

Position – Maintain Object Name

Purpose Use this procedure to update the position’s object name.

Trigger Perform this procedure when maintaining the name of a position.


Prerequisites • A change in the position’s 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
7/28/2009	New procedure created.

Menu Path Human Resources → Organizational Management → Expert Mode → Position

Transaction Code PO13

Helpful Hints	<ul style="list-style-type: none"> 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.  <p>A name change to a position now requires the PA Processor to create a new <i>Organizational Assignment</i> (0001) infotype.</p>
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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:

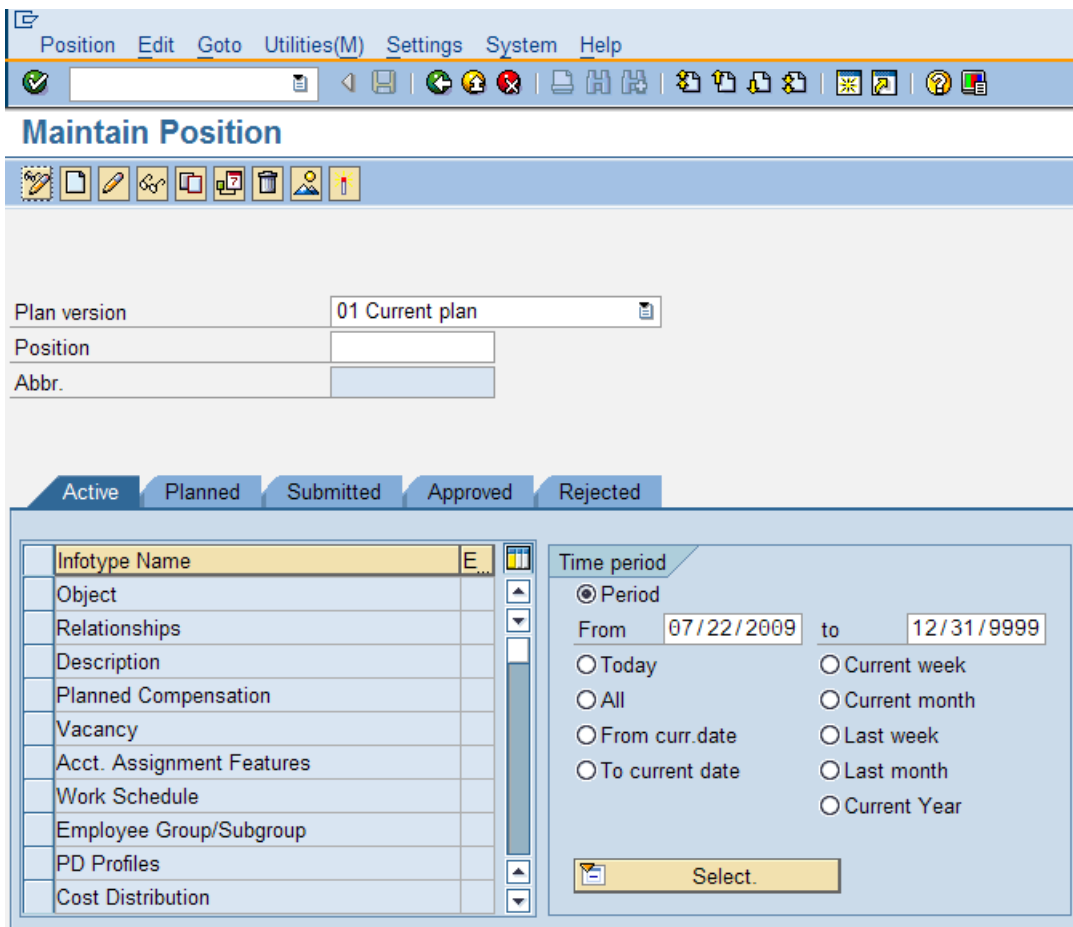
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

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 **PO13**.

