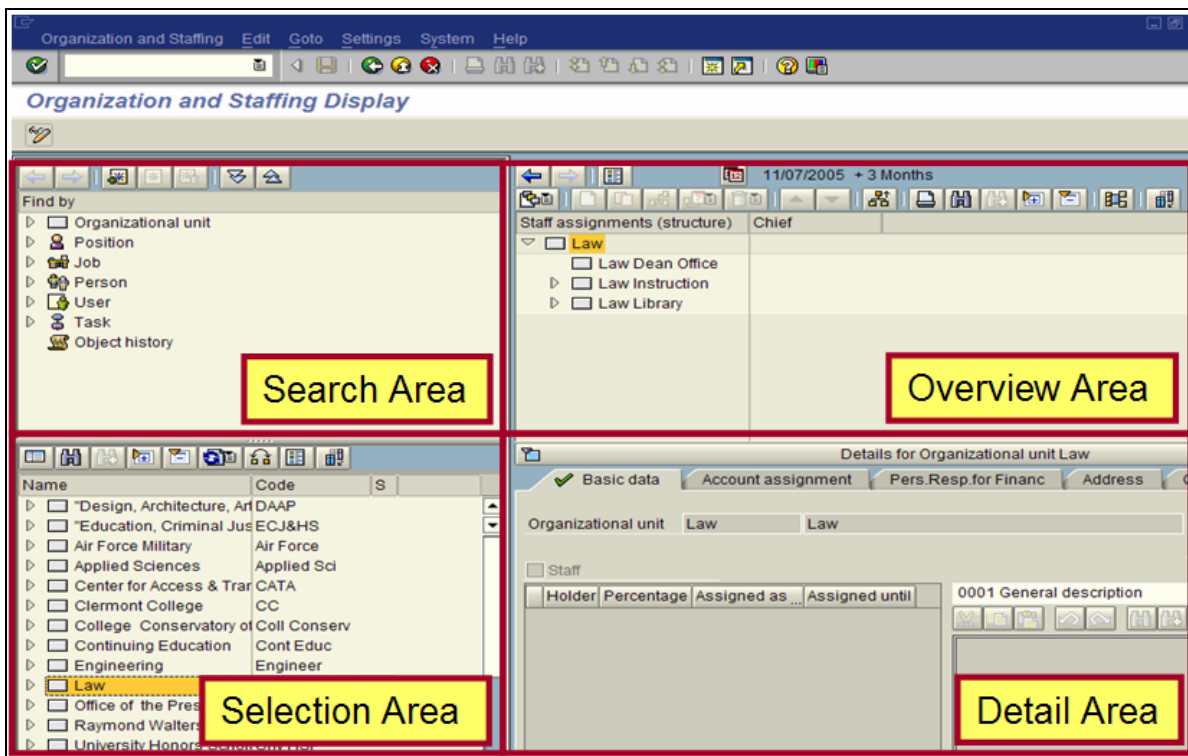


Displaying Organizational Management Information in UC Flex

PPOSE is the transaction code for a function in the UC Flex system that allows you to display the university's organizational structure and all the elements included in the structure, including organizational units, positions, jobs and people. You can also use this transaction to find PCR managers and time managers for an employee. And, this is the transaction you will use to find a position number, which is required to complete the new hire form.

Here are a few tips to get you started with PPOSE:

- Use the transaction code PPOSE to access the Organization and Staffing Display screen. Add this transaction code to your UC Flex favorites for easy access next time.
- The screen consists of quadrants. Once you learn how to use each quadrant of the screen, you will be ready to search and select any part of the organizational structure that you want to display. You can display the organizational hierarchy and drill down of each part of the structure to see detailed information.



Search Area: Use the Search Area in the top left of the screen to initiate your search. Do you want to look for organizational units, positions or people? Expand the type of object you want to find, and use the Search Term to enter your search criteria. Remember you can use an asterisk (*) as a wildcard.

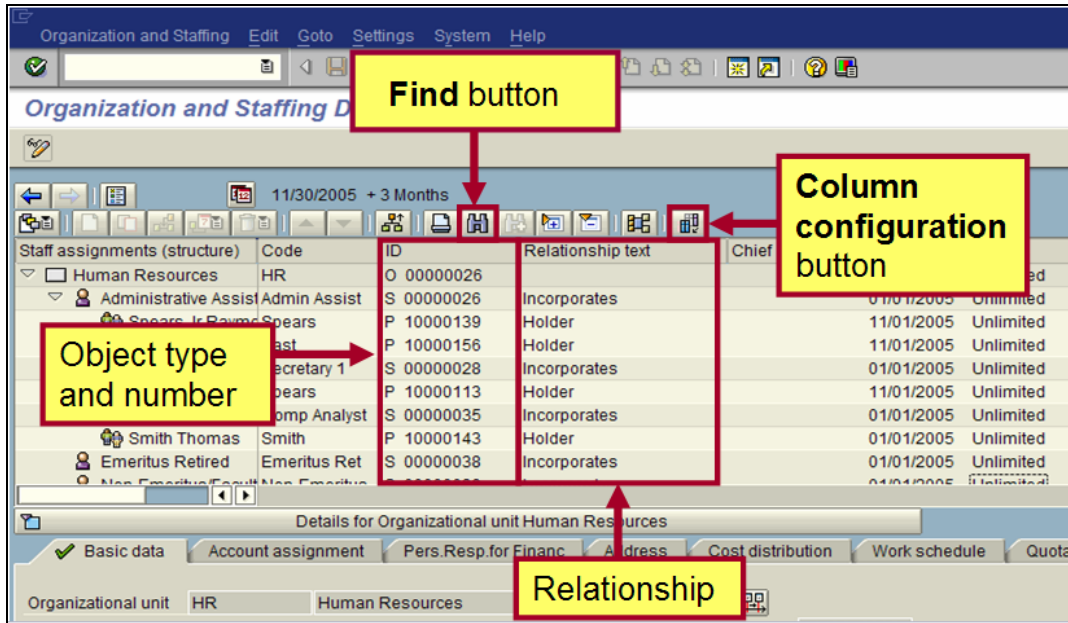
Selection Area: The results of your search are displayed in the Selection Area in the bottom left of the screen. Double-click on a line item to select and display it.

Overview Area: The top right portion of the screen is where you will see the organizational hierarchy you selected. Expand organizational units to see the positions included in them. Expand positions to see the people who hold them.

Detail Area: Select an object in the Overview Area to display it in the Detail Area, and use the tabs to navigate through details.

Some tips for using the Overview Area:

- Click the Column configuration button and select all the columns to be added to your display.
- Use the Find button to search for specific text.
- The ID field displays the specific number for an object. For positions, look for object type S.
- Expand pooled positions, like student workers and graduate assistants to see multiple people listed.



The PPOSE transaction also enables you to see PCR managers and time managers for an employee. To see PCR Initiators and Approvers, right-click on the employee's organizational 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. To find the employee's time manager choose **Goto -> UC Time Managers**.

