

Position Structure Search

Purpose Use this procedure to display Organizational Structure of your agency by selecting the Position Structure Search.

Trigger Perform this procedure when you want to view the overall Organizational Structure of your agency.









Prerequisites None.






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

Change History	
Date	Change Description
2/23/2012	Procedure created










Transaction Code PPOSE

Helpful Hints:

PPOSE Screen Icon	Description
 (Job)	This icon represents the name of the job class used to create specific positions.
 (Organizational Unit)	This icon represents an organizational unit within a department.
 (Person)	This icon represents a person assigned to a position.
 (Position)	This icon represents a position within an organizational unit.
 (Chief)	This icon represents a 'chief' position for the organizational unit. A position becomes a 'chief' position when the relationship 'manages' is assigned between the position and org unit.
 (Goto)	This icon allows you to view the organizational structure in different ways. For example: by selecting Organizational structure you can view only the organizational units without any position details. By selecting Staff assignments, you can view both the organizational structure along with the positions assigned.
 (One level up)	This icon allows you to view the structure one level above the point you are currently viewing.
 (Column Configuration)	This icon allows you to select the columns you would like to view, for example: Object, ID Number or Relationship.

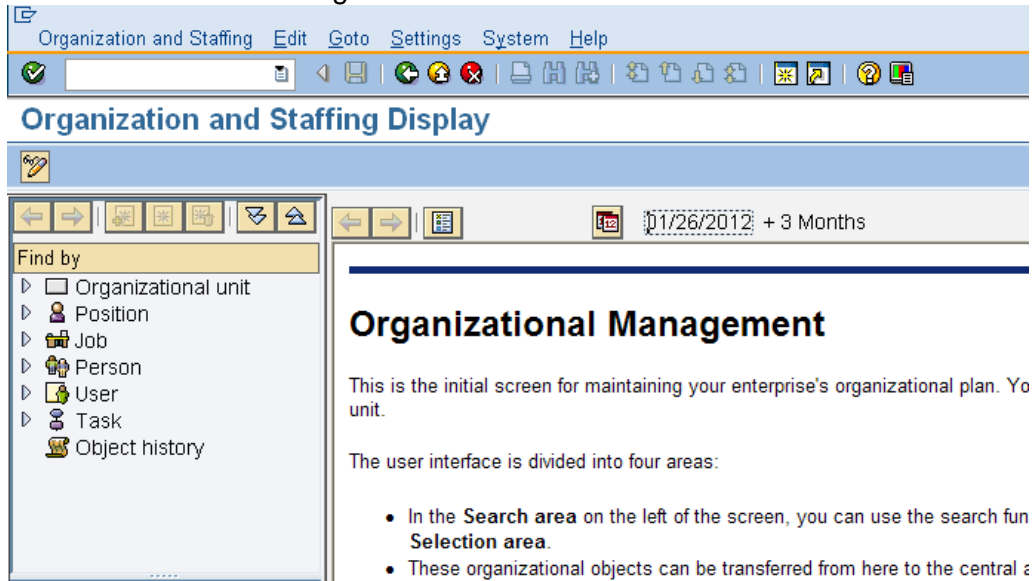
PPOSE Screen Icon	Description
 (Icon legend)	This icon allows you to view a legend of what various icons represent within the organizational structure.
 (Large/Small results list)	This icon allows you to maximize or minimize the view of the search area.
 (Date/Preview period)	This icon allows you to view the organizational and reporting structure as of a specified past, present, or future date.
 (Close Detail Area)	This icon minimizes the Detail area of the screen to expand the Overview area.
 (open Detail Area)	This icon maximizes the Detail area of the screen to view the detailed information pertaining to an object.

- 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:

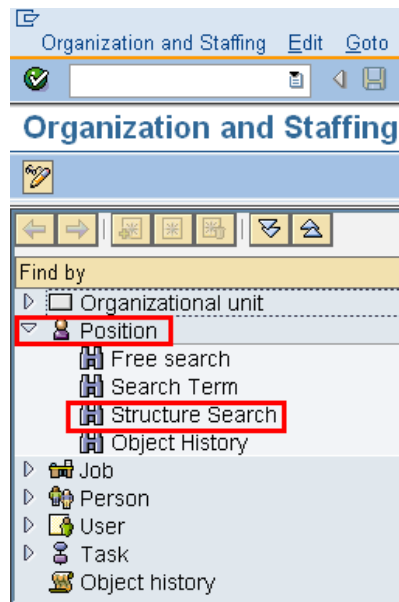
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

