Maintain Reporting Relationships

Visit the HR Manager Toolkit for more information on HR related policies, processes and training.

Reporting Relationships

Reporting relationships are recorded in PAC to relate each position number to the position number for the manager to whom that position reports. These relationships drive the PAC Time and Absence request workflow and maintaining them is necessary to ensure that an employee’s time and absence requests route to his/her manager.

The Manager Self Service Role is required to be able to access and update this information for employees in your departments.

Overview

Whenever a new position is requested, be sure to include the ‘reports to position number’ on the Position Management Request Form and the relationship will be set up in PAC when the position is created. Once established, changes to this structure are not required unless there is a reporting relationship change (e.g., position number changes, organizational structure changes, manager transfers, terminations and extended leaves of absence when a proxy is not used).

Reporting relationships should be reviewed on a periodic basis to ensure that every position in your department is set up to report to the correct position number. This activity should be done even if a person is not actively occupying a position. If a new employee is occupying an existing position with an established relationship, there is no need to adjust the ‘reports to’ unless the position is reporting to a new position.

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Multiple Incumbents in a Position
If employees are in a multi-incumbent position, changes made on this page will update the reporting relationship for all incumbents in the position. If some of the employees report to different managers, they must have different position numbers. Managers cannot be in a multi-incumbent position.

To change the reporting relationship for one or more employees in a multi-incumbent position, a new position number needs to be created by HRPC and the new reporting relationship established.

View/Update Reporting Relationships

**Step 1: Review Existing Reporting Relationships**
Before you update existing reporting structures, it is helpful to run the *Active Positions and Incumbents Report* accessible through the reports section of the HR Manager Resources page on myColumbia. This report lists the active positions and the incumbents in those positions along with the manager to whom that position reports.

Navigate to [https://my.columbia.edu](https://my.columbia.edu) and log in with your UNI and password. Click on the **HR Manager Resources** tab and then **HR Manager Reports**. Training materials on how to generate HR Manager Reports are available in the **Course Catalog** on the HR Website.

![Active Positions and Incumbents Report](image)

**Step 2: Navigate to the Page**
Using the PAC menu, navigate to: **Manager Self Service > Job and Personal Information > Reporting Structure & Location**. **Department Time Administrators can also access this page from the Workcenter “Manage My Department” tab and then the “Reporting Structure & Location” sub-tab.**
Step 3: Locate the Employee/Position

**Enter search criteria** such as the Employee ID, UNI or name into a field and click ‘search’. If multiple results are returned or the employee has multiple positions, select the employee and their correct position to view by clicking the link for the position you wish to view from the search results list. You will only see and be able to update data for employees whose positions are in departments to which you have access.

Step 4: Enter the Effective Date for the Reporting Relationship

Effective dates cannot be retroactive.

Step 5: Update Reporting Relationship Details

**Enter the manager’s position number** in the “reports to” field on the left hand side of the screen. You can also click the magnifying glass to search for the correct person. The right side of the screen displays the ‘position number’ and position description the employee’s position currently reports to. To determine who the person in that position is, refer back to the *Active Positions and Incumbents Report*.

Step 6: Save

Click Save on the bottom of the screen to save the changes. Updates can be made until 5 pm.
Optional Updates

In addition to updating the reporting relationship, an employee’s work location, office and check addresses can also be updated but are not required.

Location Code
The location code indicates the employee’s work location. This is defaulted per the position number but can be changed if needed.

Employee Personal Details
In this section, on the right side of the screen, you can see the current office and check address information. Updating this section is optional and should only be completed if a change is required.

Check Sequence Code
The check address is the delivery location for an employee’s paycheck; usually the location of the Departmental Administrator. The check sequence code indicates the employee’s department and location where a paper check/check advice would be delivered. A Check Sequence Code is required for all employees regardless if they receive a paper check or direct deposit. A listing of Check Sequence Codes can be found in a job aid in the Course Catalog on the HR Website.

If a new check address is needed for the employee, enter the new ‘Check Sequence Code’ in the field on the left hand side of the screen.

CU Office Address
The CU Office Address is the employee’s official Columbia University work address. Enter any required updates on the left-hand side of the screen. Important! Foreign address changes can only be done via the View Employee Personal Info page.

Note: Only updated information will be changed in PAC. If a line is left blank, the information that was already in place will remain.