

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY
ORG STRUCTURE MAINTENANCE
- ASSIGNING SUPERVISOR
CODES (ZP04.1)**

AGENCY ORG STRUCTURE MAINTENANCE - ASSIGNING SUPERVISOR CODES (ZP04.1)

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Supervisor Code Introduction

In the HRIS System, codes are required to identify supervisor/subordinate-reporting relationships. These are used to set up Manager and Employee Self Service, and workflow. The codes outline employee files accessible by a Supervisor within Manager Self Service. In addition, these codes determine the routing process for actions that need to flow through the supervisor in order to complete a review/approval process.

Two codes are used in HRIS to accomplish this.

- **Link to Supervisor:** Identifies those positions with supervisory responsibilities such as approval authority (i.e., review and sign-off) on personnel actions, time and attendance, and personnel evaluations. Only positions that have other positions reporting to them have a Link to Supervisor code
- **Direct Supervisor:** Identifies which position a position reports too. Every position requires a Direct Supervisor code. The Direct Supervisor code identifies the position (employee) that the defined position reports too.

It is mandatory that all positions have a valid Direct Supervisor code attached, although not every position will have a Link to Supervisor code. Only positions that are supervisory positions will use the Link to Supervisor field. Essentially everyone has a supervisor but not everyone is a supervisor.

Supervisor codes must follow a pre-defined format to be appropriately setup in HRIS. The format is as follows:

XXXXXYZZZ

XXXXX represents the five-character agency process level.

YY represents the two-digit management level. The management level designations are:

01	Governor
10	Director
20	Deputy Director
30	Assistant / Division Director
40	Program Administrator
50	Assistant Program Administrator
60	Manager II
70	Manager I
80	Supervisor II
90	Supervisor I

ZZZ represents a three character field that is unique. The field may consist of letters, numbers or a combination.

- Example:** John Smith is the director at ADOT in process level DT123. His executive staff assistant is Julie Singer, who has no one reporting to her. John Smith reports to the Governor, Jan Napo, which makes his Direct Supervisor code GV10001001, and he has employees who report directly to him. His Link to Supervisor code is DT12310001. Julie Singer has a Direct Supervisor code of DT12310001 and no Link to Supervisor code.

Employee	Direct Supervisor	Link to Supervisor
Napo, Jan	GV10001001	GV10001001
Smith, John	GV10001001	DT12310001
Singer, Julie	DT12310001	

Each supervisor code must be unique. To ensure the codes remain unique, the Direct Supervisor codes will be established by using the **Supervisor Form (HR07.1)**.

Note: to update the employee assigned to the code, or the Link to Supervisor field, you must be using the Position Maintenance Form (ZP02.1) to make the necessary changes.

Once the supervisor code has been created on the **Supervisor Form (HR07.1)**, the code must be assigned to the applicable position. The code can be assigned to the position by using the **Position Maintenance Form (ZP02.1)** or by using the **Position Supervisor Code Maintenance Form (ZP04.1)**. Every position that reports to this supervisor must be updated with the correct Direct Supervisor code.

Position Form (ZP04.1)

(Image 1)

