



Position Management – Update ‘Reports To’ for City Leadership

You now have the ability to update the Position Management ‘Reports To’ field in HRIS for your department. This will assist with keeping the ‘Reports To’ information current (real time data).

Run the **Employee Listing** and/or **Position Management Report** to obtain the following information you will need in order to make the change(s):

- The position number(s) for each employee you plan to update with a **new** ‘Reports To’
- The position number for each supervisor you intend to enter as the ‘Reports To’ for the employee(s)
- The employee ID and/or name of the incumbent(s)

To access the page you can click the **Update Reports To (M)** link on the **Management Center** page



Or follow the path below

HRIS Home | Organizational Development | Position Management | Maintain Positions/Budgets | Update Reports To (M)



(NOTE: You may only have one way to access the page or you may have both ways)

When you click the **Update Reports To (M)** link a **search** page will open. The easiest way to access the position you want to update is by entering the position number. However, you can also enter data in the various search fields

Update Reports To (M)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Position Number:	begins with ▼	<input type="text"/>
Description:	begins with ▼	<input type="text"/>
Position Status:	= ▼	<input type="text"/> ▼
Business Unit:	begins with ▼	<input type="text"/> 🔍
Department:	begins with ▼	<input type="text"/> 🔍
Job Code:	begins with ▼	<input type="text"/> 🔍
Reports To Position Number:	begins with ▼	<input type="text"/>

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Position Number	Position Number that you will be updating
Description	Job Title
Position Status	Approved, Frozen or Proposed
Business Unit	Always MPLMN
Job Code	Job Code
Reports to Position Number	Returns all positions that report to the position number you entered

The Position Data page will be displayed as **view only** with the exception of the 'Reports To' field

Description

Position Information

Position Number: 00002365
Headcount Status: Filled **Current Head Count:** 1 out of 1
Effective Date: 08/17/2006 **Status:** Active
Reason: ZRT Change Repts To Position **Action Date:** 08/17/2006
Position Status: Approved **Status Date:** 01/01/1901 **Key Position**

Job Information

Business Unit: MPLMN Minneapolis MN
Job Code: 05426C HR Senior Associate-C **Manager Level:**
Reg/Temp: Regular **Full/Part Time:** Full-Time **Employment Class:** Certified
Union Code: CNR Unrepresented-City
Title: HR Senior Associate-C **Short Title:** HRSrAssoc

Work Location

Reg Region: USA United States
Department: MPLS815 Human Resources Department **Company:** MPL City of Minneapolis
Location: C8156 HR Enterprise Services
Reports To: HR Principal Consultant

The **Effective Date** will always be the current date (today's date)

If you are going to change the data enter the 'Reports To' position in the open field and tab out of the field. Click the **Save** button that appears on the bottom of the page. The **Save** button only appears when you update the data in the 'Reports To' field

Title:	HR Senior Associate-C			Short Title:	HRSrAssoc		
Work Location							
Reg Region:	USA	United States					
Department:	MPLS815	Human Resources Department			Company:	MPL	City of Minneapolis
Location:	C8156	HR Enterprise Services					
Reports To:	<input type="text" value="00003494"/>		Director HRIS Administration-C				
Salary Plan Information							
Salary Admin Plan:	CNR	Grade:	12A	Step:			
Standard Hours:	40.00	Work Period:	W	Weekly			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	8.00	8.00	8.00	8.00	8.00		
 USA							
FLSA Status:	Nonexempt			Bargaining Unit:	8888		
<input type="button" value="Save"/>							

Verify the information using Job Data

Michelle Marie Howard EMP ID: 033395 Empl Rcd #: 0

Job Information Find First 1 of 36 Last

Effective Date: 08/18/2006 **Effective Sequence:** 0 **Job Indicator:** Primary Job

Action / Reason: Posn Chg Change Repts To Position Current

Job Code: 05426C HR Senior Associate-C **Entry Date:** 03/05/2006

Supervisor Level:

Supervisor ID:

Reports To: 00003494 Director HRIS Administration-C 060163 Sandra L Allshouse

Regular/Temporary: Regular **Full/Part:** Full-Time

Empl Class: Certified **Officer Code:** Non-Sworn

Regular Shift: N/A **Shift Rate:** /

Effective Date	Current (today's) Date – If the effective date is in the past you will need to contact HRIS Administration to have the change made
Action/Reason	Posn Chg/Change Repts To Position
Reports To	Reports To data changed

NOTE: If you see **Use Position Data** on the employee record it means that the **Override Position Data** is being used and the employee job data record will not be updated. You will need to contact HRIS Administration in order to have the job data record for the employee updated to reflect the change you made in the 'Reports To' position field.

Michelle Marie Howard EMP ID: 033395 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

HR Status: Active **Payroll Status:** Active

Effective Date: 08/28/2006 **Sequence:** 0 **Job Indicator:** Primary Job

Action / Reason: Position Change Change Repts To Position Current

Last Start Date: 02/05/1996 **Termination Date:**

Expected Job End Date:

Position Number: 00002365 HR Senior Associate-C **Position Entry Date:** 03/05/2006

Use Position Data **Position Management Record**

Regulatory Region: USA United States