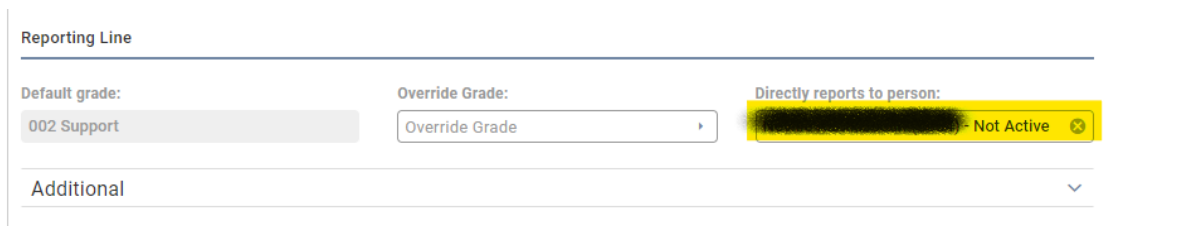


Position Screen:

Why is the “Directly reports to” person on an employee's Position screen reflecting as "Not Active", when their employee record is active?

People have mentioned that the Directly reports to person shows – Not Active even though they are currently active on the system.



The screenshot shows a form titled "Reporting Line". It contains three fields: "Default grade:" with a value of "002 Support", "Override Grade:" with a dropdown menu showing "Override Grade", and "Directly reports to person:" with a value of "Not Active" highlighted in yellow. Below these fields is an "Additional" section with a dropdown arrow.

This means that the employee is not TERMINATED.

The reason the manager shows as “not active” on the employee’s Position screen is that the manager’s “position effective date” is after the employee’s.

The system assumes that employees are put in positions AFTER managers have been linked to that position (and not that employees can be linked to a position before their managers effective position date).

Even though the manager shows as “not active” on the employee’s screen, the manager is still active and able to perform all necessary ESS functions.

If you wish to correct it, follow the instructions:

On the employee position screen –

Select the "+ Position" button to capture the employee's position effective date as the same or later than their manager's effective date.

The employee's manager will no longer reflect as "Not Active" on the "Directly reports to person" field.