

Approval Hierarchy: -

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

User Name   No user account selected.

\*Active

Employment Information

\*Person Type

Legal Employer

\*Business Unit

Job

Grade

Department

Location

Mail Stop

Manager

Resource Information

Resource Role

User Details

☒ Enter user name ☐ Link user account

User Name   No user account selected.

\*Active

Employment Information

\*Person Type

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\*Business Unit

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Manager

Resource Information

Here the employee user **Casy. Brown** is assigned with **manager ANITHA.KENNEDY**, and she is assigned with **Manager Taylor, William** Similarly Taylor, William is also assigned with another manger 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 manger)
scm10.student	Casey. Brown		1	(starts with requester)

## 2. Job Level Hierarchy: -

VP            30

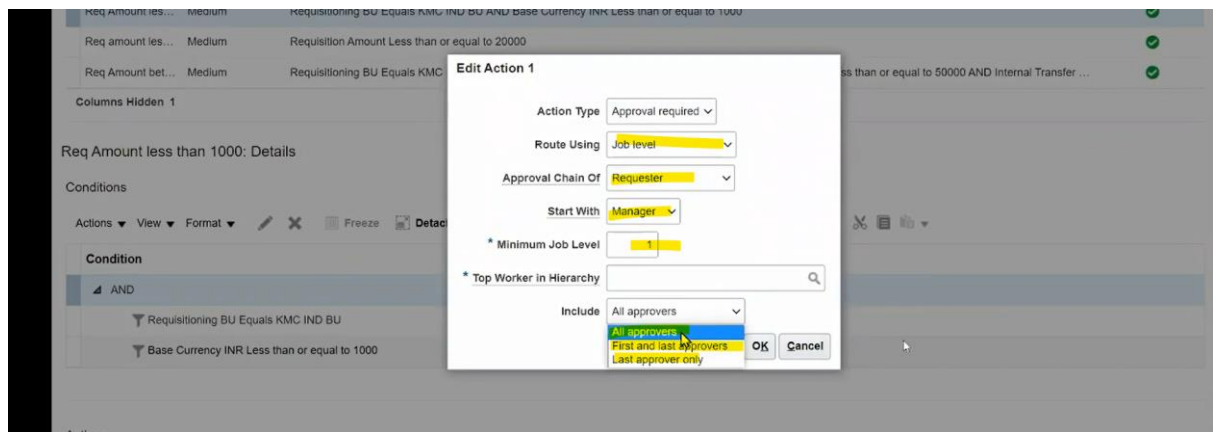
Director    20

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

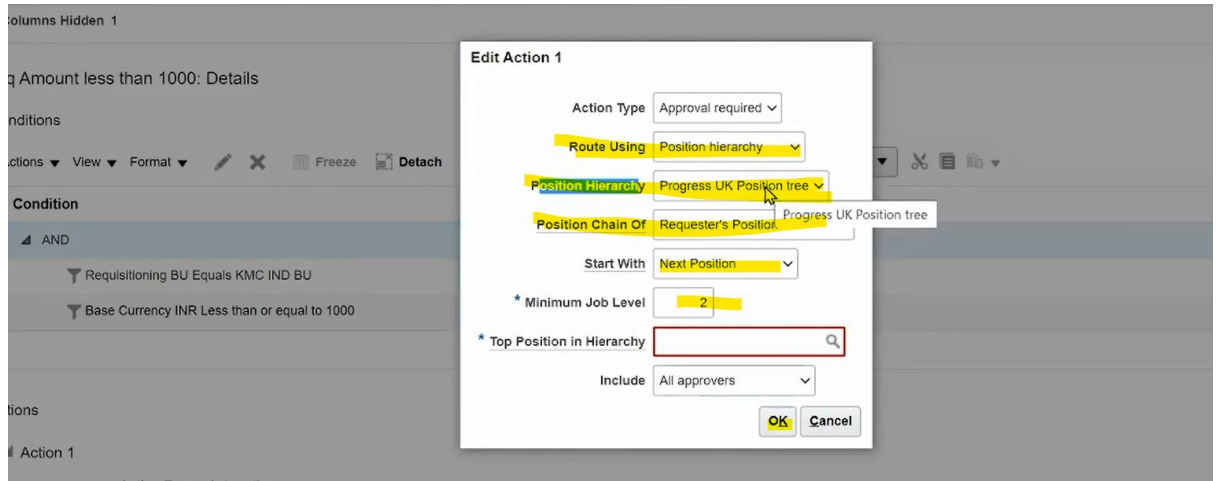
## 3. Position Hierarchy: -

C    Procurement Director

B    Procurement Manager

A    Procurement Associate

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

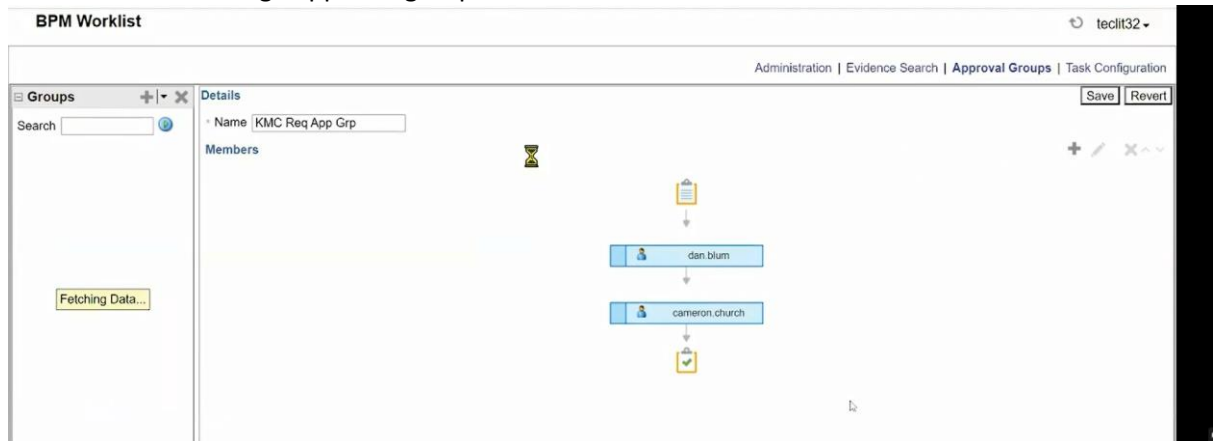


If A position is the requester, B and C are the approvers.

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

#### 4. Approval Group: -

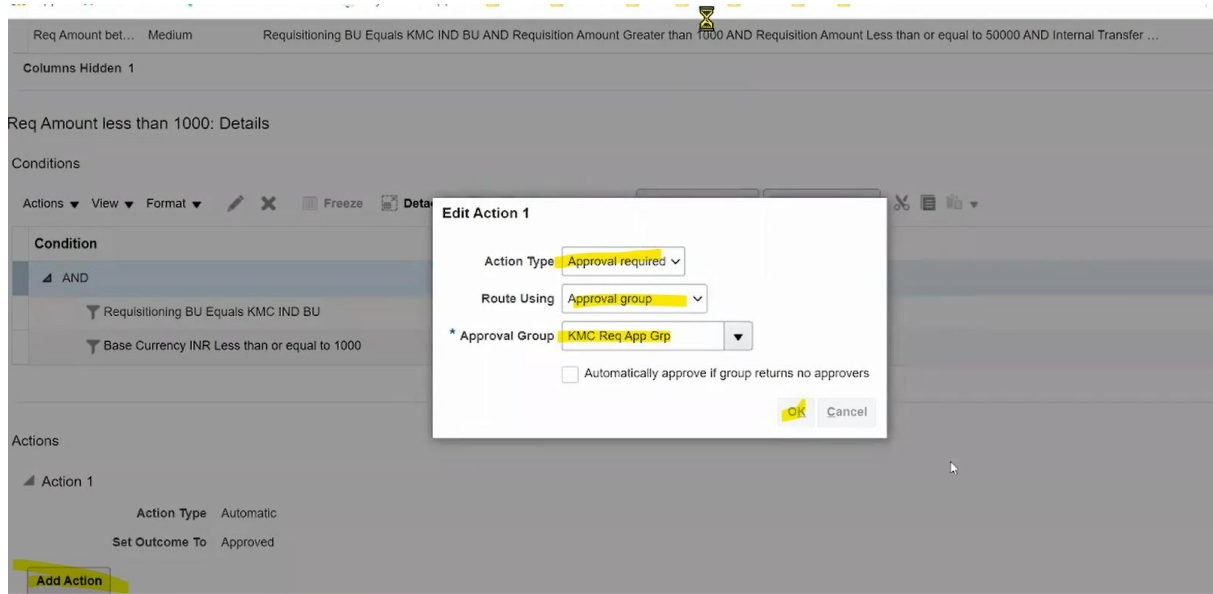
Global search> Manage approval groups>



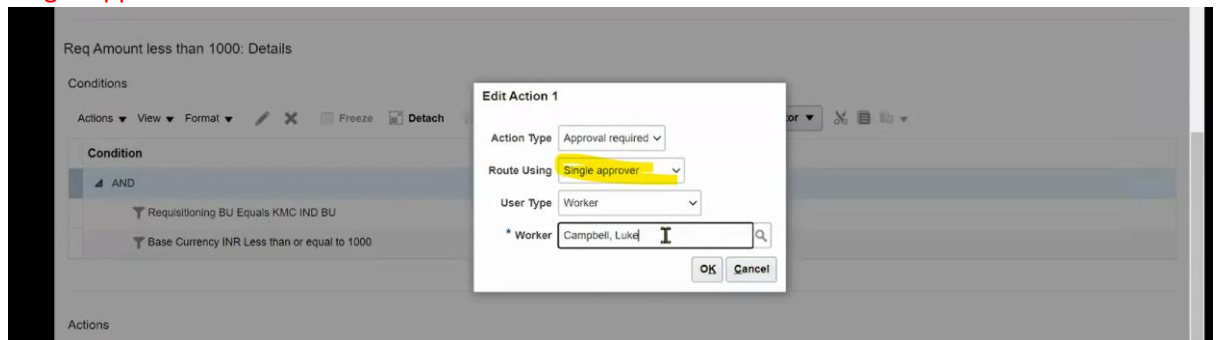
Click on + symbol, Enter the Group Name

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.

