Job to Job Group Relationship - Create

PP01

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/29/2007	Janet Pasion	DRAFT
2/1/07	Chylynn / Lesa	SME Reviewed and edited.

Purpose

Use this procedure to create a job to job group relationship for your agency to run the Affirmative Action Plan (AAP) reports mandated by State and Federal laws.

Trigger

Perform this procedure when creating agency specified job group codes and job to job group relationships for your agency.

Prerequisites

- Agencies must determine the unique Job Groups for their agencies.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Organizational Management → Expert Mode → General.

Transaction Code

PP01

Date	Procedure Update Log
1/29/2007	Created

Helpful Hints

- A small agency may only need 3 job groups, whereas a large agency may need 10 or more job groups.

- When determining job groups keep in mind: salary levels, similar scope of responsibilities and recruitment needs.

- Examples of some possible Job Groups are:
  - 1100-01 – Officials, Administrators and Managers
  - 1100-02 - Professionals
  - 1100-03 - Entry Level Managers and Technicians
  - 1100-04 – Support Staff

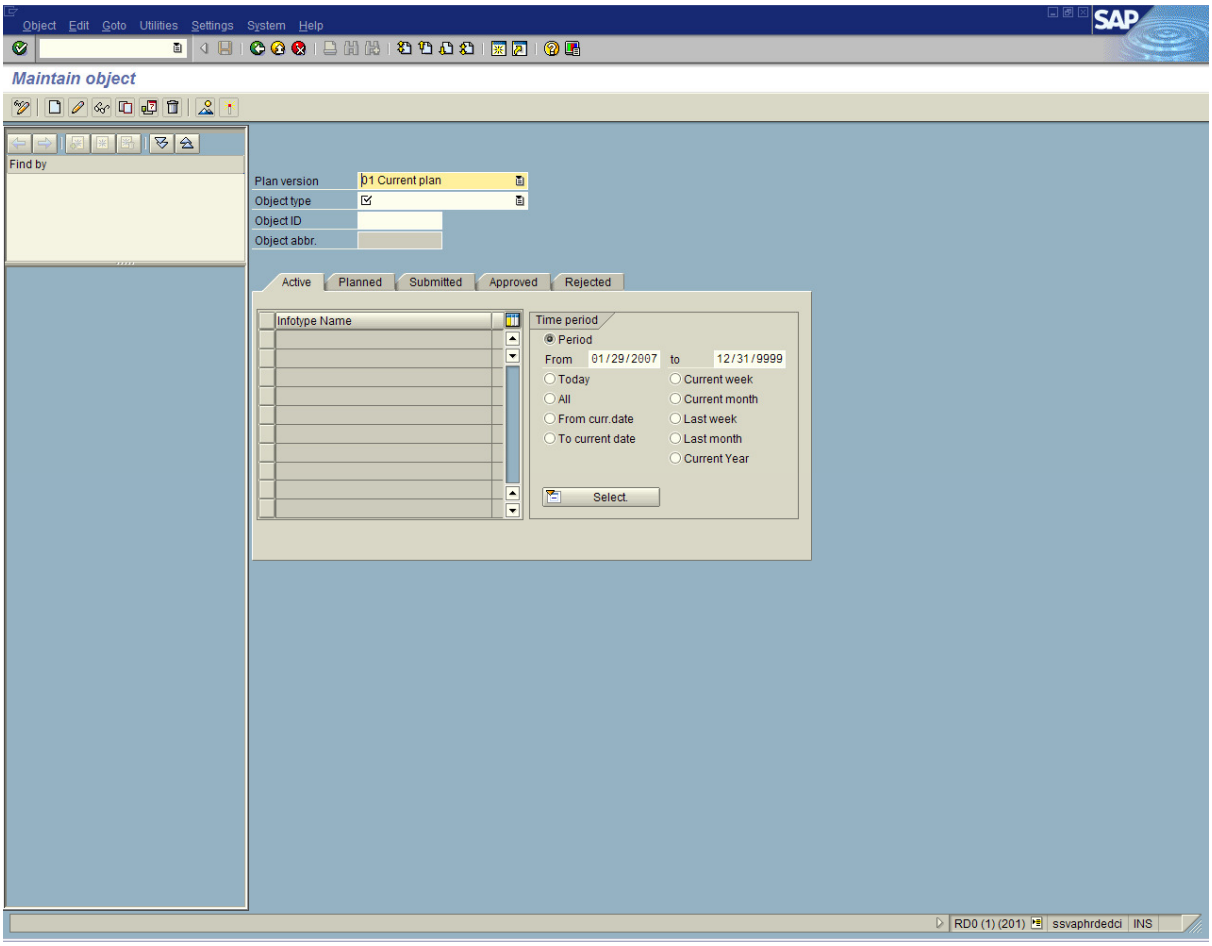
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to 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 proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the menu path above or transaction code **PP01**.

