

HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY
ORG STRUCTURE - MAINTAINING
SUPERVISOR CODE DATA**





AGENCY ORG STRUCTURE - MAINTAINING SUPERVISOR CODE DATA

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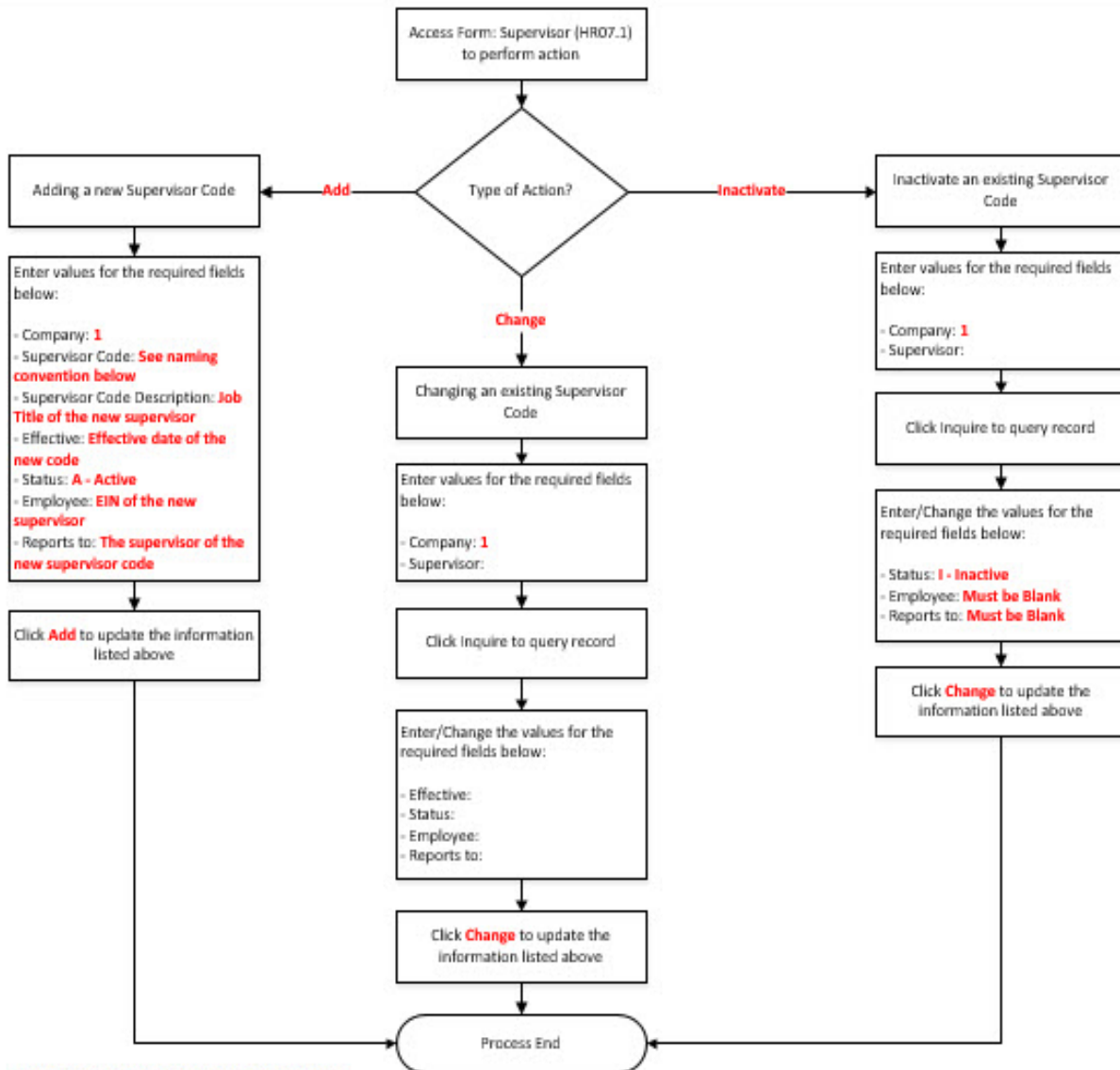
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Supervisor Codes – Add, Change, Inactivate



Supervisor Code Naming Convention:

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

XXXXXYZZZ

XXXXXX 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.

