

HRMS Organizational Management Relationships Guide

Last Updated: April 2025

WASHINGTON STATE
Office of Financial Management
State Human Resources & HRMS Data Stewards



Purpose

Use this guide to assist with coding relationships on various organizational management object Relationships (1001) infotypes.

Once a relationship is created on one object, HRMS automatically creates the corresponding relationship on the related object. For example, during the Create Position transaction, if you create a relationship to assign the position to an organizational unit using the Belongs to (A 003) relationship, then the system will automatically create the Incorporates (B 003) relationship on that organizational unit with the new position as the related object.

Relationships 01 S 71058980 1

Relationship type/relationship A 003 Belongs to

Related Object

Type of related object	Organizational unit
ID of related object	31019531
Abbreviation	AP
Name	Accounts Payable

Priority

Record 1 of 8

Relationships 01 O 31019531 1

Relationship type/relationship B 003 Incorporates

Related Object

Type of related object	Position
ID of related object	71058980
Abbreviation	54244
Name	FISCAL ANALYST 3

Priority

Record 3 of 4

Additional Resources:

[HRMS Data Definitions Resource Guide](#)

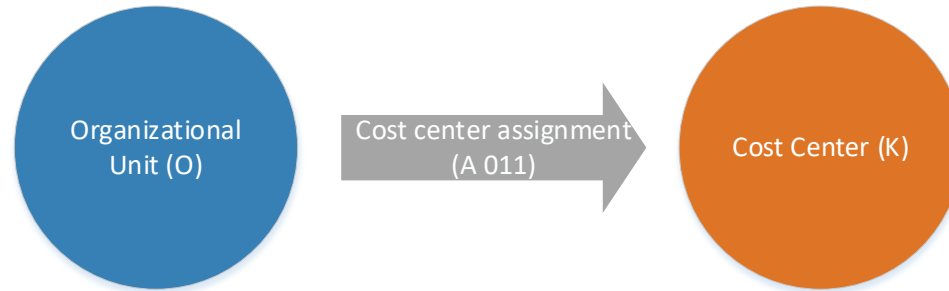
[HRMS Support Hub](#)

[Washington Workforce Analytics](#)

Organizational Units

Cost Center

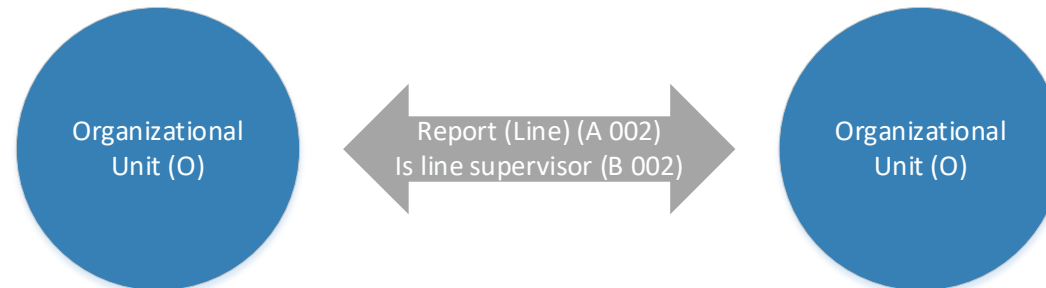
An organizational unit to cost center relationship is required for all org units. This relationship establishes the financials for all positions within the org unit.



Organizational Unit

An organizational unit to organizational unit relationship is required for all org units (except the 1st level hierarchy). This relationship is needed for HRMS's role-based security and identifies where the org unit fits in the agency structure.

- The org unit with the lower-level hierarchy uses the Report (Line) (A 002) relationship
- The org unit with the higher-level hierarchy uses the Is line supervisor (B 002) relationship



Organizational Units, cont.

