

Position-Create Position-to-Person Relationship

PO13

- Purpose** Use this procedure to create the Position-to-Person relationship.
- Trigger** Perform this procedure when a Position-to-Person relationship needs to be created.
- Prerequisites** The Position exists.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor.










Change History	
Date	Change Description
08/09/12	Procedure Created
8/29/12	Added screen shot to scenario of the error message

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

Transaction Code PO13

Helpful Hints

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.

Scenario:

During the *New Hire or Appointment Change* personnel action the *Position to Person* relationship was **not** created, follow this procedure to manually create the *Position to Person* relationship.



Common cause of this relationship **not** being created is how agencies respond to the **yellow warning** message 'Inconsistency in T750x for position XXXXXXXX' that appears in the status bar of your screen (see screen shot below), or as a pop up if you have your messages set to appear in a dialog box.

The screenshot shows a personnel action screen with the following details:

Organizational plan		Assignment		Administrator	
Percentage	100.00			PersAdmin	
Position	71028639	NS71		Time	08
		ELIGIBILITY POLICY		PayrAdmin	
Job key	50003922	WMS02			
		WMS BAND 2			
Exempt	E				
Org. Unit	31008667	OMMEP TEAM D			
		EPSD/OMMEP TEAM			
Org.key	ESI				

At the bottom of the screen, a yellow warning message is displayed in the status bar: "Inconsistency in T750x for position 71028634".

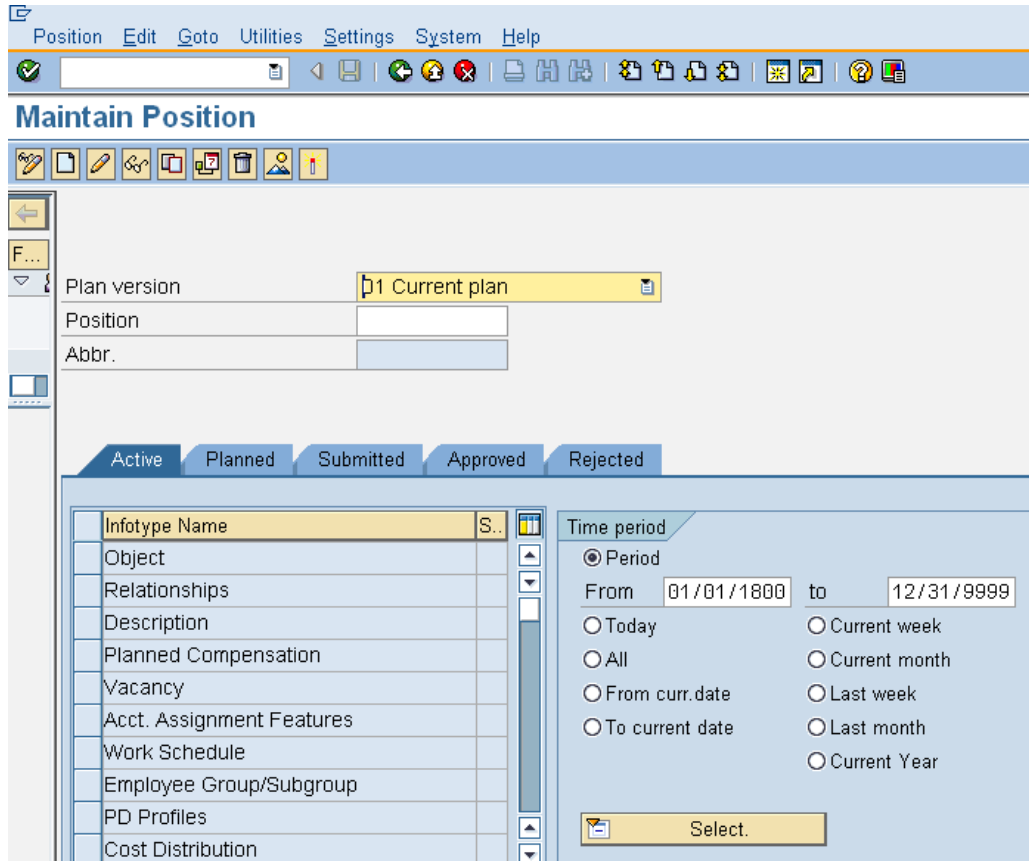
If you click (Enter) to acknowledge the message, the *Personnel Action or Organizational Management* update will continue and the position to person relationships will update as expected.

If you click (Save) instead of (Enter), the action will continue, but the position relationships will not be created.


For additional information on this warning message, refer to the HRMS Communication [Yellow warning Message, "Inconsistency in T750x for position XXXXXXXX"](#) originally sent on 12/21/2011 and again on 08/08/2012>



Procedure

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	This is 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: 70000096

3. Click  (Enter) to validate the information.
4. Click the box to the left  to select.
5. Enter the **Start date** of the relationship in the **Time Period**.

Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version: 01 Current plan
Position: 71000096 IN TRAINING 01
Abbr.: ORG01

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	
Cost Distribution	✓

Time period


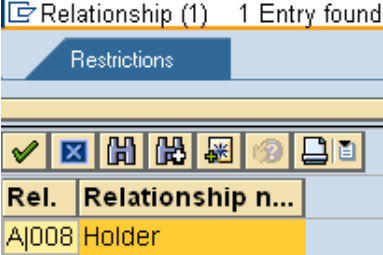
Period
From 09/01/2012 to 12/31/9999



Today Current week
 All Current month
 From curr. date Last week
 To current date Last month
 Current Year


Select.

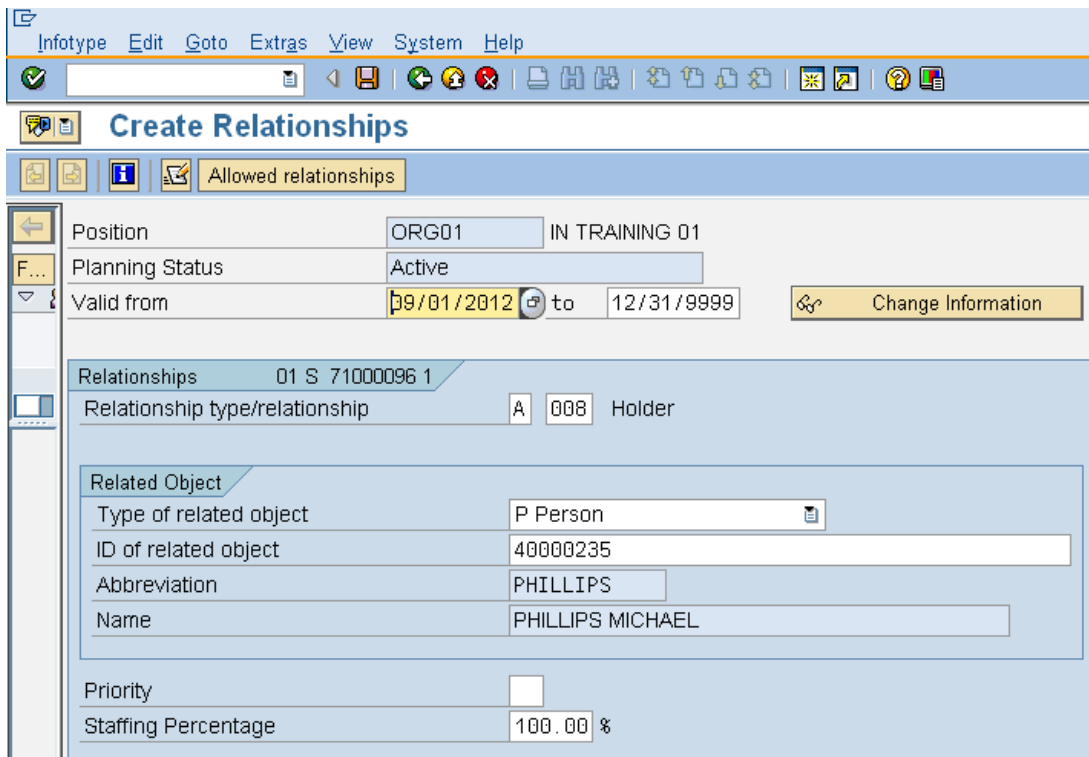
6. Click  (Create) to create.


7. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Type of related object	R	This defines if the related object is an organizational unit, job, person or position. Example: Person
Relationship type/Relationship	R	This describes how two objects are linked together, such as a reporting relationship.  Place your cursor in the first field and click on the matchcode:  Example: A 008 (Holder)
ID of related object	R	The HRMS number of the related object.

		 The Personnel Number of the employee who holds the position. Example: 4000235
Weighting	R	<p>This is the staffing percentage for the position.</p>  Note: After clicking enter the <i>Weighting</i> field changes to Staffing Percentage . The Staffing Percentage should always be 100%, even if the employee is part-time. Example: 100%

9. Click  (Enter) to validate entries.




10. Click  (Save) to save entries.

11. The **Delimit Vacancy** pop-up may appear. If the position is vacant click **yes**.

12. You will be taken back to the *Maintain Position selection* screen.

13. To view the new **relationship**, click  (Overview)

Start	End	R..	Rel...	Relat.text	R..	Rel'd object...	Abbr.	% Rate
01/01/2009	12/31/9999	A	003	Belongs to	O	31000031	111T	0.00
09/01/2012	12/31/9999	A	008	Holder	P	40000235	PHILLIPS	100.00
01/01/2009	12/31/9999	B	007	Is describ	C	50000188	479N	0.00

Click  (Exit) to return to the SAP Easy Access Screen.

Results

You have successfully created the **Position-to-Person** relationship.