Supervisor Code Introduction

In the HRIS System, codes are required to identify supervisor/subordinate-reporting relationships. These codes 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 to. Every position requires a Direct Supervisor code. The Direct Supervisor code identifies the position (employee) that the defined position reports to.

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
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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, J, 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, J	GV10001001	GV10001001
Smith, John	GV10001001	DT12310001
Singer, Julie	DT12310001	

Use the **Supervisor (HR07.1)** form to create, update or inactivate a supervisor code. In addition, this form is used to assign an employee to a supervisor code by placing the employee's EIN in the Employee field. This signifies the employee is a supervisor. **Each supervisor code must be unique and follow the above stated format.**

Once the supervisor code is created, assign the code to the position. Every position that reports to this supervisor must be updated with the correct Direct Supervisor via the ZP02 for System Agency or XP02 for Non-System agencies.

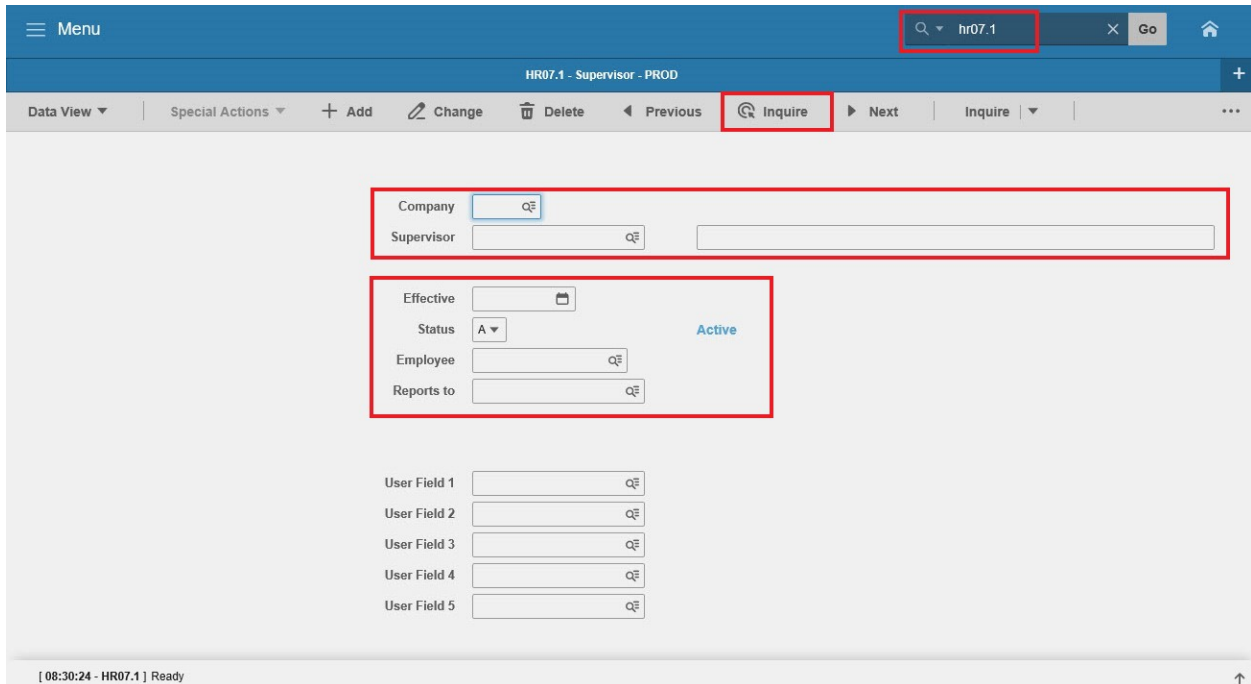
The actions on the XP52.1 / XP52.4 will move the employee in and out of the Supervisor code by changing on the position. In other words, if the supervisor code is already on the position and an employee is hired into that position, the employee's EIN will be added automatically to the supervisor code on the HR07. If the employee is already in the position and the position is changed to a supervisory position, you will have to go to the HR07 and manually enter the employee's EIN.

