

Position – Maintain Position to Position Relationship

Purpose Use this procedure maintain an existing relationship when the position reports to another position.

Trigger Perform this procedure when maintaining the relationship of one position to another.

Prerequisites • The Position to Position (A002) relationship must be established.

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

Change History	
Date	Change Description
3/6/2012	Created

Menu Path Human Resources → Organizational Management → Expert Mode → PO13- Position

Transaction Code P013

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:

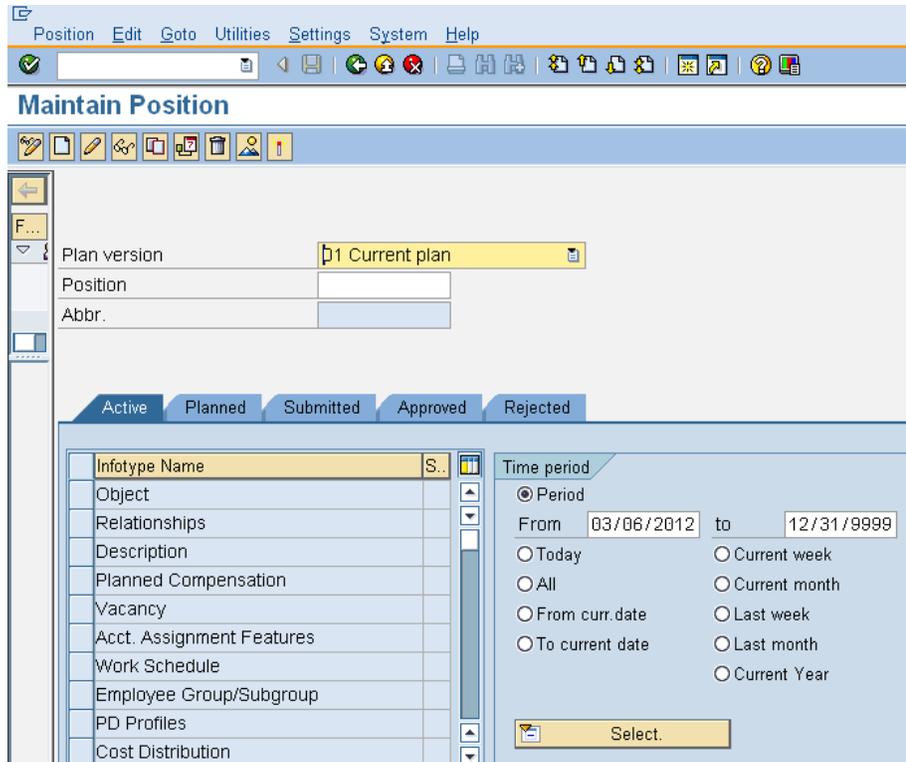
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise,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

Scenario

Due to agency reorganization, it has been determined that an existing positions reporting relationship needs to be changed to the Information Specialist Project Manager. Update the existing positions reporting relationship.

Procedure

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



2. Complete the following field:

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> State of Washington Position's object id number begin with a '7'</p> <p>Example: 70073660</p>

3. Click  (Enter) to validate the information.

Position Edit Goto Utilities Settings System Help



Maintain Position

Plan version 01 Current plan
Position 70073660 IT SPEC 4
Abbr. 0569

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 03/06/2012 to 12/31/9999
 Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year

4. Click the box to the left of Relationships to select :

Position Edit Goto Utilities Settings System Help

Maintain Position

Plan version 01 Current plan

Position 70073660 IT SPEC 4

Abbr. 0569

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 03/06/2012 to 12/31/9999

Today Current week

All Current month

From curr. date Last week

To current date Last month

Current Year

Select.

