Position-Maintain Position-to-Person Relationship **PO13**

Purpose Use this procedure to correct the start or end-date a Position-to-Person relationship that is incorrect.

Trigger Perform this procedure when the dates of a Position-to-Person relationship need to be corrected.

Prerequisites The Position-to-Person (A008 Holder) relationship end dates do **not** match the effective dates on the employees *Actions (0000)* or *Organizational (0001)* Infotypes.

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

Change History	
Date	**Change Description**
04/04/12	Procedure Created
01/11/13	Updated the purpose statement, trigger statement and the prerequisites

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:

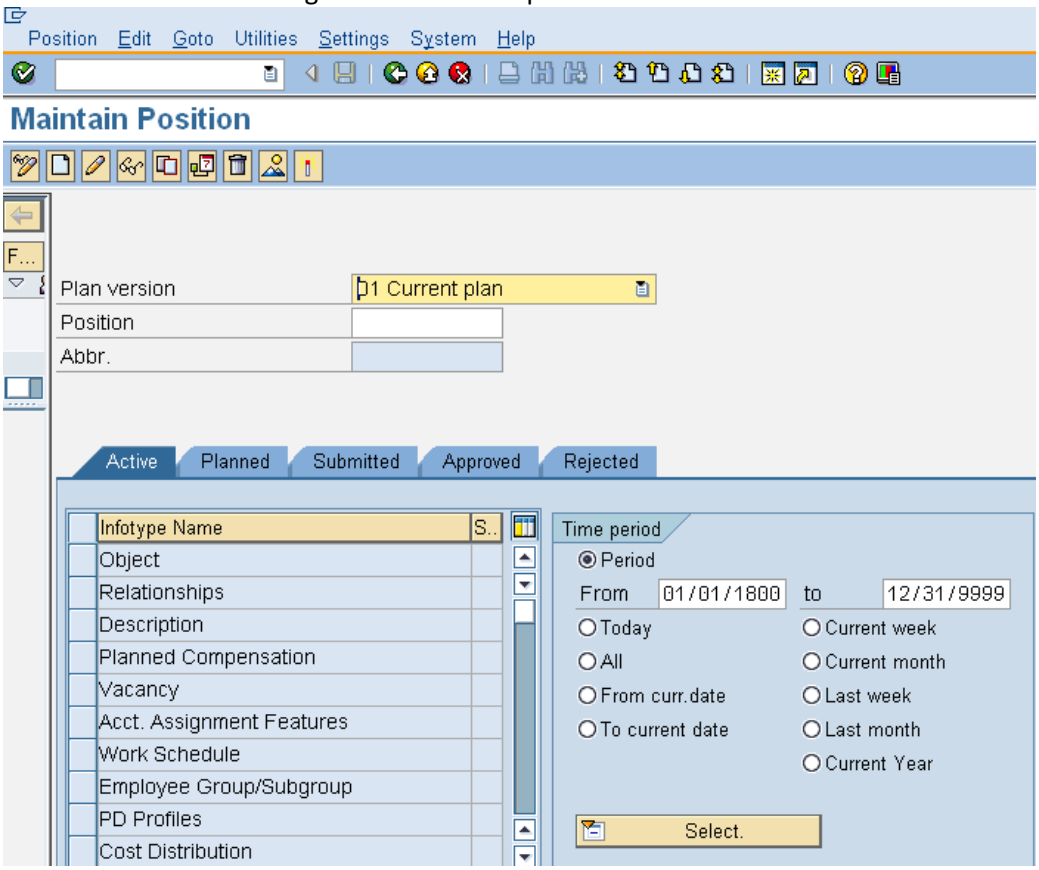
Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action.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

Scenario:

An employee has separated from your agency; yet is appearing in the Flexible Employee Data Report as active. Upon review, it is discovered that the employees **Position-to-Person** relationship was not end-dated properly and their **Position - to - Person** relationship end date does not match the end date on the employees *Actions (0000) or Organizational Assignment (0001)* Infotypes.

Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.