It is extremely important that the supervisor codes are kept up-to-date and accurate. Therefore, if an employee who is assigned to a supervisor code changes to another position, you must verify that the **Supervisor (HR07.1)** form displays an applicable supervisor for that code.

Agencies can also change supervisor assignments by contacting the Agency Supervisor Code Maintenance Specialist who will make the updates using the **Position Supervisor Code Maintenance (ZP04.1)** form.

Supervisor Form (HR07.1) – Adding a Supervisor Code

(Image 1)



The screenshot shows the HR07.1 Supervisor form interface. At the top, there is a search bar containing 'hr07.1' and a 'Go' button. Below this is a navigation bar with options like 'Data View', 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The main form area contains several input fields: 'Company' (with a search icon), 'Supervisor' (with a search icon), 'Effective' (with a calendar icon), 'Status' (a dropdown menu set to 'A' and a blue 'Active' button), 'Employee' (with a search icon), 'Reports to' (with a search icon), and five 'User Field' boxes (User Field 1 through 5, each with a search icon). The status bar at the bottom left shows '[08:30:24 - HR07.1] Ready' and an upward arrow on the right.

Steps 1-9 of 11

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type HR07.1 in the Search Box..	The Supervisor (HR07.1) will open.	
2	Company field	R	Type 1 in Company field.	System will access information for company 1.	All forms/actions must contain a 1 in the Company Field.
3	Supervisor field – Box 1	R	Type a code to represent a supervisor’s position.	System will display the entered code.	10 character alphanumeric code consisting of: <ul style="list-style-type: none"> • The five character agency process level, followed by • The 2 digit management level, followed by • A unique 3 character field assigned by the agency Example: DT12310456

