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)
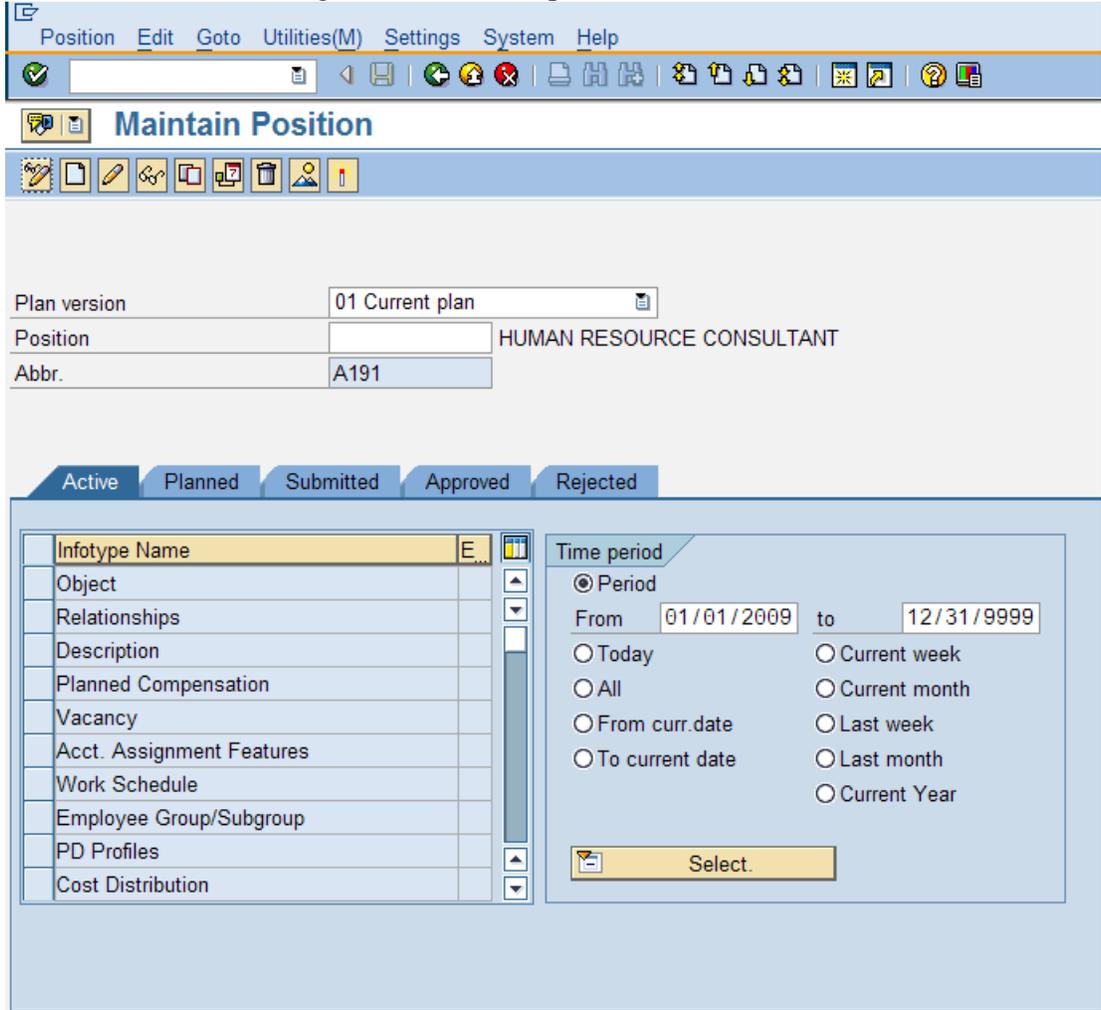
Types of Messages

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 ℹ️ or ✅	Example: ✅ Save your entries. Action: Perform the required action to proceed.

