**Person Structure Search**

| | |
|---|---|
| **Purpose** | Use this procedure to search for an employee using the Organizational Management Structure Search. |
| **Trigger** | Perform this procedure when you want to view search for an employee using the Organizational Management Structure Search. |
| **Prerequisites** | None. |
| **End User Roles** | In order to perform this transaction you must be assigned the following role: Organizational Management processor. |

| Change History | |
|---|---|
| **Date** | **Change Description** |
| 2/23/2012 | Procedure created |

**Transaction Code**   PPOSE

**Helpful Hints:**

| PPOSE Screen Icon | Description |
|---|---|
| (Job) | This icon represents the name of the job class used to create specific positions. |
| (Organizational Unit) | This icon represents an organizational unit within a department. |
| (Person) | This icon represents a person assigned to a position. |
| (Position) | This icon represents a position within an organizational unit. |
| (Chief) | This icon represents a 'chief' position for the organizational unit.  A position becomes a 'chief' position when the relationship 'manages' is assigned between the position and org unit. |
| (Goto) | This icon allows you to view the organizational structure in different ways.  For example:  by selecting Organizational structure you can view only the organizational units without any position details.  By selecting Staff assignments, you can view both the organizational structure along with the positions assigned. |
| (One level up) | This icon allows you to view the structure one level above the point you are currently viewing. |
| (Column Configuration) | This icon allows you to select the columns you would like to view, for example: Object, ID Number or Relationship. |

| PPOSE Screen Icon | Description |
|---|---|
| (Icon legend) | This icon allows you to view a legend of what various icons represent within the organizational structure. |
| (Large/Small results list) | This icon allows you to maximize or minimize the view of the search area. |
| (Date/Preview period) | This icon allows you to view the organizational and reporting structure as of a specified past, present, or future date. |
| (Close Detail Area) | This icon minimizes the Detail area of the screen to expand the Overview area. |
| (open Detail Area) | This icon maximizes the Detail area of the screen to view the detailed information pertaining to an object. |
| (Expand Node) | This icon maximizes the drill down area. For example: To view All positions and employees within the Santos Training School, highlight the name and click the expand node icon. <br><br> Staff Assignments (Structure) <br> SANTOS TRAINING SCHOOL <br>    IN TRAINING 01 <br>       PURPLE JINELL <br>    IN TRAINING 02 <br>       PINK JANE |
| (Collapse Node) | This icon minimizes the drill down area of a screen. For example: <br><br> Staff Assignments (Structure) <br> SANTOS TRAINING SCHOOL |

- 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.<br><br>**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.<br><br>**Action**: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed. |
| Confirmation  or  | **Example**:  Save your entries.<br><br>**Action**: Perform the required action to proceed. |

