Purpose	Use this procedure to undel	imit a position.
Trigger	Perform this procedure who	en a position has been delimited inadvertently.
Prerequisites	Position has been delimited	l.
End User Roles	In order to perform this tran • Organizational Mar	nsaction you must be assigned the following role: nagement Processor
		Change History
	Date	Change Description
	4/6/2009	New procedure created
Menu Path	Human Resources \rightarrow Orga Position	nizational Management \rightarrow Expert Mode \rightarrow
Transaction Code	PO13	
Helpful Hints	 Consider these Helpful Him If the Position has b create a new Positio Always start with th Ensure all infotypes course Organization Position infotypes) 	tts when following this procedure: been delimited a few years ago, then proceed to on. The Object infotype when undelimiting an object. Is with a green check are updated. (See the HRMS than Management – Section 3a for a complete list of

Position_Undelimit

Types of	The types
Messages	

The types of messages and responses are shown below:

Message Type	Description
Error	Example: A Make an entry in all required fields.
	Action: Fix the problem(s) and then click \heartsuit (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	Example: 🖉 Save your entries.
🛈 or 🥙	Action: Perform the required action to proceed.

1.	Start the transaction usi	ng the above	menu Syste	n path or trai	nsaction c	code PO	013.
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	🕫 🗈 Maintain Pos	sition					
		2 🕅					
	Plan version	01 Current plar	1				
	Position		HUN	AN RESOURC	E CONSULT/	ANT	
	Abbr.	A191					
	Abbr. Active Planned S	A191	oved	Rejected			
	Abbr. Active Planned S Infotype Name Object	A191	oved	Rejected	/		
	Abbr. Active Planned S Infotype Name Object Relationships	A191	oved	Rejected Time period Period From 01	/01/2009	to	12/31/9999
	Abbr. Active Planned S Infotype Name Object Relationships Description	A191	oved	Rejected Time period	1/01/2009	to O Current	12/31/9999 t week
	Abbr. Active Planned S Infotype Name Object Relationships Description Planned Compensation	A191	oved	Rejected Time period © Period From 01 O Today O All	/01/2009	to O Current O Current	12/31/9999 t week t month
	Abbr. Active Planned S Infotype Name Object Relationships Description Planned Compensation Vacancy	A191	oved	Rejected Time period @ Period From 01 O Today O All O From curr	/01/2009 .date	to O Current O Last we	12/31/9999 t week t month eek
	Abbr. Active Planned S Infotype Name Object Relationships Description Planned Compensation Vacancy Acct. Assignment Feature	A191	oved	Rejected Time period © Period From 01 O Today O All O From curren O To curren	r.date t date	to O Current O Last w O Last m	12/31/9999 t week t month eek ionth
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R=Req	uired Ent	ry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Position	R	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: 71000095

3.

4.

5.

Click O (Enter) to validate the information.

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Planned Compensat	tion		All From curr date	O Current month
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Planned Compensat Vacancy Acct. Assignment F Work Schedule	eatures	× × × ×	 All From curr.date To current date 	O Current month O Last week O Last month
Planned Compensat Vacancy Acct. Assignment F Work Schedule Employee Group/Su	eatures	× × × × ×	 All From curr.date To current date 	O Current month O Last week O Last month O Current Year
Planned Compensat Vacancy Acct. Assignment F Work Schedule Employee Group/Su Cost Distribution	ion		All From curr.date To current date	O Current month O Last week O Last month O Current Year
Planned Compensat Vacancy Acct. Assignment F Work Schedule Employee Group/Su Cost Distribution Address	ion		All From curr.date To current date Select.	O Current month O Last week O Last month O Current Year
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Planned Compensat Vacancy Acct. Assignment F Work Schedule Employee Group/Su Cost Distribution Address n the Time period	area, click All	to se	All From curr.date To current date Select.	O Current month O Last week O Last month O Current Year ✓ to select.

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Object Object abbr. Object name Language Key	01 S 7100009 POS00 DELIMIT PO EN English	5 1 SITION 00		007017200		Change Informati

R=Req	uired Ent	ry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
То	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

8. Click @ (Enter) to validate the information.

9.	Click 📙 (Save) to save.	
	🔄 Object Create	
	Overlapping records will be deleted Do you want to save?	
	Yes No X Cancel	
10.	Click Yes to continue.	
11.	Click the box to the left of Relationships v to select	

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

Position			POS	00 C	ELIN	IT POSITION (00		
Planning Status			Active	e					
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		The end date $12/31/9999$ indicates the
		newest or recent record available.
		Example: 12/31/9999
Click 🥙 (Enter) to	validate t	he information.
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Relationships 0 Relationship type/relati 0 Related Object 1 Type of related object 10 ID of related object 0 Abbreviation 0 Name 0 Priority 0 Click (Save) to Repeat steps 0	1 S 71000095 onship save. 13-17 for	1 A 0 Organizational unit 30000080 048 COURT OF APPEALS Record 1 of 2 the remaining relationships.

Click 🖉 (C	hange) to cha	inge the recor	d.			
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uired Ent	ry O=Optional Entry C=Conditional Entry
R/O/C	Description
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
	uired Ent R/O/C R

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.	
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Click 🖉 (Change) to char	nge the record.
Infotype Edit Goto Extras	View System Help
Den Change Planne	ed Compensation
Position	POS00 DELIMIT POSITION 00
Planning Status	Active
Valid from	01/01/2009 to 03/31/2009 & Change Information
Planned Compensation 01 S 7	71000095 1
Pay Grade Pay Scale	Direct
Pay scale structure data	10 USA
P scale type	An Non-Penresented
	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
Currency key	USD United States Dollar
Amount	1,362.00 To 1,774.50
Time unit	2 Semi-monthly

R=Req	uired Ent	ry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
То	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
	1.1 / 1	

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)

① Until all infotypes have been updated, the position will remain delimited.

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29. You have completed this transaction

Results

You have undelimited a position.