Procedure   Follow the steps below to undelimit the position.
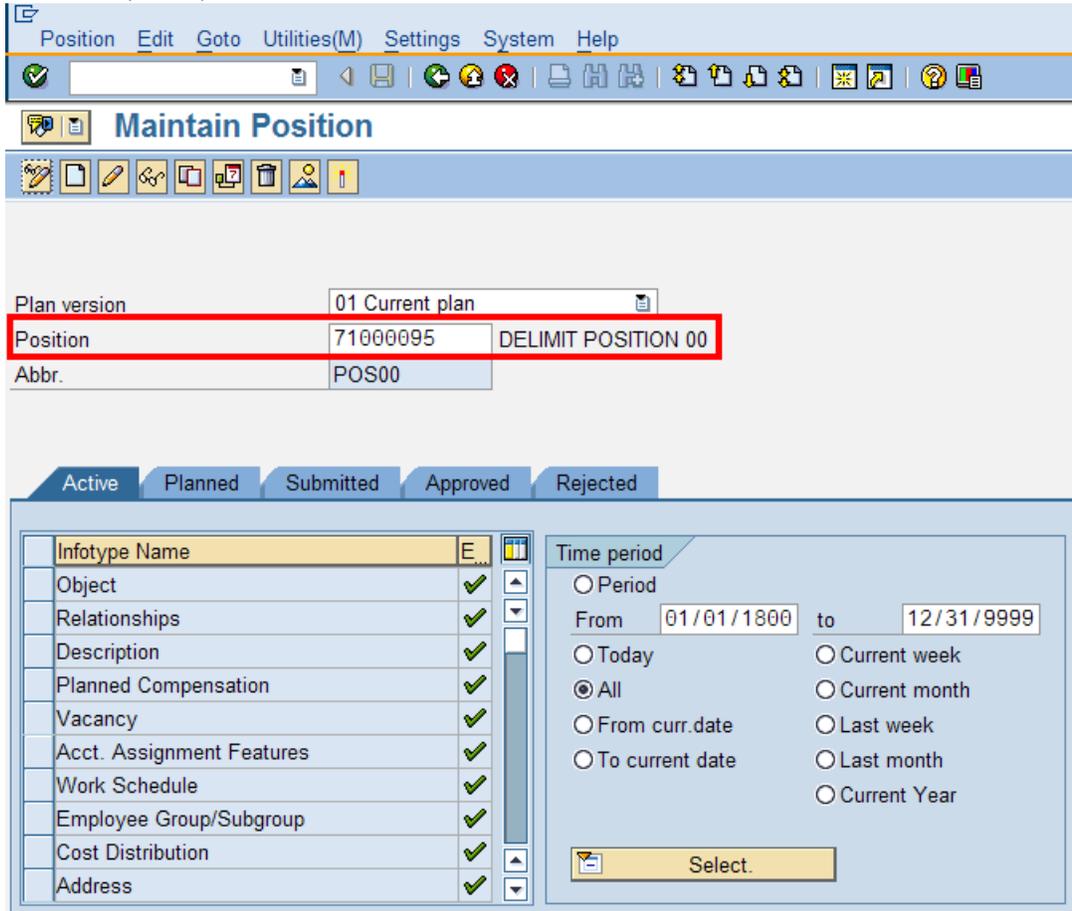
1.   Start the transaction using the above menu path or transaction code **PO13**.

2.

Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	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.

Click ⊘ (Enter) to validate the information.

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

5. Click the box to the left of ⬚ Object ✔ to select.
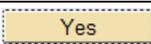
6.   Click ▢ (Copy) to copy and continue.