1. **Procedure**

2. Start the transaction using the above transaction code **PPOSE**.
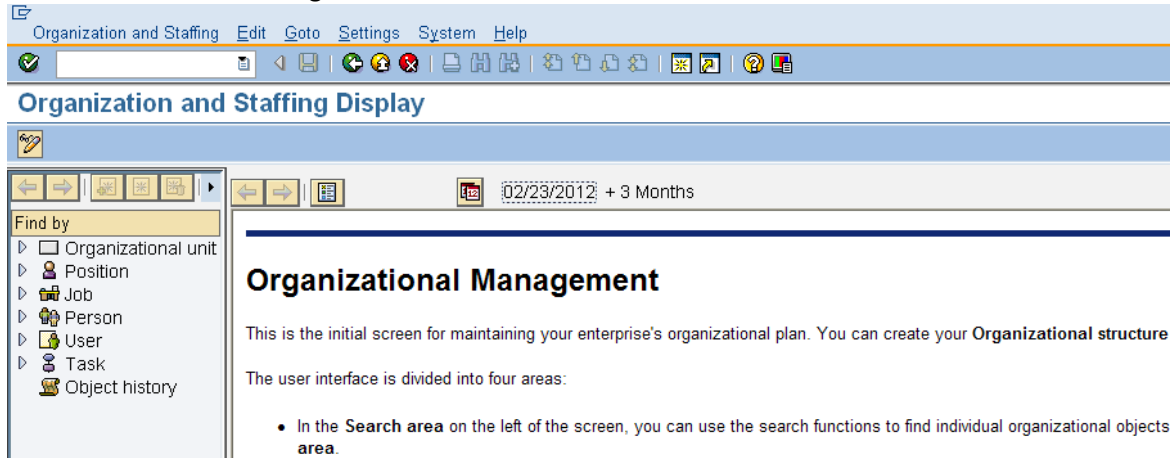


3. In the **Find by** section, drill-down from **Position** and click **Structure Search**
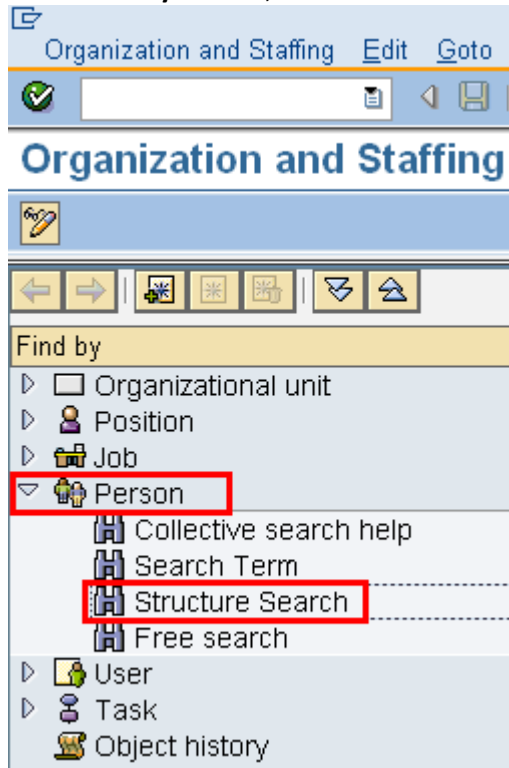
4. Click the ▷ to the left of State of Washington to expand
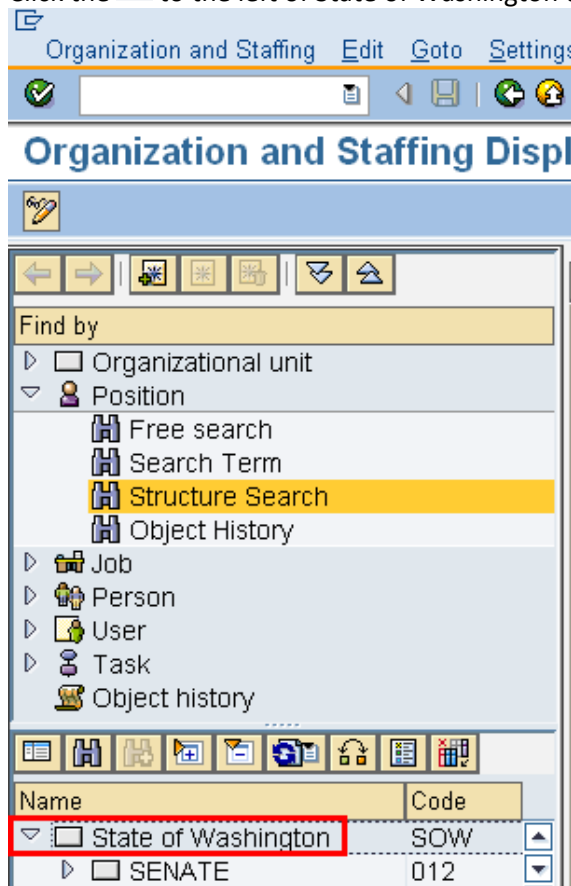


