Organizational Unit – Maintain Object Name

Purpose	Use this procedure to update the organizational unit's object name.
Trigger	Perform this procedure when maintaining the name of an organizational unit (department, division, etc.).
Prerequisites	• A change in the organizational unit name has been identified.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor, Personnel Administration Processor

Change History	
Date	**Change Description**
7/29/2009	New procedure created.
2/24/2010	Steps 16 and 17 have been updated. The statement has been changed to, "When your entry is <u>saved</u>, the new organizational unit name will display."

Menu Path	Human Resources → Organizational Management → Expert Mode → Organizational Unit
Transaction Code	PO10

Helpful Hints	• This procedure may require a hand-off to another role (Personnel Administration (PA) Processor) depending on the structure of your agency and your role at your agency. ⚠️ A name change to an organizational unit now requires the PA Processor to create a new *Organizational Assignment* (0001) infotype.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:
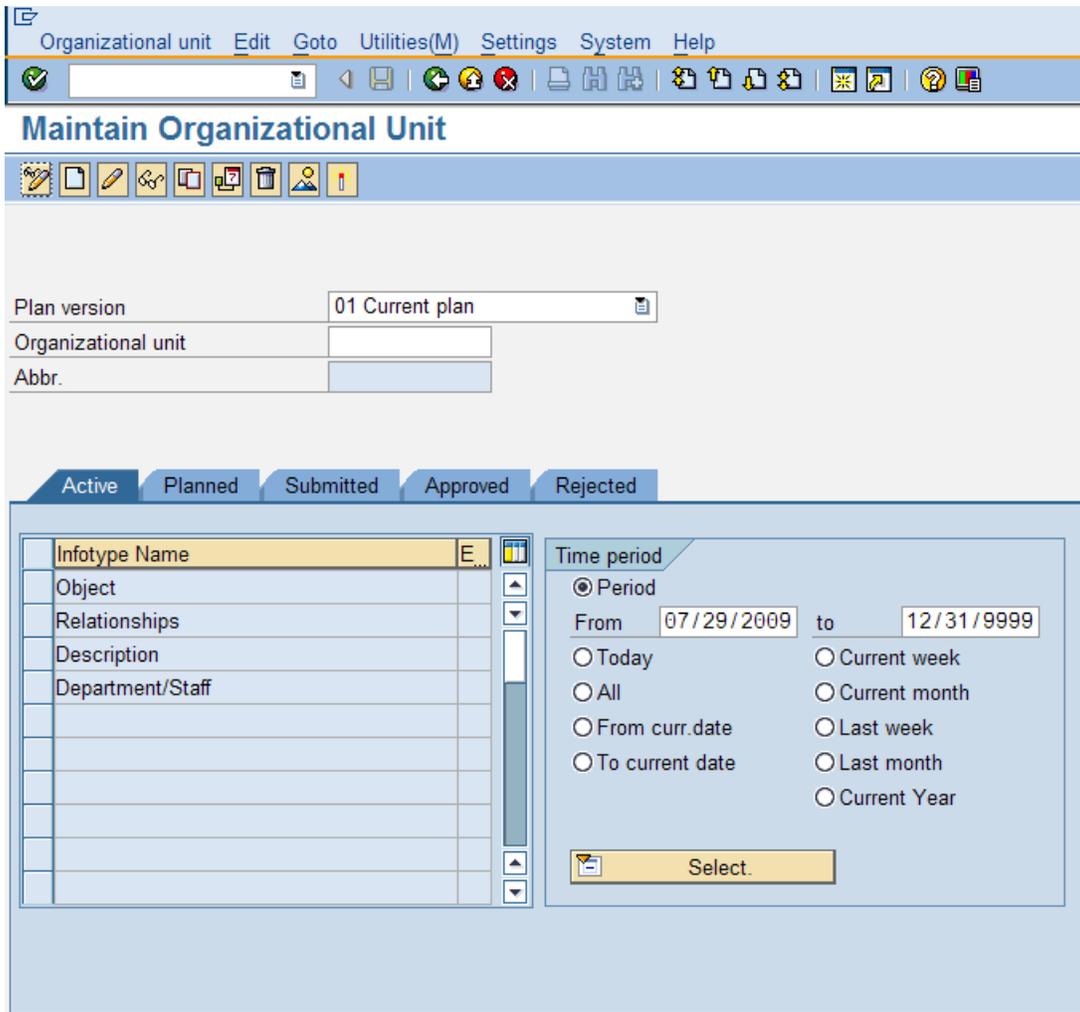
Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