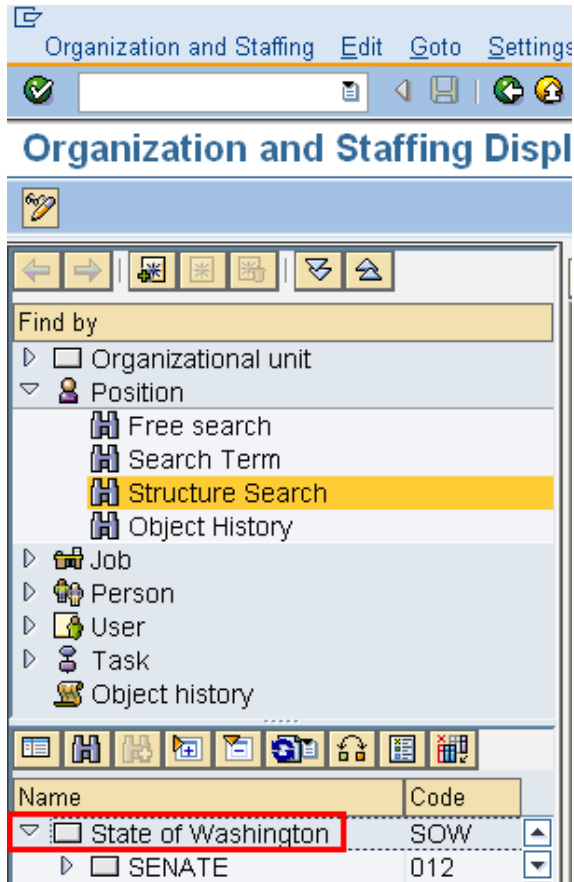
1. Start the transaction using the above transaction code **PPOSE**.



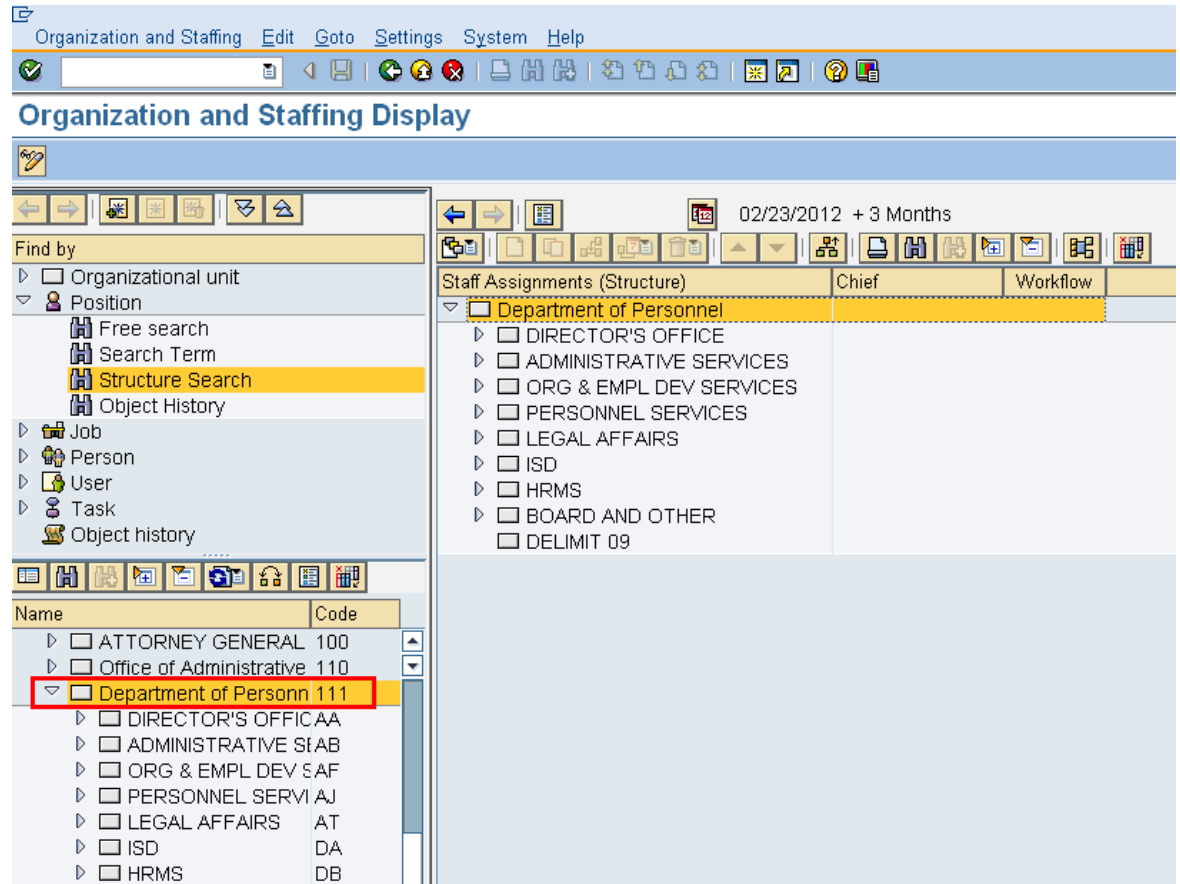
2. In the **Find by** section, drill-down from **Position** and click **Structure Search**