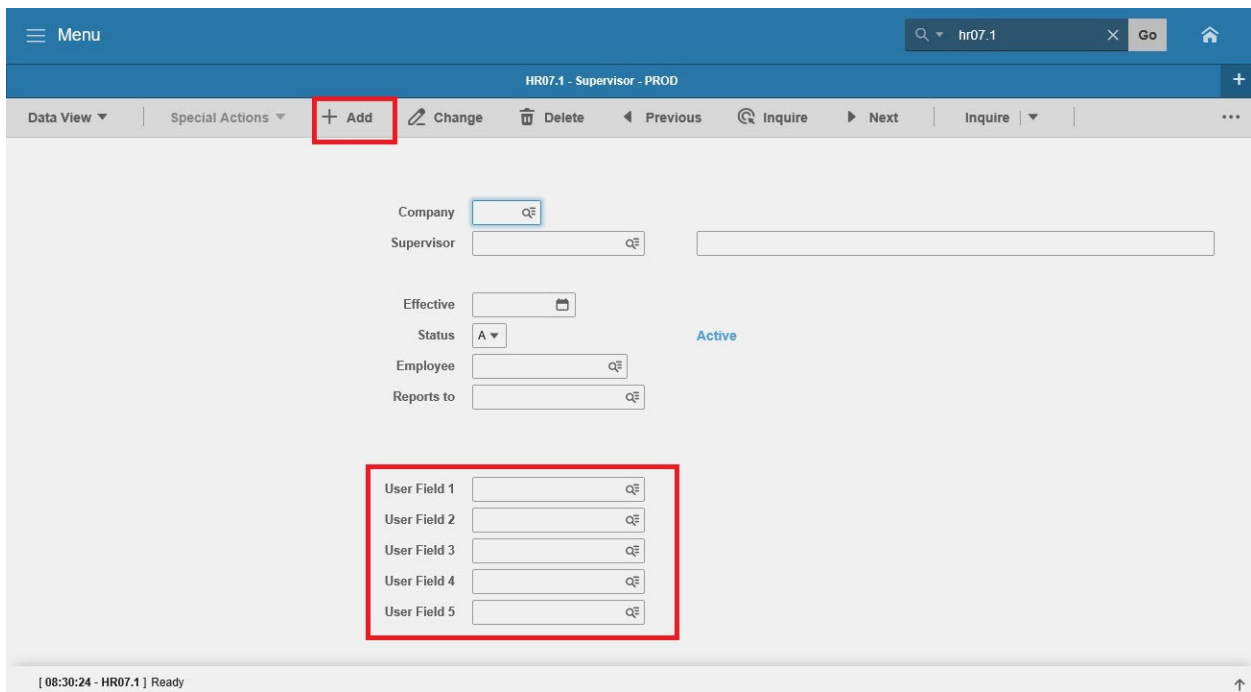


No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
4	Inquire button	R	Click Inquire to see if the supervisor code already exists.	<p>If the code does not exist, see message “Supervisor does not exist” in the lower left corner.</p> <p>If the code does exist, see message “Inquiry Complete” in the lower left corner.</p>	<p>If the code does exist, then you cannot add the code using the information in the Supervisor field – Box 1. Either a new code needs to be created, or you need to update the existing code by following the steps outlined in the section: Changing a Supervisor Code (Page 8).</p> <p>If the code does not exist, continue with the steps below. is display only.</p>
5	Supervisor field – Box 2	R	Type in the description for the supervisor code.	System will display the entered description.	<p>To the extent possible, use of specific position or class titles for the description field should be avoided in order to lessen the need for updating if position or class title changes occur.</p> <p>Example: ADOA HR Proc Unit Supv would be appropriate</p>
6	Effective field	R	Type the effective date of the code.		<p>Date is formatted as MMDDYYYY.</p> <p>This is the date the information will be logged to history. If you leave this date blank, the current date will be logged to history.</p>
7	Status field	R	Type or select from the drop down menu the status for this supervisor code.		<p>Valid values are:</p> <ul style="list-style-type: none"> • A – Active • I – Inactive <p>Default is ‘A’.</p>
8	Employee field	R	Type or select from the drop down menu the EIN of the employee who holds this supervisory position.	Once you tab to the next field the Employee’s name will appear to the right of the field.	
9	Reports To	R	Type or select from	Once you tab to	This information does not

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	field		the drop down menu the supervisor code that represents this supervisor's supervisor.	the next field the employee's name will appear to the right of the field.	appear on the Employee (HR11.1) form, but can be used for hierarchical structure reporting relationships.

Supervisor Form (HR07.1) – Adding a Supervisor Code

(Image 1)



Steps 10-11 of 11

(Image 1, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	User Field 1 thru Field 5	O	Leave blank. These fields are not being used at this time.		
11	Add button	R	Click 'Add' to save your changes.	Message 'Add Complete – Continue' in lower left corner.	



Supervisor Form (HR07.1) – Changing a Supervisor Code

(Image 2)

Steps 1-9 of 11

(Image 2, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Search Box	R	Type HR07.1 in the Search Box.	The Supervisor (HR07.1) will open.	
2	Company field	R	Type 1 in Company field.	System will access information for company 1.	All forms/actions must contain a 1 in the Company Field.
3	Supervisor field – Box 1	R	Type a code to represent a supervisor’s position.	System will display the entered code.	10 character alphanumeric code consisting of: <ul style="list-style-type: none"> • The five character agency process level, followed by • The 2 digit management level, followed by • A unique 3 character field assigned by the agency Example: DT12310456
4	Inquire	R	Click Inquire to	If the code does	If the code does exist, then

