Step by Step:

Log into CPOL, Manager Tab and access the Self Service Position Hierarchy Tool (SSPH) through the Org Structure or Employee Data Portlets

Supervisors/Admins

In the instructions below, individuals with a CSU account will navigate to the Manager tab after logging into CPOL. The Self Service Hierarchy Tool (SSPH) resides within the Employee Data and Org Structure Portlets, and will allow them to view and update supervisors for each employee in their organizational hierarchy.
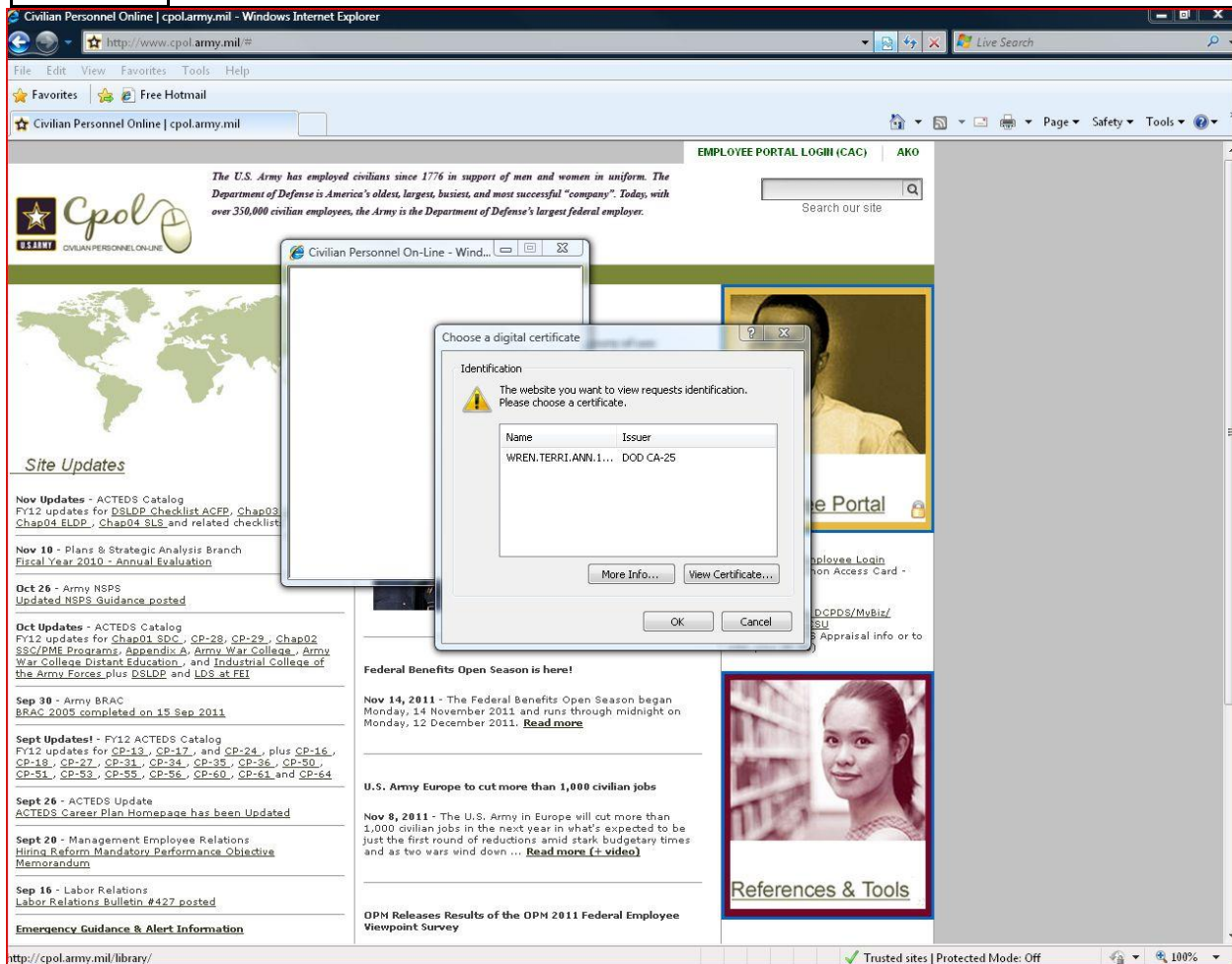
Accessing the Self Service Position Hierarchy Tool (SSPH)

The SSPH tool is located under the Employee Data and Org Structure Portlets, which are accessed through the CPOL Portal. Supervisors and Admins who have a CSU account will follow the same steps, and will have a choice of updating numerous supervisors through the Org Structure portlet, or view and update a single employee's supervisor through the Employee Data portlet.

