

Approval Hierarchy: -

- Employee- Supervisor Hierarchy:** - if you want to follow supervisor hierarchy every employee should be assigned with Manager.

The screenshot shows two user profiles in the Oracle HCM application:

- Casey.Brown Profile:**
 - User Name: CASEY.BROWN
 - *Active: Active
 - No user account selected.
 - Employment Information:**
 - *Person Type: Employee
 - Legal Employer: US1 Legal Entity
 - *Business Unit: US1 Business Unit
 - Job: Administrator
 - Grade: Mgmt06
 - Department: Finance US
 - Location: Chicago
 - Mail Stop: [empty]
 - Manager: Kennedy, Anita
 - Resource Information:**
 - Resource Role: Contract Administrator
- Anita.Kennedy Profile:**
 - User Name: ANITA.KENNEDY
 - *Active: Active
 - No user account selected.
 - User Details:**
 - (radio button) Enter user name
 - (radio button) Link user account
 - Employment Information:**
 - *Person Type: Employee
 - Legal Employer: US1 Legal Entity
 - *Business Unit: US1 Business Unit
 - Job: Chief Financial Officer (CFO)
 - Grade: Mgmt10
 - Department: Executive Office
 - Location: Headquarters
 - Mail Stop: [empty]
 - Manager: Taylor, William
 - Resource Information:**
 - [empty]

Here the employee user **Casey. Brown** is assigned with **manager ANITHA.KENNEDY**, and she is assigned with **Manager Taylor, William** Similarly Taylor, William is also assigned with another manager and so on.

We have to setup approval rules, there is no separate configuration for this Employee supervisor hierarchy.

Taylor, William

Kennedy, Anitha

Casey. Brown requester → 2 levels

→ All three users must be employee users and manger should be assigned.

Taylor, William	WILLIAM.TAYLOR	3
Kennedy, Anitha	ANITA.KENNEDY	Taylor, William 3 2
Casey. Brown	CASEY.BROWN	Kennedy, Anita 2 1 (Starts with manager)
scm10.student	Casey. Brown	1 (starts with requester)

2. Job Level Hierarchy: -

VP 30

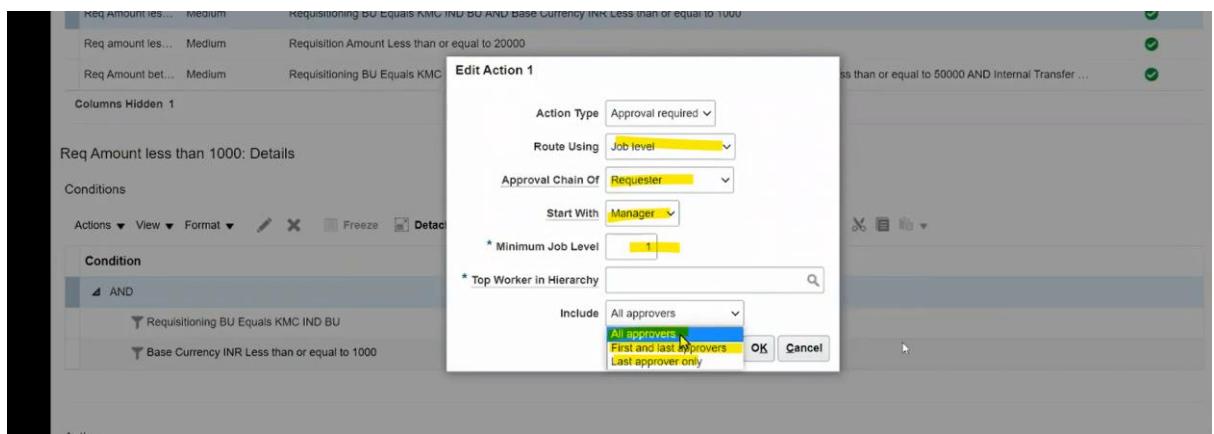
Director 20

Manager 10

It will route according to the Job level not like name of the employee.

It is almost same as above hierarchy but it will follow to job level.

Mostly 90% supervisor hierarchy are following.



Here Route using: Job level

Start with: requester/preparer/ manager etc

Minimum job level: 2 , it will goto two levels

Include: all approvers → will go to all levels of the approvers.