Steps 1-9 of 12

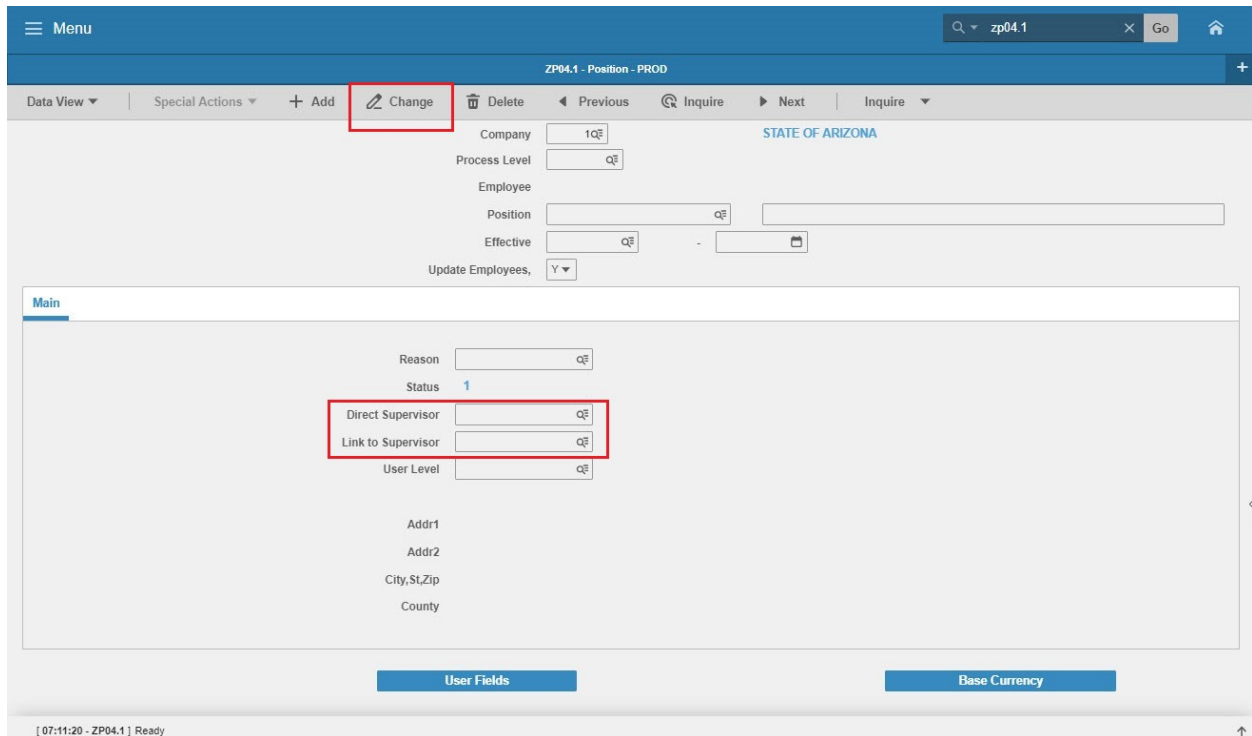
(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type ZP04 in the Search Box.	The Position Supervisor Code Maintenance (ZP04.1) will open.	There is one page on this form, the Main tab.
2	Company field	R	Type 1 in Company field.		All forms/actions must contain a 1 in the Company Field.
3	Process Level field	R	Type or select from the drop down menu the Process Level where the position is assigned.		Process Level must be entered first in order to bring up Position Information.
4	Employee field	N/A	This will display the employee that is currently		Fields is display only.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			in the position		
5	Position field	R	Type or select from the drop down menu the Position Code	The Position Code will fill in and the position title will appear.	If using the drop down menu, you will see all position codes displayed, but you will only be able to select, view and change the Direct Supervisor Code for positions associated with the Process Level from step 3. In addition, you will only see the positions in which your security is allowed.
6	Effective field – First Box	N/A	This field cannot be changed on the ZP04.		Because the effective date of the Position remains the same, any field changes will appear as if they occurred on the original effective date.
7	Inquire or Next Buttons	R	Click Inquire if the effective date is populated. Click Next if the effective date is unknown – this will bring up the most recent record.	“Inquiry complete” will appear in the lower left corner.	If you select a position code that does not match the process level, you will see the message “Record does not exist” in the lower left corner when you click Next or Inquire .
8	Reason field	O	The reason will always be SPVR CHG		Field is display only and the Reason code will be filled in by the program when the Change button is clicked.
9	Status field	N/A	Field already displays the position status. No action is necessary.		Status field cannot be changed on this form. Display only.

Position Form (ZP04.1)

(Image 1)



The screenshot shows the 'ZP04.1 - Position - PROD' form. At the top, there is a search bar with 'zp04.1' and a 'Go' button. Below the search bar is a navigation menu with options: 'Data View', 'Special Actions', '+ Add', 'Change' (highlighted with a red box), 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The form contains several input fields: 'Company' (with 'STATE OF ARIZONA' next to it), 'Process Level', 'Employee', 'Position', 'Effective', and 'Update Employees' (with a dropdown set to 'Y'). A 'Main' section contains 'Reason', 'Status' (set to '1'), 'Direct Supervisor' (highlighted with a red box), 'Link to Supervisor' (highlighted with a red box), and 'User Level'. At the bottom, there are two buttons: 'User Fields' and 'Base Currency'. The status bar at the very bottom shows '[07:11:20 - ZP04.1] Ready'.

Steps 10-12 of 12

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	Direct Supervisor field	R	Type or select from the drop down menu the updated supervisor code the position reports too.		If the name attached to the code is incorrect or not as expected, please do not complete the change; contact your Agency HR for clarification.
11	Link to Supervisor field	O	Type or select from the drop down menu the supervisor code that corresponds to this position. This field will be blank if the position is not in a supervisory role.		
12	Change Button	R	Click Change to save the updates to the position.	See 'Change Complete-Continue' in lower left corner.	