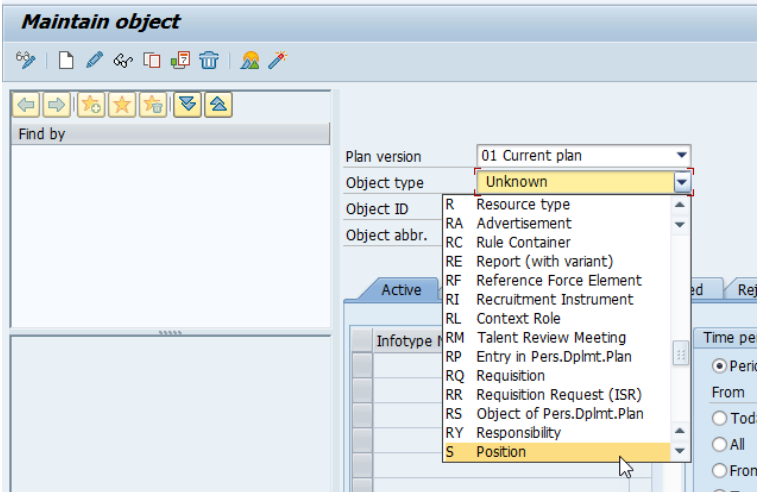
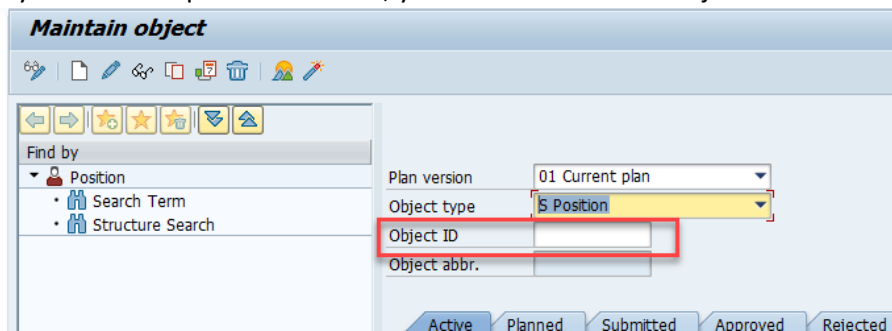


How to Find the Supervisor for a Position

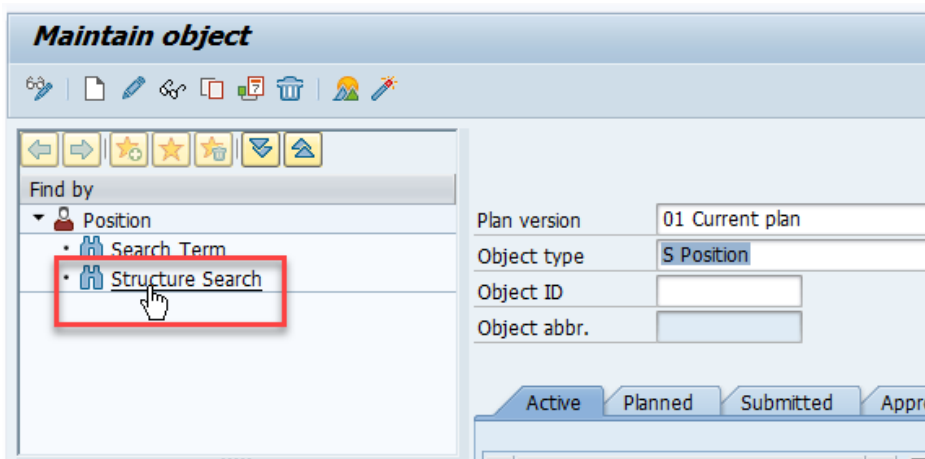
1. Go to SAP transaction PP01.
2. In the Object Type box, choose Position from the drop down list



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



4. 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 Find the Supervisor for a Position

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.

The screenshot shows the 'Maintain object' application interface. The 'Find by' section has 'Position' selected, and 'Structure Search' is highlighted. The 'Plan version' is set to '01 Current plan' and 'Object type' is 'S Position'. The main table lists various positions with columns for Name, Code, and ID. The 'Ctr For Applied' position (Code 40550, ID 30000181) 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	K0040M0	S 50106974
Maintenance	S0028M0	S 50106981
Engineer Te	T0015M0	S 50106982
Maintenance	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

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

The screenshot shows the same 'Maintain object' application interface. The 'Structure Search' option is still selected. The main table lists various positions. The 'Engineer Te' position (Code T0015M0, 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	K0040M0	S 50106974
Maintenance	S0028M0	S 50106981
Engineer Te	T0015M0	S 50106982
Maintenance	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

How to Find the Supervisor for a Position

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

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

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

Below these fields are tabs for Active, Planned, Submitted, Approved, and Rejected. 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, and a 'From' date of 03/22/2023 and a 'to' date of 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.

8. 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 'Find by' section expanded to show 'Position' selected. The 'Structure Search' option is highlighted. The 'Relationships' field in the table below is highlighted in orange. A mouse cursor is pointing at the mountain icon in the toolbar.

The table below shows the following data:

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

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.

The screenshot shows the 'Maintain object' window with the 'Relationships' field populated with '01 S 51020182 1'. Below this is a table with the following data:

Start	End	R..	Rel...	Relat.text	R..	Rel'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

How to Find the Supervisor for a Position

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.

Name	Code	ID
▶ Administrative Suppor	C0013M9	S 51006837
▶ Research Engineer Se	P1377M7	S 51008163
• Research Engineer As	P1376M7	S 51008164
▶ Environmental Special	P0601M7	S 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.

Position	N8291M0	Student/Non-Work Study
Planning Status	Active	
Relationships	01 S 50111106 1	

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
01/01/1950	12/31/9999	A	003	Belongs to	O	30000181	40550	0.00
01/10/2007	12/31/9999	A	008	Holder	P	11006101	Jones	100.00
01/01/1950	12/31/9999	B	007	Is describ	C	40501550	N8291M0	0.00