7.   Complete the following fields:

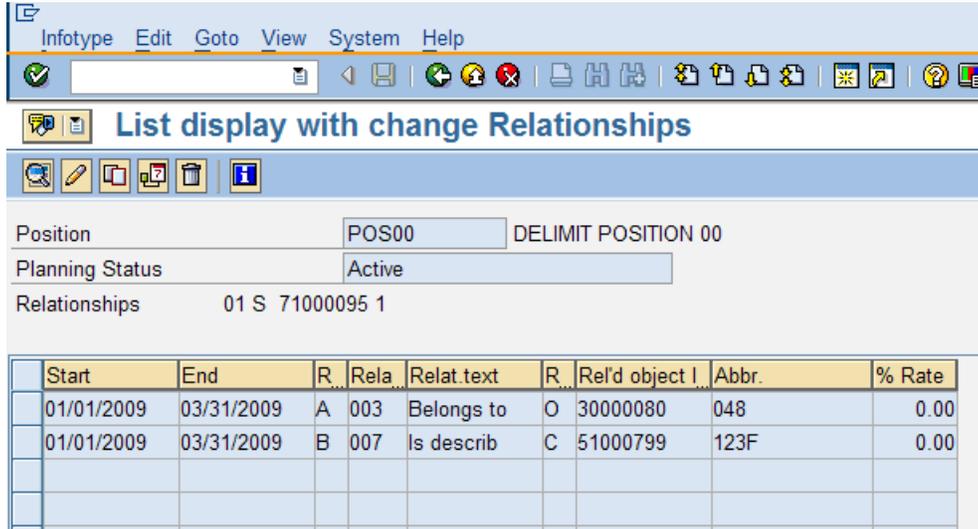| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	It specifies the end date of a record, transaction, or search. ⓘ The end date 12/31/9999 indicates the newest or recent record available. **Example:** 12/31/9999

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

9.   Click 🖫 (Save) to save.

10.   Click [Yes] to continue.

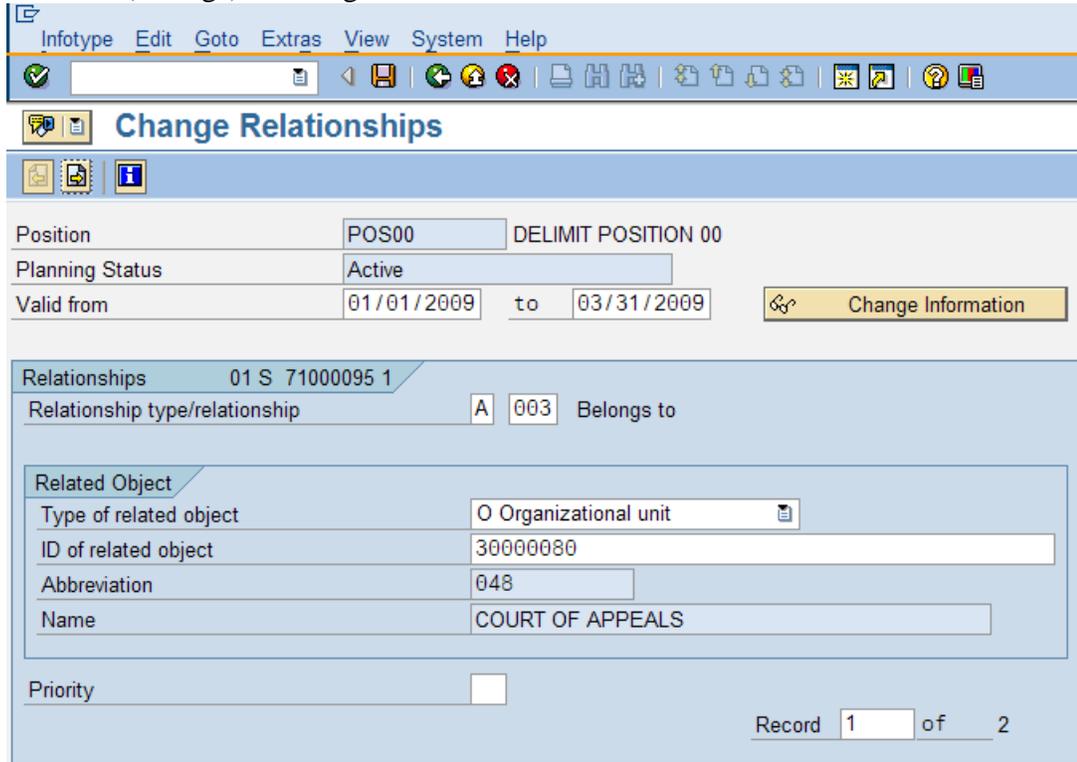11.   Click the box to the left of [Relationships ✔] to select
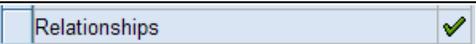
12. Click ![icon] (Overview) for an overview of all actions associated with *Relationships* (1001).

