

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 → Organizational Management → Expert Mode → Position

Transaction Code PO13

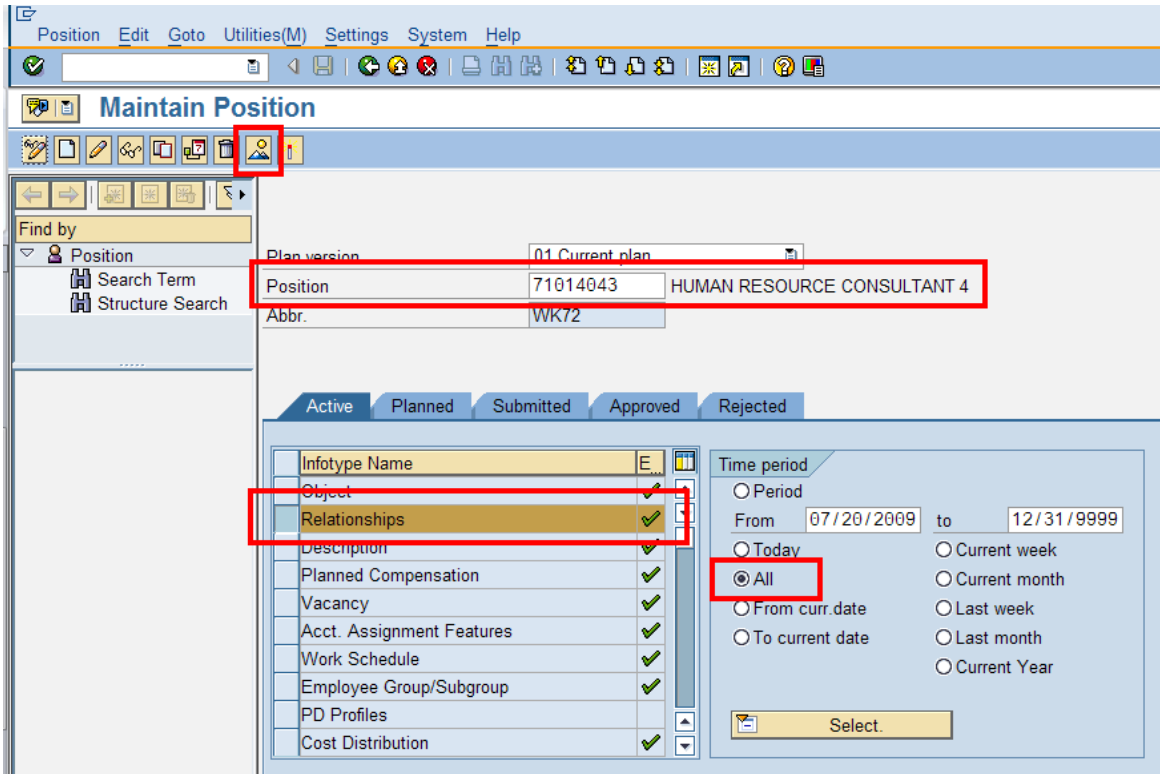
Helpful Hints	<ul style="list-style-type: none"> The Organizational Management Processor will use this to create or maintain the Position to Organizational Unit relationship. Review the following infotypes when changing the Position to Organizational Unit relationship: <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Infotypes</td> </tr> <tr> <td></td> <td>Position to Organizational Unit Relationship (<u>required</u>)</td> </tr> <tr> <td></td> <td>Cost Distribution (if changing program)</td> </tr> <tr> <td></td> <td>Address (change in location) <ul style="list-style-type: none"> County </td> </tr> <tr> <td></td> <td>Job Attributes (change in location) <ul style="list-style-type: none"> County </td> </tr> </table>	<input checked="" type="checkbox"/>	Infotypes		Position to Organizational Unit Relationship (<u>required</u>)		Cost Distribution (if changing program)		Address (change in location) <ul style="list-style-type: none"> County 		Job Attributes (change in location) <ul style="list-style-type: none"> County
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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. As required, complete/review the following fields:

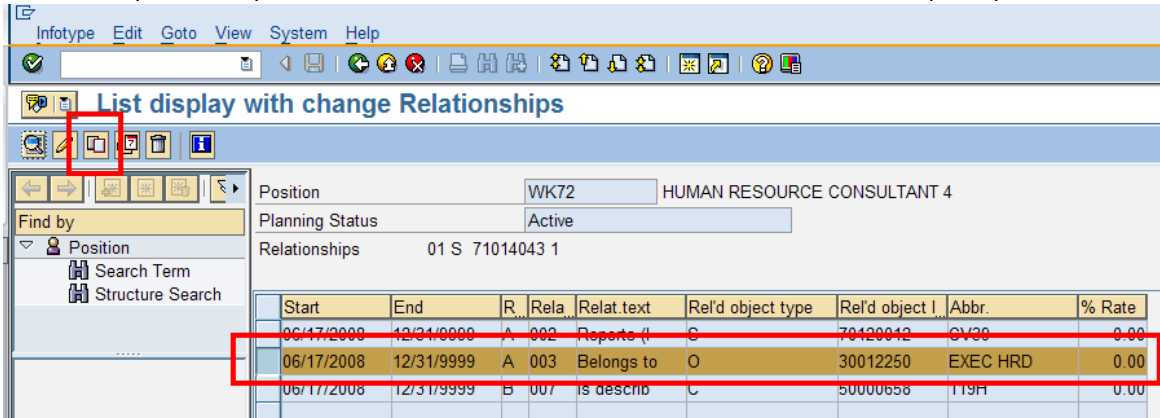
Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization. Example: 71014043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

3. Click  (Enter) to validate the information.


4. Select .

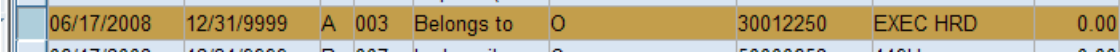
5. Click  to select.


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





Start	End	R.	Rela.	Relat. text	Rel'd object type	Rel'd object I.	Abbr.	% Rate
06/17/2008	12/31/9999	A	002	Reports to	S	70420042	GV30	0.00
06/17/2008	12/31/9999	A	003	Belongs to	O	30012250	EXEC HRD	0.00
06/17/2008	12/31/9999	B	007	is describ	C	50000658	T19H	0.00



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

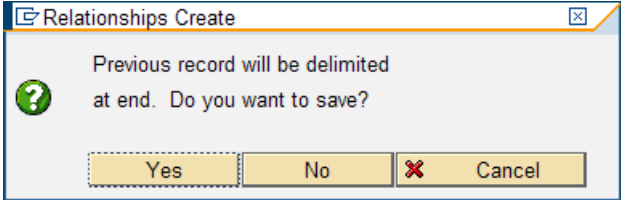
7. Click the box to the left of  to select.

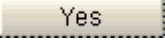


8. Click  (Copy) to copy and continue.

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. Example: 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.



- 12. Click  to delimit the old relationship and maintain the history of the infotype.
- 13. 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