Maintain object



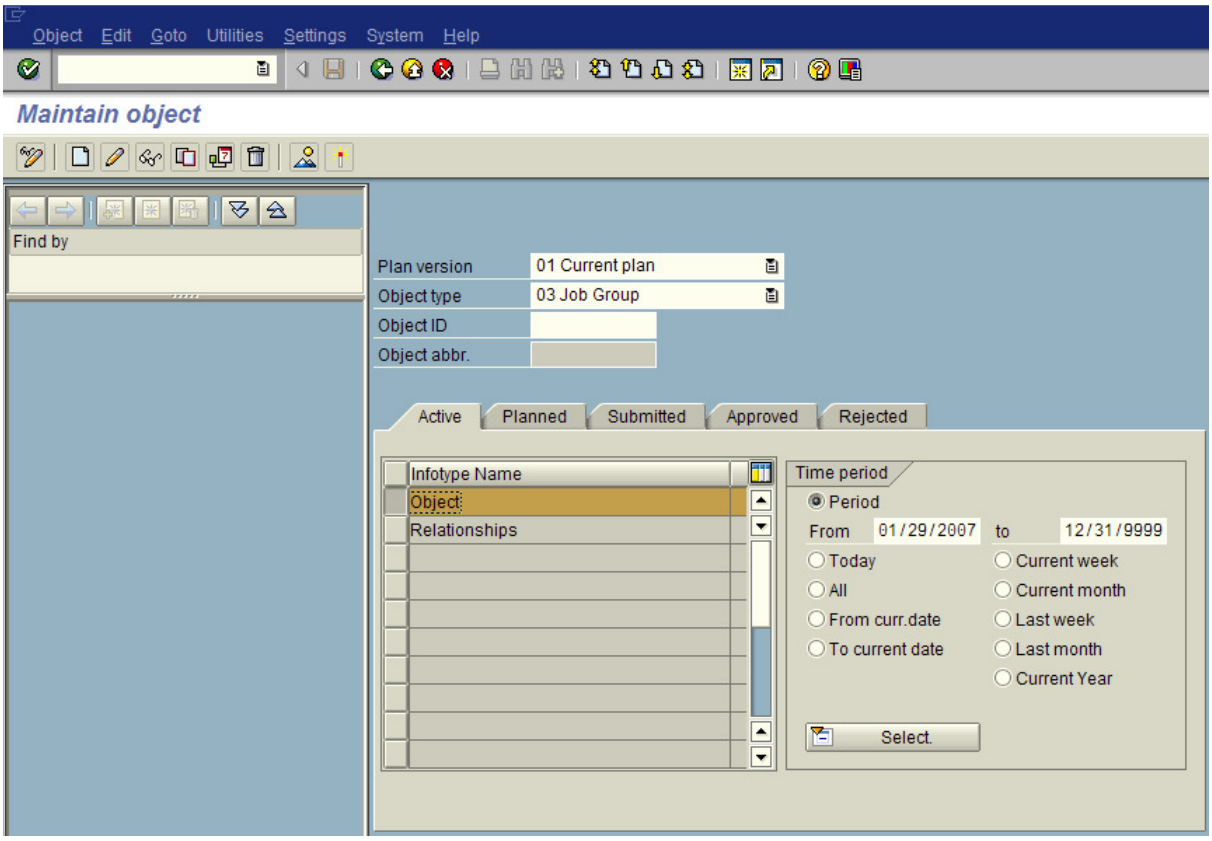
2. Complete the following fields:

Field Name	R/O/C	Description
Object type	R	It identifies if the object type is an assignment pay, dual language, job group or a management type. **Example:** 03 Job Group
Period	R	This selection option will use the specified values as the beginning and end date of the record. **Example:** 01/29/2007 to 12/31/9999

Once the type has been selected, the infotype names will populate.

