

## HRMS

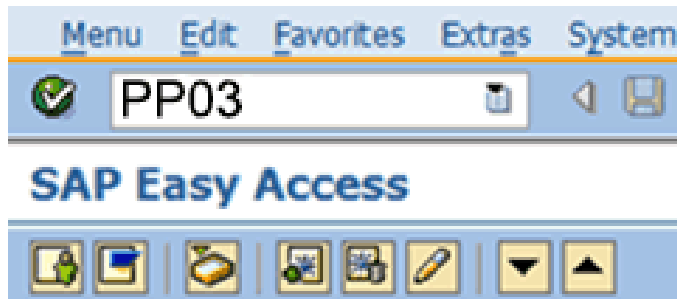
### *Position – Create (PP03)*

Use this procedure to create a Position and establish the Position attributes.

**Roles:** Organizational Management Processor

**Note:** Field definitions can be accessed within HRMS by pressing the "F1" key on the keyboard, or via [On Line Quick Reference \(OLQR\)](#), [HRMS Data Definitions Resource Guide](#), and [Glossary](#).

1. Enter transaction code **PP03** in the command field and click the **Enter** button (✓) or press **Enter** on the keyboard



The screenshot shows the SAP Easy Access menu. At the top, there are tabs: Menu, Edit, Favorites, Extras, and System. Below these is a search bar containing 'PP03'. Underneath the search bar is the 'SAP Easy Access' title. Below the title is a row of icons representing various SAP functions.

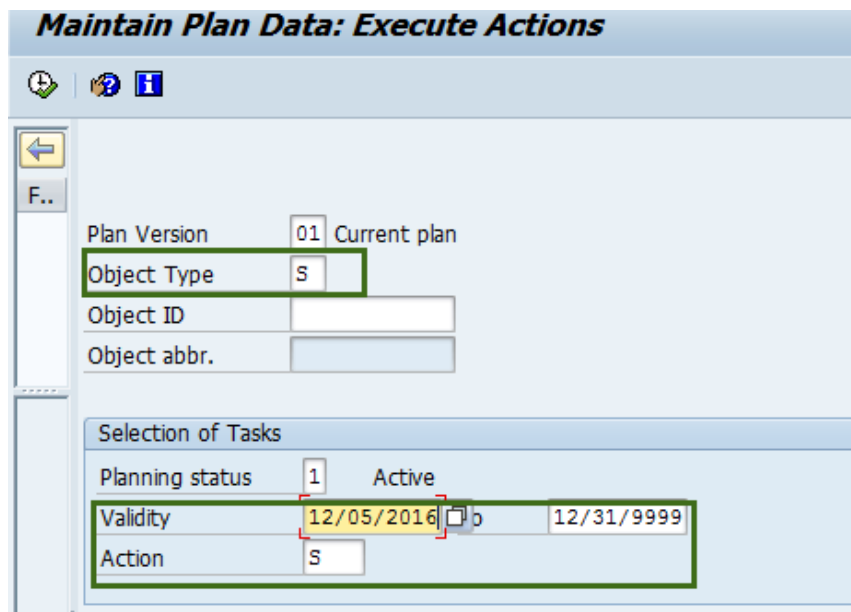
2. Complete the following fields:

The following fields are mandatory:

- **Object Type**
- **Validity**
- **Action**

The following fields will default:

- **Plan Version**
- **Validity start date**
- **Validity to date**



The screenshot shows the 'Maintain Plan Data: Execute Actions' screen. It has a title bar with a clock icon, a question mark icon, and an 'F1' icon. Below the title bar is a sidebar with a back arrow and 'F..'. The main area contains several input fields: 'Plan Version' (01, Current plan), 'Object Type' (S), 'Object ID', and 'Object abbr.'. Below these is a section titled 'Selection of Tasks' which contains 'Planning status' (1, Active), 'Validity' (12/05/2016 to 12/31/9999), and 'Action' (S). Red boxes highlight the 'Object Type', 'Validity', and 'Action' fields, indicating they are mandatory.

