

HR Organizational Structure

In order to maintain the Human Capital Management (HCM) Organizational Structure, each agency must provide a complete and accurate representation of its current reporting structure. This task can be accomplished and kept up to date using SPAHRS. By utilizing the following position fields in SPAHRS, the agency can represent its organizational structure in a format that can be converted for MAGIC:

- *Report to: Agency*
- *Report to: PIN*

It will be essential for each agency to continue to maintain these fields in SPAHRS as personnel changes occur. Keeping this data updated and accurate will ensure the employees at your agency have the appropriate access to the MAGIC system tasks they need to do their jobs.

Notes:

- **For HCM, the organizational units will be created for each supervising manager. In MAGIC, a supervising manager is considered an organizational unit.**

Please note that based on your SPAHRS security you may not have the ability to complete the task below. Please ensure that someone in your agency is able to make the needed updates.

MAGIC Review Instructions:

Review the organizational structure in MAGIC to help with identifying changes needed in SPAHRS. MAGIC is updated nightly with any SPAHRS changes. Review updated MAGIC organizational structure as often as needed to verify SPAHRS changes and identify more updates.

- 1) In ECC, run transaction PPOSE to see the current hierarchical organizational structure for the agency.
- 2) Expand all organizational units with + icon.
- 3) Select Print icon to generate report and include icons and show hierarchy.
- 4) Save the Print version along with the icon gif files.

SPAHRS Update Instructions:

- (1) Ensure the organizational chart for your agency is complete, current, and accurate for reference in making updates in SPAHRS.
- (2) Update the SPAHRS fields ***Report to: *Agcy and Report to: *PIN*** so that they represent the organizational structure of your agency. Be sure this data is current and accurate for every agency PIN. Detailed instructions for these updates are provided in Step 3 below.
- (3) To access these fields from SPAHRS Main Menu:
 - Key Direct command **PO MP MP** to get to Maintain Position Information

Or

- Step through the menus:
 - SPAHRS Main Menu
 - Key **PO** as Code for Position
 - Position Menu
 - Key MP as Code to Manage Position
 - Manage Position Menu
 - Key MP to Maintain Position Information

(a) Press **F11** to scroll right for the additional position screen:

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/02/2011
PHOPPNOD PHOPPN1M Maintain Position Information 01:07 PM
< 1 more
Action: _ (A,C,D,M,N,P)

*Agency Nbr: ____
*PIN: ____ Approval: A
*WComp Class: ____ Report to: *Agcy: ____ *PIN: ____
*Schedule: ____ Teacher Months: ____ Nbr be paid: ____
*Retirement Pgm: ____ *Emolument Type: ____ Amt: ____
Recruitment Flex: _ *Leg Mileage Type: ____ Mileage: ____
*Selection Exempt: _ *Pay Method: _ *Pay Frequency: _
EE04 Exempt: N *PERS PIN Code: ____ *Extra Hrs: ____
PAR Required Ind: _ Workers Comp Sub Agcy: ____ *RIF: _
PAR Sort Code: ____ Warrant Sort Dtls: ____

Display *Addl Comp Effect Date End Date Pct
1__ of ____ _ _ _ _ _ _ _ _ _ _
Trans Eff Dt: _ _ _ _ _ Transmit for Approval?: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit
  
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(b) **Report to: *Agcy** and ***PIN**:

SPAHRS Field	Value to enter
Report to: *Agcy	Enter your agency's 4-digit SPAHRS agency code . Enter the agency number for the Agency Director, even if they report to a position outside of the subagency.
Report to: *PIN	Enter the PIN of that position's manager . The "Report to PIN" field should represent the PIN responsible for the individual's performance appraisal and day-to-day work assignments. It should not be used to link a PIN to a budget area if that area does not direct and supervise the employee.

NOTE:

- “Report to Agency” and “Report to PIN” should be updated for all filled and vacant/unoccupied positions. The only exception is that the Agency Director’s (Executive Director) “Report to PIN” field must be blank.

After your agency has completed the steps above, please let us know by providing the information at the link below.

[Organizational Structure SPAHRS Update Completion](#)