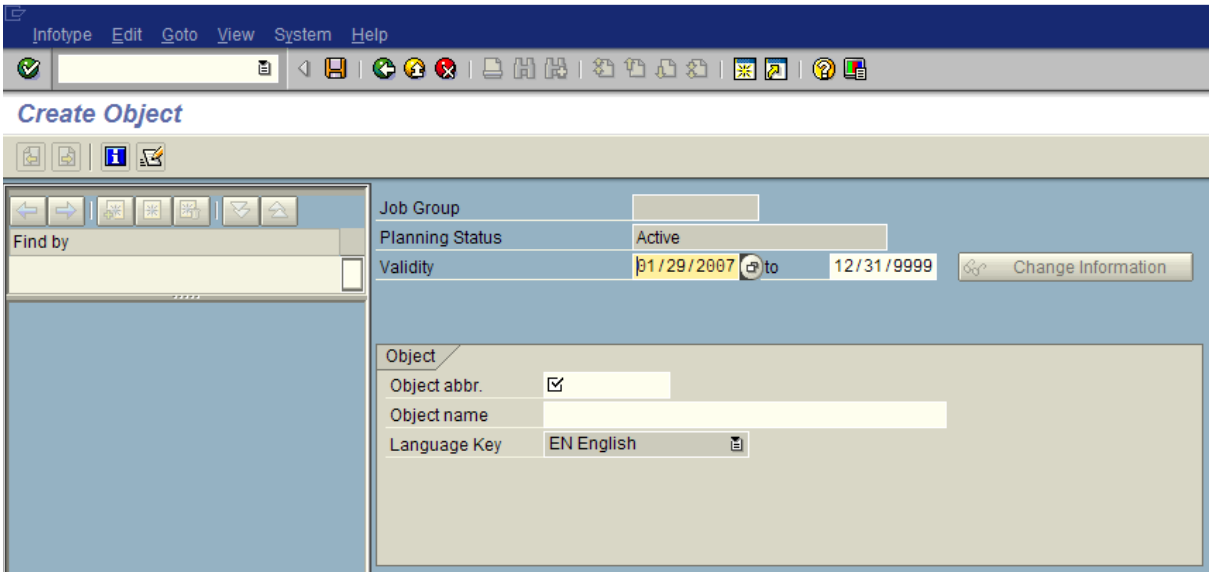
3. Click on the Object (Object) infotype.

Create Object



4. Click (Create) to create a new record.

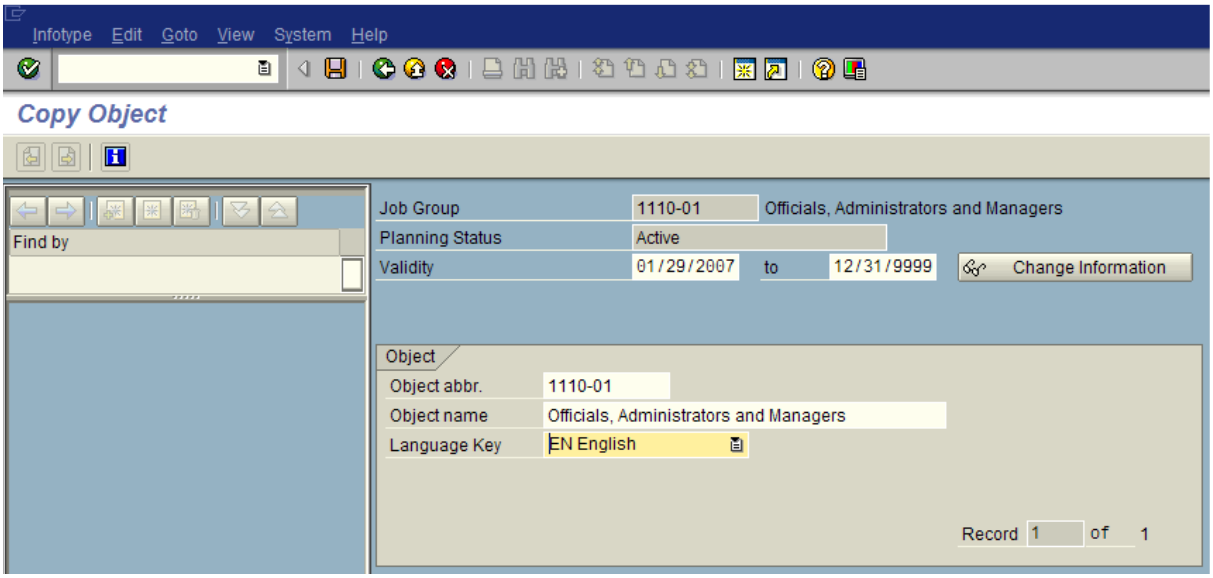
Create Object



5. Complete the following fields:

Field Name	R/O/C	Description
Object abbr.	R	The abbreviation of the Job Group. – This is the short text or the numerical identifier for your new Job Group. The Object abbreviation should start with the agency's personnel area. This is very important because all agencies have access to any Job Group object. **Example:** 1110-01 (Maximum of 12 characters) Enter your personnel area number, a dash, and then your agency's unique Job Group Code.
Object name	R	The Job Group's full description. **Example:** Officials, Administrators and Managers (Maximum of 40 characters)