Infotype	Edit	Goto	View	System	Help

List display with change Relationships

Position	POS00	DELIMIT POSITION 00
Planning Status	Active	
Relationships	01 S 71000095 1	

	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 | 01/01/2009 | 03/31/2009 | A | 003 | Belongs to | O | 30000080 | 048 | 0.00 | to select.

14. Click ![icon] (Change) to change the record.

Infotype	Edit	Goto	Extras	View	System	Help

Change Relationships

Position	POS00	DELIMIT POSITION 00
Planning Status	Active	
Valid from	01/01/2009 to 03/31/2009	✂ Change Information
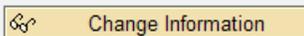
Relationships   01 S 71000095 1

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		
		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	It specifies the end date of a record, transaction, or search. ![info icon] The end date 12/31/9999 indicates the newest or recent record available. **Example:** 12/31/9999

16.	Click ✅ (Enter) to validate the information.

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.

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. ℹ 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.
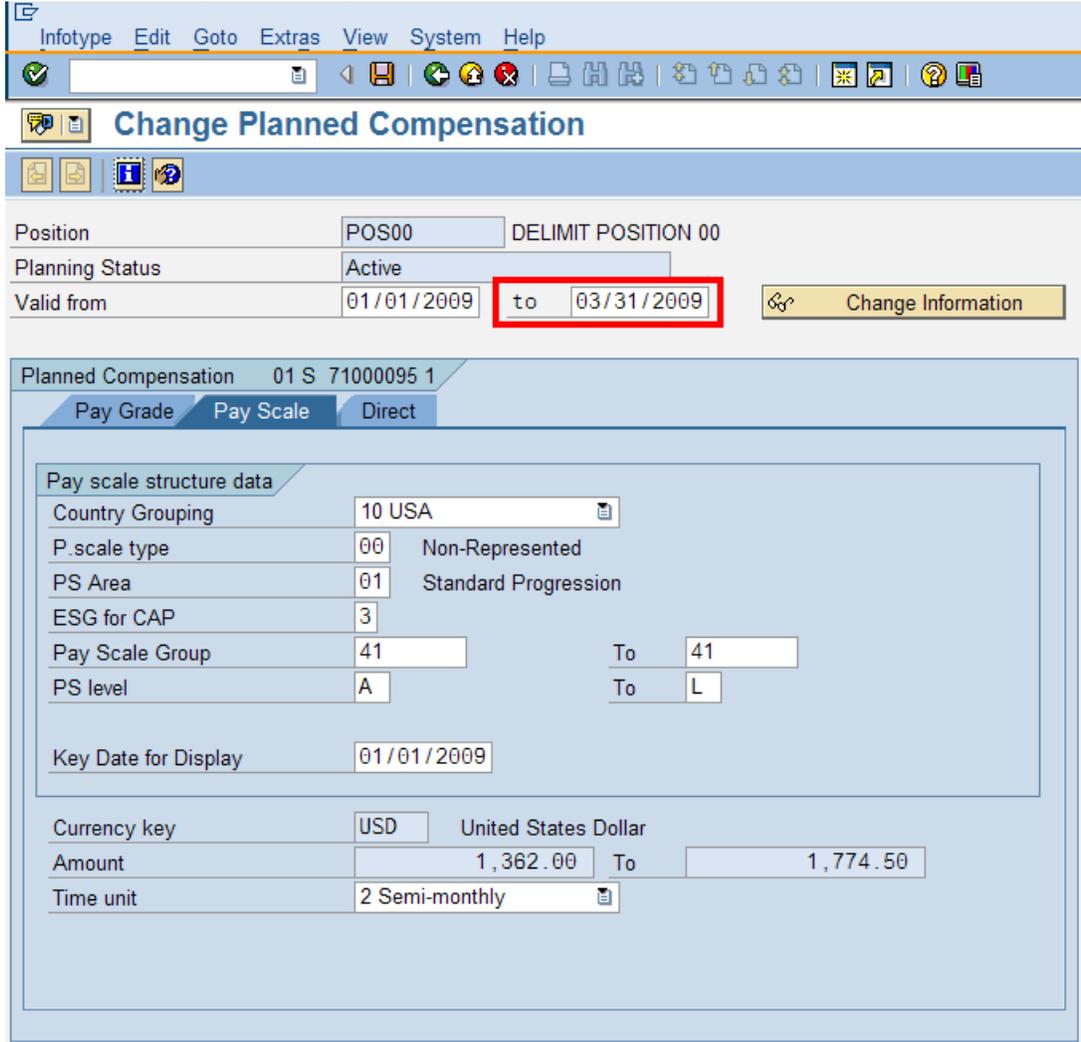
| Infotype | Edit | Goto | Extras | View | System | Help |

