

Position – WMS - Description

Purpose Use this procedure to create or update the description on an existing WMS position description.

Trigger Perform this procedure when maintaining the WMS Position Description Date or Last JVAC Evaluation Date.

Prerequisites

- The position object 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
06/02/2011	New procedure created.
1/25/2012	Edits made to user procedure

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

Transaction Code PO13

Helpful Hints	<p>The Organizational Management Processor will use this to update a WMS Position’s description:</p> <ul style="list-style-type: none"> • Use the JVAC Points to enter the JVAC points. • Use the date of the last Position Description to enter the Position Description Date. • Use the date of the Last JVAC Evaluation to enter the last JVAC evaluation date.
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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	<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 begins with a 7.</p> <p>Example: 70003826</p>

3. Click  (Enter) to validate the information.

4. Click to box to the left of **Description** to select.

5.	IF	Go To
	you are creating a new Description subtype	Step 6
	you are updating an existing Description subtype	Step 11



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

The screenshot shows the 'Create Description' window in an application. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into sections. On the left, there is a 'Find by' section with 'Position' selected. The main form contains the following fields:


- Position: 1417 ADM OFFICE MGR
- Planning Status: Active
- Validity: 06/01/2011 to 12/31/9999 (highlighted with a red box)
- Subtype: Position Description Date (highlighted with a red box)
- Language: English
- Description: 01 S. 70003826 1
- Description text area: 07/01/2010 (highlighted with a red box)

 A 'Change Information' button is located to the right of the Validity field. At the bottom of the description text area, there are labels '* Ln 1, Col 11' and 'Ln 1 - Ln 10 of 31 lines'.

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. Example: 06/01/2011
Subtype	R	This is a way to further define the data being stored on an infotype. Only certain infotypes have subtypes.  Choose your selection from the drop-down menu. Example: Position Description Date
Description	R	This is a field that defines specific attributes of a position or/and organizational unit.  Be sure to enter the dates as MM/DD/YYYY. This will ensure the reports will sort correctly. Example: Enter 07/01/2010 not 7/1/10


		Example: 07/01/2010
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7. Click  (Enter) to validate the information.

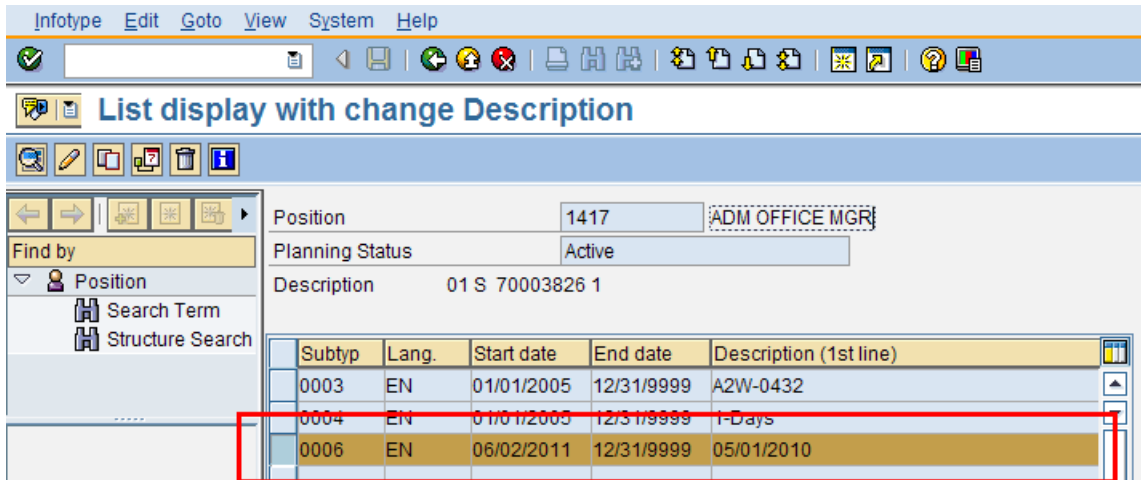
8. Click  (Save) to save.


