

Position_Undelimit

Purpose Use this procedure to undelimit a position.

Trigger Perform this procedure when a position has been delimited inadvertently.

Prerequisites Position has been delimited.

End User Roles In order to perform this transaction you must be assigned the following role:

- Organizational Management Processor

Change History	
Date	Change Description
4/6/2009	New procedure created

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

Transaction Code PO13

Helpful Hints Consider these Helpful Hints when following this procedure:

- If the Position has been delimited a few years ago, then proceed to create a new Position.
- Always start with the Object infotype when undelimiting an object.
- Ensure all infotypes with a green check are updated. (See the HRMS course Organizational Management – Section 3a for a complete list of Position infotypes)

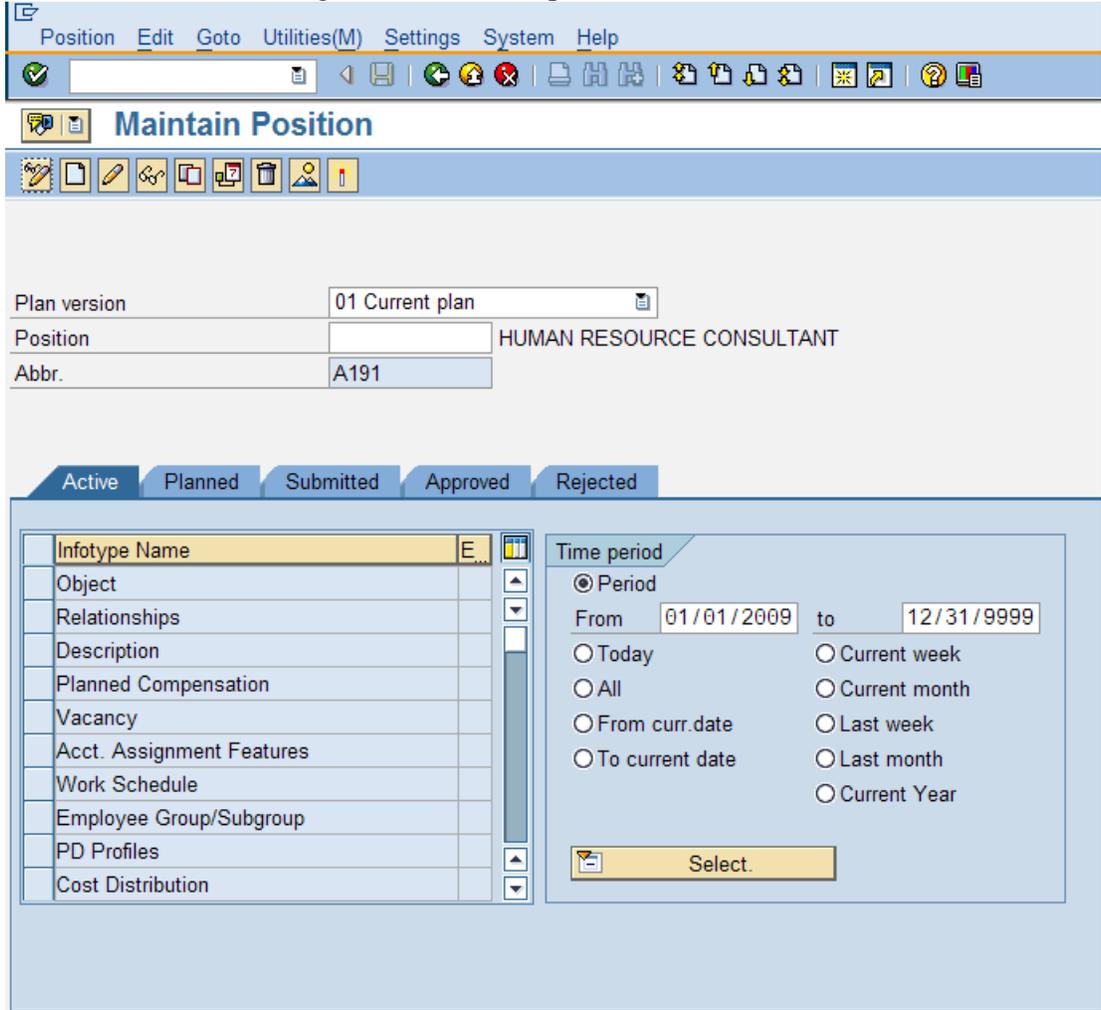
Types of Messages

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 Follow the steps below to undelimit the position.