3. Click the  to the left of State of Washington to expand

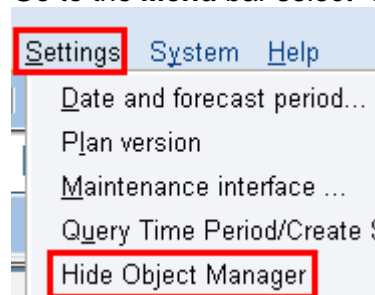


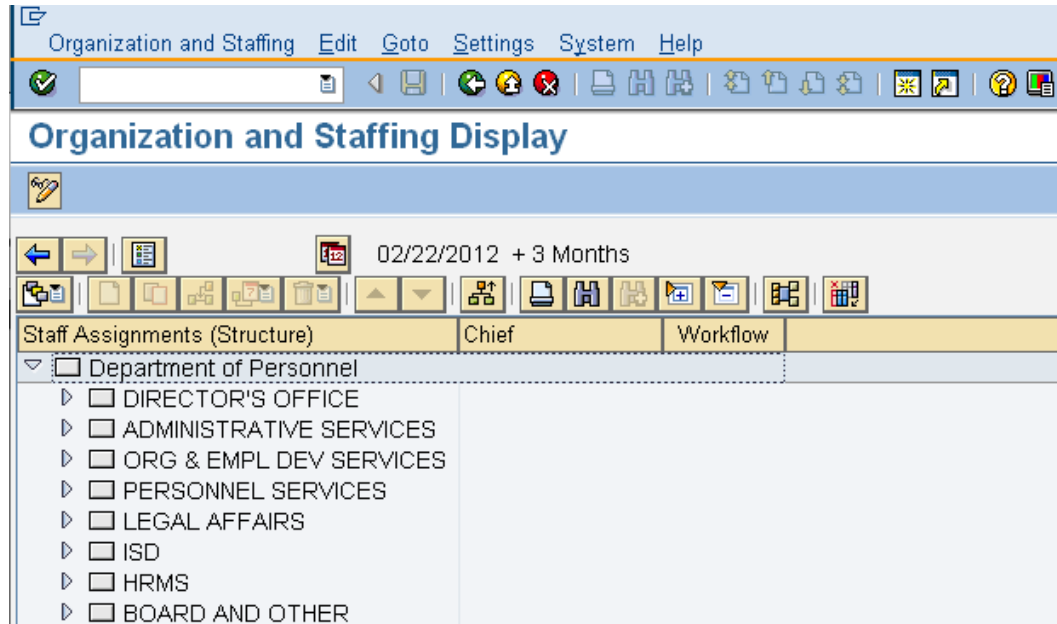
- 3.1. Use the scroll bar to drill down the list of Organizational Units. Double click the name of your Organizational Unit to display the organizational structure.



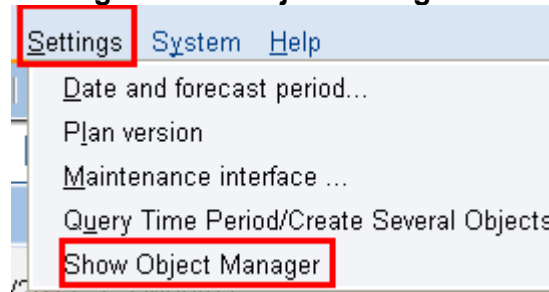
- To close the **Search and Selection** areas to fully display the units information.