## Position – Create (cont.)

3. Click the **Execute** (📌) button to begin the transaction.

4. Complete the **Create Object** infotype.

The following fields are mandatory:

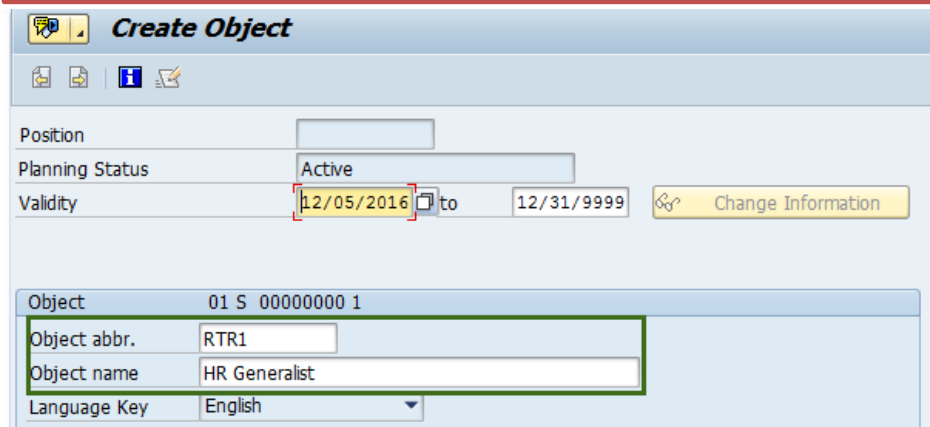
- **Object abbr.**
- **Object name**

5. Click the **Enter** (✓) button or press **Enter** on the keyboard.

6. Click the **Save** (💾) button.

### Tips

- **Object Type** is the type of object being created. Organizational Units and Positions are the only object types used for transactions PP03. Enter S in the object type field for position.
- **Object ID** is a system assigned number of an object type. This field should remain blank when creating a position.
- The **Validity** fields identify the lifespan assigned to the position. These fields default, but may be changed.
- The **Action** groups infotypes according to the type of action being performed. Enter S in the action field to create a position.



### Tips

- **Object abbr.** is determined by the agency and is often referred to as the position short text; 12 character maximum.
- **Object name** is determined by the agency, and is often referred to as the working title or position long text; 40 character maximum.

## Position – Create (cont.)

### 7. Complete the **Essential relationship Relationships** infotype.

The following field is mandatory:

- **ID of related object**

The following fields will default:

- **Relationship type/relationship**
- **Type of related object**

### 8. Click the **Enter** (✓) button or press **Enter** on the keyboard.

### 9. Click the **Save** (💾) button.

### 10. Complete **Essential Relationship Relationships** infotype.

The following field is mandatory:

- **ID of related object**

The following fields will default:

- **Relationship type/relationship**
- **Type of related object**

### 11. Click the **Enter** (✓) button or press **Enter** on the keyboard.

### 12. Click the **Save** (💾) button.

**Essential relationship Relationships**

Allowed relationships

Position: RTR1 HR Generalist  
Planning Status: Active  
Valid from: 12/05/2016 to 12/31/9999 [Change Information](#)

Relationships 01 S 71047975 1

Relationship type/relationship: A 003 Belongs to

Related Object

Type of related object: Organizational unit  
ID of related object: 31008154  
Abbreviation: 163  
Name: Consolidated Technology Svcs

Priority: ☐

#### Tips

- The **ID of related object** establishes a relationship between the new position and the organizational unit that the new position belongs to. This relationship is necessary for all positions to identify where the position fits in the agency's organizational structure and for the system's role-based security.

**Essential relationship Relationships**

Allowed relationships

Position: RTR1 HR Generalist  
Planning Status: Active  
Valid from: 12/05/2016 to 12/31/9999 [Change Information](#)

Relationships 01 S 71047975 1

Relationship type/relationship: B 007 Is described by

Related Object

Type of related object: Job  
ID of related object: 50000658  
Abbreviation: 119H  
Name: HUMAN RESOURCE CONSULTANT 4

Priority: ☐  
Weighting:  %

#### Tips

- The **ID of related object** establishes a relationship between the new position and the job that the new position is described by. This relationship is necessary for all positions to identify the job classification that the position is allocated to.