State of Washington

Procedure

1. Perform one of the following:

IF	Go To
You are the *Organizational Management Processor*	Step 2
You are the *Personnel Administration Processor*	Step 11

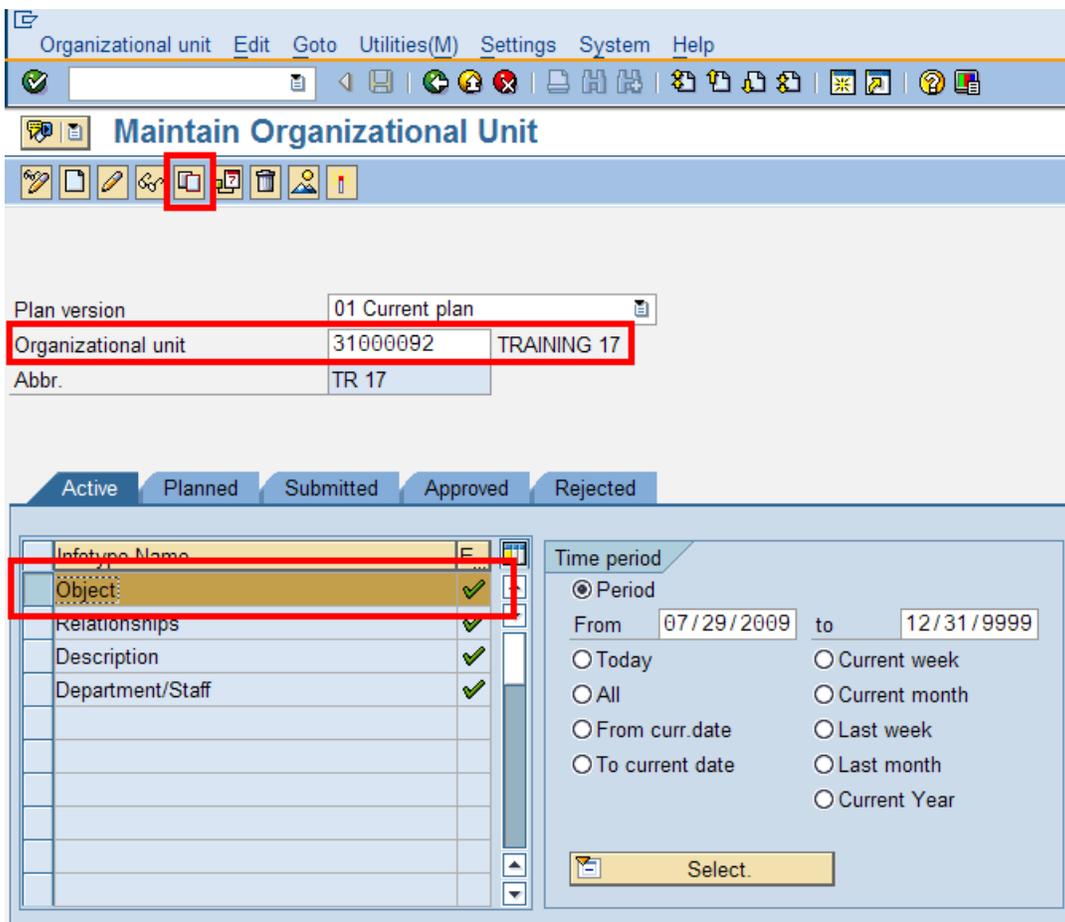2. Start the transaction using the above menu path or transaction code **PO10**.

3.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organizational unit	R	Represents departments, regions, divisions, units or other groupings within an Agency. State of Washington Organizational Unit's object id number begins with a 3. **Example**: 31000092

4.   Click (Enter) to validate the information.
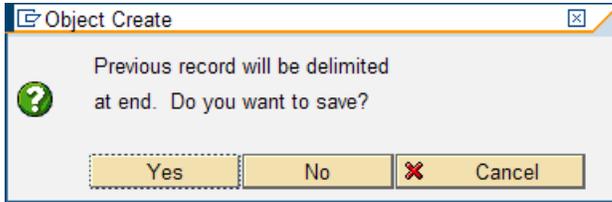
5.   Click to box to the left of Object to select.