Step	Action
1	Open your web browser and navigate to http://cpol.army.mil.

2	Log into the Employee Portal using your CAC.
	You will be prompted to enter your PIN number.

3	Click on the "**Manager**" tab at the top of the screen.

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Accessing the Self Service Position Hierarchy Tool (SSPH) through the Org Structure Portlet

In order to update numerous supervisors within an organization, you must access the tool under the Org Structure portlet. It will display all employees within an org structure, regardless of spiral code, and allow you to choose from a list of valid supervisors within that organization down to the UIC level. If the valid supervisor is not available in the dropdown, you will have an option to search for a supervisor by Name at the bottom of the page.

Step	Action
1	Navigate to the **Org Structure** portlet within your **Manager** tab:

2	To open a list of all available organizations, click on **Org Code** tab.

2. Click on Org Code

3	To enter a particular organization, click on the **Total Positions** number at the far right.

3. Proceed to organization

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4	This screen displays the position data corresponding to the selected organization and the current supervisor attached to each position. There are three different options for selecting a new valid supervisor: • Choosing a supervisor from within the organization down to the UIC level • Choosing the **Add Supervisor By Name** button at the bottom right of the screen, which will allow you to search for a valid supervisor outside the organization • Choosing the **Add Military or External Supervisor** button which allows you to input data for military or external supervisors that need to be built under the organization and do not currently exist in the database.

4a. Choosing from within Organization

4c. Adding Military or External Supervisor

4b. Searching outside Organization

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5	**Choosing a supervisor from within the currently selected organization** - Choose the supervisor's name from the dropdown selection, which contains all valid supervisors down to the UIC level, and click on the **Submit Changes** button at the bottom of the screen. You can select numerous supervisor changes before selecting the **Submit Changes** button. **Note:** After a supervisor selection has been made, the phrase (pending) will appear behind the supervisor's name until the update has been processed and the nightly Database refresh has occurred.

Hint: Clicking on a column heading once will filter the data in ascending order, and clicking the heading twice will filter the data in descending order.
Hint: Once you have completed your supervisor changes, you can click on the middle tab at the top of the screen labeled Browse Components, which will take you back to your original org search and allow you to navigate to a new Org Component.

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6	**Choosing a supervisor that is outside of the currently selected organization** - choose the **Add Supervisor by Name** button at the bottom right of the screen, which will take you to a Name search option. This path is used to search for a supervisor that is in a different org component, or is a military or external supervisor that has already been built into the database.

6. Click on Add Supervisor By Name

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6	After clicking on the **Add Supervisor by Name** button, a name search screen will appear. Enter the name of the supervisor you would like to search for starting with the last name, the % sign, and the first name. If you are having trouble finding the supervisor, it could be due to a couple different reasons:
	