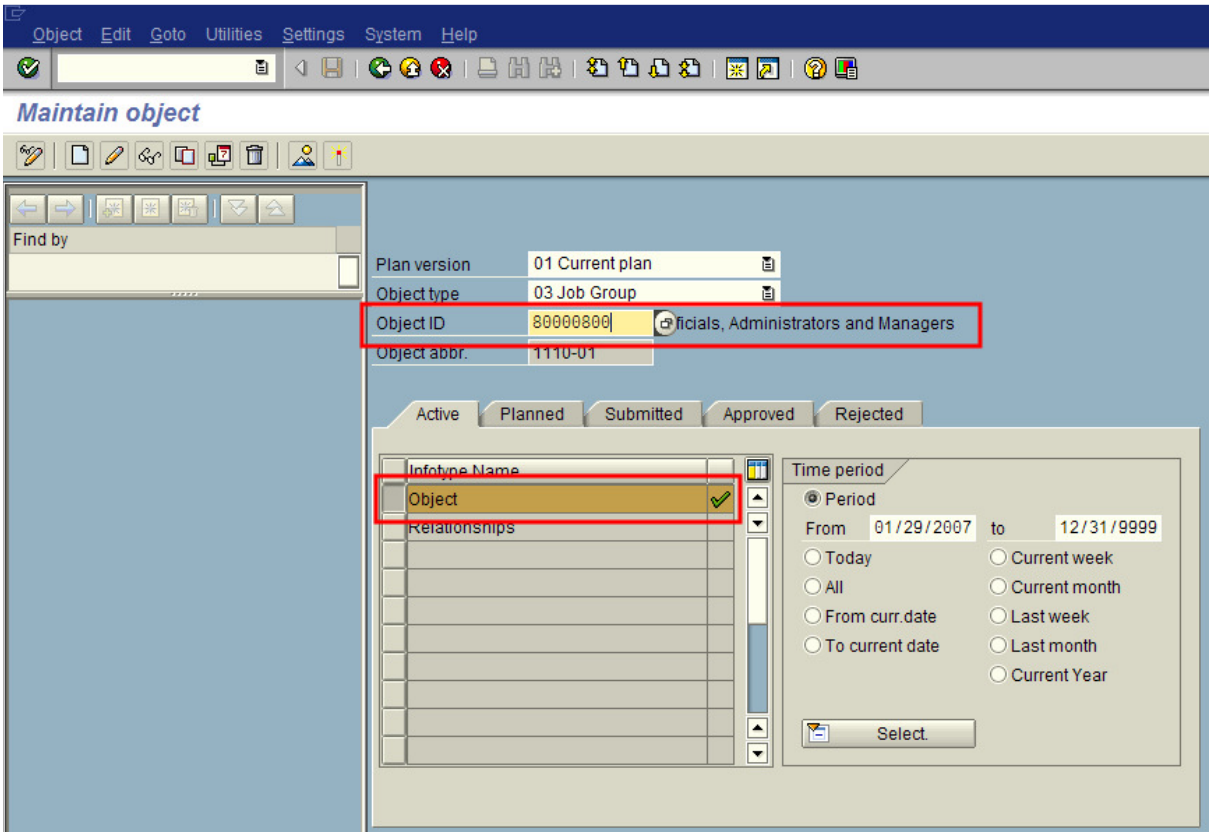
Create Object



6. Click (Enter) to validate the information.

7. Click (Save) to save the entry.

Maintain object



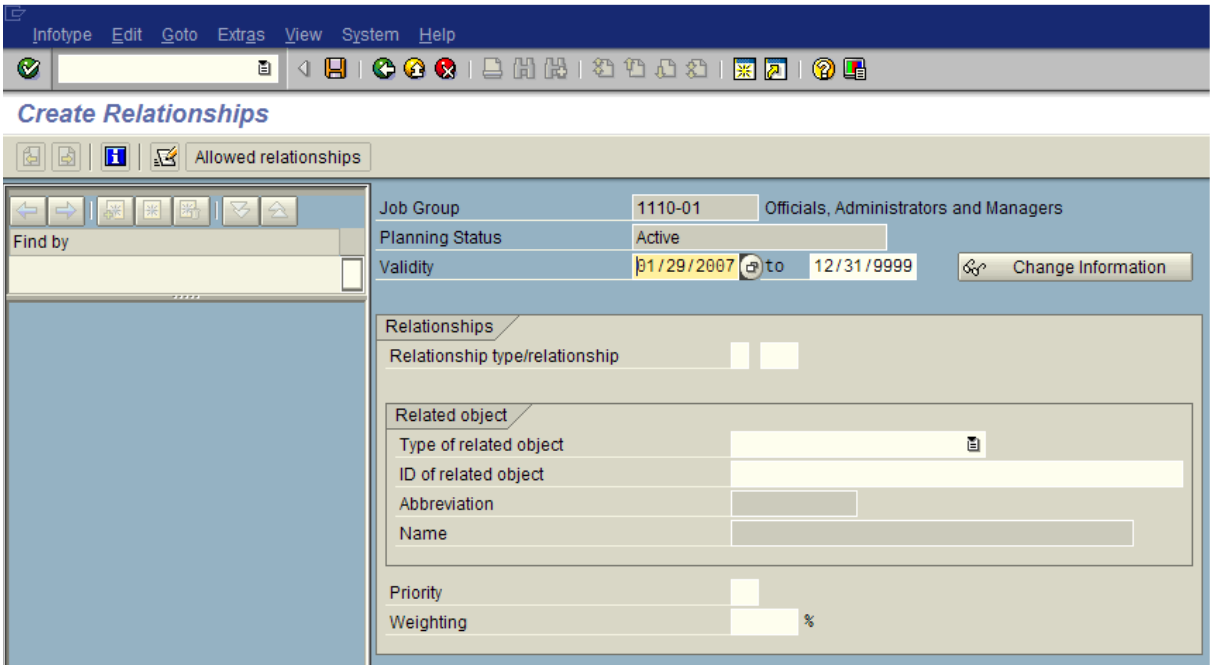
Notice the (Green check) next to the *Object* infotype. This indicates a record being created for this infotype.

Also notice the Object ID number has been populated. This is the system assigned number for the newly created Object type. **Be sure to write the Object ID number in a paper log for future reference.** The Object ID number can also be found on the Affirmative Action Plan report.