6.

Click (Copy) to copy and continue.

7.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. **Example**: 07/01/2009
Object abbr	O	This is a short text field used to define an object. The Object abbr. has a maximum of 12 characters. **Example**: TR 17
Object name	R	This is the long text description of the object. The Object name has a maximum of 40 characters. **Example**: TRAINING DEPARTMENT

8.

Click (Enter) to validate the information.
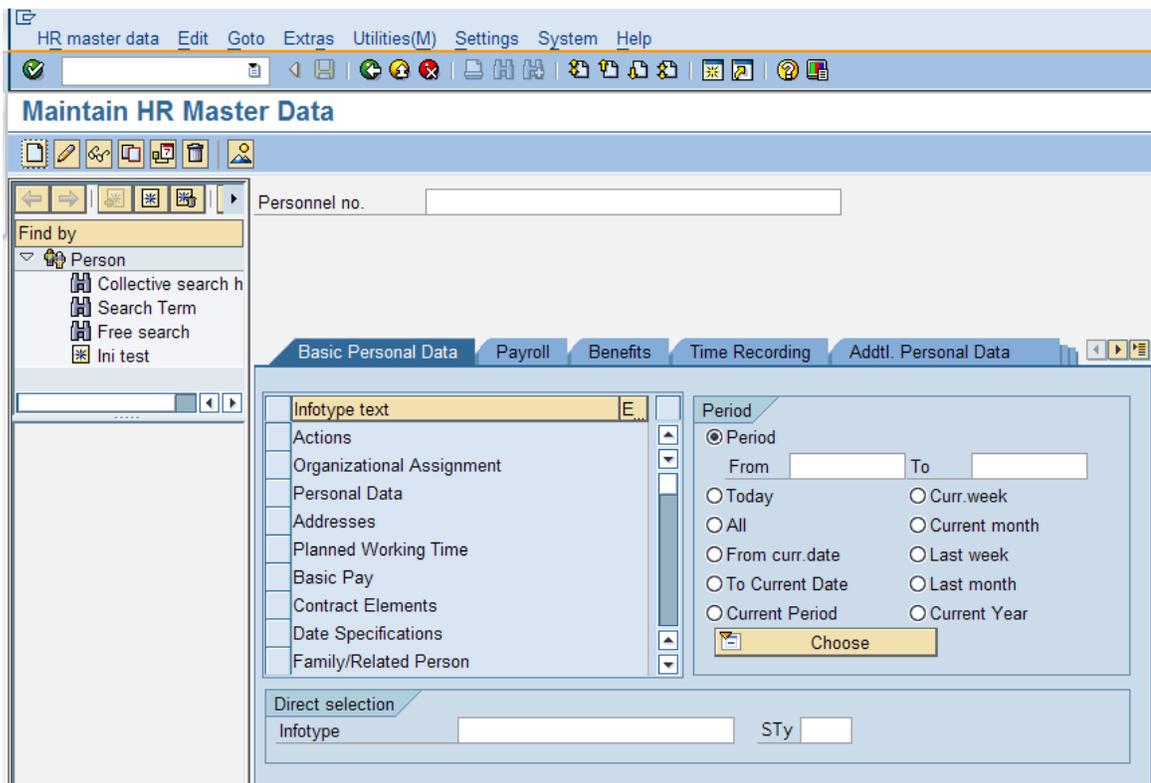
9.

Click (Save) to save.
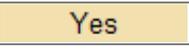
10. Click [Yes] (Yes) to confirm and continue.

⚠️ For the ***Organizational Management Processor***, this will mark the end of the transaction. After saving, pass the Position Information to the ***Personnel Administration Processor*** who will continue the transaction.

11. Start the transaction using the above menu path or transaction code **PA30**.

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 5000114

13. Click the gray box to the left of Organizational Assignment to select.

14. Click (Copy) to copy and continue.

15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. **Example**: 07/01/2009

16. Click ![Enter icon] (Enter) to validate the information.

.

17. Click ![Save icon] (Save) to save.

![Info icon] When your entry is saved, the new organizational unit name will display.

18. You have completed this transaction.

Results
You have changed the organizational unit's name.

Comments
None