5. Use the scroll bar to drill down the list of Organizational Units. Double click the name of your Organizational Unit to display the organizational structure.
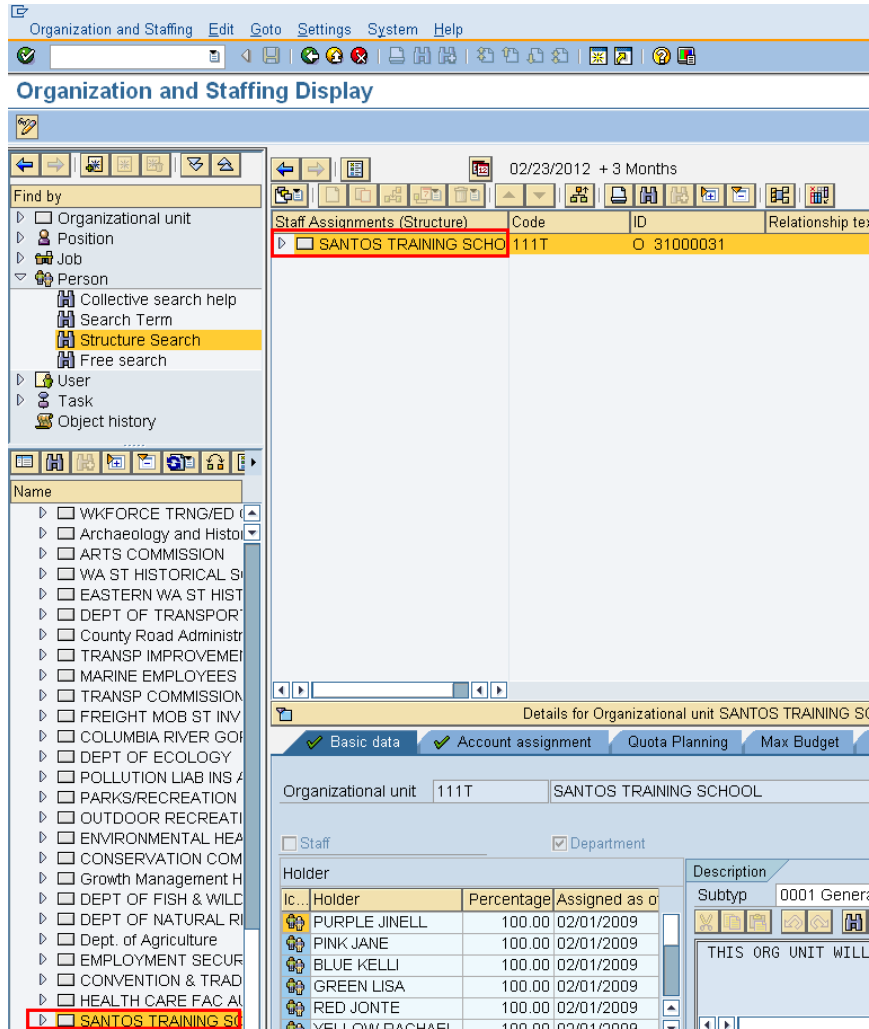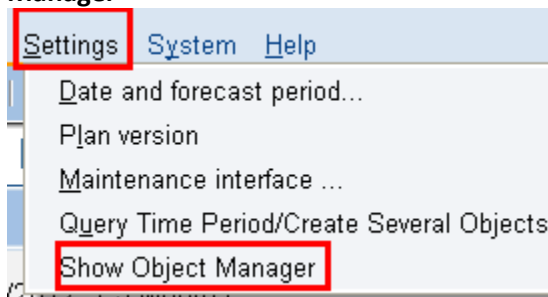
5.1. To close the **Search and Selection** areas to fully display the units information.

