

# Getting Started: Supervisory Organization Inheritance

## WHAT IS SUPERVISORY ORGANIZATION INHERITANCE?

Occasionally there is a need to temporarily change the supervisor for multiple workers at a time. Supervisory organization inheritance provides the next level manager with the ability to manage job requisitions & the workers in the supervisory organization(s).

## REASONS FOR SUPERVISORY ORGANIZATION INHERITANCE

- A leader left Geisinger
- A leader transferred out of the department
- A leader is on a leave of absence

Please use this job aid ([Mass Supervisor Change](#) Job Aid) if any of the below apply:

- A change in leadership
- A restructure/reorganization

## REPORTING STRUCTURES IN WORKDAY

**Supervisory organizations or “sup orgs” are the foundation of Workday.** They represent the reporting structure and have connections to almost every functionality within Workday. Every supervisory organization has a staffing model. There are two types of staffing models: Position Management and Job Management.

- In **Position Management**, a position must be created for each new employee/opening. Reports will show open positions and vacancy rates.
- In **Job Management**, no positions are needed in order to create a job requisition. There is no ability to report on vacancy rates – only true open job requisitions. These supervisory organizations will be prefixed with “JM-”.



Geisinger’s staffing model is a mix of the two: employees with budgeted hours will sit in Position Management. Contingent Workers and Per Diem employees will sit in Job Management.

## THINGS TO CONSIDER WITH SUP ORG INHERITANCE

Within Workday, there is the ability to inherit managerial responsibilities.

- Supervisory Organizations cannot be split between multiple managers when inherited.
- This is not the same as delegation. Delegation provides an appointed delegate with the ability to initiate or manage certain types of transactions on behalf of the delegator. More information on delegation is available [here](#).
- Please note that to be a supervisor of a sup org, your job profile must be a management level of Supervisor or above.



### **Don’t know the best path forward?**

Contact our Employee Contact Center at 570-271-6640 or via email at [EmployeeContactCenter@geisinger.edu](mailto:EmployeeContactCenter@geisinger.edu)

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## HOW DO WE PROCESS THE CHANGES IN WORKDAY?

The process differs based on what is happening:

- A leader **left Geisinger**
  - The terminating worker's manager must [submit the termination](#); as part of the Termination process:
    - Workday automatically performs the sup org inheritance.
    - The terminating worker's manager will receive an inbox task to create the job requisition to replace the terminating worker.
  - By doing this, the vacant position remains the true manager of the supervisory organization. When the position is filled, the new worker will automatically be the manager of the organization without manual intervention.
  - **Questions?** Reach out to your Recruiter for assistance.
- A leader **transferred out of the department**
  - As part of the Change Job (transfer) process, Workday automatically performs the sup org inheritance.
  - The transferring worker's manager can [create a job requisition](#) to backfill the open position.
  - By doing this, the vacant position remains the true manager of the supervisory organization. When the position is filled, the new worker will automatically be the manager of the organization without manual intervention.
  - **Questions?** Reach out to your Recruiter for assistance.
- A leader is on a **leave of absence**
  - A leader preparing for leave should submit their leave request either through Matrix (for FMLA leaves) or through Workday (for Personal Leaves).
  - Once the leave request is submitted, Workday automatically performs the sup org inheritance.
  - **Questions?** Reach out to your HR Partner for assistance.
- A leader returns from a **leave of absence**
  - A leader preparing to return from a leave should contact Matrix (for FMLA leaves) or submit their return from leave request in Workday (for Personal Leaves).
  - Once the return from leave request is submitted, Workday automatically returns the sup orgs to the manager.
  - **Questions?** Reach out to your HR Partner for assistance.

## WHAT ABOUT OTHER SYSTEMS?

Downstream systems such as UKG (Kronos), Outlook, Teams and Epic will update once the inheritance has occurred in Workday.

If you do not see these downstream systems reflect the change 1-2 business days after the effective date of the change, **please contact the IT Service Desk at 570-271-8092.**