## Position – Create (cont.)

### 13. Complete the **Create Relationships** infotype.

The following field is mandatory:

- **ID of related object**

The following fields will default:

- **Relationship type/relationship**
- **Type of related object**
- **Type of related object**

### 14. Click the **Enter** (✓) button or press **Enter** on the keyboard.

### 15. Click the **Save** (💾) button.

### 16. Complete the **Create Description** infotype.

The following fields are mandatory:

- **Subtype**
- **Description**

### 17. Click the **Enter** (✓) button or press **Enter** on the keyboard

The screenshot shows the 'Create Relationships' infotype in SAP. The top section contains fields for 'Position' (RTR1, HR Generalist), 'Planning Status' (Active), and 'Valid from' (12/05/2016 to 12/31/9999). A 'Change Information' button is visible. Below this, the 'Relationships' section shows '01 S 71047975 1' and 'Relationship type/relationship' (A 002 Reports (line) to). The 'Related Object' section is highlighted with a green border and contains fields for 'Type of related object' (Position), 'ID of related object' (71047850), 'Abbreviation' (RTR1), and 'Name' (Hr Generalist). A 'Priority' field is also present at the bottom.



#### Tips

- The **ID of related object** establishes a relationship between the new position and the position that the new position reports to. This relationship is necessary to identify the position's supervisor and the agency's reporting structure.
- Only these three position relationships are created during the position create (PP03) action. If you have additional position relationships to create, refer to the user procedures *Position to Management Type Assignment Relationship*, *Position- Market Segment*, *Position- WMS Inclusion Criteria*, *Position- WMS Position JVAC*, *Position- Dual Language Relationship*, and *Assignment Pay to Position Relationship* located in the [OLQR](#) for guidance in creating additional relationships such as management type, market segment, and JVAC.

The screenshot shows the 'Create Description' infotype in SAP. The top section contains fields for 'Position' (RTR1, HR Generalist), 'Planning Status' (Active), and 'Validity' (12/05/2016 to 12/31/9999). A 'Change Information' button is visible. Below this, the 'Description' section shows '01 S 71047975 1' and 'Subtype' (General description). The 'Language' is set to 'English'. The 'Description' text area is highlighted with a green border and contains the text: 'Position required for recruitment. This is used for training purposes.' The bottom status bar shows '\* Li 1, Co 71' and 'Ln 1 - Ln 9 of 16 lines'.

## Position – Create (cont.)

**18.** Click the **Save** (💾) button.

**19.** Complete the **Essential relationship Employee Group/Subgroup** infotype.

The following fields are mandatory:

- Employee group
- EE subgroup

**20.** Click the **Enter** (✓) button or press **Enter** on the keyboard.

**21.** Click the **Save** (💾) button.

**22.** Complete the **Essential relationship Acct. Assignment Features** infotype.

The following fields are mandatory:

- Business Area
- Personnel area
- Pers. Subarea

The following fields are conditional:

- Budgeted
- Retirement Eligible

**23.** Click the **Enter** (✓) button or press **Enter** on the keyboard.

**24.** Click the **Save** (💾) button.



### Tips

- The **Subtype** categorizes the description by selecting from a list of applicable subtypes. The following subtypes display during the Create Position action:
  - General Description
  - In Training
  - Shift Designation
- The **Description** is a text field for entering a detailed description for the selected subtype.
- To create additional description subtypes, repeat **steps 16-21**.
- You may skip any subtype by clicking the **Cancel** (✖) button. If there are no descriptions to enter for the position, click the **Cancel** (✖) button for each subtype then skip to **step 22**.

Position	RTR1	HR Generalist
Planning Status	Active	
Valid from	12/05/2016	to 12/31/9999
<a href="#">Change Information</a>		
Employee Group/Subgroup 01 S 71047975 1		
Employee group	Permanent	
EE subgroup	06 M-OT Elig>40hrs/wk	



### Tip

- The **Employee group** is the status of the position. Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Employee group** definitions.