Go to the **Menu** bar select **Settings- Hide Object Manager**






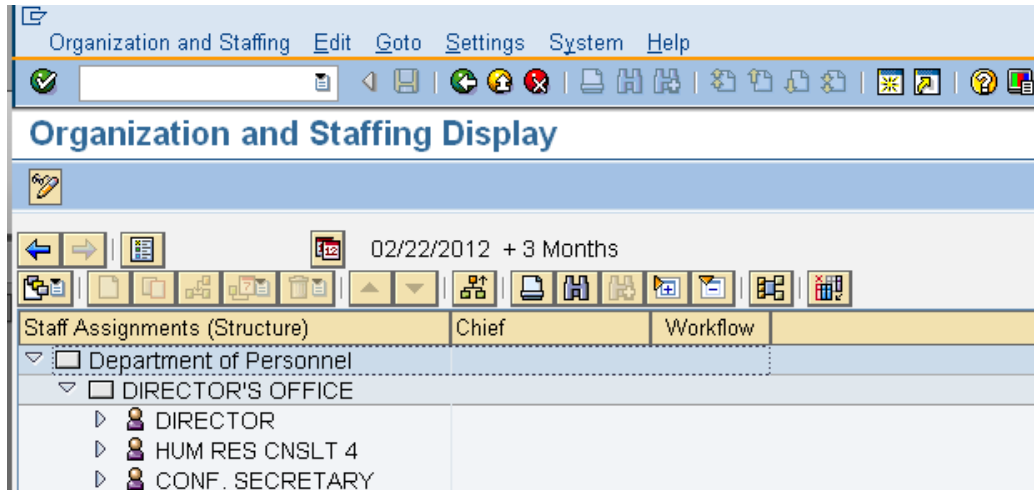
4.1.1. To re-open the **Search and Selection** areas go to the **Menu** bar, select **Settings –Show Object Manager**




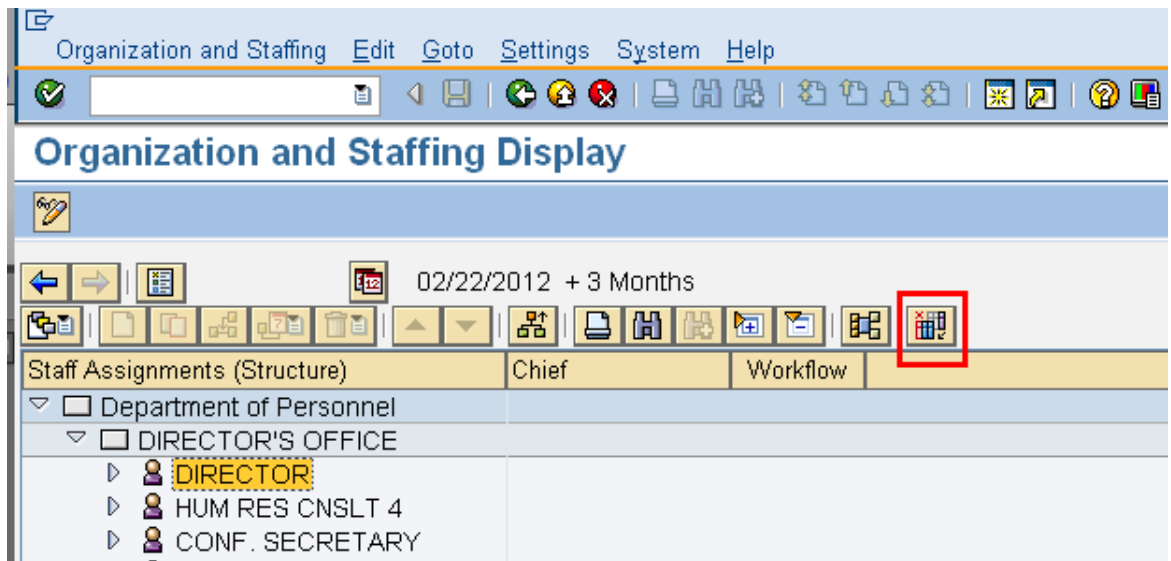
For this user procedure the **Search and Selection** areas are hidden.