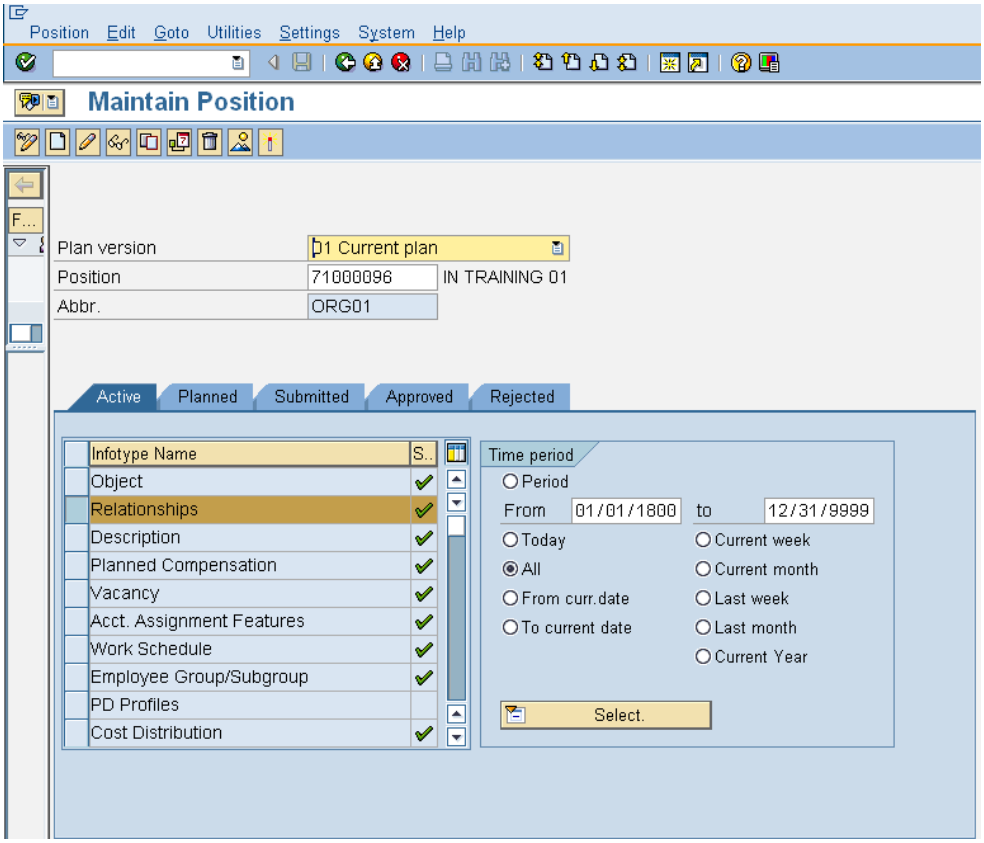
2. Complete the following fields:

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. Click the radio button to the left to select.