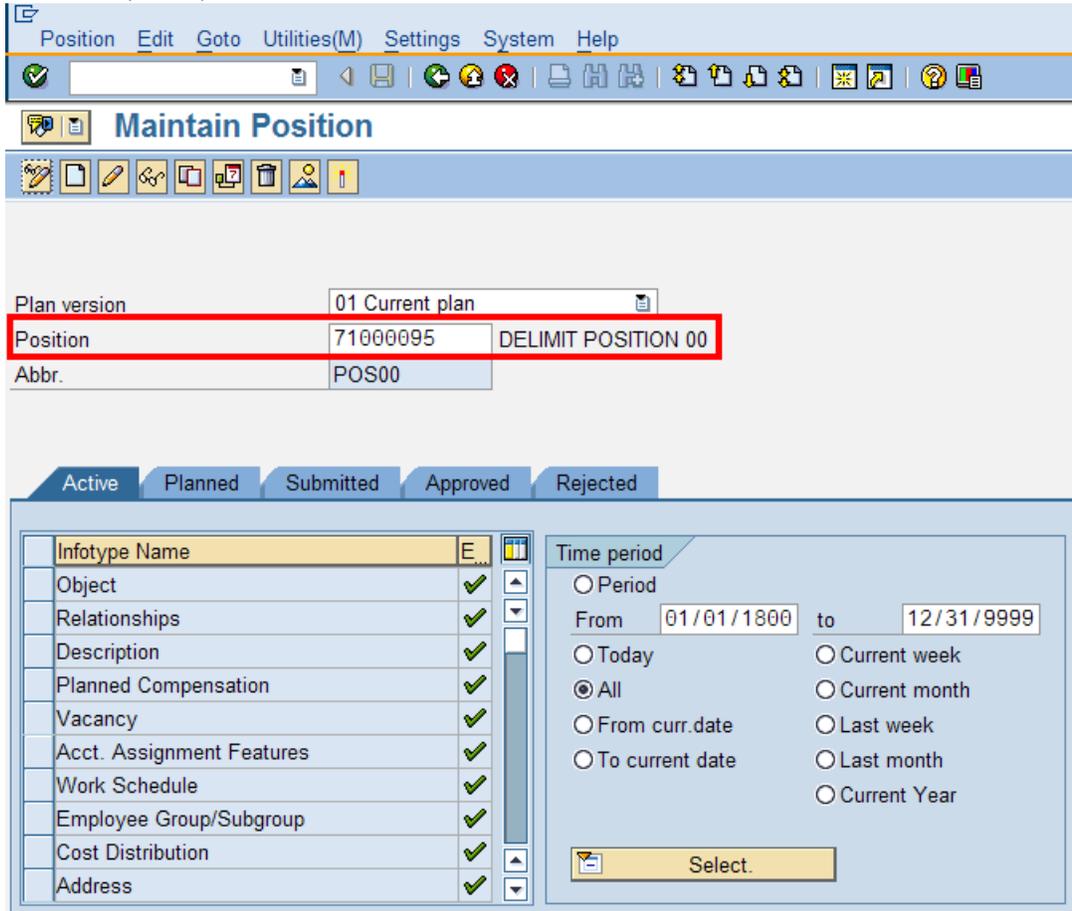
1. Start the transaction using the above menu path or transaction code **PO13**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>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.</p> <p>Example: 71000095</p>

3. Click  (Enter) to validate the information.



Position Edit Goto Utilities(M) Settings System Help

Maintain Position

Plan version: 01 Current plan

Position: 71000095 DELIMIT POSITION 00

Abbr.: POS00

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E...
Object	<input checked="" type="checkbox"/>
Relationships	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>
Planned Compensation	<input checked="" type="checkbox"/>
Vacancy	<input checked="" type="checkbox"/>
Acct. Assignment Features	<input checked="" type="checkbox"/>
Work Schedule	<input checked="" type="checkbox"/>
Employee Group/Subgroup	<input checked="" type="checkbox"/>
Cost Distribution	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>

Time period

Period
From: 01/01/1800 to: 12/31/9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

Current Year

Select.