Position

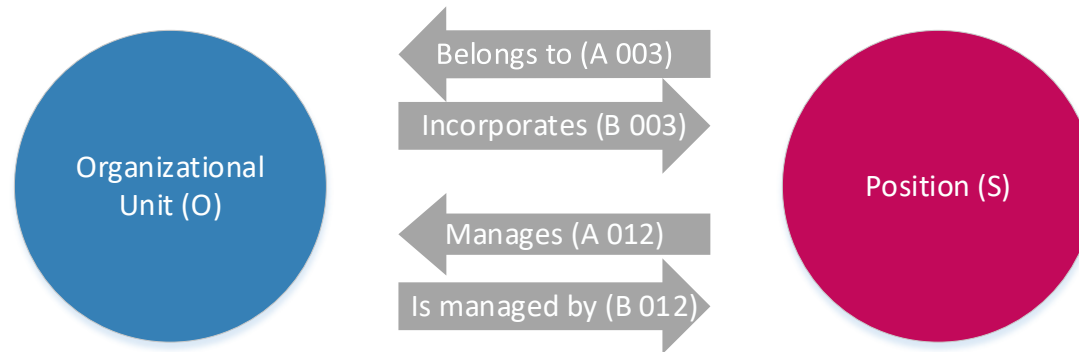
An organizational unit to position relationship is required for all positions. This relationship is needed for HRMS's role-based security and identifies where the position fits in the agency structure.

- The position uses the Belongs to (A 003) relationship
- The org unit uses the Incorporates (B 003) relationship

Position

A second organizational unit to position relationship is required for agencies that use MyPortal for leave processing. This relationship identifies the Leave Approver (Chief) position.

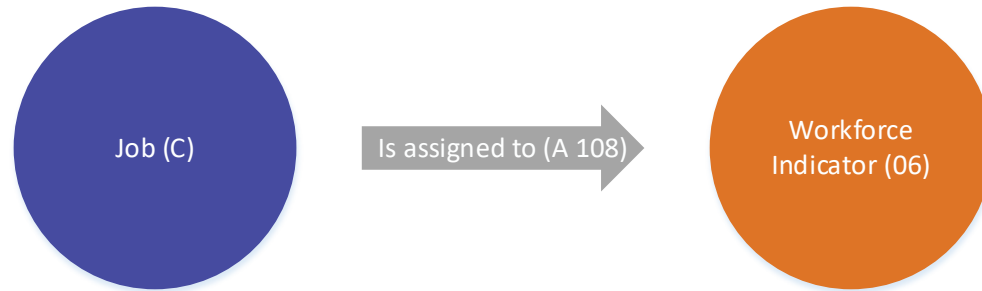
- The position uses the Manages (A 012) relationship
- The org unit uses the Is managed by (B 012) relationship



Jobs

Workforce Indicator

A job to workforce indicator relationship is used to identify the job's type of employment (workforce indicator). This relationship is maintained by State Human Resources.



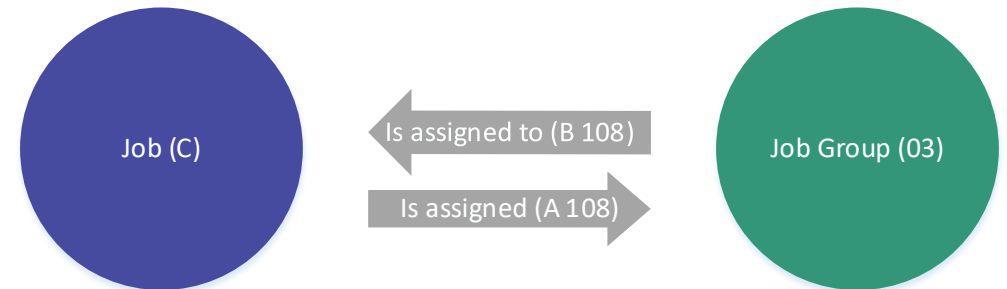
Statewide Job Grouping

A job to statewide job grouping relationship is used to categorize jobs into skill-related groups. This allows agencies and the enterprise to identify the availability of that type of work, and can be used in workforce planning.