8. Click on the Relationships (Relationships) infotype.

9. Click (Create) to create a new record.

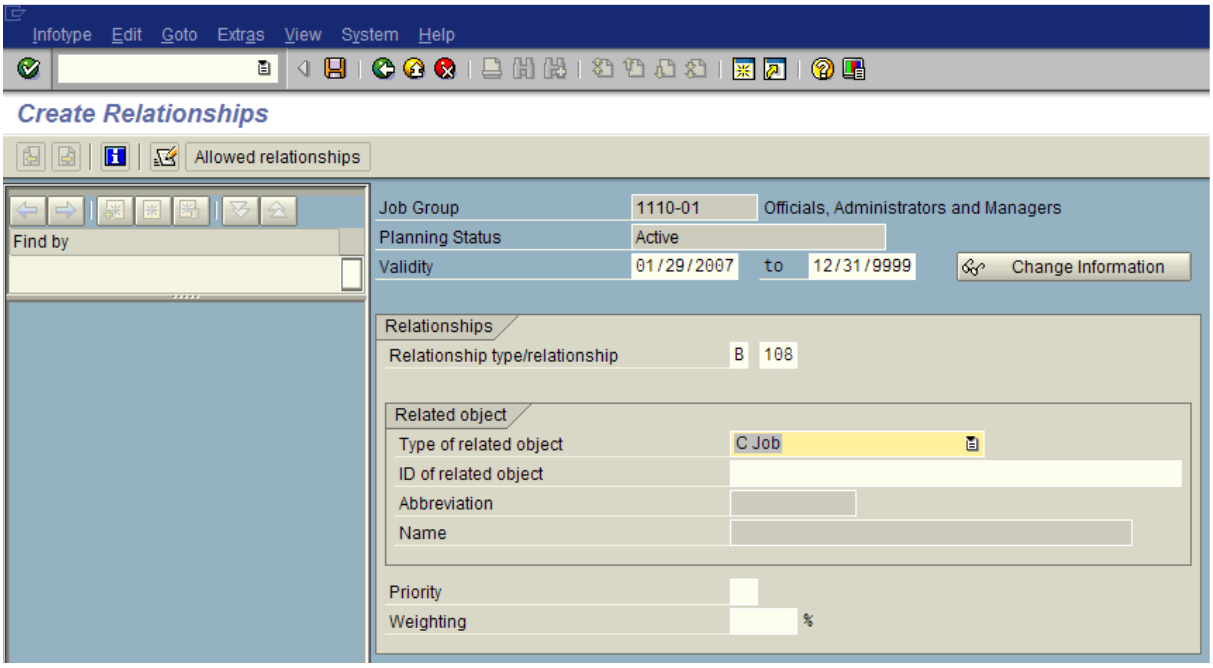
Create Relationships



10. Complete the following fields:

Field Name	R/O/C	Description
Relationship type/relationship	R	Identifies the type of relationship type. The selection can be made by using the (Matchcode) or by filling in the fields manually. **Example:** B (Relationship type) 108 (Relationship - Is assigned to)
Type of related object	R	It defines if the related object is a job or a person. **Example:** C Job