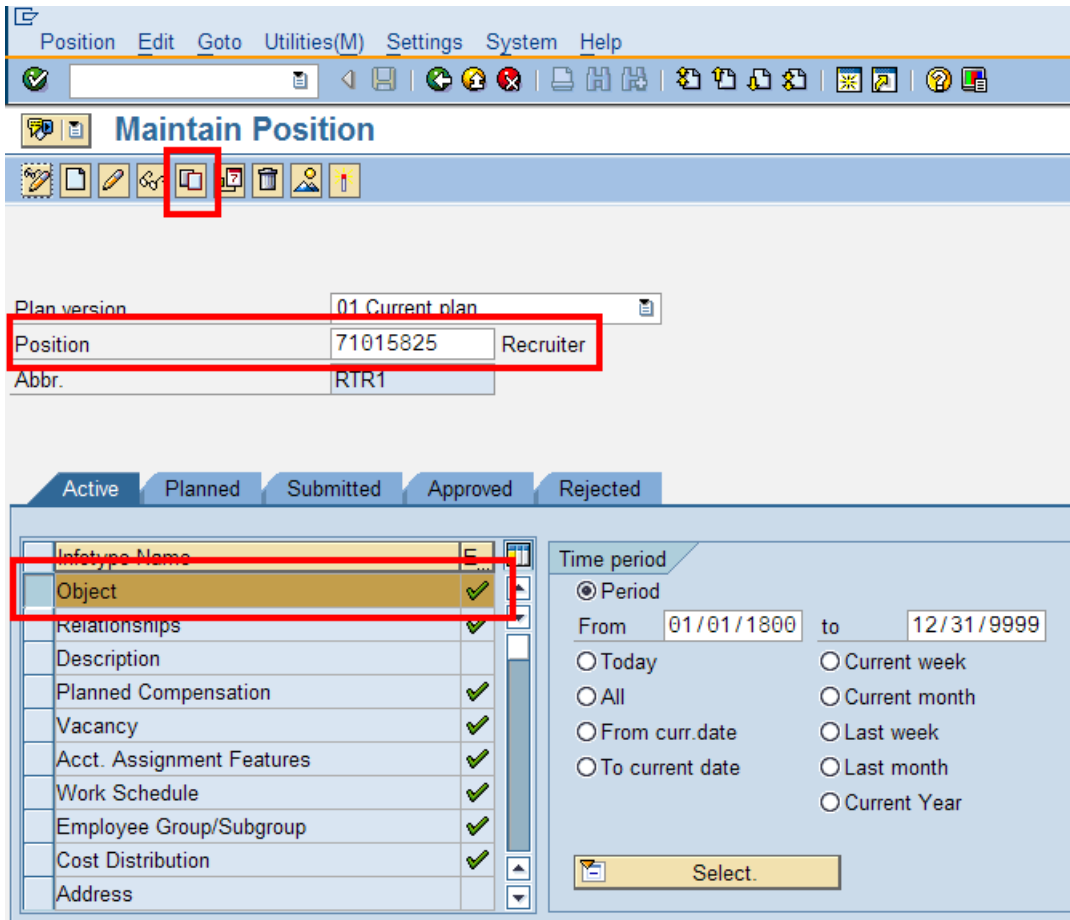


3. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7. Example: 71015825</p>

4. Click  (Enter) to validate the information.

5. Click to box to the left of to select.




The screenshot shows the 'Maintain Position' application window. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the 'Maintain Position' title and a toolbar with icons for editing and saving. The main form contains the following fields:

- Plan version: 01 Current plan
- Position: 71015825 Recruiter
- Abbr.: RTR1



Below the form are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. In the bottom-left pane, a list of fields is shown with checkboxes and status icons. The 'Object' field is highlighted with a red box. The bottom-right pane shows the 'Time period' selection options:


- Period: Period
- From: 01/01/1800 to 12/31/9999
- Today: Today
- All: All
- From curr.date: From curr.date
- To current date: To current date
- Current week: Current week
- Current month: Current month
- Last week: Last week
- Last month: Last month
- Current Year: Current Year

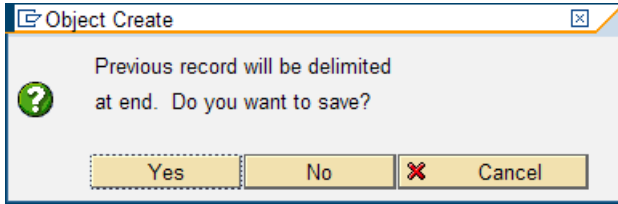
A 'Select.' button is located at the bottom of the time period pane.

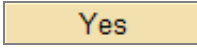
6. Click  (Copy) to copy and continue.

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 5 characters. The system will not display a warning message if more than 5 characters have been entered. Example: RTR1
Object name	R	This is the long text description of the object.  The Object name has a maximum of 40 characters. Example: HR GENERALIST