Position	RTR1	HR Generalist
Planning Status	Active	
Valid from	12/05/2016	to 12/31/9999
<a href="#">Change Information</a>		
Acct. Assignment Features 01 S 71047975 1		
Company Code	WA01	STATE OF WASHINGTON
Business Area	1630	Consolidated Technology Svcs
Personnel area	1630	Consolidated Technology Svcs
Pers. subarea	0001	Non Represented
CO Area	WA01	Washington State
FM Area	WA01	
Additional fields		
Budgeted	X	
Retirement Eligible	X	

## Position – Create (cont.)

### 25. Complete the **Essential relationship Planned Compensation** infotype.

Review the infotype and verify all the information is accurate.

### 26. Click the **Save** (💾) button.

### 27. Complete the **Create Vacancy** infotype.

### 28. Select the appropriate **Vacancy** option.

### 29. Click the **Enter** (✓) button or press **Enter** on the keyboard.

**Essential relationship Planned Compensation**

Position: RTR1 HR Generalist  
Planning Status: Active  
Valid from: 12/05/2016 to 12/31/9999 Change Information

Planned Compensation 01 S 71047975 1

Pay Grade Pay Scale Direct

Pay scale structure data

Country Grouping: USA  
P.scale type: 00 Non-Represented  
PS Area: 01 Standard Progression  
ESG for CAP: 3  
Pay Scale Group: 58 To: 58  
PS level: A To: M  
Key Date for Display: 12/05/2016

Currency key: USD United States Dollar  
Amount: 2,156.50 To: 2,902.00  
Time unit: Semi-monthly



#### Tip

- The Planned Compensation information will default from the job.
- The Pay Grade tab is used for non-standard pay schedules, such as bands.
- The Pay Scale tab is used for standard, incremental pay schedules, such as steps.
- Refer to the [HRMS Data Definitions Resource Guide](#) or press **F1** in this field for **Pay Scale Area / Pay Grade Area** definitions.
- Refer to the user procedure *Position- Maintain Planned Compensation* located in the [OLQR](#) for additional guidance in completing this infotype.

**Create Vacancy**

Position: RTR1 HR Generalist  
Planning Status: Active  
Valid from: 12/05/2016 to 12/31/9999 Change Information

Vacancy 01 S 71047975 1

☒ Open  
☐ Vacancy filled

## Position – Create (cont.)

**30.** Click the **Save** (💾) button.

**31.** Complete the **Essential relationship Work Schedule** infotype.

The following field is mandatory:

- **Percentage**

**32.** Click the **Enter** (✅) button or press **Enter** on the keyboard.

**33.** Click the **Save** (💾) button.

**34.** Complete the **Essential relationship Cost Distribution** infotype.

The following fields are mandatory:

- **COAr**
- **Cost Ctr**
- **Pct.**
- **Fund**
- **Functional Area**
- **Cost Object**
- **AFRS Project**
- **AFRS Allocation**



### Tips

- The Vacancy infotype is used to identify the position's availability.

**Essential relationship Work Schedule**

Position: RTR1 HR Generalist  
 Planning Status: Active  
 Valid from: 12/05/2016 to 12/31/9999 Change Information

Work Schedule: 01 S 71047975 1

Basic Work Hours: Monthly

Hours per Day: 8.00 Defaults  
 Hours per Week: 40.00  
 Hours per month: 173.60  
 Hours per year: 2,080.00

Percentage: 100.00 %



### Tips

- The remaining fields will populate once a Percentage is entered.
- If the position is 100%, you can click on the **Defaults** (Defaults) button and a **Work Schedule Default Values** window will appear. Click on the **Transfer** (✅) button to populate the default values.
- A warning message may appear **“Work time per month is calculated acc. to.”** Continue to click the **Enter** (✅) button or press **Enter** on the keyboard until you are prompted to click the **Save** (💾) button.

**Essential relationship Cost Distribution**

Position: RTR1 HR Generalist  
 Planning Status: Active  
 Start date: 12/05/2016 to 12/31/9999 Change Information

Cost Distribution: 01 S 71047975 1

Master cost center: 1630000000 DEFAULT AGENCY 163

COAr	Cost ctr	Pct.	Fund	Name	Functional Area	Cost Object	AF
WA01	1631111000	100.00	1630010000	DEFAULT AGENCY	163A111100000000	163000000000	AF

New entries

Entry 1 of 1

## Position – Create (cont.)

**35.** A list of Codes are available by clicking the matchcode in each of the Cost Distribution fields to narrow your search.