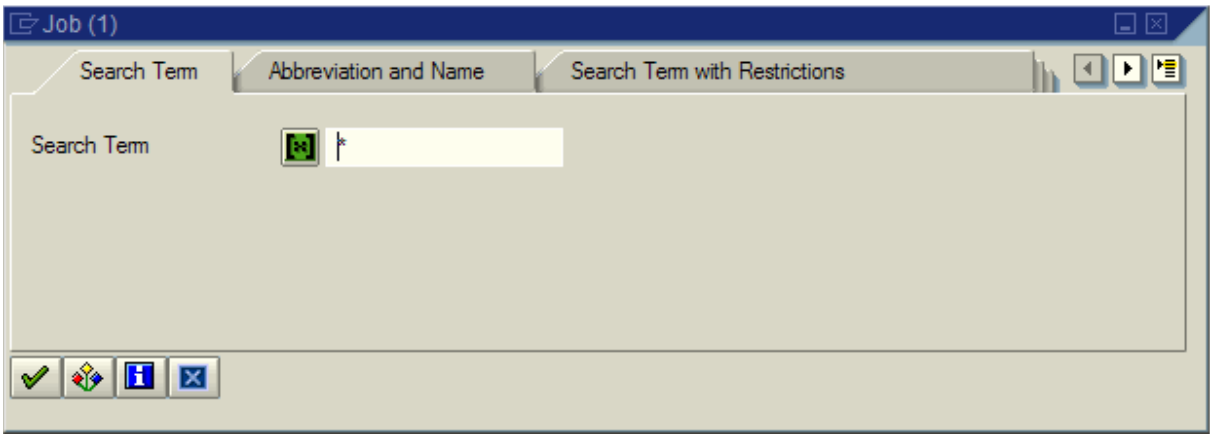
Create Relationships



11. Click (Matchcode) in the **ID of related object** field to open the selection list.

Enter the HRMS Job ID Number for the Job classification you want assigned to the Job Group you are creating.

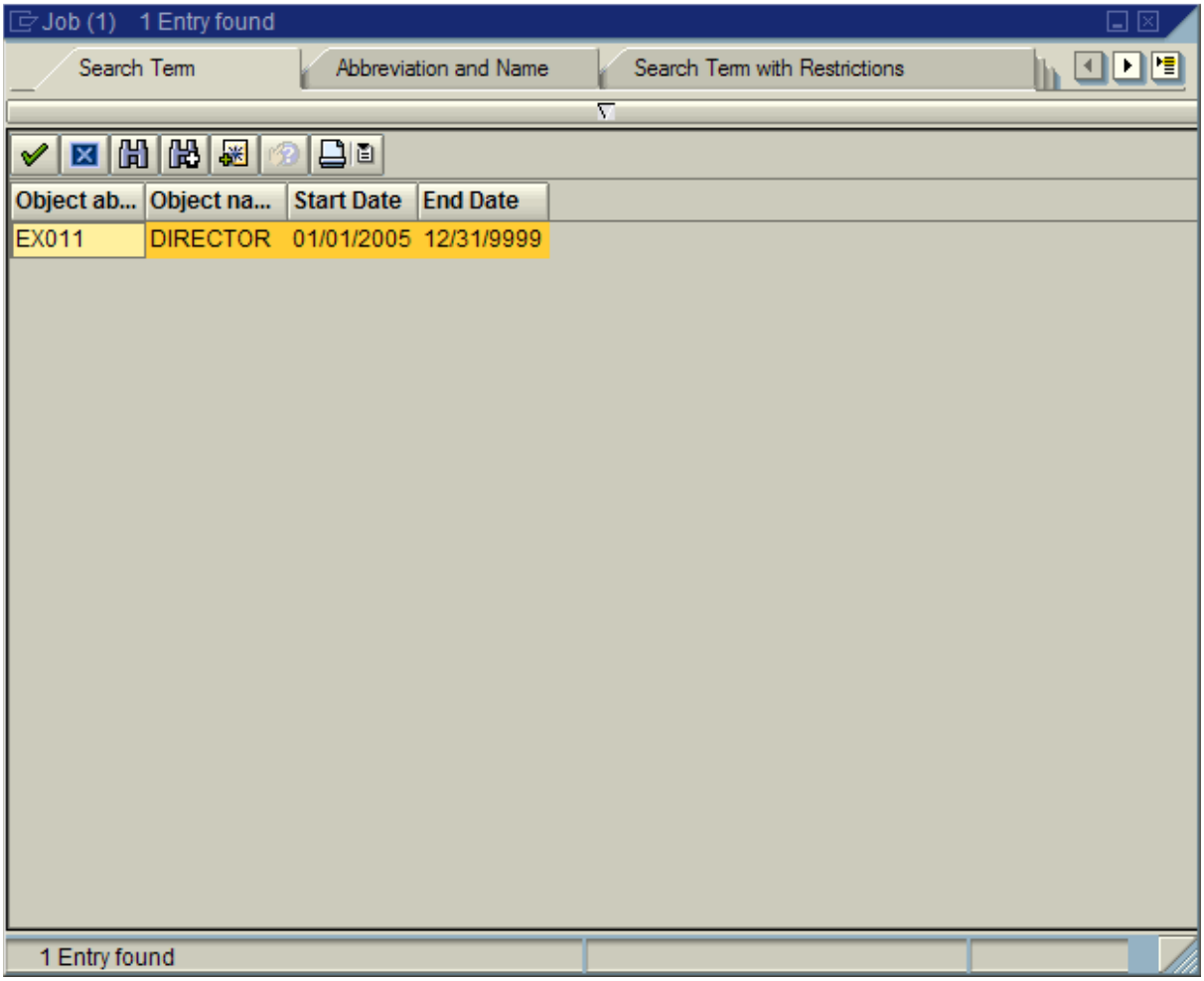
Job (1)



