

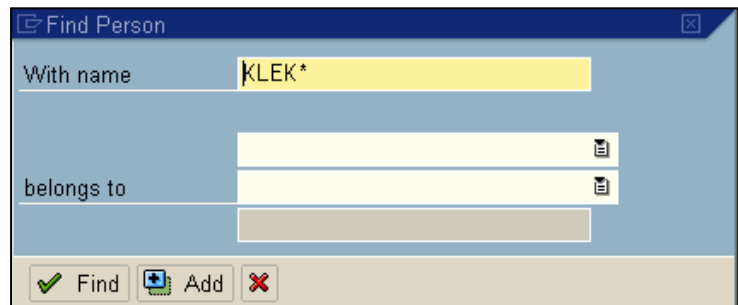
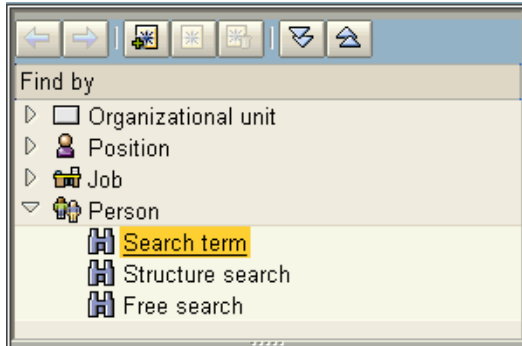
## Finding an Employee's PCR Initiator/Approver or Time Manager

Use the following step-by-step instructions to look up the PCR initiator and approver for an employee or to look up an employee's time manager.

**Step 1** Type the transaction code **PPOSE** in the transaction code field.



**Step 2** In the top left **Find By** section, search for the employee's name by expanding the **Person** and selecting **Search term**. In the **Find Person** dialog box, type part of the employee's name. Remember you can use the asterisk (\*) as a wildcard. Click **Find**.



**Step 3** The employee's name will appear in the search results panel in the lower left. Double-click the name to display the person and their Organizational Assignment in the main panel on the right.

The screenshot shows the main application window with the search results panel on the left and the main data panel on the right. The search results panel shows a table with the following data:

Status	Employee	Code	ID
	Klekamp Ione Ruth	Klekamp	P 00004287

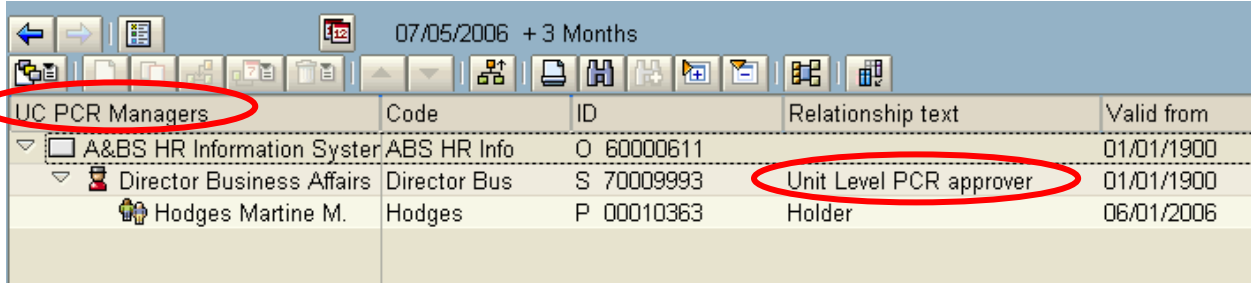
The main data panel shows the details for 'Klekamp Ione Ruth' with the following data:

Organizational assignment	Code	ID	Relationship text	Chief
Klekamp Ione Ruth	Klekamp	P 00004287		
Info Tech Analyst	Info Tech An	S 70004183	Holder	
A&BS HR Information	ABS HR Info	O 60000611	Belongs to	Diersing Christina

A red circle highlights the 'Column Configuration' button in the top right of the main data panel. A yellow callout box points to this button with the text: "Click the Column Configuration button and select all the columns to be added to your display."

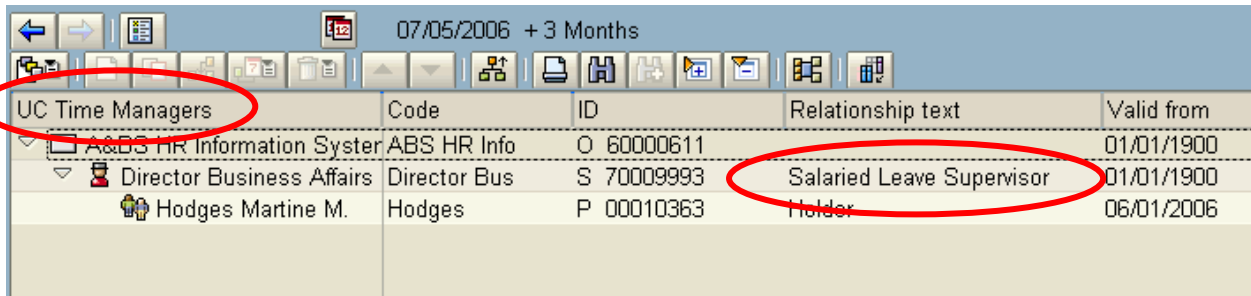
**Step 4** To see PCR Initiators and Approvers, right-click on the person's Org Unit and select **Goto -> UC PCR Manager**.

The title of the main panel will change to UC PCR Managers. Expand the position to see the name of the person. Look under **Relationship text** to see the specific PCR role of the person.




UC PCR Managers	Code	ID	Relationship text	Valid from
▼ A&BS HR Information System	ABS HR Info	O 60000611		01/01/1900
▼ Director Business Affairs	Director Bus	S 70009993	Unit Level PCR approver	01/01/1900
Hodges Martine M.	Hodges	P 00010363	Holder	06/01/2006

To find the employee's time manager choose **Goto -> UC Time Managers**.



UC Time Managers	Code	ID	Relationship text	Valid from
▼ A&BS HR Information System	ABS HR Info	O 60000611		01/01/1900
▼ Director Business Affairs	Director Bus	S 70009993	Salaried Leave Supervisor	01/01/1900
Hodges Martine M.	Hodges	P 00010363	Holder	06/01/2006

**Step 5** If the selected Org Unit does not have a PCR Manager or Time Manager, click the "up one level"  icon and keep going up the organizational hierarchy until you see an Initiator/ Approver or Time Manager.