Go to step 36 for help searching Cost Center codes using the matchcode.

Skip to step 38 if you directly entered the Cost Distribution codes.

**36.** Enter your agency code with an asterisk (\*) and click the green check (✓) to begin search.

**37.** Select the appropriate code and click the Copy (✓) button or press Enter on your keyboard.

**38.** Click the **Enter** (✓) button or press **Enter** on the keyboard.

**39.** Click the **Save** (💾) button.

### ⚠ Caution

- Enter cost distribution information on multiple rows as necessary. **Pct.** column should add up to 100 percent.

### 💡 Tips

- For guidance in the Cost Distribution fields, see the Cost Accounting Equivalency Crosswalk (AFRS to HRMS) in the *Financial Reporting Job Aid* located in the [OLQR](#).

Cost Center (1)

Cost center | Cost center name | Standard Hierarchy | Organizational...

Cost Center [163\*]

Controlling Area [WA01]

Company Code [WA01]

Cost Center Category

Person Responsible

User Responsible

Cost ctr short text

Language Key [EN]

Maximum No. of Hits [500]

Cost Center (1) 242 Entries found

Cost Ctr	COAr	CoCd	CCTC	Person Responsible	User Resp.	Short text	Language	Valid From	to
1630000000	WA01	WA01	W	STATE OF WASHINGTON		DEFAULT AGENCY 163	EN	01/01/2004	12/31/9999
1631110000	WA01	WA01	W	STATE OF WASHINGTON		DIR-CTS ADMINISTRATI	EN	01/01/2004	12/31/9999
1631111000	WA01	WA01	W	STATE OF WASHINGTON		HUMAN RESOURCES	EN	01/01/2004	12/31/9999
1631114000	WA01	WA01	W	STATE OF WASHINGTON		CTS FACILITIES	EN	01/01/2004	12/31/9999

### 💡 Tips

- Review the cost distribution code and short text value before making your selection.
- Repeat **steps 35-39** for each cost distribution field as necessary.



## Position – Create (cont.)

### 40. Complete the **Essential relationship Address** infotype.

The following field is mandatory:

- **UFI Code** (Unique Facility Indicator)

### 41. A list of UFI Codes are available by clicking the matchcode by the UFI Code field.

Go to step 42 for help searching UFI codes using the matchcode.

Skip to step 45 if you directly entered the UFI code.

### 42. Click on the yellow bar with the triangle to search for a UFI Code assigned to a position's duty station address.




#### Tip


- The Unique Facility Indicator (UFI) Code is assigned to all state facilities listed in the State's Facilities Inventory maintained by the Office of Financial Management (OFM). The UFI Code identifies the Duty Station (facility) where a position is assigned and/or where an employee is assigned to conduct work.
- A position and/or employee may be Home-based. This means they are assigned to their home as the Duty Station. In these cases, the appropriate Home-based UFI Code should be selected. This is different from full-time Telework where the employee is still assigned to a state agency location as their Duty Station.
- When working with the UFI Code field you can use the matchcode button to find the UFI code assigned to the position's duty station address. Refer to **steps 41-45**.

UFI Code (1) 5000 Entries found

Restrictions							
UFI	Address Line 1	Address Line 2	City	County	Zip Code	State	Country
A00003	1523 BROADWAY		SEATTLE	KING	98122	WA	US


## Position – Create (cont.)

**43.** Enter Address information on the infotype. If address information is unknown, you can start the address information and enter an asterisk (\*). Click the green check () to begin search.

**44.** Click on the green check () to accept the correct address.

- If results return more than one entry, select the correct address.
- If there is only one entry, it will be selected by default.

The UFI Code field will display the code you selected.