Job Group

A job to job group relationship can be used to categorize the job in a different way than the EEO category. This allows agencies to report job groups in a more customized way.



Jobs, cont.

Position

A job to position relationship is required for all positions to identify the positions allocated to the job. This relationship is viewable on the job but is not maintained directly on the job.

- The job uses the Describes (A 007) relationship
- The position uses the Is described by (B 007) relationship



Person

A job to person relationship is needed when an employee is performing a different job than that assigned to their position, such as in-training or under fill appointments.



Positions

Organizational Unit

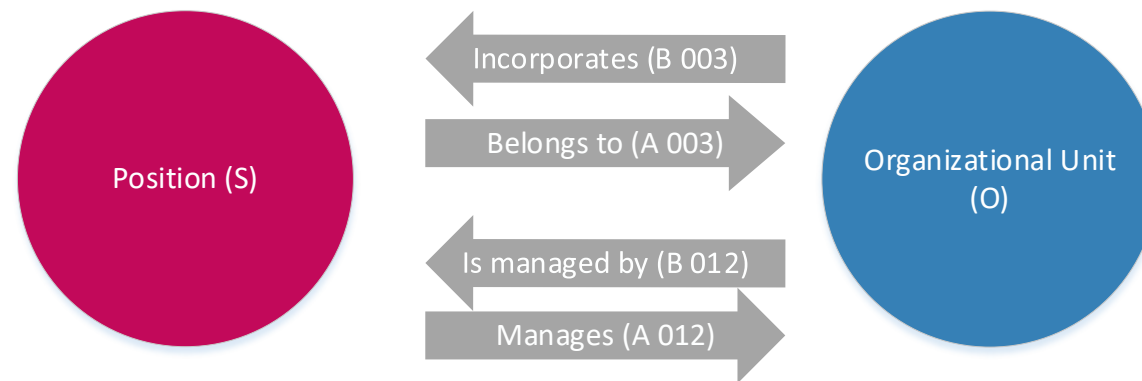
A position to organizational unit relationship is required for all positions. This relationship is needed for HRMS's role-based security and identifies where the position fits in the agency structure.

- The position uses the Belongs to (A 003) relationship
- The org unit uses the Incorporates (B 003) relationship

Organizational Unit

A second position to organizational unit relationship is required for agencies that use MyPortal for leave processing. This relationship identifies the Leave Approver (Chief) position.

- The position uses the Manages (A 012) relationship
- The org unit uses the Is managed by (B 012) relationship



Positions, cont.

Job

A position to job relationship is required for all positions to identify the job to which the position is allocated.

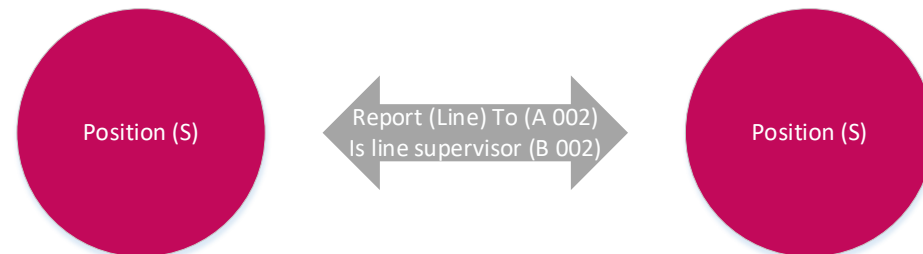
- The position uses the Is described by (B 007) relationship
- The job uses the Describes (A 007) relationship



Position

A position to position relationship identifies the position's supervisor and any subordinates reporting to the position. This relationship is needed for MyPortal leave processing and for accurate reporting on supervisors and subordinates; including workflows in The Learning Center.

- The supervisor position uses the Is line supervisor (B 002) relationship
- The subordinate position uses the Report (Line) to (A 002) relationship



Positions, cont...