Go to the **Menu** bar select  **Settings- Hide Object Manager**
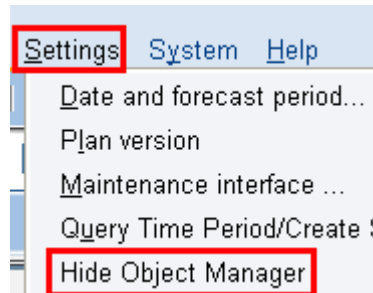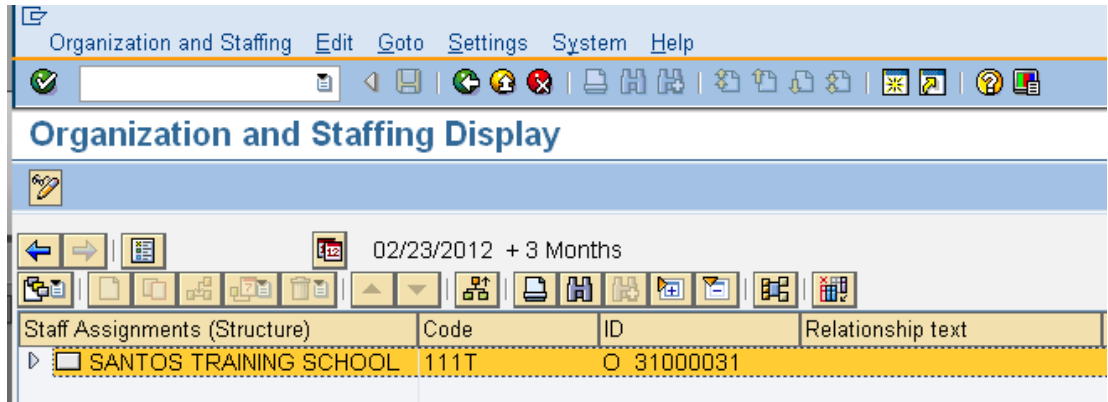
5.2. To re-open the **Search and Selection** areas go to the **Menu** bar, select **Settings –Show Object Manager**



For this user procedure the **Search and Selection** areas are hidden.