You have completed this transaction.

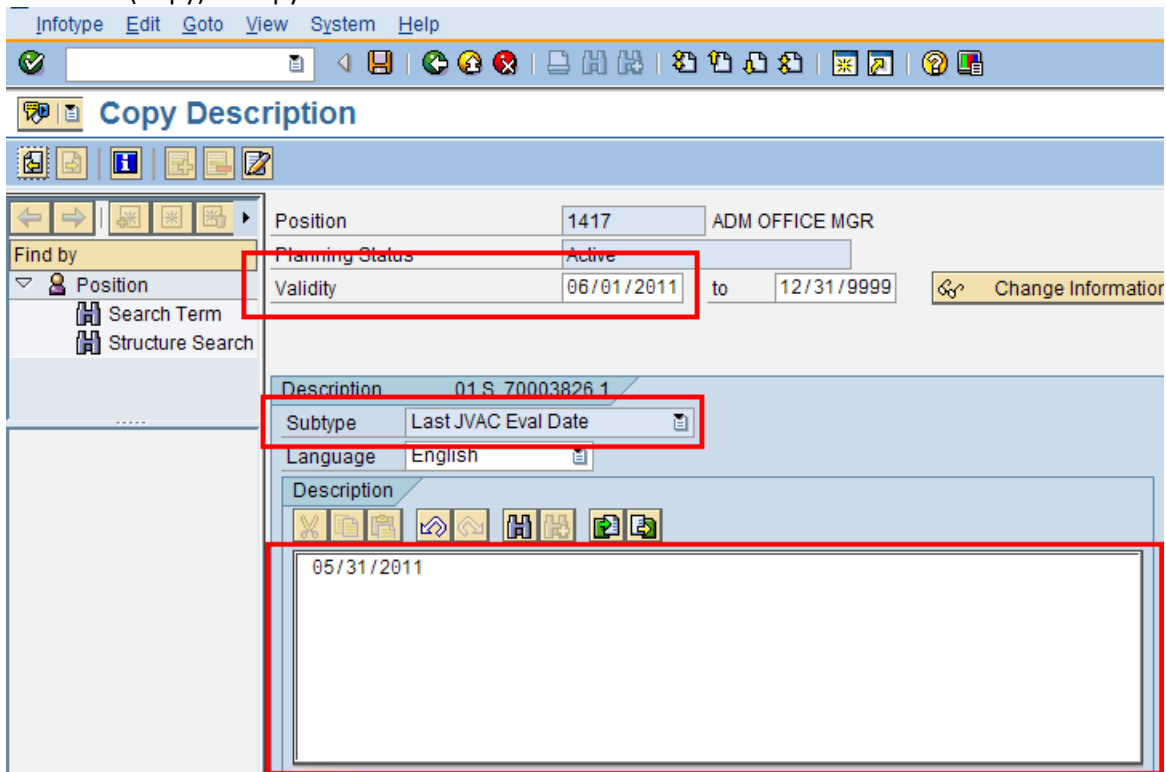
9. Click the radio button All in the **Period** area.

10. Click  (Overview) for an overview of all actions associated with *Description* (1002).

11. Select the record you would like to update by clicking the box to the left of the record.






12. Click  (Copy) to copy and continue.



13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date.

		Example: 06/01/2011
Subtype	R	<p>This is a way to further define the data being stored on an infotype. Only certain infotypes have subtypes.</p> <p> Choose your selection from the drop-down menu.</p> <p>Example: Last JVAC Eval Date</p>
Description	R	<p>This is a field that defines specific attributes of a position or/and organizational unit.</p> <p> Be sure to enter the dates as MM/DD/YYYY. This will ensure the reports will sort correctly. Example: Enter 05/31/2010 not 5/31/10</p> <p>Example: 05/31/2011</p>

14.  Click (Enter) to validate the information.

15.  Click (Save) to save.

16. You have completed this transaction.

Results
You have maintained the WMS Position’s description.
Comments
None