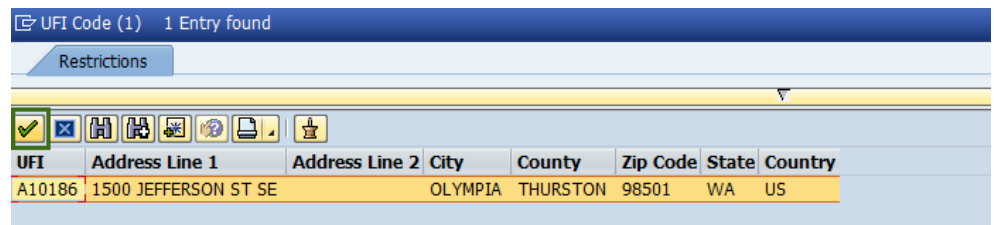
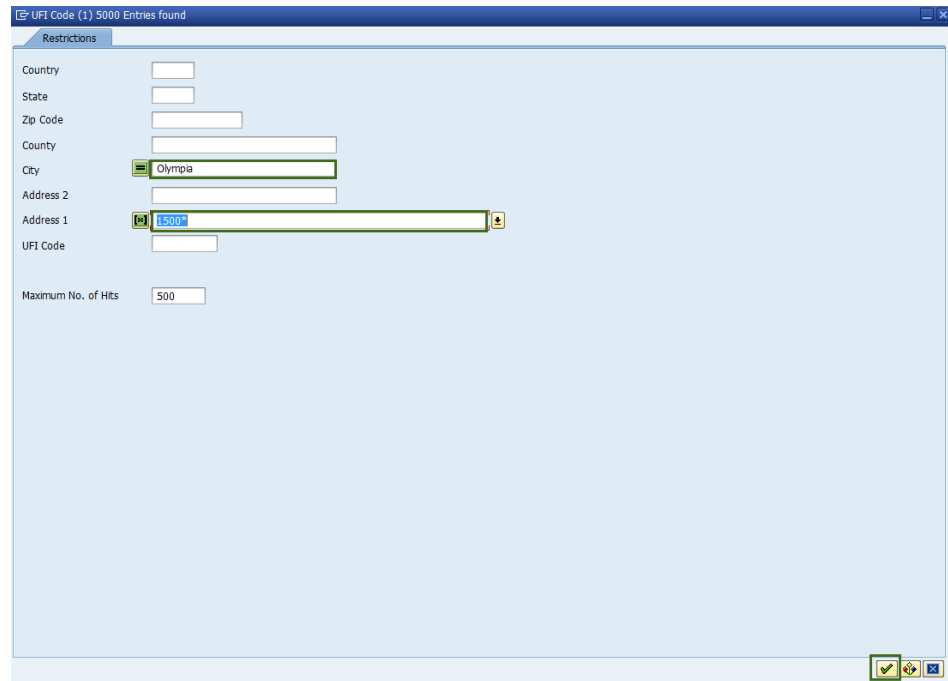
**45.** Click the **Enter** () button or press Enter on the keyboard.

The following fields will auto-populate once you click Enter:

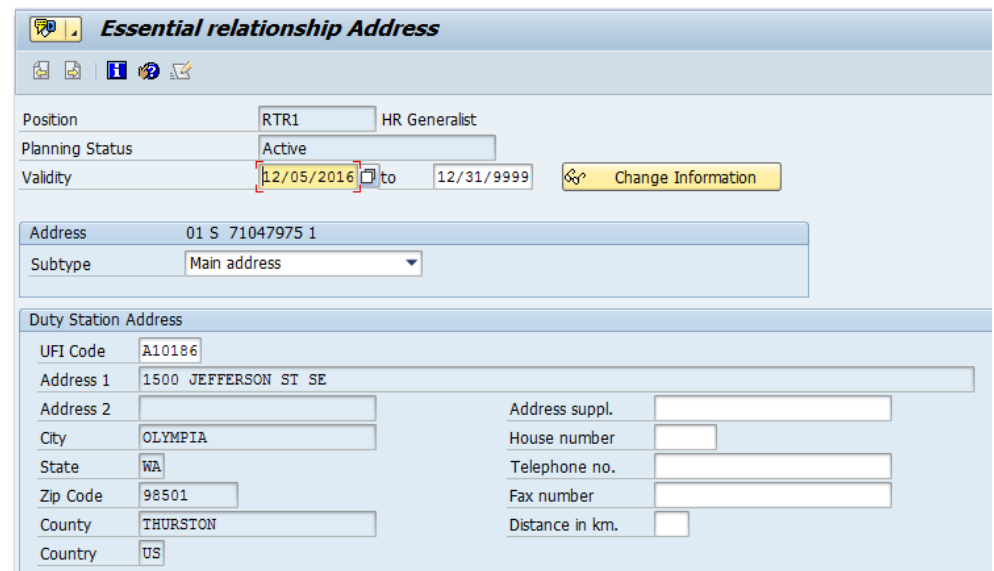
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip Code**
- **County**
- **Country**

