Position – Description

Purpose	Use this procedure to update a description on an existing position.
Trigger	Perform this procedure when an existing position description needs to be updated.
Prerequisites	Position object and description must exist.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor

Change History	
Date	**Change Description**
03/27/2013	Procedure updated to match current system. Added note of JVAC points no longer being tracked on this infotype as of 4/1/2013.

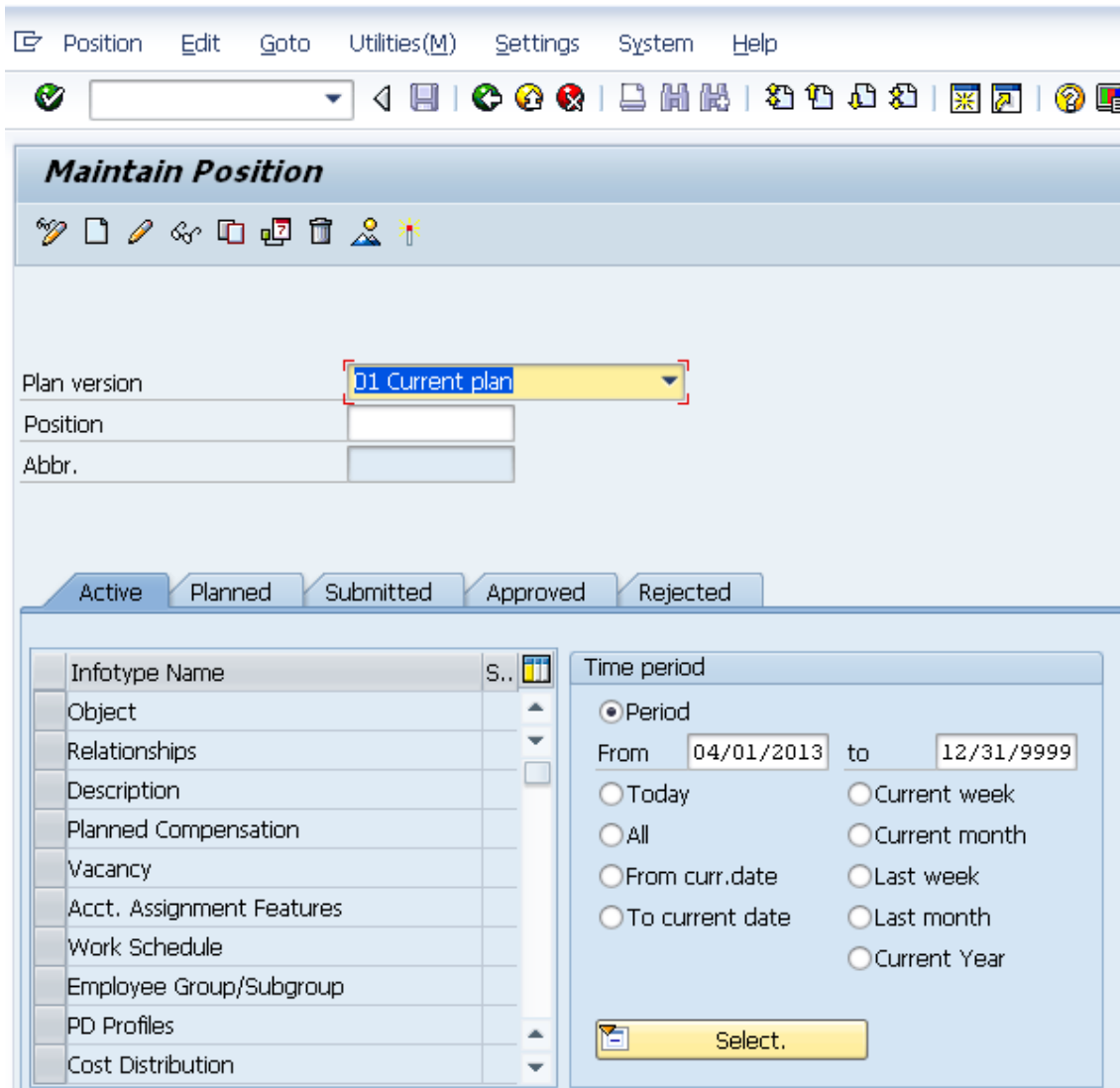|	
Menu Path	Human Resources → Organizational Management → Expert Mode → Position
Transaction Code	**PO13**

Helpful Hints	The Organizational Management Processor will use this to update a positions description.
	• Use the **General Description** to enter a position description.
	• Use the In Training description to put in a description of the positions in-training plan.
	• Use the Shift Designation to put in the shift details for the position.