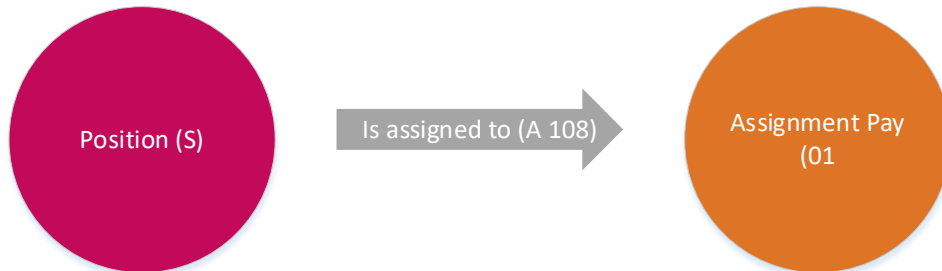
Person

A position to person relationship identifies the position's incumbent (or holder). This relationship is not maintained directly on the position, it is created and delimited systematically through personnel actions (PA40).



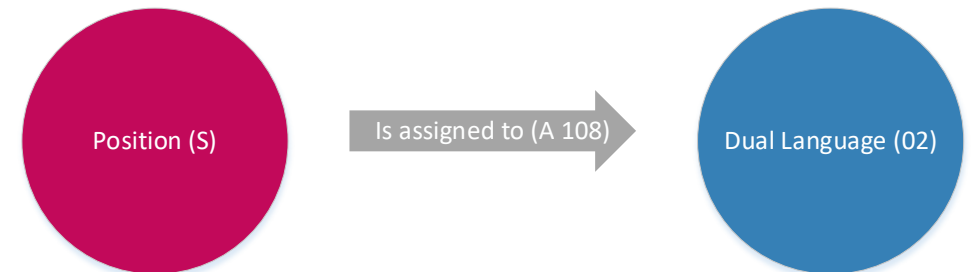
Assignment Pay

A position to assignment pay relationship can be used to identify positions that are eligible for assignment pay.



Dual Language

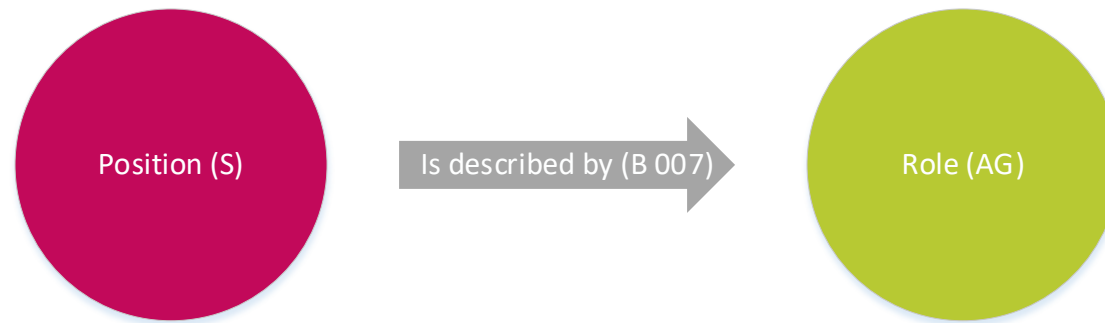
A position to dual language relationship can be used to identify positions that are eligible for dual language pay.



Positions, cont...