5. Click  (Overview) to list all relationships.

Start	End	R.	Rel...	Relat.text	R.	Rel'd object...	Abbr.	% Rate
02/01/2008	12/31/9999	A	002	Reports (I	S	70076038	6266W	0.00
07/01/2007	12/31/9999	A	003	Belongs to	O	30007781	310000	0.00
06/01/2006	12/31/9999	A	008	Holder	P	00041366	???	100.00
02/01/2008	12/31/9999	B	007	Is describ	C	50001666	479L	100.00

6. Select the box to the left of the **Position to Position relationship (A002)**.

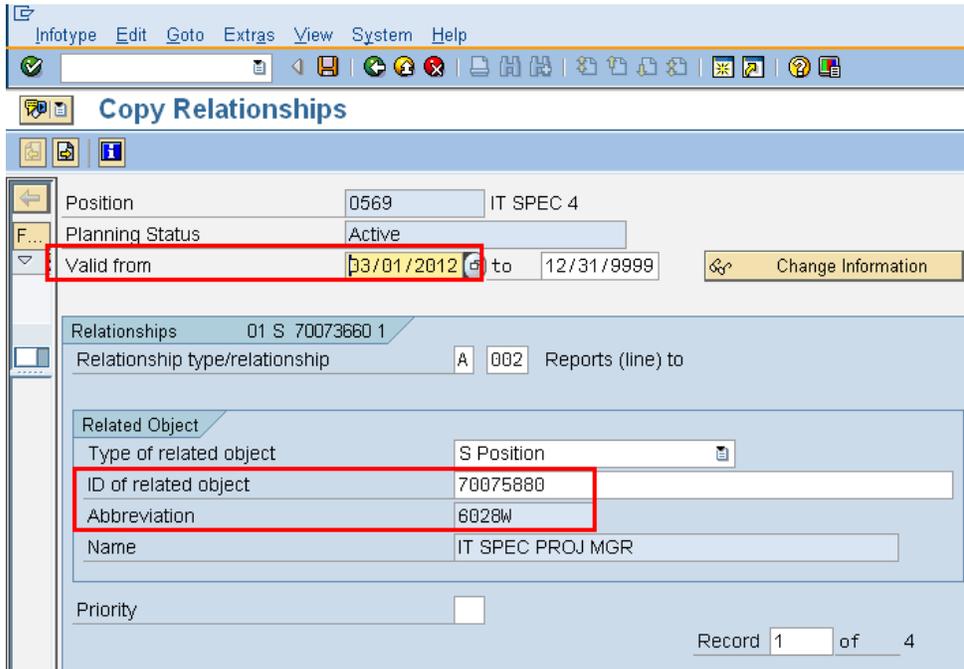
Start	End	R.	Rel...	Relat.text	R.	Rel'd object...	Abbr.	% Rate
02/01/2008	12/31/9999	A	002	Reports (I	S	70076038	6266W	0.00
07/01/2007	12/31/9999	A	003	Belongs to	O	30007781	310000	0.00
06/01/2006	12/31/9999	A	008	Holder	P	00041366	???	100.00
02/01/2008	12/31/9999	B	007	Is describ	C	50001666	479L	100.00

7. Click  (Copy) to copy and continue.

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Valid From	R	The effective date of the relationship. Example: 3/1/2012
ID of the related object	R	The HRMS number of the related object. Example: 70075880

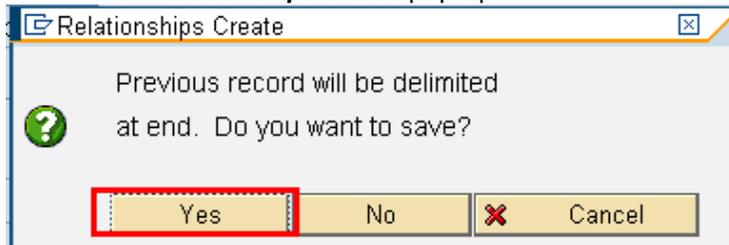
9. Click  (Enter) to validate entries.



The screenshot shows the 'Copy Relationships' screen in SAP. The 'Valid from' field is set to 03/01/2012 and the 'ID of related object' is 70075880. The 'Relationship type/relationship' is A 002 Reports (line) to. The 'Related Object' section shows 'Type of related object' as S Position, 'ID of related object' as 70075880, and 'Abbreviation' as 6028W. The 'Name' is IT SPEC PROJ MGR. The 'Priority' is empty. The record number is 1 of 4.

10. Click  (Save) to save entries.

11. Click **Yes** on **Relationships Create** pop-up



The screenshot shows a 'Relationships Create' pop-up dialog. The message reads: 'Previous record will be delimited at end. Do you want to save?'. There are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a red box.

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 maintained an existing relationship when the position reports to another position.