4. In the **Time period** area, click All to select.

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

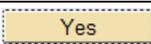
6. Click  (Copy) to copy and continue.

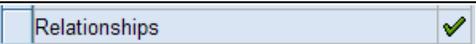
7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	It specifies the end date of a record, transaction, or search. <div style="text-align: center;">  The end date 12/31/9999 indicates the newest or recent record available. Example: 12/31/9999 </div>

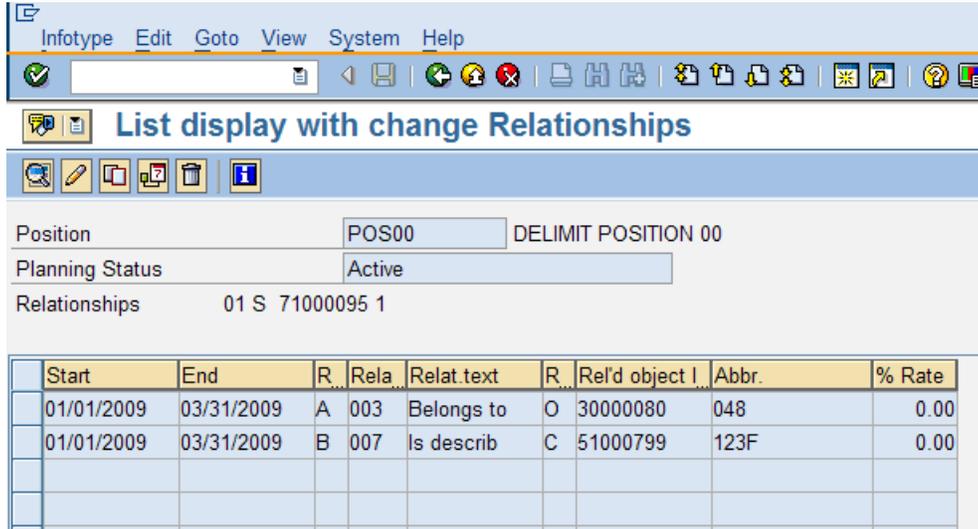
8. Click  (Enter) to validate the information.

9. Click  (Save) to save.

10. Click  to continue.

11. Click the box to the left of  to select

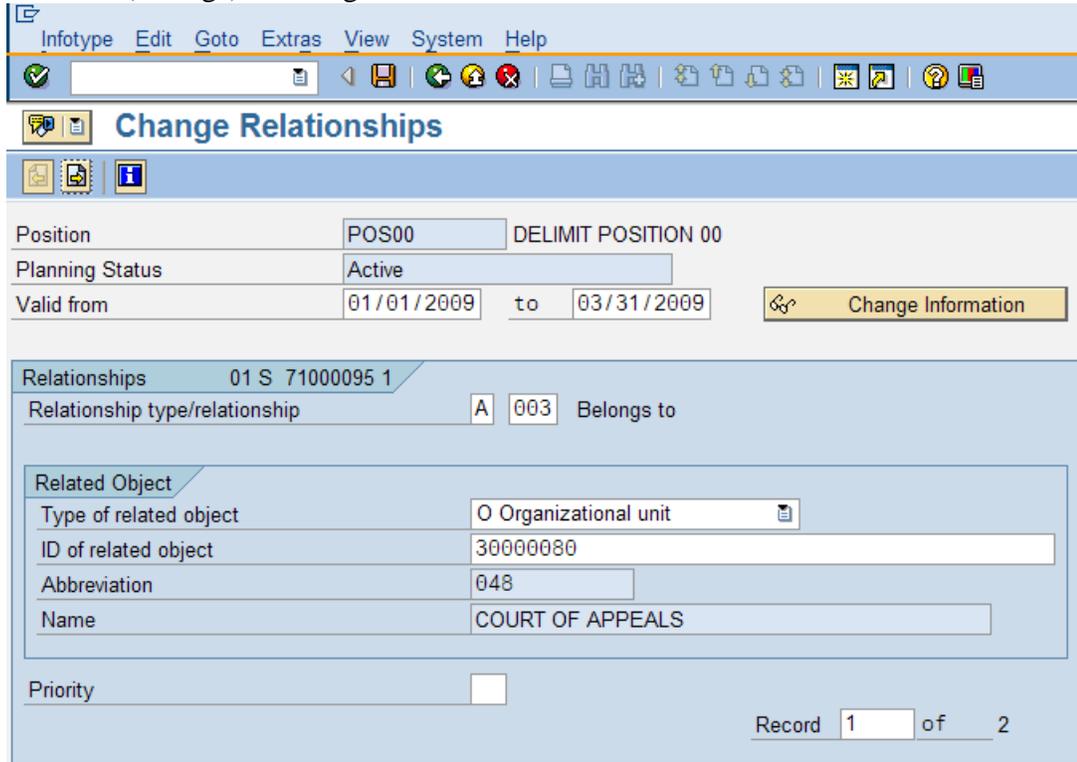
12. Click  (Overview) for an overview of all actions associated with *Relationships* (1001).