	    The name that you are searching for is not a valid supervisor. Only positions with supervisory code of 2 or 4 are included in the drop down list.
	    The name entered does not match the name structure that has been built in the database. Try narrowing your search down to last name only or partial sections of the name separated by the % sign. (ex. DOE%JOH%) Don't forget that military positions have the rank in between the last and first names, so searching by last name and first name only will not include them in the results.
	    The supervisor that you are searching for is a military or external position that has not been built yet. If you need to proceed with having them built into the database, please see below in 3c for instructions.
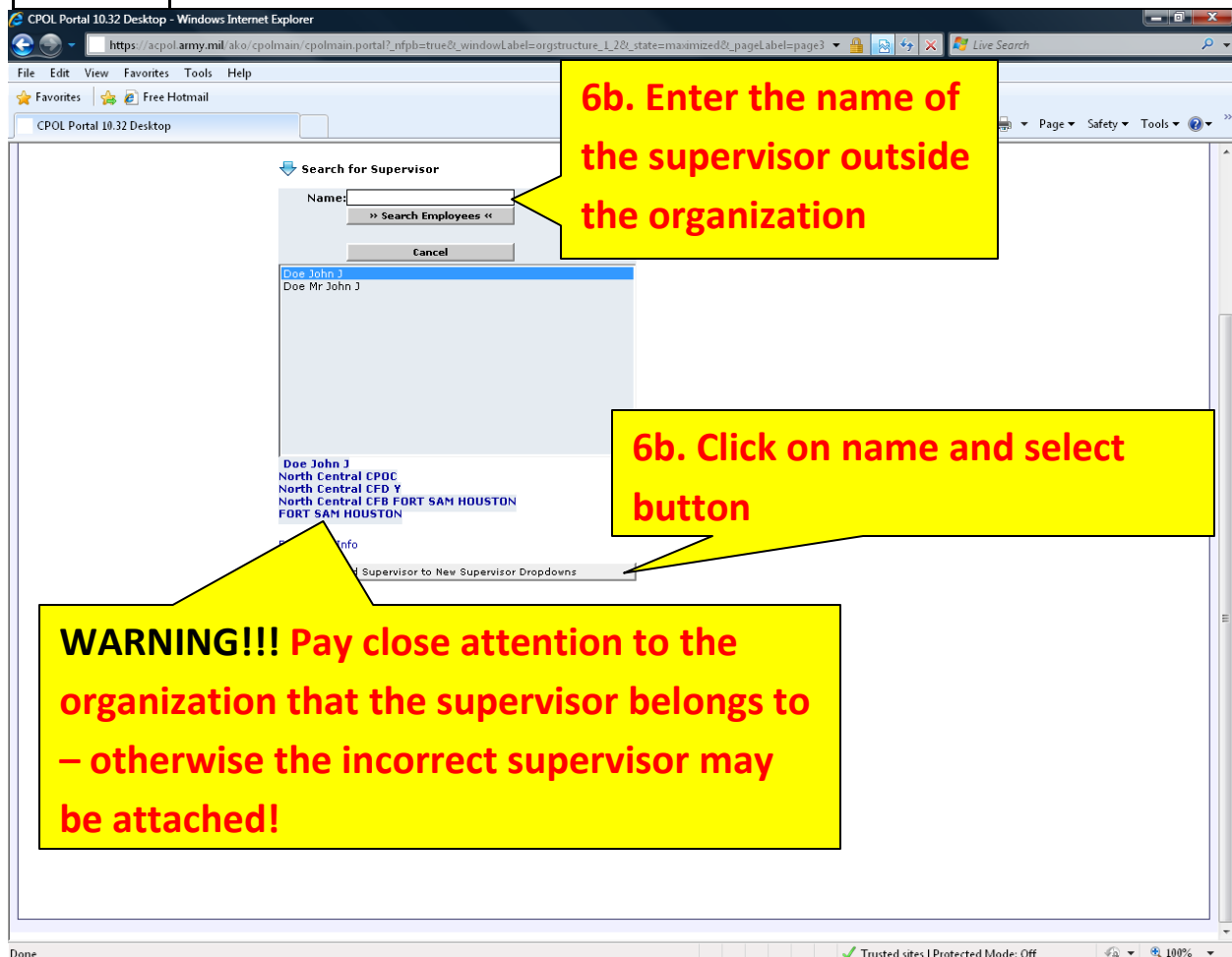
Once the correct name has been found in the listing, highlight the name and click on the **Add Supervisor to New Supervisor Dropdowns** button.

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6	Once the supervisor has been found in the name search area, you will return to the original page, where you will be able to find the newly added name at the bottom of the dropdown for selecting a new supervisor. This name will be populated in all dropdowns for this page, but will disappear once you have navigated to another section of the Portal.

6c. Click on newly added supervisor name

6d. Click Submit Changes

Once you have selected the newly added external supervisor, click on the **Submit Changes** button at the bottom of the screen. You will then see the new supervisor's name with the phrase (Pending) behind it under the current supervisor column.

7	**Choosing to add a Military or External supervisor that is not currently in the database** - Choose the **Add Military or External Supervisor** button in the bottom center of the screen, which will pop up an additional window to input the new individual's information. **Note:** It is recommended that you search for the individual through the **Add Supervisor By Name** option mentioned above in 5b before you fill out the form to request an addition.

