Leave Approval Reporting Structure

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| Purpose  | This document will guide you in creating your agency’s Leave Approval Reporting Structure.   |
| Trigger  | Your agency has decided to utilize the Leave Approval process in MyPortal.   |
| Prerequisites  | All components are required for agencies to use the MyPortal leave request process.  |
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| 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*   |

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Guideline

Org

anizational

Units

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dentif

y

all org units

that exist in your agency

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Y

ou will need to create

the org

units

that

reflect

down

to the lowest level reporting structure.

Example:



For instructions on creating a new org unit, see OLQR P

rocedure:

[g](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

[Or](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

[anizatio](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

[n](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

[e](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

[Unit Creat](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

[.](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspxhttp%3A/www.dop.wa.gov/SiteCollectionDocuments/Payroll/HRMSSupport/TrainingAndOLQR/UserProcedures/org_unit_create.doc)

Employ

ee Positions

Identify the

positions that are

in each org unit and assign them

to

the correct

org unit

in

HRMS.

Example:



For instructions on creating a Position to Org Unit relationship, see OLQR

Procedure:

[Position to Organizational Unit](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspx)

[-](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspx)

[Maintai](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspx)

[n](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspx)

[.](http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/UserProcedures.aspx)

All the

purple

colored

sub org units will ne

ed

to be created in HRMS.

All the

orange

colored positions

will need to have the ‘Belongs

to‘relationship created.

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| Managers/Supervisors  |

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| All the red colored positions will need to have the ‘Manages‘ and ‘Is line supervisor of’ relationship created. |

Identify the Managers/Supervisors positions in all the agency org units and assign them the relationship type A012 – Manages to the org unit. This is also referred to as the ‘Chief’ relationship.  The Managers/Supervisors positions also need to be assigned the relationship type B002 - Is line supervisor of for the positions that directly reports to it. Example:  For instructions on creating the Position to Org Unit Manages relationship and Position B002 relationships, see ESS – Create Position to Org Unit Manages (Chief) Relationship and Relationships – Supervisor Position to Subordinate Position - Create New Record  |

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| Other Related OLQR Procedures  |
| * Multi-filled Chief Position User Procedure
* Relationships – Supervisor Position to Subordinate Position
* ESS – Create Position to Org Unit Manages (Chief) Relationship
* ESS– Vacant Chief Position
* Organization Unit Create
* How to Identify Position to Position Relationship Report
* Position to Organizational Unit – Maintain
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| HRMS Organizational Structure Example  |
|  The below screenshot is an example of a completed Leave Approval Reporting structure.

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| Legend:  Organization Unit  Chief Position  Position  |

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