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:

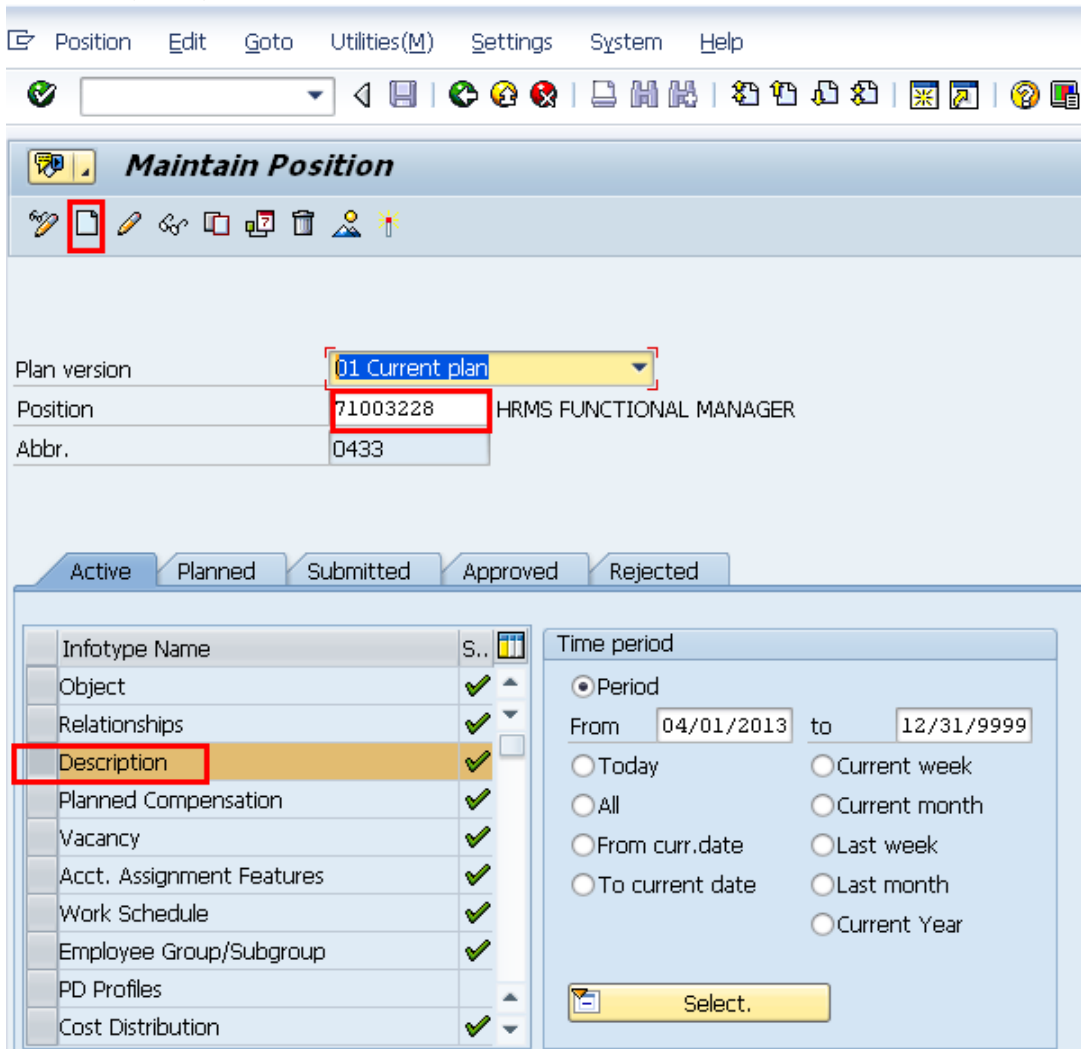| Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. 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 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. ![i] State of Washington Position's object id number begins with a 7. **Example**: 71003228