Use the Search Term or Abbreviation and Name tab to begin the search. To assist in the search, refer to the Department of Personnel's (DOP) website referencing Job Classes at http://www.dop.wa.gov/Resources/JobClasses/. The DOP assigned Job Class Codes may be used when searching for a specific job class.

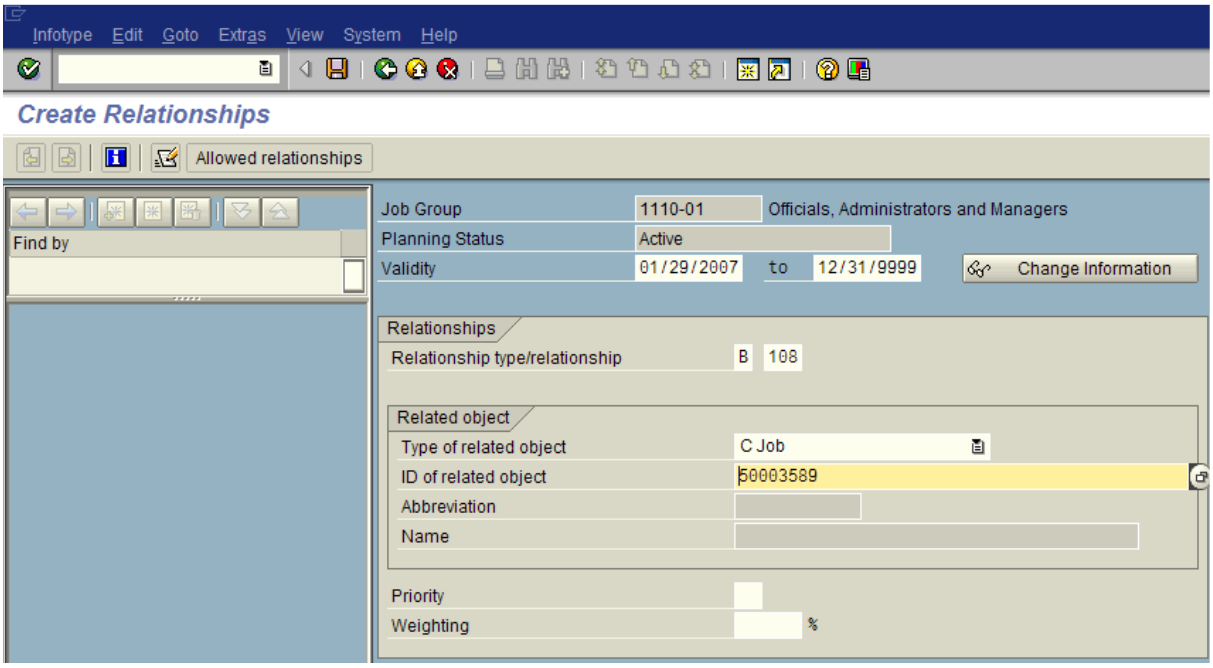
Field	Value
Search Term	In this field you can enter a search term to search for objects.
Abbreviation and Name	In this field you can search using the object abbreviation or object name.

