

Setting up a Direct Manager

A direct manager is a person’s supervisor in the IRIS HR Organization Chart. All University employees should have a direct manager specified. The direct manager role is used in the University’s travel System, Concur, approval path in the following situations:

- For a request and an expense report approval when the cost object approver is the traveler
- For an expense report when it is submitted over 90 days since the end of the trip date

When a cost object approver is the traveler and they do not have a direct manager, the request or expense report will auto-approve (as long as there are no special conditions, such as it is international travel). University policy dictates that no employee approve their own expenses; therefore, every cost object approver must have a direct manager.

A direct manager receives email notifications in the following situations:

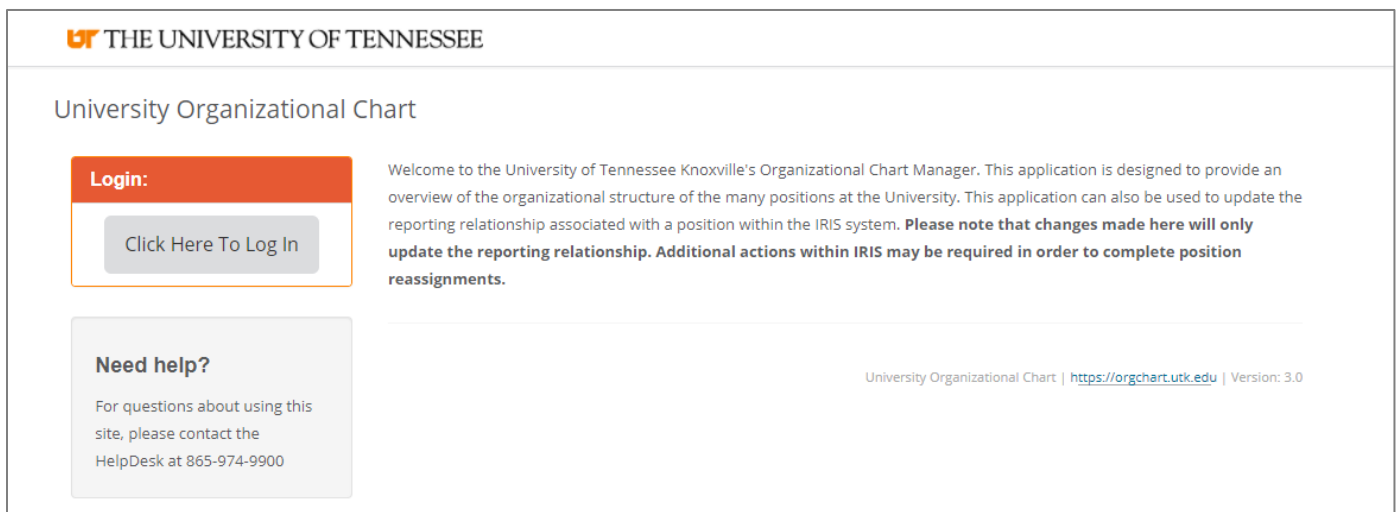
- 30 days after a travel card charge, if it is not assigned to an expense report
- 30 days after the end of a trip, if the expense report has not been filed
- 28 days after the end of a trip, if a cash advance has not been expensed

There are two methods by which a direct manager can be assigned.

Org Chart Manager

The recommended method is to use the [University Organizational Chart](#) application. Using this application simplifies the approval for changes. The change can be made by a supervisor for people reporting to them (directly or indirectly) or a proxy set up for that supervisor who can make changes to everyone reporting to that supervisor. Each campus/unit’s HR Officers have proxy rights for the entire campus/unit.

See the “[ORG CHART MANAGER](#)” help documentation for this application or contact 865-974-9900 for assistance.



Position Create/Change eForm in IRIS

Transaction ZPPOSITION000 (menu path: Human Resources -> Personnel Management -> Administration -> HR Master Data). The eForm follows the full HR approval path for positions.

See the “[Position Create/Change eForm](#)” help documentation for this application.

Position Request

Create Change Display Copy

Positions Workflow History

Selection Criteria

Effective Date:	<input type="text"/>	Create Requisition?
Position Number:	<input type="text"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Position Title:	<input type="text"/>	
Org Unit Cost Center:	<input type="text"/>	
Holder Pernr:	<input type="text"/>	
Job:	<input type="text"/>	
Job Title:	<input type="text"/>	
Funding Source:	<input type="text"/>	
Funds Center:	<input type="text"/>	

Include Obsolete Positions?

If you have questions or need additional assistance utilizing the University's travel system, please contact travel@tennessee.edu.