The following fields are optional:

- **Address Suppl.**
- **House number**
- **Telephone no.**
- **Fax number**
- **Distance to km.**



UFI	Address Line 1	Address Line 2	City	County	Zip Code	State	Country
A10186	1500 JEFFERSON ST SE		OLYMPIA	THURSTON	98501	WA	US



### Tips

- Make note of the position's UFI **County** as it should match the position's duty station **County** on the Essential relationship Job Attributes infotype (**step 47**).

## Position – Create (cont.)

**46.** Click the **Save** (💾) button.

**47.** Complete the **Essential relationship Job Attributes** infotype.

The following fields are mandatory:

- **Country/State**
- **County**

The following field is optional:

- **Security Clearance**

**48.** Click the **Save** (💾) button.

**Essential relationship Job Attributes**

Position: RTR1 HR Generalist

Planning Status: Active

Start date: 12/05/2016 to 12/31/9999 [Change Information](#)

Job Attributes: 01 S 71047975 1

**RIF Attributes**

Competitive Area:

Competitive Level:

**Security**

Position Sensitivity: ☐

Security Clearance: ☐

**Duty Station**

Country/State: WA Washington

County: 34 Thurston County

City:

Duty Station: WA 34

**Other Federal Position Attributes**

Position Occupied: ☐

Financial Statements: ☐

Functional Cls.: 00

Supervisory St.: 0

Bargaining Unit: 0000

Pers. Office: 0000

**Drug Screening**

☐ Drug Test Designated Position



### Caution

- The **Country/State** field is case sensitive and accepts only CAPITAL letters. The only option is WA (Washington)
- The **County** field should match the County field on the position's Address infotype.

## Position – Create (cont.)

### 49. Complete the **Create Telework/Flex Work (POS)** infotype.

The following fields are mandatory:

- **Telework (POS)**
- **Flextime (POS)**
- **Compressed Workweek (POS)**

### 50. Click the **Save** (💾) button.

### 51. You have successfully completed the **Position Create** procedure.

The screenshot shows the 'Create Telework/Flex Work (POS)' form. At the top, there are icons for help, print, and save. The form contains the following fields: Position (RTR1), HR Generalist, Planning Status (Active), and Validity (12/05/2016 to 12/31/9999). A 'Change Information' button is on the right. Below these fields, a table lists the work types: Telework/Flex Work (POS) 01 S 71047975 1, Telework (POS) PE Position Eligible, Flextime (POS) PE Position Eligible, and Compressed Workweek (POS) PE Position Eligible. A green box highlights the table.

#### **Tips**

- Refer to the [HRMS Data Definitions Resource Guide](#) or press F1 in this field for **Telework (POS)**, **Flextime (POS)**, and **Compressed Workweek (POS)**

The screenshot shows the 'Maintain Plan Data: Execute Actions' form. It has a left sidebar with a back arrow, a search field (F..), and a tree view. The main area contains the following fields: Plan Version (01), Current plan, Object Type (S), Position, Object ID (71047975), Generalist, and Object abbr. (RTR1). Below these fields, a 'Selection of Tasks' section contains: Planning status (1), Active, Validity (12/05/2016 to 12/31/9999), and Action (S), Create position. A red box highlights the Object ID field.

#### **Tip**

The Position's **Object ID** number will display for the new position. *Be sure to record this for future reference.*