Job (1) 1 Entry found



12. Select your object by double-clicking on the name.

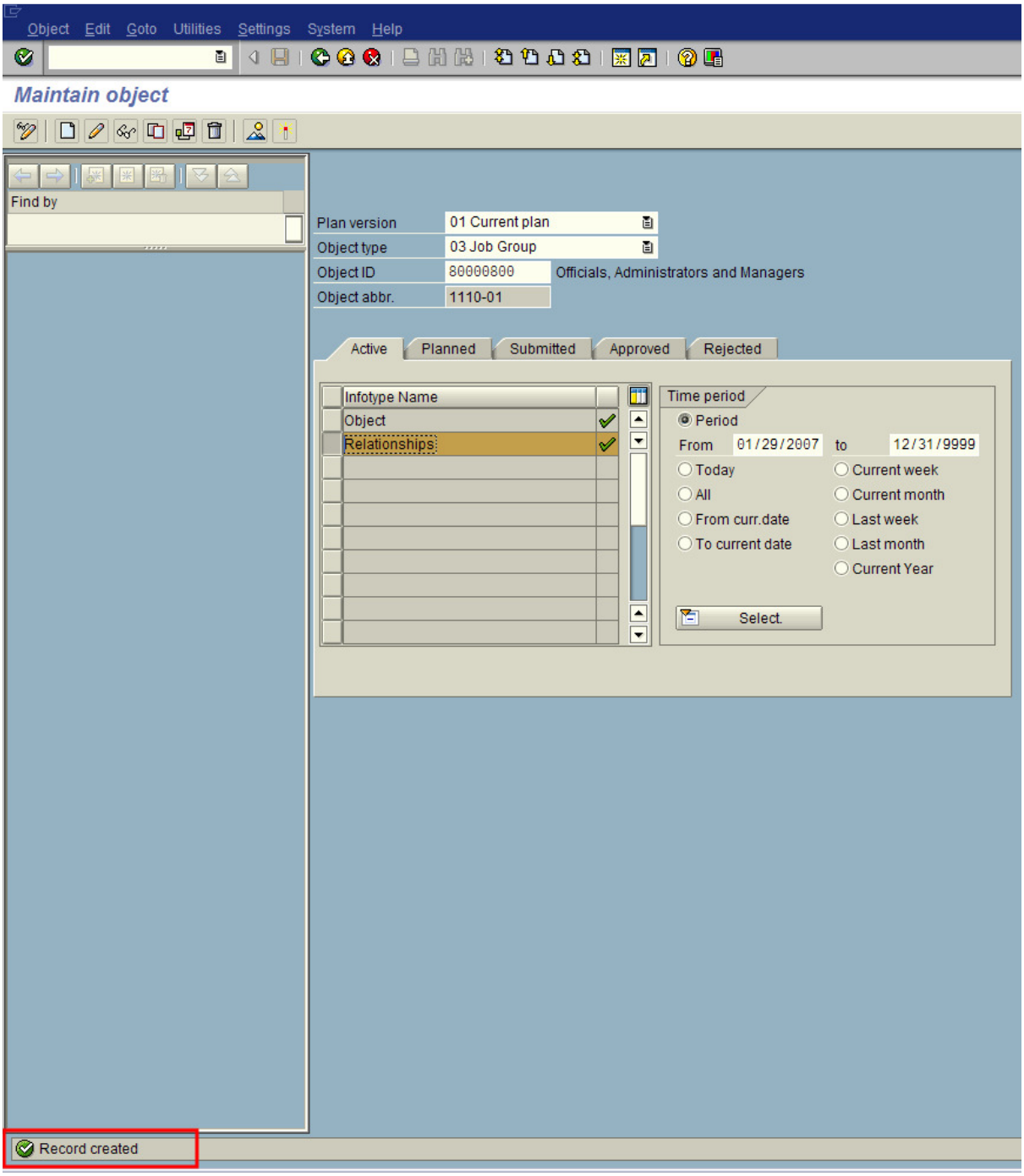
Create Relationships



13. Click (Enter) to validate the information.

14. Click (Save) to save.

Maintain object



The system displays the message, "Record created." Notice the (Green check) next to the *Relationships* infotype. This indicates a record being created for this infotype.

15. You have completed this transaction.

To create additional Job Groups, repeat Steps 1 through 15.

To assign Jobs to a specific Job Group, complete Steps 8 through 15.

Result

You have created a Job Group to Job relationship.

Comments

After the agency's Job Groups have been created in HRMS, run the Affirmative Action by Job Report (ZHR_RPTOMN35).