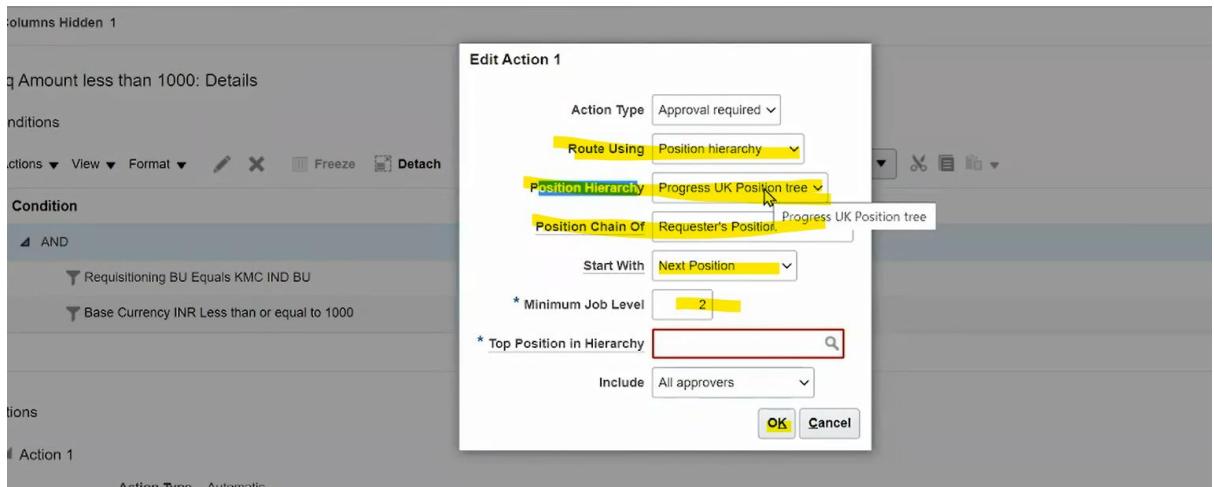
First and last approvers

Last approver only → last job level only

3. Position Hierarchy: -

- C Procurement Director
- B Procurement Manager
- A Procurement Associate

This hierarchy will work simply based on the hierarchy you have prepared.

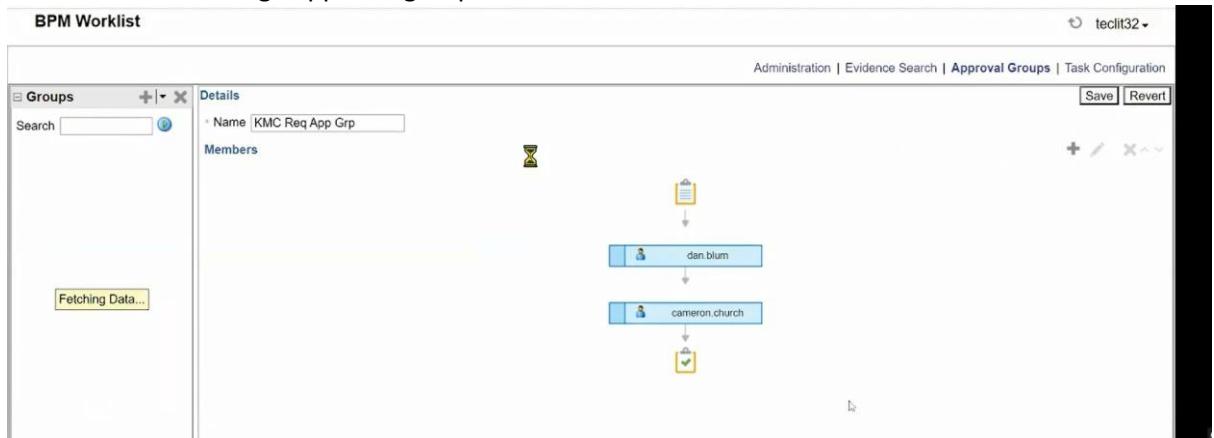


If A position is the requester, B and C are the approvers.