6. Click (Overview) to list **all** relationships.

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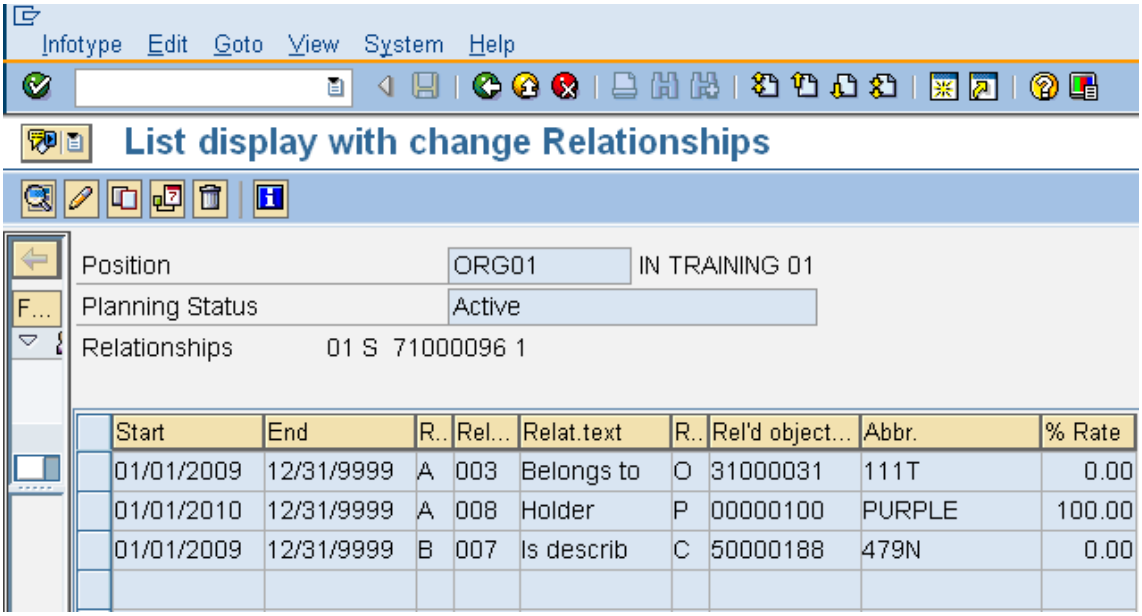
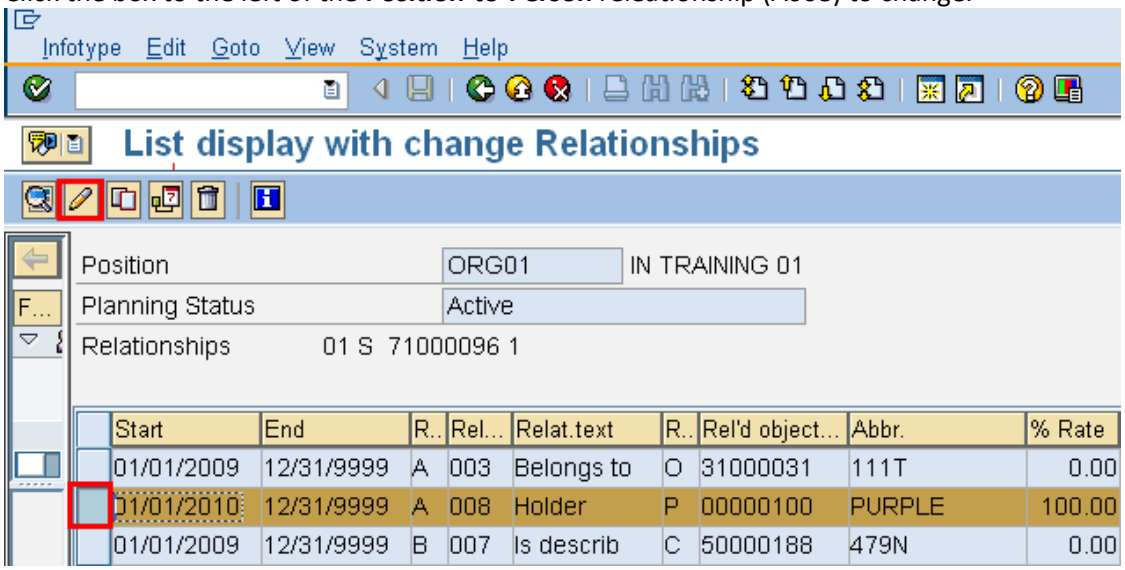


Start	End	R..	Rel...	Relat.text	R..	Rel'd object...	Abbr.	% Rate
01/01/2009	12/31/9999	A	003	Belongs to	O	31000031	111T	0.00
01/01/2010	12/31/9999	A	008	Holder	P	00000100	PURPLE	100.00
01/01/2009	12/31/9999	B	007	Is describ	C	50000188	479N	0.00

