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.

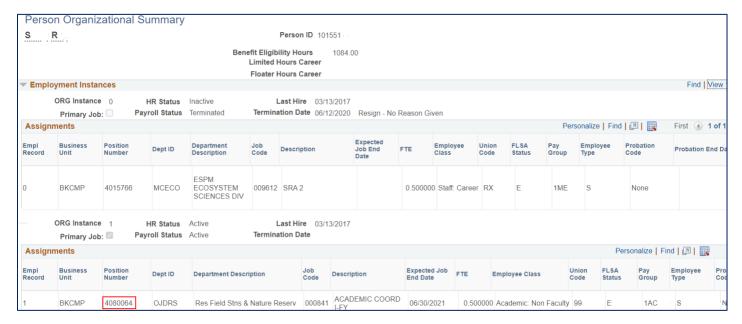
Log into UCPath.

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.



Navigate to:

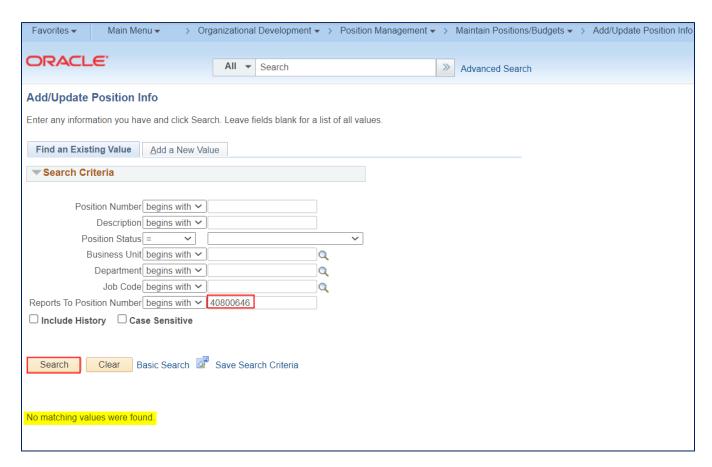
Organizational Development > Position Management > Maintain Positions/Budgets > Add Update Position Info

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.

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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.

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