- D Procurement Director
- C Procurement Manager
- A Procurement Associate

4. Approval Group: -

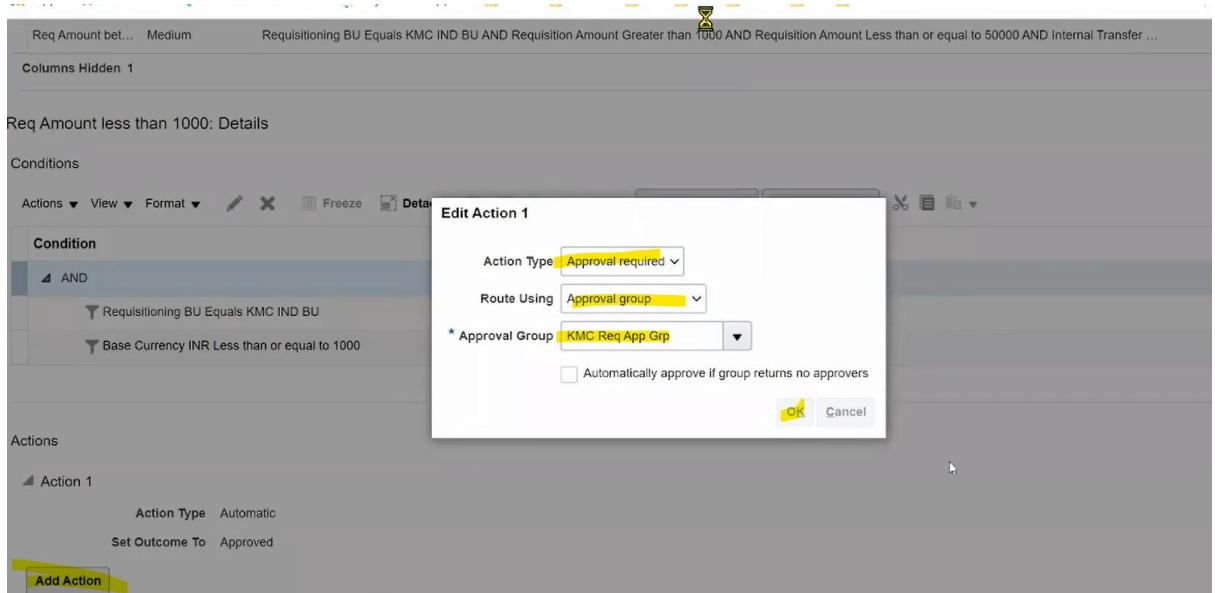
Global search > Manage approval groups >



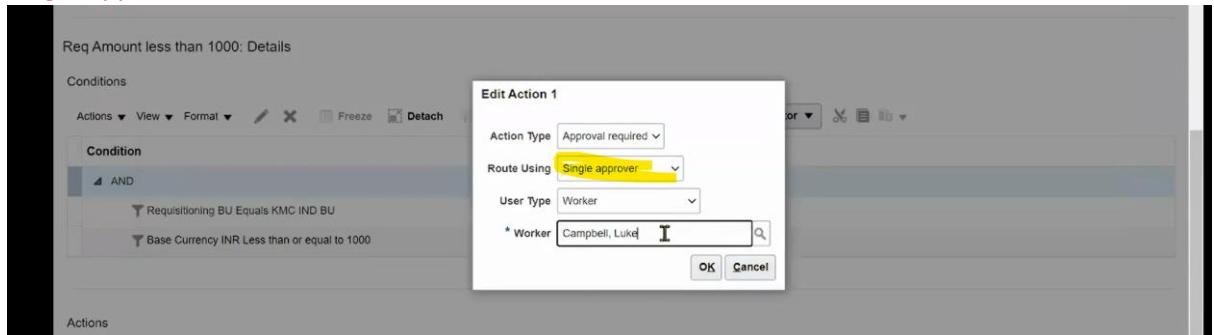
Click on + symbol, Enter the Group Name

Click on + to add the members and save it.

This group can be used to assign in the requisition approval action conditions, whenever required as shown below.



5. Single Approver:-



We are assigning it to the single approver,
User type: worker/requester/preparer/buyer/ Project Manager/Task manger etc.
If it is a worker assign that particular worker name.

