

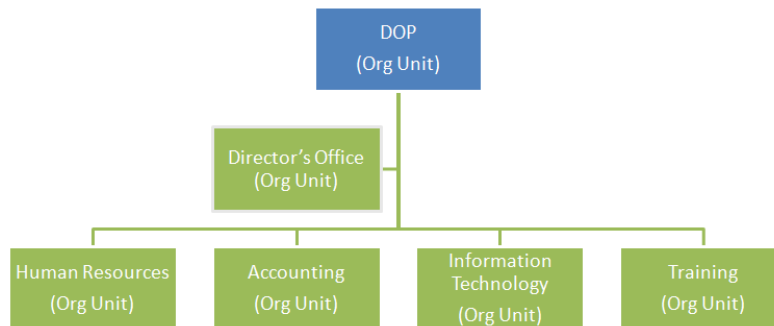
## Leave Approval Reporting Structure

<b>Purpose</b>	This document will guide you in creating your agency's Leave Approval Reporting Structure.
<b>Trigger</b>	Your agency has decided to utilize the Leave Approval process in the Employee Self Service (ESS).
<b>Prerequisites</b>	All components are required for agencies to use the ESS leave request process.

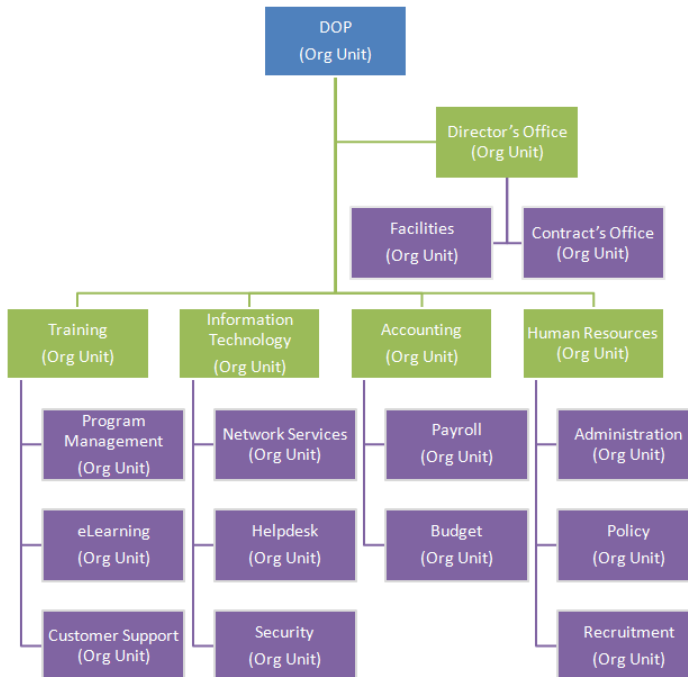
### Before you begin

You will need to have all the org units identified. They should reflect the leave approval reporting structure.

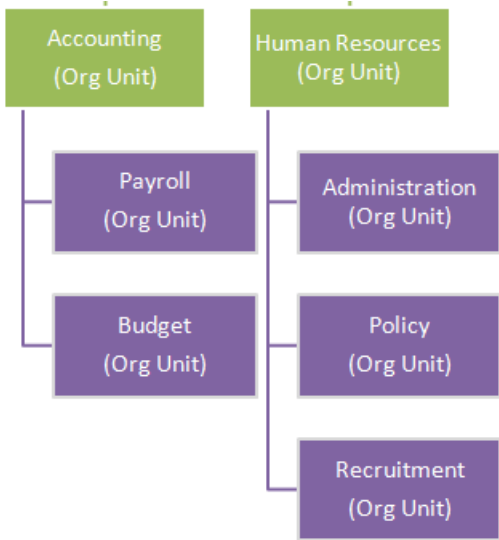
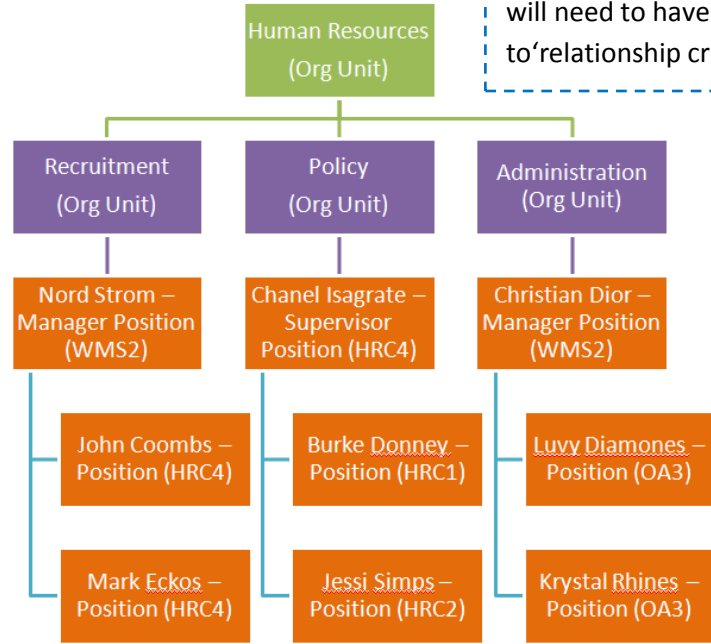
Example – *Before*



