Purpose	Use this procedure to create or update the description on an existing WMS position description.
Trigger	Perform this procedure when maintaining the WMS Position Description Date or Last JVAC Evaluation Date.
Prerequisites	• The position object must exist.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor

	Change History					
	Organizational Management Processor					
End User Roles	End User Roles In order to perform this transaction you must be assigned the following role:					

Change History				
Date	Change Description			
06/02/2011	New procedure created.			
1/25/2012	Edits made to user procedure			

Menu PathHuman Resources \rightarrow Organizational Management \rightarrow Expert Mode \rightarrow Position

Transaction Code PO13

Position – WMS - Description

Helpful Hints	The Organizational Management Processor will use this to update a WMS Position's description:
	• Use the JVAC Points to enter the JVAC points.
	• Use the date of the last Position Description to enter the Position Description Date.
	• Use the date of the Last JVAC Evaluation to enter the last JVAC evaluation date.



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		
	Example : Nake an entry in all required fields. Action : Fix the problem(s) and then click (Enter) to validate and proceed.		
Warning	Example: ORECORD 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	Example: Save your entries. Action: Perform the required action to proceed.		



Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

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Object		Period			
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Description) Today		O Curren	t week
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Infotype Name E. Object		e period) Period rom 07) Today) All) From curr.) To current	.date	O Curren O Curren O Last w	it week it month reek nonth

2. Complete the following fields:

	R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description				
Position	R	This is a specific and concrete description of the responsibilities				
		that one individual fulfills in an organization. State of Washington Position's object id number begins with a 7. Example: 70003826				



- 3. Click 💜 (Enter) to validate the information.
- 4. Click to box to the left of Description to select.

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l l	Planned Compensation	<u></u>	OAI	O Current month			
	Vacancy	✓	O From curr.date	OLastweek			
	Acct. Assignment Features		O To current date	O Last week			
	Work Schedule		O To current date				
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	Cost Distribution	▲ ✔ ▼	E Select.				
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5.

IF	Go To
you are creating a new Description subtype	Step 6
you are updating an existing Description subtype	Step 11

6.

Click (Create) to create a new record.



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Image: Search Term Image: Search Term Image: Structure Search	Position 1417 ADM OFFICE MGR Planning Status Active Validity 06/01/2011 (a)t 12/31/9999
	Description 01 S 70003826 1 Subtype Position Description Date Language English Description 07/01/2010 07/01/2010 LI 1, CO 11 LI 1- LI 10 OF 31 IINES

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: 06/01/2011			
Subtype	R	This is a way to further define the data being stored on an			
		infotype. Only certain infotypes have subtypes.			
		(\mathbf{i})			
		Choose your selection from the drop-down menu.			
		Example: Position Description Date			
Description	R	This is a field that defines specific attributes of a position or/and			
		organizational unit.			
		Be sure to enter the dates as MM/DD/YYYY. This will			
		ensure the reports will sort correctly. Example: Enter			
		07/01/2010 not 7/1/10			



		Example: 07	7/01/2010			
	<u> </u>	· · ·				
7.	Click 🞯 (Enter) to validate the information.					
8.	Click 🔛 (Save) to s	ave.				
	You have completed	l this transaction.				
9.	Click the radio butto	n	r iod area.			
10.	Click (Overview	v) for an overview of al	l actions associa	ated with <i>Description</i> (1002).		
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				O Current Year		
		Employee Group/Subgrou	P V 1			
		PD Profiles		Select.		

11. Select the record you would like to update by clicking the box to the left of the record.



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13. 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: 06/01/2011
Subtype	R	This is a way to further define the data being stored on an
		infotype. Only certain infotypes have subtypes.
		(\mathbf{i})
		Choose your selection from the drop-down menu.
		Example: Last JVAC Eval Date
Description	R	This is a field that defines specific attributes of a position or/and
		organizational unit.
		(\mathbf{i})
		Be sure to enter the dates as MM/DD/YYYY. This will
		ensure the reports will sort correctly. Example: Enter
		05/31/2010 not 5/31/10
		Example: 05/31/2011

- 14. Click 🞯 (Enter) to validate the information.
- 15. Click (Save) to save.
- 16. You have completed this transaction.

You have maintained the WMS Position's description.

Comments

None

