

**Existing Positions**

**Purpose** Use this procedure to view all existing positions in your agency.

**Trigger** Perform this procedure when viewing your agency’s existing positions.

**Prerequisites**


- The positions must exist.

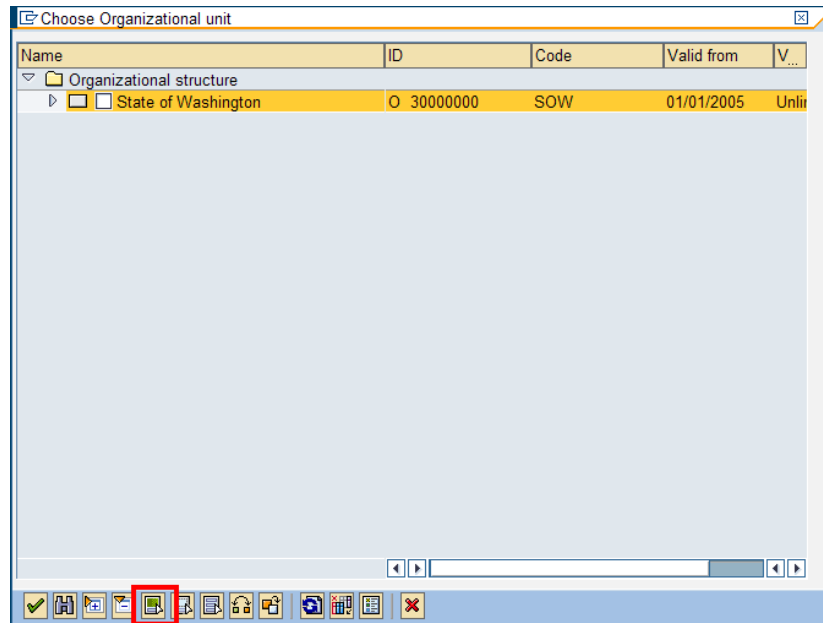
**End User Roles** In order to perform this transaction you must be assigned the following role:  
Organizational Management Inquirer/Processor, Personnel Administration Inquirer/Processor/Supervisor

Change History	
Date	Change Description
08/17/2009	New procedure created.

**Transaction Code** S\_AHR\_61016502

**Helpful Hints**



When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the *Select subtree option* will select all your applicable options from that subtree.

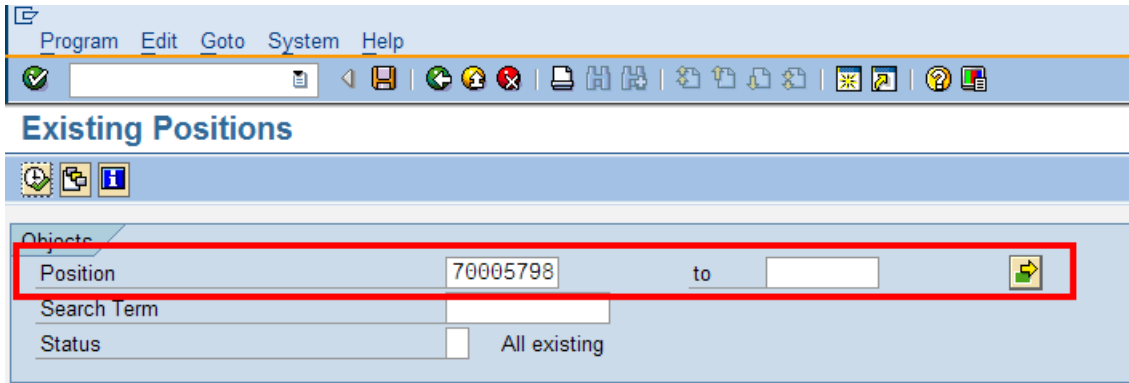


**Procedure**



1. Start the transaction using the transaction code **S\_AHR\_61016502**.

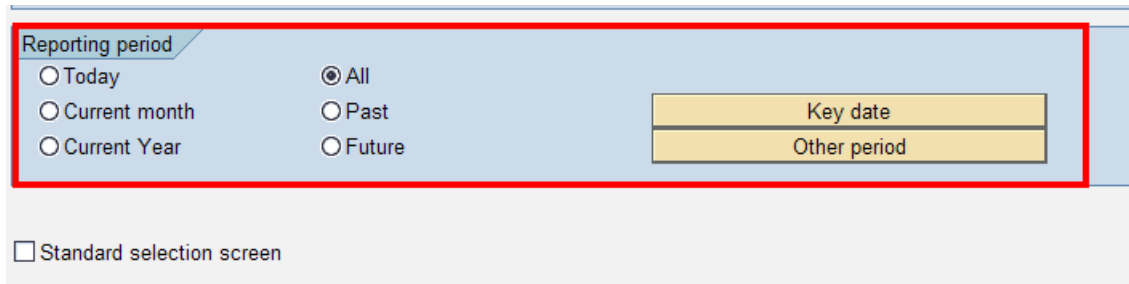
2. In the Objects section, complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> Click the  (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. See the Helpful Hints section above for additional information.</p> <p><b>Example:</b> 70005798</p>



3. In the Reporting period area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reporting Period	C	<p>This is the time frame in which data entry was created and stored.</p> <p> Click  (Dropdown) to view the selection list. See the OLQR HRMS Report website for information regarding <a href="#">Date Selection for Reports</a>.</p> <p><b>Example:</b> All (Default)</p>



4. Click  (Execute) to execute a process or action.

OT	Start date	End Date	Object name	Abbr.	Object ID	S
S	01/01/2005	12/31/9999	DIRECTOR	0001	70005798	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 1	0002	70005799	1
S	01/01/2005	12/31/9999	ADMIN ASST 3	0005	70005801	1
S	01/01/2005	12/31/9999	OFF ASST 3	0009	70005805	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 4	0011	70005806	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 1	0018	70005811	1
S	01/01/2005	12/31/9999	CUST SVS SPEC 2	0019	70005812	1
S	01/01/2005	12/31/9999	OFF ASST 2	0020	70005813	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 3	0024	70005815	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 4	0025	70005816	1
S	01/01/2005	12/31/9999	CLASS & COMP PROGRAM DIRECTOR	0026	70005817	1
S	01/01/2005	12/31/9999	PROG SPEC 3	0028	70005819	1
S	01/01/2005	12/31/9999	ADMIN ASST 3	0031	70005821	1
S	01/01/2005	12/31/9999	CONF. SECRETARY	0040	70005827	1
S	01/01/2005	12/31/9999	PROCUREMENT & SUPPLY SPEC 1	0041	70005828	1
S	01/01/2005	12/31/9999	IT SPEC 4	0043	70005830	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 4	0047	70005833	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 3	0050	70005834	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 4	0053	70005836	1
S	01/01/2005	12/31/9999	HUM RES CNSLT 4	0060	70005839	1
S	01/01/2005	12/31/9999	A/D PERS SVS	0063	70005840	1
S	01/01/2005	12/31/9999	FACILITY SERVICES MANAGER	0067	70005842	1



The above screenshot displays the Object Type (OT), Start date, End Date, Object name, Abbr., Object ID, and Status (S).

- You have completed this transaction.

<b>Results</b>
You have generated the Existing Positions report.
<b>Comments</b>
None.