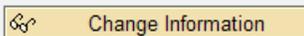


Start	End	R	Rela	Relat.text	R	Rel'd object I	Abbr.	% Rate
01/01/2009	03/31/2009	A	003	Belongs to	O	30000080	048	0.00
01/01/2009	03/31/2009	B	007	Is describ	C	51000799	123F	0.00

13. Click  to select.

14. Click  (Change) to change the record.



Position: POS00 DELIMIT POSITION 00
 Planning Status: Active
 Valid from: 01/01/2009 to 03/31/2009 

Relationships: 01 S 71000095 1
 Relationship type/relationship: A 003 Belongs to

Related Object
 Type of related object: O Organizational unit
 ID of related object: 30000080
 Abbreviation: 048
 Name: COURT OF APPEALS

Priority: [empty] Record 1 of 2

15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	<p>It specifies the end date of a record, transaction, or search.</p> <p> The end date 12/31/9999 indicates the newest or recent record available.</p> <p>Example: 12/31/9999</p>

16. Click  (Enter) to validate the information.

The screenshot shows the 'Change Relationships' window. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Position: POS00 DELIMIT POSITION 00
- Planning Status: Active
- Valid from: 01/01/2009 to 12/31/9999 (the 'to' field is highlighted with a red box)
- Change Information button
- Relationships: 01 S 71000095 1
- Relationship type/relationship: A 003 Belongs to
- Related Object section:
 - Type of related object: O Organizational unit
 - ID of related object: 30000080
 - Abbreviation: 048
 - Name: COURT OF APPEALS
- Priority: []
- Record 1 of 2

17. Click  (Save) to save.



Repeat steps 13-17 for the remaining relationships.

When complete, click  (Back) to return to the previous screen.

18. Click the box to the left of Description  to select.

19. Click  (Change) to change the record.

The screenshot shows the SAP 'Change Description' window. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Position: POS00 DELIMIT POSITION 00
- Planning Status: Active
- Validity: 01/01/2009 to 03/31/2009 (The 'to' and the end date are highlighted with a red box)
- Change Information button
- Description: 01 S 71000095 1
- Subtype: 0001 General description
- Language: EN English
- Description text area: USED FOR THE DELIMIT POSITION ACTIVITY
- Li 1, Co 1
- Ln 1 - Ln 1 of 1 lines
- Record 1 of 1

