

Job Action - Create

PP03

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/9	Farrell	Standards
1/20/2007	Kelly Welsh	Edits

Purpose

Use this procedure to create a Job with all of its attributes.

Trigger

Perform this procedure when a Job must be created.

Prerequisites

None

Menu Path

- Human Resources → Organizational Management → Tools → Object → Actions

Transaction Code










PP03

Date	Notes
1/20/2007	Edits

Helpful Hints

The centralized Organizational Management role will use this procedure to create a new Job with all attributes. Use the Create Job procedure to create the Job object only.

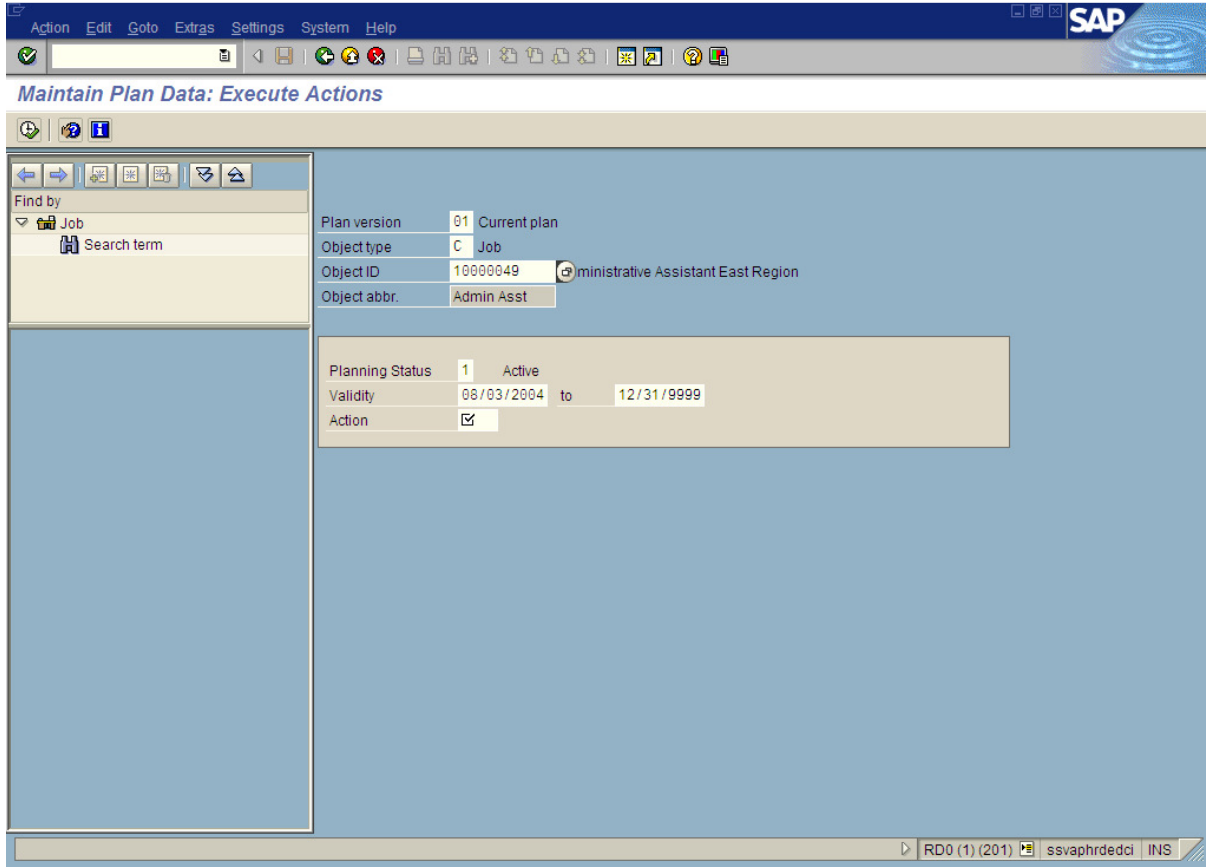
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to 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 proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure


1. You have started the transaction using the menu path or transaction code **PP03**

Maintain Plan Data: Execute Actions



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

Field Name	R/O/C	Description
Object type	R	This is a type of object, such as position, job, or organization unit. Example: C Job
Planning Status	R	This is used to define if the object being created is Active, Planned, Submitted, Approved, Rejected. In Release 1, all objects are created as Active. Example: 1 Active
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. Example: 08/03/2004
Action	R	This groups infotypes according to business needs. Example: C Create job

3. Click  (Execute) to execute the process.

Create Object

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

Field Name	R/O/C	Description
Object abbr.	R	This is a short text field used to define an object. Example: Test Job 1
Object name	O	This is the long text description of the object. Example: Test Job 1

5. Click  (Save) to save.

Create Planned Compensation

Job: Test Job 1 | Test Job 1
Planning Status: Active
Validity: 08/03/2004 To 12/31/9999 | Change Information

Planned Compensation

Pay grade | Pay scale | Direct

Salary structure data

Ctry Grouping: USA
Pay grade type:
Pay grade area:
Pay grade:
Pay grade level: To
Key Date for Display: 08/03/2004