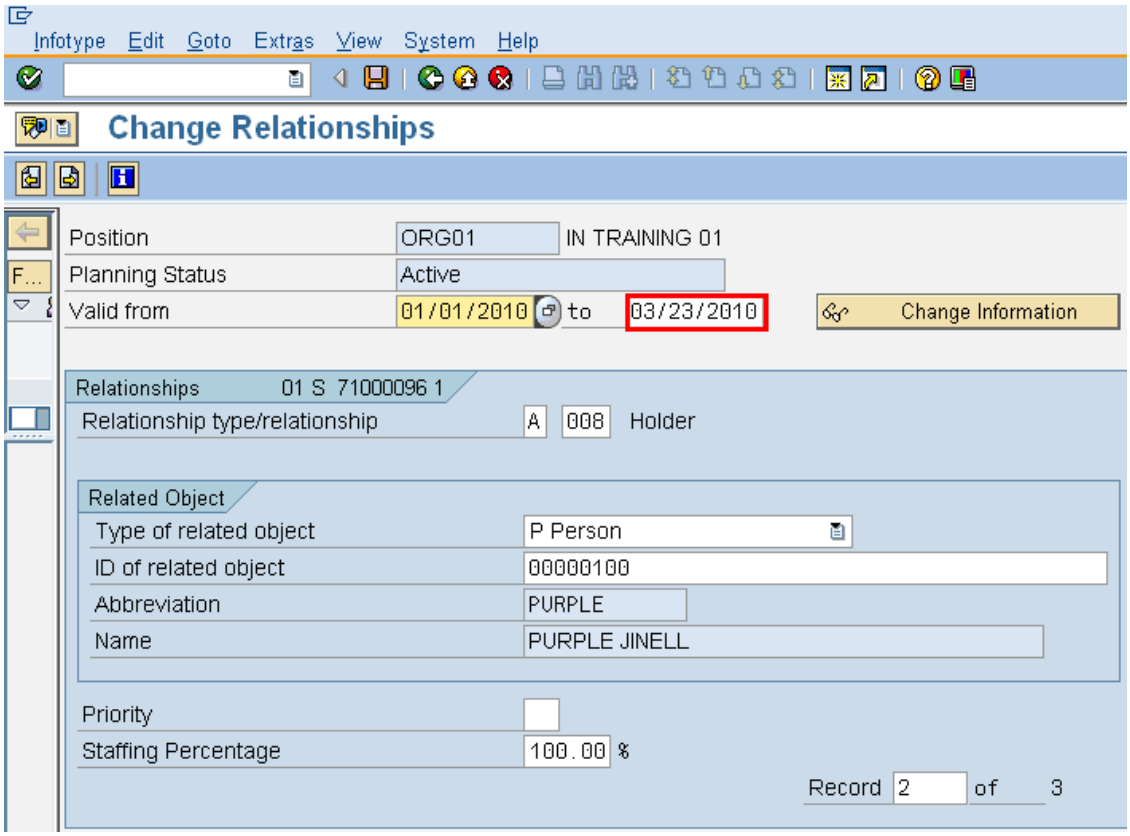
7. Click the box to the left of the **Position-to-Person** releationship (A008) to change.



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
01/01/2010	12/31/9999	A	008	Holder	P	00000100	PURPLE	100.00
01/01/2009	12/31/9999	B	007	Is describ	C	50000188	479N	0.00

8. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	The start date the record begins. This would be the date the employee started in the position. This date should match the employee's *Action Infotype (0000)* and the *Organizational Assignment Infotype (0001)*. **Example:** 01/01/2010
End Date	R	This is the date on which a record ends. For an employee who is **separating** the **end** date should be the **last working** day for the employee. This date should match the employee's *Action Infotype (0000)* and the *Organizational Assignment Infotype* (0001). **Example**: 3/23/2010



9. Click (Enter) to validate entries.

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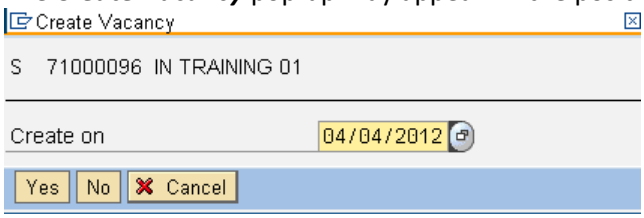
10. Click (Save) to save entries.

11. The ***Create Vacancy*** pop-up may appear. If the position is vacant click **yes,** otherwise click **no.**



12. You will be taken back to the *List Display with change Relationships* screen. Click (Exit) to return to the SAP Easy Access Screen.

Results
You have successfully end-dated the **Position-to-Person** relationship.