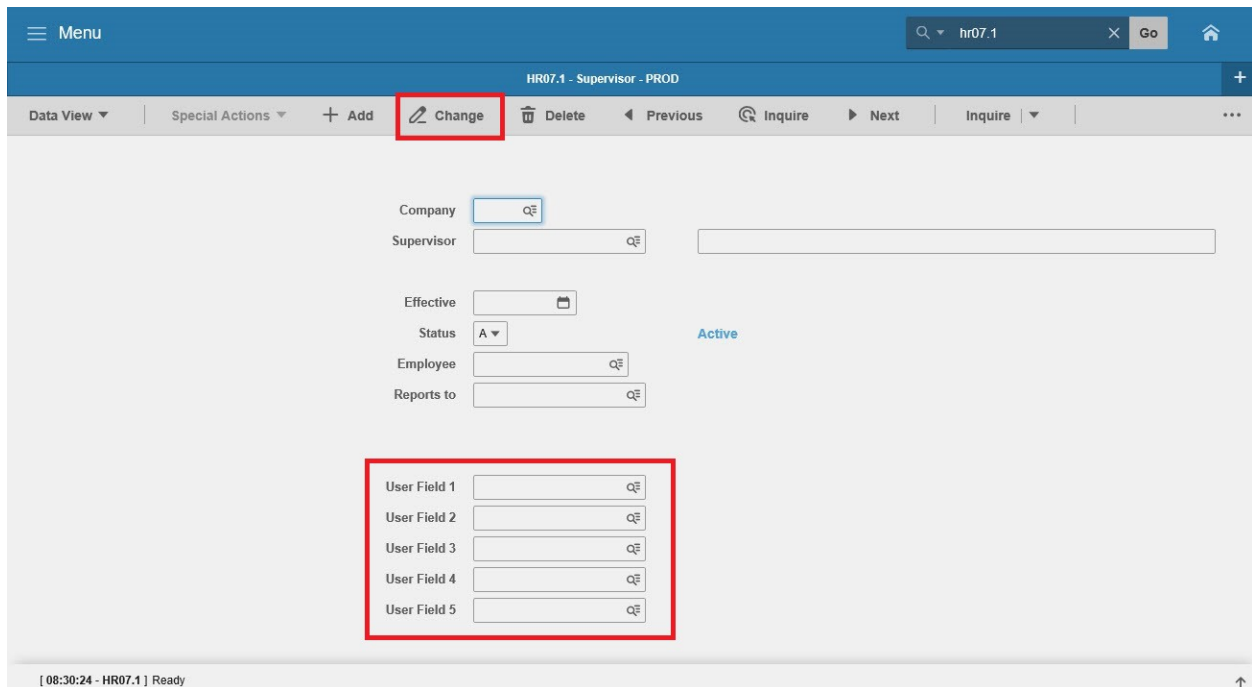


No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	button		see if the supervisor code already exists.	not exist, see message "Supervisor does not exist" in the lower left corner. If the code does exist, see message "Inquiry Complete" in the lower left corner.	you cannot add the code using the information in the Supervisor field – Box 1. Either a new code needs to be created, or you need to update the existing code by following the steps outlined in the section: Changing a Supervisor Code (Page 8). If the code does not exist, continue with the steps below.is display only.
5	Supervisor field – Box 2	R	If applicable, type in the NEW description for the supervisor code.	System will display the entered description.	To the extent possible, use of specific position or class titles for the description field should be avoided in order to lessen the need for updating if position or class title changes occur. Example: ADOA HR Proc Unit Supv would be appropriate
6	Effective field	R	If applicable, type in the NEW description for the supervisor code.		Date is formatted as MMDDYYYY. This is the date the information will be logged to history. If you leave this date blank, the current date will be logged to history.
7	Status field	R	If applicable, type in the NEW status for this supervisor code.		Valid values are: <ul style="list-style-type: none"> • A – Active • I – Inactive Default is 'A'.
8	Employee field	R	If applicable, type in the NEW EIN of the employee who holds this supervisory position.	Once you tab to the next field the employee's name will appear to the right of the field.	
9	Reports To	R	If applicable,	Once you tab to	This information does not

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
	field		type in the NEW supervisor code that represents this supervisor's supervisor.	the next field the employee's name will appear to the right of the field.	appear on the Employee (HR11.1) form, but can be used for hierarchical structure reporting relationships.

Supervisor Form (HR07.1) – Changing a Supervisor Code

(Image 2)



The screenshot shows the HR07.1 Supervisor form in a web browser. The title bar indicates 'HR07.1 - Supervisor - PROD'. The navigation bar includes 'Data View', 'Special Actions', '+ Add', 'Change' (highlighted with a red box), 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The form fields include: Company, Supervisor, Effective, Status (set to 'A'), Employee, Reports to, and five User Fields (User Field 1 through User Field 5). The 'Change' button and the five User Fields are highlighted with red boxes. The status 'Active' is displayed on the right side of the form.

Steps 10-11 of 11

(Image 2, Table 2)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
10	User Field 1 - Field 5	O	Leave blank.		
11	Change button	R	Click ' Change ' to save your changes.	See message 'Change Complete – Continue' in the lower left corner.	Remember to update the position.