Change Planned Compensation

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

Planned Compensation   01 S 71000095 1

Pay Grade / Pay Scale / Direct

Pay scale structure data

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 |

| Currency key | USD | United States Dollar |
| Amount | 1,362.00 | To | 1,774.50 |
| 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. ℹ 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.
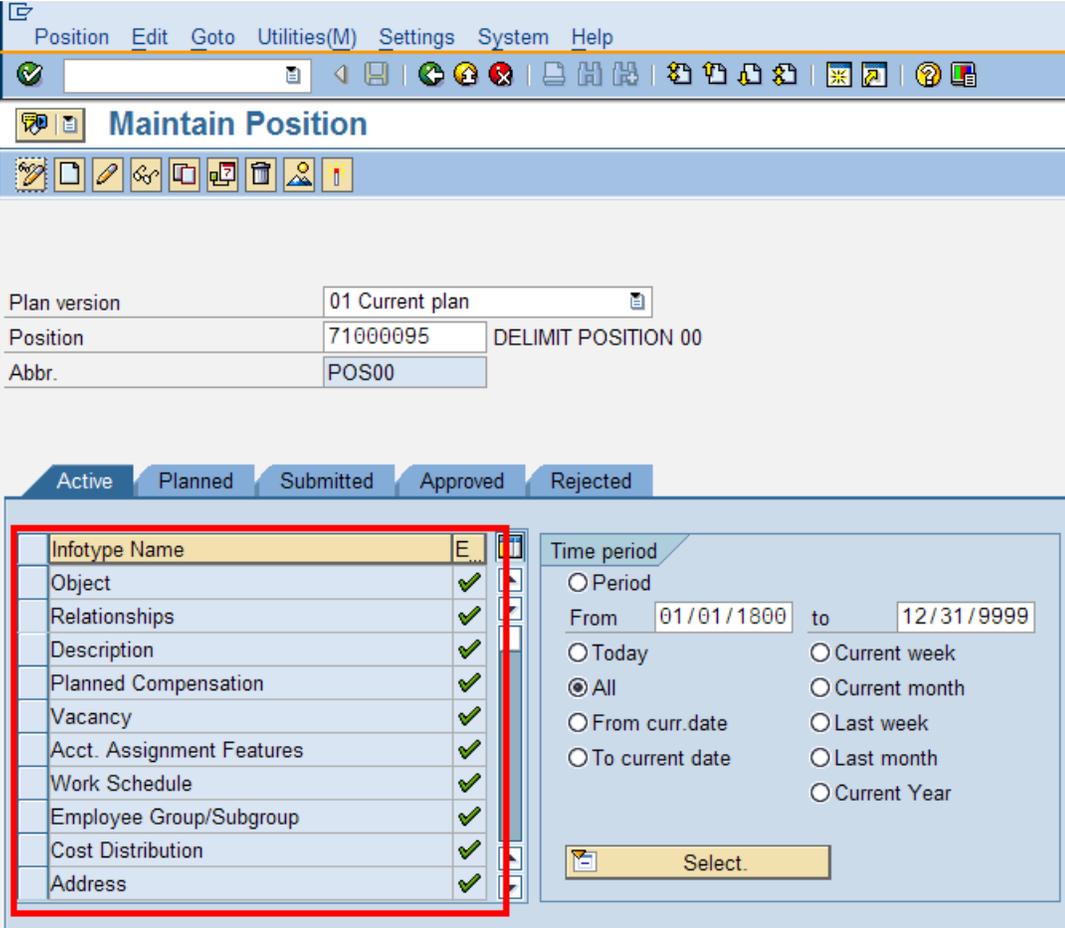
29. You have completed this transaction

Results   You have undelimited a position.