Example - *After*



## Guidelines

<p><b>Organizational Units</b></p>	<p>Identify all org units that exist in your agency. You will need to create the org units that reflect down to the lowest level reporting structure.</p> <p>Example:</p>  <pre> graph TD     Accounting[Accounting (Org Unit)] --&gt; Payroll[Payroll (Org Unit)]     Accounting --&gt; Budget[Budget (Org Unit)]     HR[Human Resources (Org Unit)] --&gt; Administration[Administration (Org Unit)]     HR --&gt; Policy[Policy (Org Unit)]     HR --&gt; Recruitment[Recruitment (Org Unit)]         </pre> <p>All the <b>purple</b> colored sub org units will need to be created in HRMS.</p> <p>For instructions on creating a new org unit, see OLQR Procedure: <a href="#">Organization Unit Create</a>.</p>
<p><b>Employee Positions</b></p>	<p>Identify the positions that are in each org unit and assign them to the correct org unit in HRMS.</p> <p>Example:</p>  <pre> graph TD     HR[Human Resources (Org Unit)] --&gt; Recruitment[Recruitment (Org Unit)]     HR --&gt; Policy[Policy (Org Unit)]     HR --&gt; Administration[Administration (Org Unit)]     Recruitment --&gt; NordStrom[Nord Strom – Manager Position (WMS2)]     Recruitment --&gt; JohnCoombs[John Coombs – Position (HRC4)]     Policy --&gt; ChanelIsagrate[Chanel Isagrate – Supervisor Position (HRC4)]     Policy --&gt; BurkeDonney[Burke Donney – Position (HRC1)]     Administration --&gt; ChristianDior[Christian Dior – Manager Position (WMS2)]     Administration --&gt; LuvyDiamones[Luvy Diamones – Position (OA3)]         </pre> <p>All the <b>orange</b> colored positions will need to have the 'Belongs to' relationship created.</p> <p>For instructions on creating a Position to Org Unit relationship, see OLQR Procedure: <a href="#">Position to Organizational Unit - Maintain</a>.</p>

<p><b>Managers/Supervisors</b></p>	<p>Identify the Managers/Supervisors position in all the agency org units and assign them the new relationship type A012 – Manages to the org unit. This is also referred to as the ‘Chief’ relationship. Example:</p> <div data-bbox="495 346 1242 1039"> <pre> graph TD     HR[Human Resources (Org Unit)] --- BC[Bella Cullen – HR Manager]     HR --- NSS[Nessie Swan – Admin Asst Position]     HR --- R[Recruiter (Org Unit)]     HR --- P[Policy (Org Unit)]     HR --- A[Administration (Org Unit)]     R --- NS[Nord Strom – Manager Position (WMS2)]     P --- CI[Chanel Isagrate – Supervisor Position (HRC4)]     A --- CD[Christian Dior – Manager Position (WMS2)]         </pre> </div> <p>All the <b>red</b> colored positions will need to have the ‘Manages’ relationship created.</p> <p>For instructions on creating the Position to Org Unit Manages relationship, see OLQR Procedure: <b>ESS – Create Position to Org Unit Manages (Chief) Relationship.</b></p>
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Other Related OLQR Procedures
<ul style="list-style-type: none"> <li>• ESS – Create Position to Org Unit Manages (Chief) Relationship</li> <li>• ESS – Vacant Chief Position</li> <li>• Organization Unit Create</li> <li>• How to Identify Position to Position Relationship Report</li> <li>• Position to Organizational Unit – Maintain</li> </ul>

## HRMS Organizational Structure Example



The below screenshot is an example of a completed Leave Approval Reporting structure.

## Legend:



Organization Unit



Chief Position



Position

Choose Position				
Name	ID	Code	Valid from	Val...
Staff assignments along organization:				
DEPARTMENT OF PERSONNEL	O 30000491	111	01/01/2005	Unlim
DIRECTOR'S OFFICE	O 30000492	DIR	01/01/2005	Unlim
DIRECTOR	S 70005798	0001	01/01/2005	Unlim
CONF. SECRETARY	S 70005827	0040	01/01/2005	Unlim
DEPUTY DIRECTOR	O 31006851	DIR-DEPUTY	07/15/2010	Unlim
DEP DIR PERS	S 70005872	0131	01/01/2005	Unlim
HUM RES MGR DOP	S 70005877	0140	01/01/2005	Unlim
ADMIN ASST 4	S 70081795	0070	01/01/2005	Unlim
DEVELOPMENT SERV	O 30000497	DSD	01/01/2005	Unlim
ADMIN ASST 3	S 70005929	0320	01/01/2005	Unlim
A/D OEDS	S 70005943	0360	01/01/2005	Unlim
EMPLOYEE ASSIST O	S 31006900	DSD-EAP	07/15/2010	Unlim
EMPLOYEE ASS S	S 70005887	0188	01/01/2005	Unlim
EMP ASSIST AS S	S 70081789	0042	01/01/2005	Unlim
EMP/AST PF EX S	S 70081806	0153	01/01/2005	Unlim
EMP ASSIST AS S	S 70081815	0256	01/01/2005	Unlim
EMP/AST PF EX S	S 70081832	0333	01/01/2005	Unlim
EMP/AST PF EX S	S 70081835	0351	01/01/2005	Unlim
EMP/AST PF EX S	S 70084270	0055	01/01/2005	Unlim
EMP/AST PF EX S	S 71007965	0444	06/16/2007	Unlim