Is subordinate to         B 005       Is subordinate to         B 007       Is described by         A 008       Holder         A 009       Successor         A 011       Cost center assignment         A 012       Manages         B 038       Is a potential of         B 043       Is diske of         A 046       receives			A 003 Belongs to	٦
Weighting       A 004 Is subordinate to (disc.)         B 004 Is disc.supervisor of         A 005 Is subordinate to         B 007 Is described by         A 008 Holder         A 009 Successor         A 011 Cost center assignment         A 012 Manages         B 037 Designated as successor         B 038 Is a potential of         B 043 Is diske of         A 046 receives	Priority		B 003 Incorporates	
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 011       Cost center assignment         A 012       Manages         B 037       Designated as successor         B 038       Is a potential of         B 043       Is diske of         A 046       receives         A 046       receives	Weighting		A 004 Is subordinate to (disc.)	
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 A 046 receives			B 004 Is disc.supervisor of	-
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 043 Is dislike of B 043 Is dislike of A 046 receives A 046 receives			A 005 Is subordinate to	
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 A 046 receives			B 005 Is supervisor of	
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 A 046 receives			B 007 Is described by	
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A 010 Substitute A 011 Cost center assignment A 012 Manages B 037 Designated as successor B 048 Interests and preferences B 043 Is dislike of A 046 receives A 046 annication by			A 009 Successor	
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AllAR Annication hy			A 046 receives	
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77 Entries found			77 Entries found	

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

osition	N8291M0 Student/Non-V	Vork Study
lanning Status	Active	]
alid from	04/10/2023 to 12/31/9	9999 & Change Information
Politionshing 01.C	-1027207 1	
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Relationship type/relationshi	A 002	
Related Object		
Type of related object		
ID of related object	EG Exposure group	
Abbreviation	H External person	-
Neres	JF Job Family	
Name	K Cost center	
	O Organizational unit	
Priority	OR Legal entity	33
Weighting	P Person	
	PJ WBS element (proj	ect)
	RO Requisition	ement
	RR Requisition Request	(ISR)
	RY Responsibility	· (1011)
	S Position	<b>T</b>

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

Position	N8291M0 Student/Non-Work Study
Planning Status	Active
Valid from	04/10/2023 to 12/31/9999 & Change Information
Relationships 01 S	51037297 1
Relationship type/relationship	A 002
Robted Object	
Type of related object	S Position
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Name	
Priority	

21. Click Enter to populate other fields.

Position	N8291M0	Stud	ent/No	n-Work St	udy	
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Valid from	04/10/2023	to	12/3	1/9999	66°	Change Information
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22. Click the Save icon in the top left of the screen.

🖻 Create Relationships					
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23. Click Yes on the pop up window.

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

Maintain Object										
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