5. To view a specific positions within a division of your agency, click the  to the left of name to view.

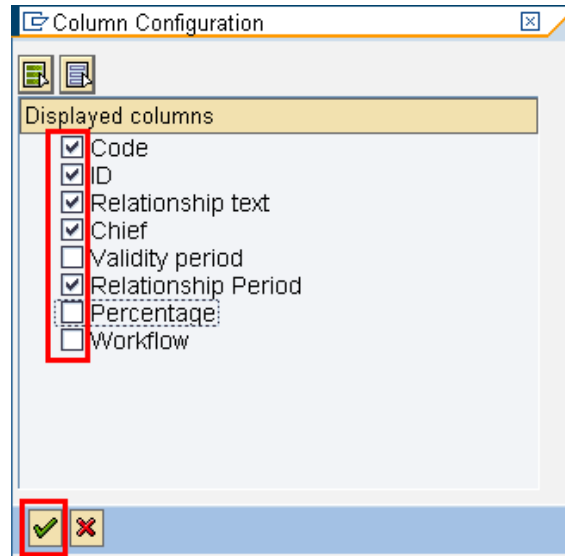




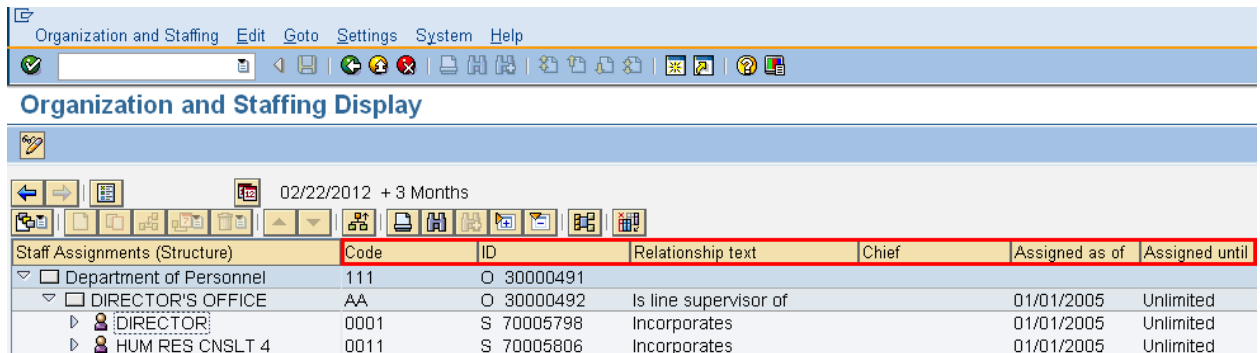
6. To add additional columns to view of the structure click  (**Column Configuration**) located on the application toolbar.





- 6.1.1. Check the box to the left of desired column headers to view and click  (Copy) to return back to the Organization and Staffing Display screen.

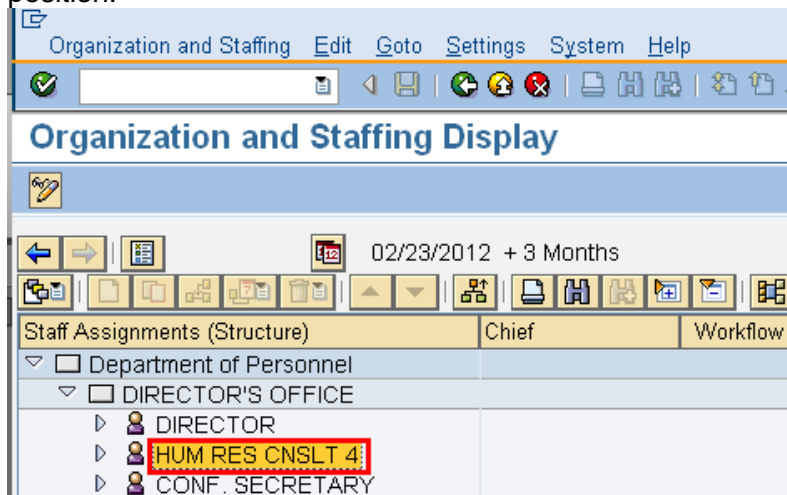


7.