7. Click on Add Military or External Supervisor

7	The form to request the addition of the military or external supervisor has nine fields, seven of which are required to be filled out properly to ensure proper access into the My Workplace system. **Incorrect data entered into these fields will affect the capability of this individual to enter the My Workplace system.** The following fields are included in this form:
	First Name – Individual's first name
	Last Name – Individual's last name
	MI – Individual's middle initial (not required)
	Rank – Current rank if requested individual is military
	Gender –Individual's gender
	DOB – Individual's Date of Birth
	SSN – Individual's social security number (**IMPORTANT –THIS FIELD MUST BE A MATCH TO WHAT IS IN AKO – CHECK FOR ACCURACY BEFORE SUBMITTING REQUEST**)
	Org Component – This will consist of a dropdown of all available org component codes within the UIC of the original organization selected. If the individual is a supervisor for more than one org component, only one needs to be selected. Supervisors many times cross numerous org component codes, but the position can only be built under one. This will not affect the capability of the individual to access the My Workplace tool or their employee's records.
	Email – Individual's email address (preferably the AKO email address)

Request to Add Military/External Rater - Windows Internet Explorer

https://acpol.army.mil/ako/app   Live Search

Form to Request Addition of Military/External Supervisor

*First Name: [   ]   *Last Name: [   ]

MI: [   ]

Rank: [▼]   *Gender: [Male ▼]

*DOB(MM/DD/YYYY): [01 ▼] [01 ▼] [1997 ▼]   *SSN: [   ]

*Org Component: [FRSEW6D30638CAAAA ▼]

*Email: [   ]

[Submit Request] [Cancel]

All * Fields are Required.

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Once all of the required information has been entered, click the **Submit Request** button. If the individual exists in the database you will receive a message asking you to search under the **Add Supervisor By Name** function. If the request to build the individual has been recently submitted, you will receive a message stating that the process has not been completed yet.

It will take at least 24 hours for the record to be built into the database. At that time you will be able to find them in the **Add Supervisor By Name** option mentioned in 5b.

Accessing the Self Service Position Hierarchy Tool (SSPH) through the Employee Data Portlet

- In order to locate the supervisor for a specific employee or to view the employees that a supervisor currently supervises, you must access the tool under the Employee Data portlet.

Step	Action
1	Navigate to the Employee portlet within your Manager tab

1. Click on "Go" under the Employee portlet

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2	Select the employee. Highlight the appropriate name and click on the small green globe next to the Employee Info link.

2a. Select employee to update

2b. Click on the Green globe to launch the Employee Info window

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3	Once the **Employee Info** screen appears, you will see the **Current Supervisor** field appear next to the **Position Title**. To change the supervisor for this individual, click on the **SSPH** tab near the bottom of the tabbed listing.

3. Click the SSPH tab to navigate to the Change Supervisor

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4a	**Employee is not a supervisor:** If the Employee that you have searched on is a non-supervisory employee, you will be taken directly to the Hierarchy Change Form for the employee's organization. This page has the same functionality as searching through the Org Structure portlet and will allow you to either select new supervisors from the dropdown, add a supervisor from another organization to the dropdown to be selected, or request to have new Military or External users built in the database. Detailed instructions for these three steps are described above.

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4b	**Employee is a Supervisor:** If the searched Employee is a valid supervisor with employees currently attached in the hierarchy, you will first be taken to the Rated Employee Listing page containing a list of all subordinate employees. Two main functions that can be completed on this page are changing the supervisor for one of the subordinate employees or adding additional employees to the employee's hierarchy.
	1.) Changing the Rater for one of the subordinate employees: To navigate to the Hierarchy Change form for a specific subordinate employee, click on the **Org Component** link in the second column, this will take you to the Hierarchy Change Form for that Org Component.

4b	**2.) Adding Additional Subordinate Employee to the Supervisor's hierarchy:** To add someone to the Employee's hierarchy, click on the **Add External Employees** button.

2. Click on the Add External Employees button to add subordinate employees to the hierarchy

Search for and navigate to the appropriate organization the additional employee is in.

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Click on the employees that you wish to reassign to new Hierarchy. This will take you to their Change Hierarchy Form.

Problems?

If you have a Military or External user that has changed organizations or has retired, please contact your CPAC Information Systems Division with detailed information and they will be able to assist you.

If you have problems with your access in the Portal (supervisors showing wrong employees, etc.), contact your CPAC Information Systems Division:

FSH CPAC   fsh.cpac.dcpds.helpdesk@conus.army.mil   221-0862
                                                                   221-0963
                                                                   221-0388

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