6. To search for a person click .
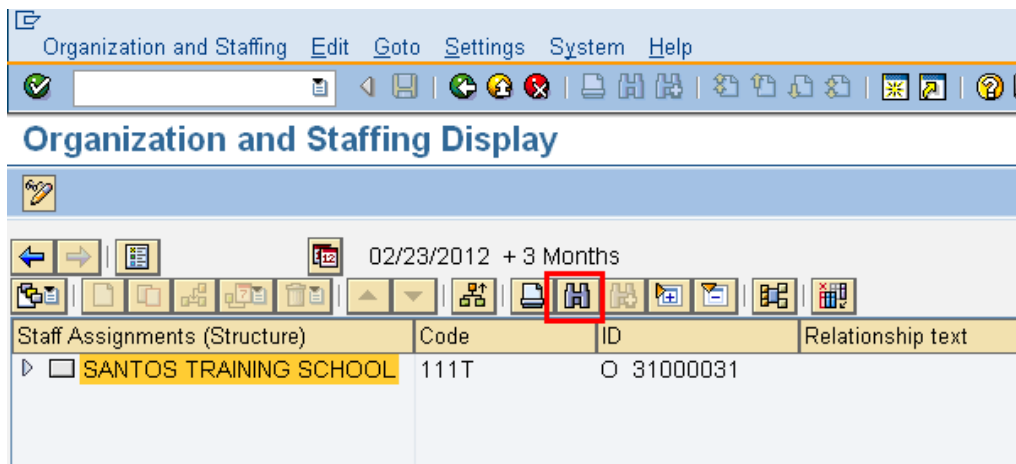


7. Select Person from the **Object Type** pop up and click ![icon] (Copy).
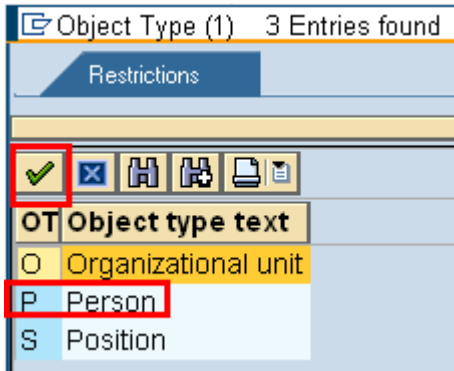
8. Select the appropriate tab to use for your search:
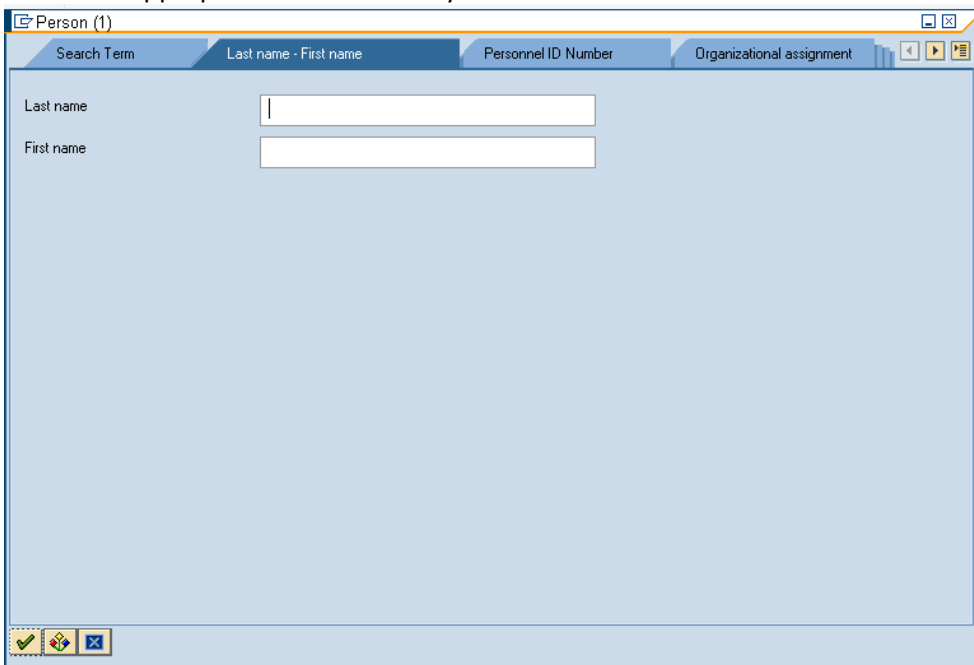


9. Enter search criteria and click  (Copy)

10. Click the box to the left of the employee to select and click [✓] (Copy).



11. Double click on employees name to be taken to employee level detail.
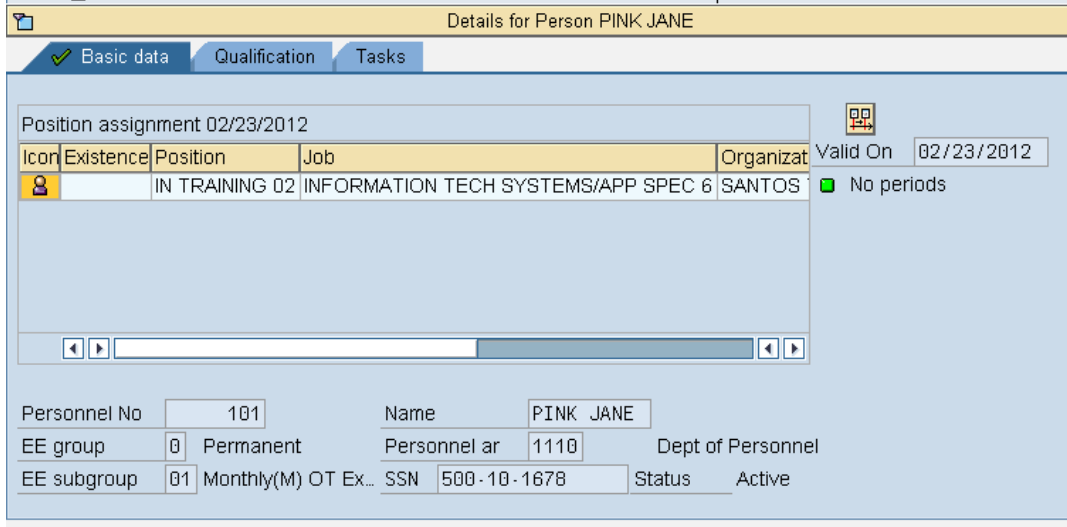
12. Double click the employees name to be taken to Details for the employee:

| | | Details for Person PINK JANE | | | | |
|---|---|---|---|---|---|---|
| ✓ Basic data | Qualification | Tasks | | | | |