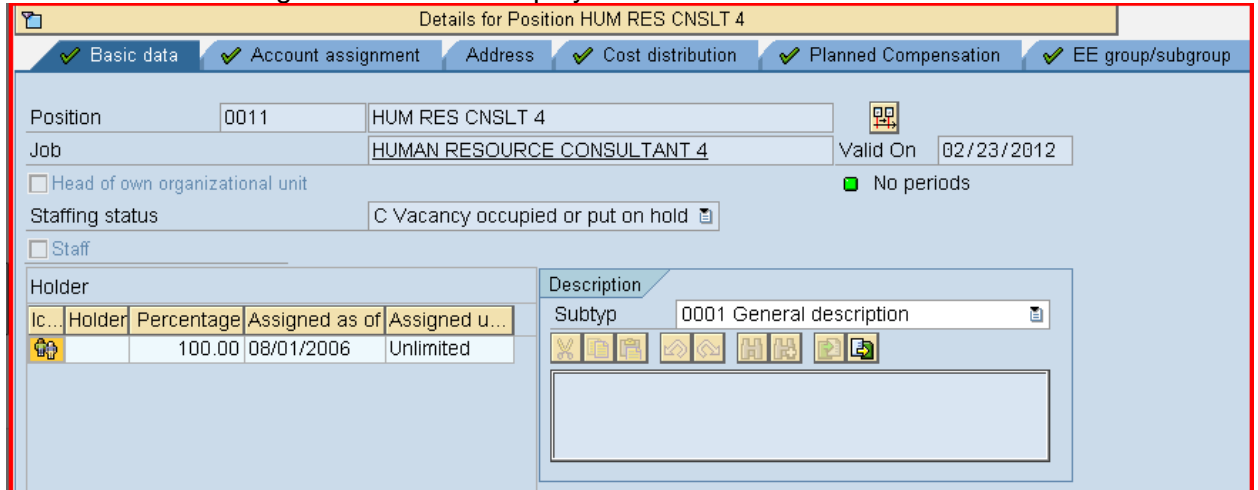


7.1. To remove a displayed column, click the  (Column Configuration) and uncheck the box next to the column title to be removed, and click  (Copy) to return back to the Organization and Staffing Display screen.

8. To view details of a position within an organizational unit, double click the name of the position.



9. The details for the organizational unit display on different tabs:

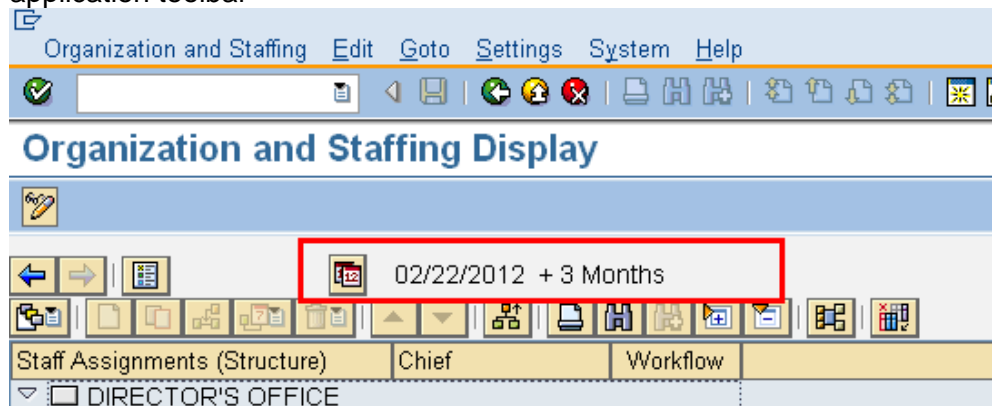


- 10. **Basic Data** - Contains the name of the Position and staffing status
- 11. **Account Assignment** – Identifies the Master cost center for the agency, the Business area, Personnel area, Personnel subarea
- 12. **Cost Distribution** – Contains the cost information for the position within the agency.
- 13. **EE group/subgroup**- Identifies the position as permanent or non-permanent as well hourly, salaried, overtime eligible or overtime exempt.

13.1.1.  To hide the **Details for Position** click on the title bar



14. To change the date range for the view click the  (date and preview) on the application toolbar



15. Enter the start date of the range you want to view.

Specify date and preview period

Start date

Preview period to

Time period M Months


End date

Preview period from 02/22/2012
to 05/21/2012

16. Once you have entered the specified dates to view click  (execute) to view results.

Organization and Staffing [Edit](#) [Goto](#) [Settings](#) [System](#) [Help](#)

Organization and Staffing Display

 02/22/2012 -03/19/2012

Staff Assignments (Structure) Chief Workflow

▼ DIRECTOR'S OFFICE

17. You have completed this transaction.

Result

You have displayed positions within your agency.