8. Click  (Enter) to validate the information.



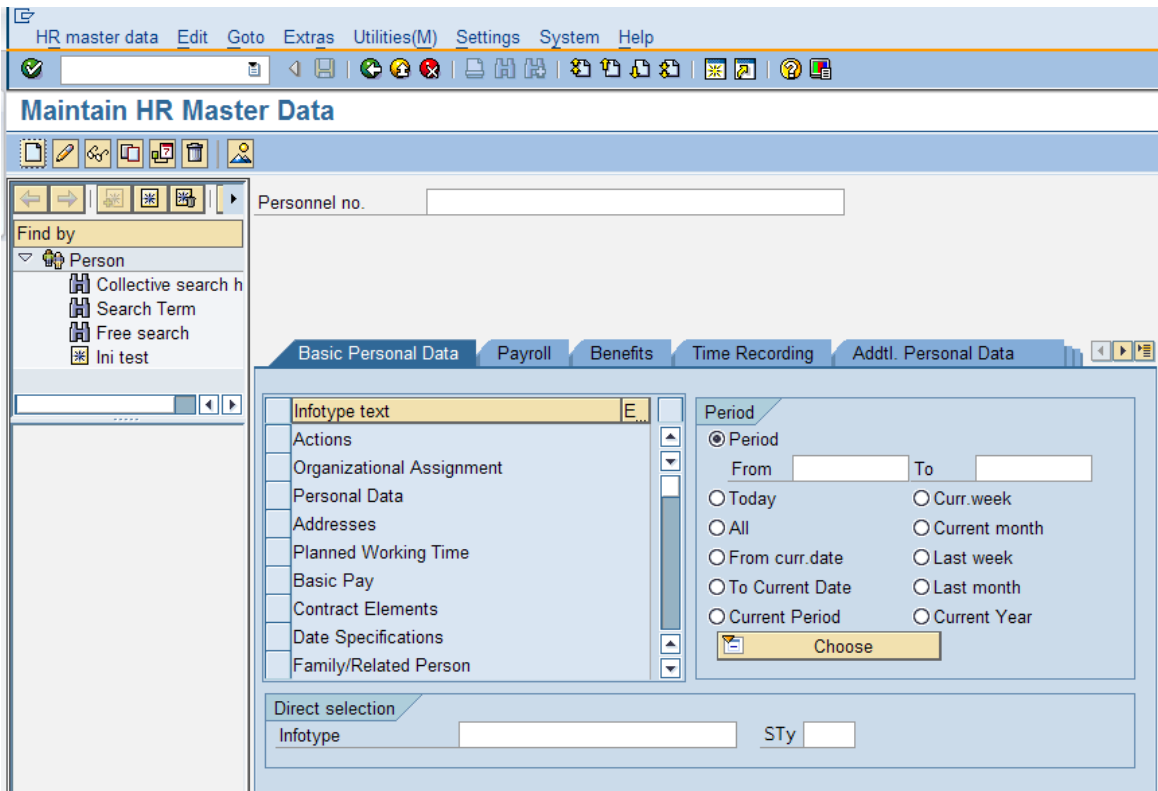
9. Click  (Yes) to confirm and continue.

10. Click  (Save) to save.



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: 40000100

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

The screenshot shows the 'Maintain HR Master Data' application window. At the top, there is a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain HR Master Data' and contains several sections. A red box highlights the 'Personnel no.' field, which contains the value '40000100'. Below this, there is a section for 'Find by' with options like 'Person', 'Collective search h', 'Search Term', 'Free search', and 'Ini test'. The main data entry area has tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Personal Data'. Under the 'Basic Personal Data' tab, there is a list of 'Actions' with checkboxes. The 'Organizational Assignment' checkbox is checked and highlighted with a red box. To the right of the 'Actions' list, there is a 'Period' section with radio buttons for 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. At the bottom, there is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.

14. Click  (Copy) to copy and continue.

Infotype Edit Goto Extras System Help

Copy Organizational Assignment (0001)

Org Structure

Personnel No. 40000100 Name Doe 40000100 John

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Start 07/01/2009 to 12/31/9999

Enterprise structure

CoCode WA01 STATE OF WASHINGTON

Pers.area 3570 Dept of Early Learning Subarea 0001 Non Represented

Cost Ctr 3570000000 DEFAULT AGENCY 3 Bus. Area 3570 Department of Early Learning

Fund

Personnel structure

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 06 M-OT Elig>40hrs/wk Contract Permanent

Organizational plan

Percentage 100.00

Position 71015825 RTR1 Recruiter

Job key 51000796 119F HUMAN RESOURCE CO

Exempt N

Org. Unit 31001100 357 Dept of Early Learning

Org.key C40

Administrator


PersAdmin

Time

PayrAdmin

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) to validate the information.

Infotype Edit Goto Extras System Help

Copy Organizational Assignment (0001)

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Personnel No. 40000100 Name Doe 40000100 John

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

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Enterprise structure

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Fund

Personnel structure

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 06 M-OT Elig>40hrs/wk Contract Permanent

Organizational plan

Percentage 100.00

Position 71015825 RTR1

HR GENERALIST

Job key 51000796 119F

HUMAN RESOURCE CO

Exempt N

Org. Unit 31001100 357

Dept of Early Learning

Org.key C40

Administrator

PersAdmin

Time

PayrAdmin



When your entry is validated, the new position name will display.

17. Click  (Save) to save.

18. You have completed this transaction.

Results
You have changed the position's name.
Comments
None