

Vacant Positions

Purpose Use this procedure to view vacant positions within an organizational unit.

Trigger Perform this procedure when viewing vacant positions in an organizational unit.

- Prerequisites**
- The position must exist.
 - The position’s Vacancy (1007) infotype has been updated with the correct status.

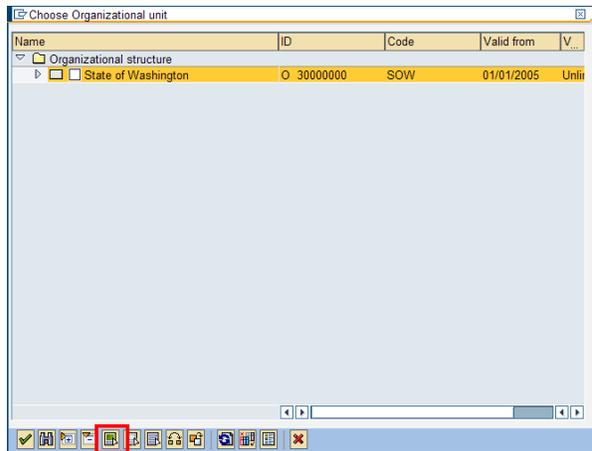
End User Roles In order to perform this transaction you must be assigned the following role:
Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	Change Description
08/17/2009	New procedure created.

Transaction Code S_AHR_61016509

Helpful Hints

- The results for this report are generated from the Position’s Vacancy (1007) infotype. See OLQR User Procedure, [Position Maintain Vacancy](#) for assistance.
- When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the *Select subtree option* will select all your applicable options from that subtree.



Procedure

1. Start the transaction using the transaction code **S_AHR_61016509**.

2. In the Objects section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object type	R	This is a type of object, such as position, job, or organization unit. Example: O (This is the appropriate selection for this transaction)
Object ID	R	This is the system-assigned number of an object type.  Click the  (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. See the Helpful Hints section above for additional information. Example: 30000491

Program Edit Goto System Help

Vacant positions

Objects

Plan version 01 Current plan

Object type 0 Organizational unit

Object ID 30000491

Search Term

Object status All existing

Data status

Set structure conditions

3. In the Reporting key date area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Key date	C	This is the date on which a search for information is being performed. The key date can be one day or a period. Example: 08/01/2009

Reporting key date

Key date 08/01/2009

4. Click  (Execute) to execute a process or action.

List Edit Goto Settings System Help

Vacant positions

Key date 08/01/2009

ID of organizational unit	Abbreviation of org. unit	Organizational unit	ID of position	Abbr. of position	Position	vacant from/to	Staffing status
30000492	AA	DIRECTOR'S OFFICE	70005865	0117	COMM CONSULT 4	11/22/2008-12/31/9999	Unoccupied since 11/22/2008
				0117	COMM CONSULT 4	11/22/2008-12/31/9999	Unoccupied since 11/22/2008
30000493	AB	ADMINISTRATIVE SERVICES	70005819	0028	PROG SPEC 2	01/01/2009-12/31/9999	Unoccupied since 01/01/2009
				0028	PROG SPEC 2	01/01/2009-12/31/9999	Unoccupied since 01/01/2009
30000497	AF	ORG & EMPL DEV SERVICES	70005805	0009	OFF ASST 3	11/16/2008-12/31/9999	Unoccupied since 11/16/2008
				0009	OFF ASST 3	11/16/2008-12/31/9999	Unoccupied since 11/16/2008
			70081826	0313	HUM RES CNSLT 4	07/01/2009-12/31/9999	Unoccupied since 07/01/2009
30000502	AK	RECRUITMENT & ASSESSMENT		0313	HUM RES CNSLT 4	07/01/2009-12/31/9999	Unoccupied since 07/01/2009
			70005860	0107	HUM RES CNSLT 2	12/16/2007-12/31/9999	Unoccupied since 12/16/2007
				0107	HUM RES CNSLT 2	12/16/2007-12/31/9999	Unoccupied since 12/16/2007
				0107	HUM RES CNSLT 2	12/16/2007-12/31/9999	Unoccupied since 12/16/2007



The above screenshot displays the ID of organizational unit, Abbreviation of org unit,

Organizational unit, ID of position, Position, vacant from/to (dates), and Staffing status.

5. You have completed this transaction.

Results
You have generated the Vacant positions report.
Comments
None.