

How to check if someone has any “Reports”

In order to be able to be added to the “Hiring Manager” field on the Hiring Team page on a job posting in TAM, a person must be an active employee and have at least one position (vacant or filled) that reports to them. Here’s how to check if someone has any positions reporting to their position.

Log into UCPATH.

Navigate to: **Workforce Administration > Personal Information > Person Organizational Summary** page:

Look up the possible Supervisor.

Remember you may need to click the “View All” link on the upper right side to see all job records.

Find and copy the **Position Number** for the relevant job.

Person Organizational Summary															
S		R		Person ID 101551											
				Benefit Eligibility Hours		1084.00									
				Limited Hours Career											
				Floater Hours Career											
Employment Instances Find View															
ORG Instance 0		HR Status Inactive		Last Hire 03/13/2017											
Primary Job: <input type="checkbox"/>		Payroll Status Terminated		Termination Date 06/12/2020		Resign - No Reason Given									
Assignments Personalize Find First 1 of 1															
Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
0	BKCOMP	4015766	MCECO	ESPM ECOSYSTEM SCIENCES DIV	009612	SRA 2		0.500000	Staff: Career	RX	E	1ME	S	None	
ORG Instance 1		HR Status Active		Last Hire 03/13/2017											
Primary Job: <input checked="" type="checkbox"/>		Payroll Status Active		Termination Date											
Assignments Personalize Find 															
Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
1	BKCOMP	4080064	OJDRS	Res Field Stns & Nature Reserv	000841	ACADEMIC COORD L-FY	06/30/2021	0.500000	Academic: Non Faculty	99	E	1AC	S		

Navigate to:

Organizational Development > Position Management > Maintain Positions/Budgets > Add Update Position Info

Add the Position Number into the “**Reports To Position Number**” field.

(Reminder: the **Position Number** field at the top of the page is to see the details of a position)

Click the **Search** button.

[Favorites](#) > [Main Menu](#) > [Organizational Development](#) > [Position Management](#) > [Maintain Positions/Budgets](#) > [Add/Update Position Info](#)

ORACLE

 All Search [»](#) [Advanced Search](#)

Add/Update Position Info

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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Position Number
 Description
 Position Status
 Business Unit
 Department
 Job Code
 Reports To Position Number

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

No matching values were found.

If the person's position number is listed as the "report to" on any other positions (filled or vacant), those positions will show up.

If NO positions are listed as "reports to" this position, you will get a "no matching values found" message.