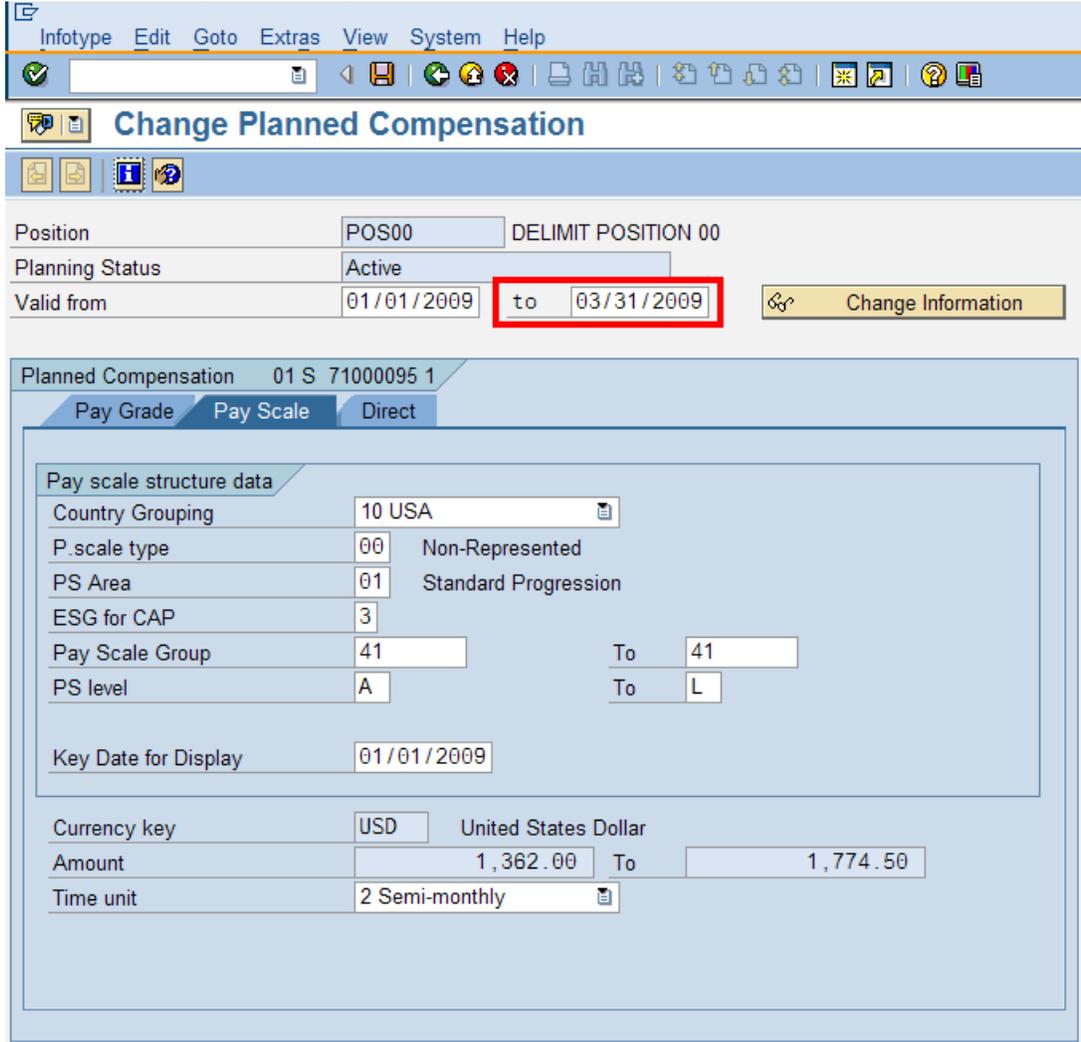
20. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	It specifies the end date of a record, transaction, or search.  The end date 12/31/9999 indicates the newest or recent record available. Example: 12/31/9999

Note: This will also need to be completed for all applicable existing Description records.

21. Click  (Enter) to validate the information.
22. Click  (Save) to save.
23. Click the box to the left of Planned Compensation  to select.

24. Click  (Change) to change the record.



The screenshot shows the SAP 'Change Planned Compensation' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Change Planned Compensation' and contains the following fields:

- Position: POS00 DELIMIT POSITION 00
- Planning Status: Active
- Valid from: 01/01/2009 to 03/31/2009 (the 'to' field is highlighted with a red box)
- Change Information button

Below this, there is a section for 'Planned Compensation 01 S 71000095 1' with tabs for 'Pay Grade', 'Pay Scale', and 'Direct'. The 'Pay Scale' tab is selected, showing 'Pay scale structure data' with the following fields:

- Country Grouping: 10 USA
- P.scale type: 00 Non-Represented
- PS Area: 01 Standard Progression
- ESG for CAP: 3
- Pay Scale Group: 41 To 41
- PS level: A To L
- Key Date for Display: 01/01/2009

At the bottom, there are fields for 'Currency key' (USD United States Dollar), 'Amount' (1,362.00 To 1,774.50), and 'Time unit' (2 Semi-monthly).

