



# HRIS Job Role Training

**Supervisor Code Maintenance**

Forms: ZP04

# Table of Contents

Supervisor Code Introduction.....	3
Position Supervisor Code Maintenance Introduction.....	4
Agency Supervisor Code Maintenance Form (ZP04).....	5

## 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 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
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 reports to the Governor, which makes his Direct Supervisor code GV10001001, and he has employees who report directly to him. His Link to Supervisor code is DT12310001. Julie has a Direct Supervisor code of DT12310001 and no Link to Supervisor code.

Employee	Direct Supervisor	Link to Supervisor
Napolitano, J	GV10001001	GV10001001
Smith, J	GV10001001	DT12310001
Singer, J	DT12310001	

**Each supervisor code must be unique.** To ensure the codes remain unique, the Direct Supervisor codes will be established by the Agency HR Initiator using the **Supervisor Form (HR07.1)**. To update the employee assigned to the code, or the Link to Supervisor field, you must contact your Agency HR Initiator who will make the necessary updates using the **Position Maintenance Form (ZP02.1)**.

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 the Agency HR Initiator using the **Position Maintenance Form (ZP02.1)** or by the Agency Supervisor code Maintenance Specialist 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 Supervisor Code Maintenance Introduction**

This training will address how to update the Direct Supervisor field using the **Position Supervisor Code Maintenance Form (ZP04.1)**.

Agency Supervisor Code Maintenance Specialists will be responsible for using this form only to manage supervisor codes. For assistance with any other fields, please contact your Agency HR Initiator.

# Agency Supervisor Code Maintenance Form (ZP04)

## Position Supervisor Code Maintenance (ZP04.1)

zp04

Change Previous Inquire Next Inquire

2 Company 1 STATE OF ARIZONA  
3 Process Level ADHRD AD-HUMAN RESOURCES DIVISION  
4 Employee 107800 LAUER, JODY A.  
5 Position SAD000000646 HRIS MGR  
6 Effective 09/29/2012 -

1

### Main

7 Reason SPVR CHG SUPERVISOR CHANGE  
8 Status 1 Active  
9 Direct Supervisor ADHRD30030 STEELE, REBECCA L.  
10 Link to Supervisor ADHRD60070 HRIS MGR  
11 User Level ADHR710 HRIS STAFF  
12 Addr1 100 N 15TH AVE  
Addr2 STE 261  
City,St,Zip PHOENIX AZ 85007  
County MARICOPA

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type ZP04 in the White Search Box. Press Enter on the Keyboard	The Position Supervisor Code Maintenance (ZP04.1) will open	There is one page on this form, the Main tab.
2	<b>Company</b> field	R	Type or Select '1'		All forms/actions must contain a 1 in the Company field
3	<b>Process Level</b> 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	<b>Employee</b> field	N / A	This will display the employee that is currently in the position.		Field is display only.
5	<b>Position</b> 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.	For additional information on position code, see the HRIS Job Aid - Position Code Structure.  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	<b>Effective</b> 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	<b>Inquire</b> or <b>Next</b> 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 <b>Next</b> or <b>Inquire</b> .
8	<b>Reason</b> 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.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
9	<b>Status</b> field	N / A	Field already displays the position status. No action is necessary.		<b>Status</b> field cannot be changed on this form. Display only.
10	<b>Direct Supervisor</b> field	R	Type or select from the drop down menu the updated supervisor code the position reports to.		If the name attached to the code is incorrect or not as expected, please do not complete the change; contact your Agency HR Initiator for clarification.
11	<b>Link to Supervisor</b> 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	<b>Change</b> button	R	Click <b>Change</b> to save the updates to the position.	See 'Change Complete – Continue' in the lower left corner.	