3. Click ![Enter](enter icon) (Enter) to validate the information.
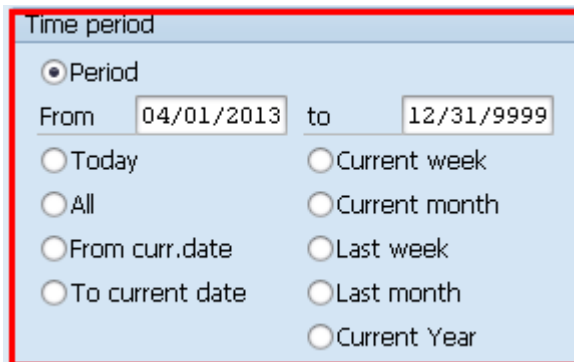
4. In the Time period section, click Period and enter the **From** date as the effective date of the record.
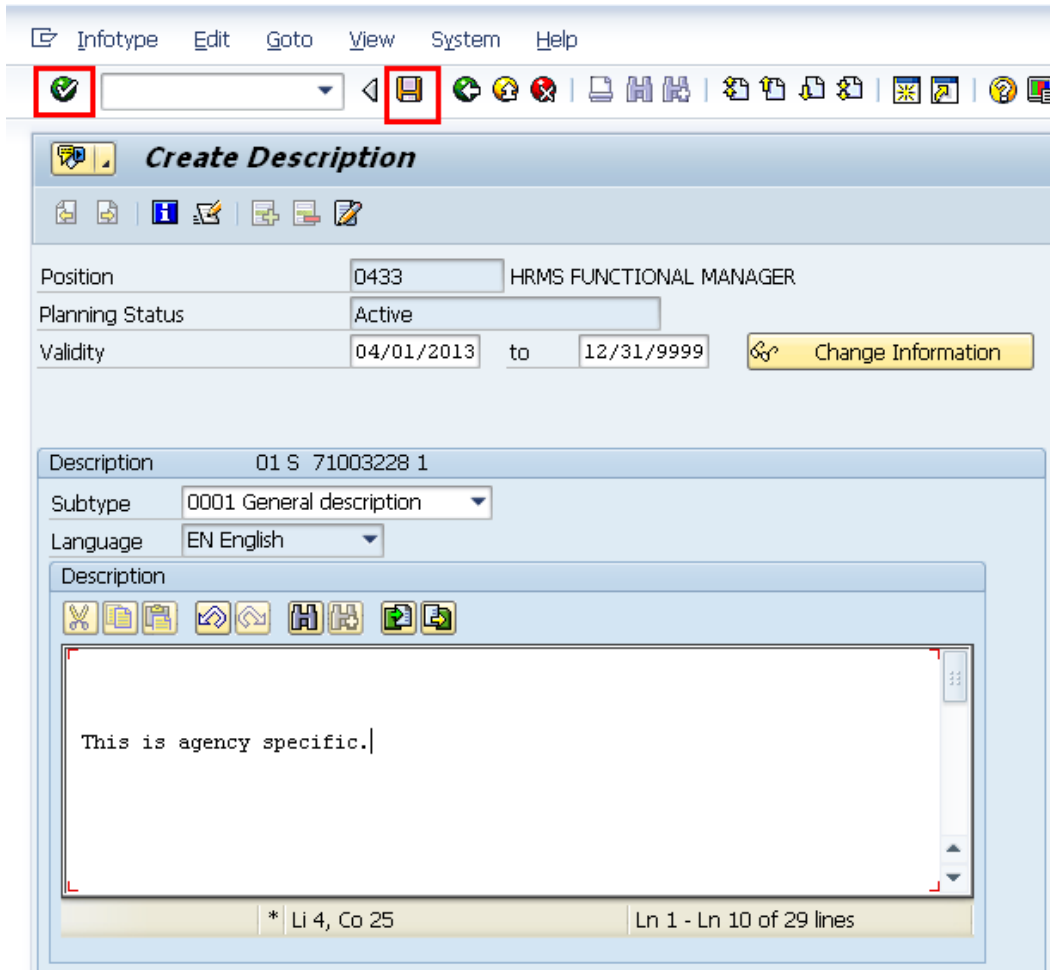

ℹ️ The date you use will be the used on HRMS reports.

5.   Click the box to the left of [ ] Description to select.

6.   Click [ ] (Create) to create a new record.

7.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	It is the date of which the record is to begin. **Example:** 3/1/2013
Subtype	R	Click on the **dropdown** to display the applicable options.

		Effective **April 1, 2013:**
		
		 • JVAC points should **no longer** be entered on this infotype.
		
		 • Subtype 0006 name change **from** 'Last JVAC Evluation Date' **to** 'Position Evaluation Date'
		
		     o The *Position Evaluation Date* field should be updated when any part of a position is evaluated.
		
		     o The State of Washington does not use the codes:
		
		        ▪ **6031 Activity**
		
		        ▪ **6032 Responsibility**
		
		        ▪ **6033 Compentence**
		
		        ▪ **6034**
		
		 Example: General Description

Description	R	This is a field that defines specific attributes of a position or an organizational unit.

8.
   Click (Enter) to validate the information.

9.
   Click (Save) to save.

   Repeat steps **7-9** to add additional subtypes.

10.   You have completed this transaction.

Results
You have entered data in the Description Infotype.

Comments
None.