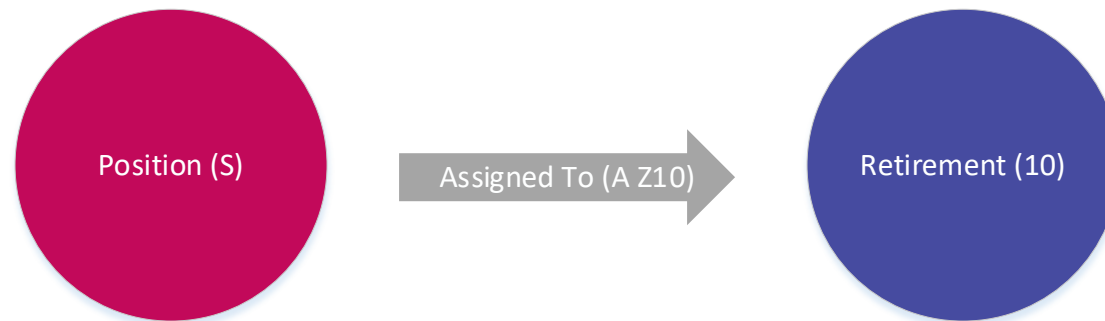
Role

A position to role relationship identifies the security role(s) assigned to the position. This relationship is only needed for positions that are authorized for HRMS access. This relationship is maintained by the OFM HRMS Security Team.



Retirement

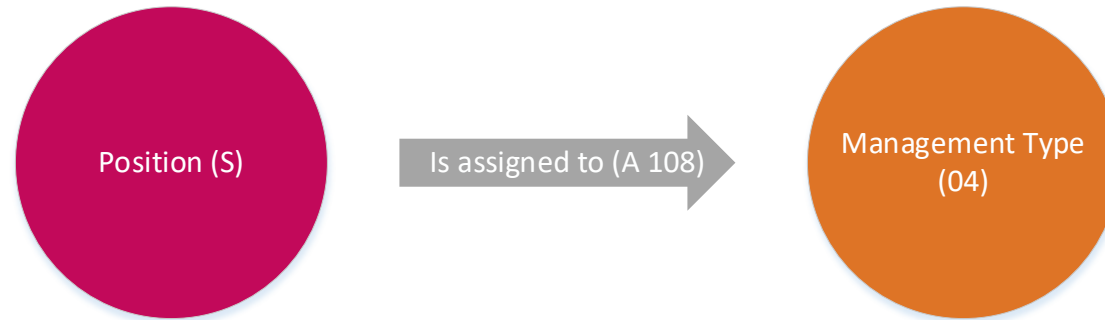
A position to retirement relationship can be used to identify positions that are eligible for the PSERS retirement plan.



Management Positions

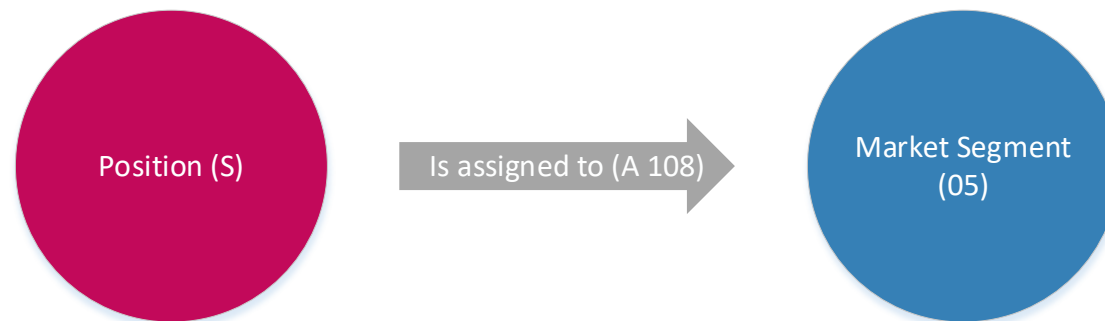
Management Type

A position to management type relationship is needed for all positions with management duties (not limited to just WMS and EMS). This relationship identifies the type of management duties of the position.



Market Segment

A position to market segment relationship is needed for all WMS and EMS positions to identify the position's primary market segment.



Management Positions, cont.

JVAC

A position to JVAC relationship identifies the appropriate JVAC rating assessed by the agency. This relationship is needed for all WMS and EMS positions.



Primary Inclusion

A position to primary inclusion relationship identifies the primary reason the position is included in the WMS structure. This relationship is needed for all WMS positions.



Secondary Inclusion

A position to secondary inclusion relationship identifies the secondary reason the position is included in the WMS structure. This relationship is only necessary for WMS positions that have a secondary inclusion reason.