Position assignment 02/23/2012

| Icon | Existence | Position | Job | Organizat | Valid On | 02/23/2012 |
|---|---|---|---|---|---|---|
| 👤 | | IN TRAINING 02 | INFORMATION TECH SYSTEMS/APP SPEC 6 | SANTOS | ⬛ No periods | |

| Personnel No | | 101 | | Name | | PINK JANE | | |
|---|---|---|---|---|---|---|---|---|
| EE group | 0 | Permanent | | Personnel ar | 1110 | | Dept of Personnel | |
| EE subgroup | 01 | Monthly(M) OT Ex… | SSN | 500-10-1678 | | Status | Active | |

13. ℹ️ To hide the **Details for Person** click on the title bar

| | | Details for Person PINK JANE |
|---|---|---|
| ✓ Basic data | Qualification | Tasks |

Position assignment 03/01/2012

| Icon | Existence | Position | Job |
|---|---|---|---|
| 👤 | | IN TRAINING 02 | INFORMATION TECH SYSTEMS/APP SPEC 6 |

14. To change the date range for the view click the 🗓️ (date and preview) on the application toolbar
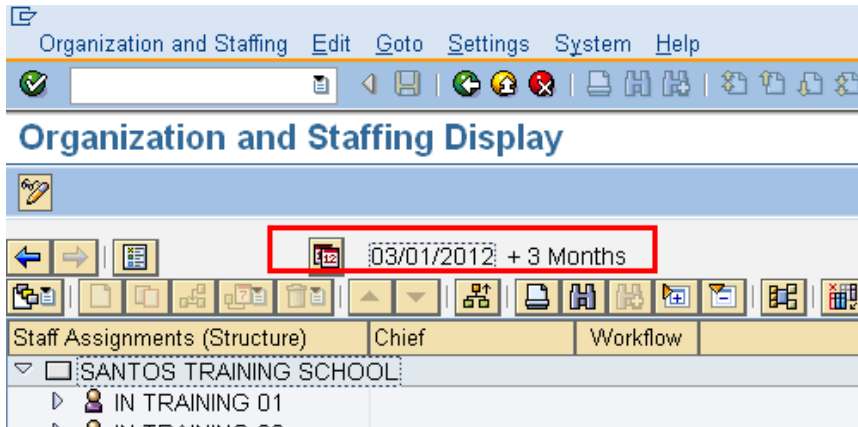
15. Enter a Start date of the period range you want to view.

16. Enter an End date of the period range you want to view.
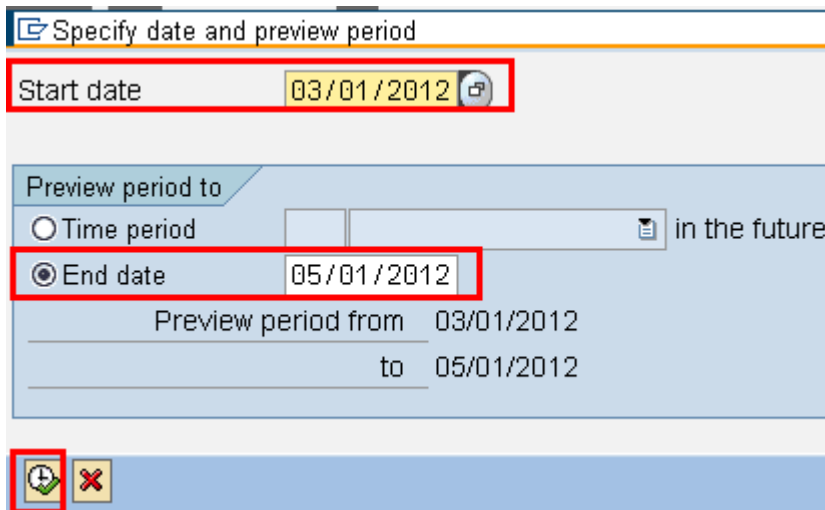


17. Click  (Execute) to view the results.

18. You have completed this transaction.

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**Result**

You have searched for an employee within your agency.