# Position to Organizational Unit - Maintain

Purpose	Use this procedure to create or maintain a Position to Organizational Unit relationship.
Trigger	Perform this procedure when a new Position should be assigned to an existing department, division, etc. (Organizational Unit) or when an existing Position needs to be assigned to a different Organizational Unit.
Prerequisites	The Organizational Unit must exist in HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor

Change History							
Date	Change Description						
7/20/2009	Added checklist to Helpful Hints.						
Menu Path	Human Resources $ ightarrow$ Organizational Management $ ightarrow$ Expert Mode $ ightarrow$ Position						
Transaction Code	PO13						
Helpful Hints	<ul> <li>The Organizational Management Processor will use this to create or maintain the Position to Organizational Unit relationship.</li> <li>Review the following infotypes when changing the Position to Organizational Unit relationship:</li> </ul>						
	☑     Infotypes						
	Position to Organizational Unit Relationship ( <u>required</u> )						
	Cost Distribution (if changing program)						
	Address (change in location)						
	County						
	Job Attributes (change in location)						
	County						



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
	<b>Example</b> : 🕺 Make an entry in all required fields. <b>Action</b> : Fix the problem(s) and then click 🧭 (Enter) to validate and proceed.
Warning	Example: ORECORD 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**.

Position Edit Goto Utilities(M) Settings System Help								
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間 Search Term 間 Structure Search	Position	71014043	HUMAN RESO	URCE CONSULT	ANT 4			
[] Structure Search	Abbr.	WK72						
	Active Planned Sub	omitted Approve	ed Rejected					
	Infotype Name	E	Time per					
	Object		OPeri					
	Relationships	<ul> <li>✓</li> </ul>	From	07/20/2009	to 12/31/9999			
	Description		O Tod	av	O Current week			
	Planned Compensation	<b>V</b>	All		O Current month			
	Vacancy	<b>V</b>		n curr.date	O Last week			
	Acct. Assignment Features Work Schedule	<b>V</b>	O To c	urrent date	O Last month			
	Employee Group/Subgroup	✓ ✓			O Current Year			
	PD Profiles	· · · · · · · · · · · · · · · · · · ·						
	Cost Distribution	<b>v</b>		Select.				
		· · · ·						

2. As required, complete/review the following fields:

Field Name	R/O/C	Description		
Position		This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.		
		Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization.		
		Example: 71014043 (Human Resource Consultant 4)		

- 3. Click 🥙 (Enter) to validate the information.
- Select Relationships
   Select All
- 5. Click All to select.



6. Click (Overview) for an overview of all actions associated with the XXXX (0000).

8								
🕫 👔 List display with change Relationships								
3 0 0 0 0								
	Position		WK72	2 +	HUMAN RESOURCE	CONSULTANT	4	
Find by	Planning Status		Active	9				
Position	Relationships	Relationships 01 S 71014043 1						
Search Term								
Structure Search	Start	End	R Rela	Relat.text	Rel'd object type	Rel'd object I	Abbr.	% Rate
	00/17/2000	12/31/0000	A 002	Reporte (I	C	70120012	CV30	0.0
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	06/17/2008	12/31/9999	в 007	is describ	L	50000658	119H	U.(

(The Organizational Unit object is denoted by the letter "O.")

7. Click the box to the left of

1		06/17/2008	12/31/9999	A	003	Belongs to	0	30012250	EXEC HRD	0.00	
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8. Click 🖸 (Copy) to copy and continue.



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P Copy Relationships								
6 B   E								
Position	WK72 HUMAN RESOURCE CONSULTANT 4							
Planning Status	Active							
Valid from	07/01/2009 to 12/31/9999 & Change Information							
Relationships Relationship type/relationship	A 003 Belongs to							
Related Object								
Type of related object	O Organizational unit							
ID of related object	30012641							
Abbreviation	EM							
Name	EXEC Management							
Priority	Record 2 of 3							

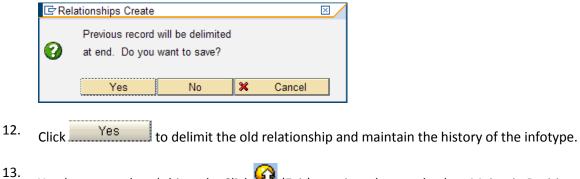
# 9.

As required, complete/review the following fields:

Field Name	R/O/C	Description				
Valid from	R	The validity period is defined as beginning on the start date and ending on the end date. <b>Example:</b> 11/30/2005				
ID of Related Object	R	*This is the system-assigned number of the Organizational Unit that you would like the new Organizational Unit to report to.				
		Use the (Matchcode) and perform a Structure Search if you do not know the original Object ID.				
		Example: 30012641				

- 10. Click 🞯 (Enter) to validate the information.
- 11. Click 📙 (Save) to save.





You have completed this task. Click (Exit) to exit and return back to Maintain Position.

Review the Helpful Hints section to ensure all infotypes have been updated.

#### Results

You have updated a relationship between a Position and Organizational Unit.

#### Comments

None