25. Complete the following fields:

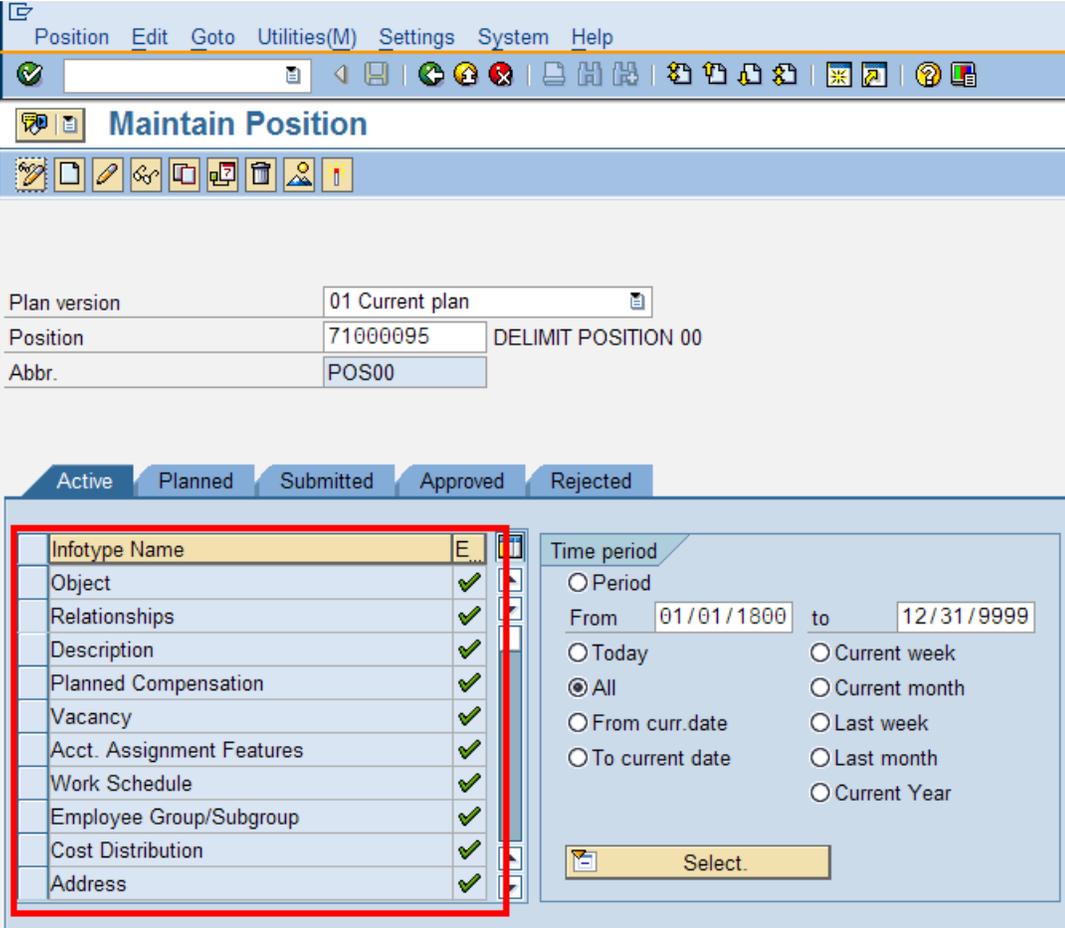
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	It specifies the end date of a record, transaction, or search.  The end date 12/31/9999 indicates the newest or recent record available. Example: 12/31/9999

26. Click  (Enter) to validate the information.

27. Click  (Save) to save.

28. The following infotypes will also need to be updated:
- Vacancy (1007)
 - Acct. Assignment Features (1008)
 - Work Schedule (1011)
 - Employee Group/Subgroup (1013)
 - Cost Distribution (1018)
 - Address (1028)
 - Job Attributes (1660)

⚠ Until all infotypes have been updated, the position will remain delimited.



29. You have completed this transaction

Results You have undelimited a position.