Currency key:
Pay grade: 0.00 To 0.00
Reference salary: 0.00
Time unit:

Record created | RD0 (1) (201) | ssvaphrddcl | INS

6. Click **Pay scale** tab.

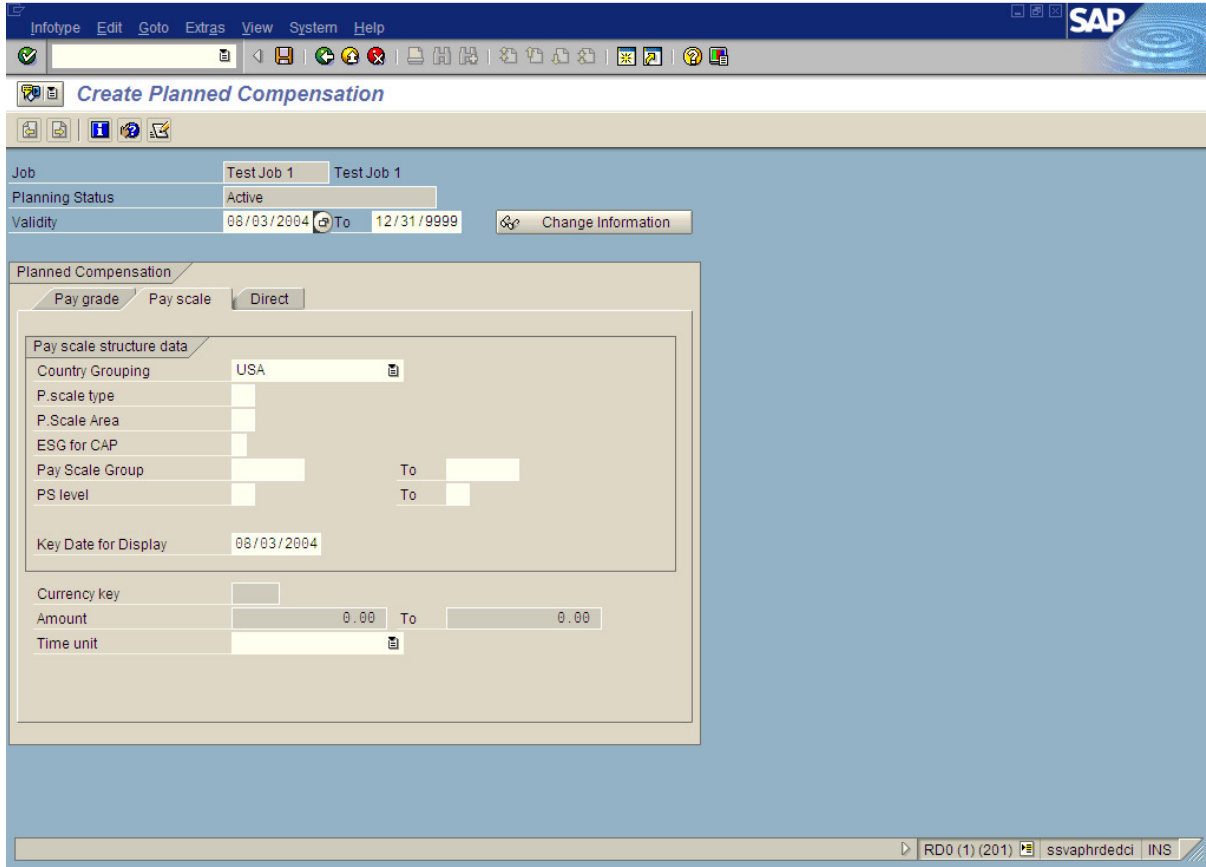


Pay grade tab (SAP) = WMS or EMS bands (PAY1). Pay grade type (SAP) = Merit System (PAY1), Pay grade area (SAP) = Range (PAY1), Pay grade level = A to K (PAY1).

Pay scale tab (SAP) = Classified or General Service (PAY1).

Direct tab (SAP) is not used on the job.

Create Planned Compensation



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

Field Name	R/O/C	Description
P. scale type	R	It represents a geographical region (State of Washington) or a unique compensation structure (salary bands, hour based step increases, and bargaining units). Example: 01 Classified Gov
P. Scale Area	R	This identifies a collection of pay ranges, steps, and rates that comprise a pay schedule. Relates closest with what is today's merit system in PAY1. Example: Standard Progression
ESG for CAP	R	This is a specific grouping of Employee Subgroups for payroll purposes. Example: 1 for hourly, 3 for monthly

Field Name	R/O/C	Description
P. Scale Group:	R	<p>The pay scale group is designated by the wage type and the associated low and high values describing an annual salary. For example, a wage type represents an employee's annual salary. The lower and upper limits of \$30,000 and \$42,000 are also associated with the wage type completing the description of the pay scale group.</p> <p>Example: 12/31/9999 13330.00 USD</p>


Create Planned Compensation


Job: Test Job 1
Planning Status: Active
Validity: 08/03/2004 To 12/31/9999

Planned Compensation

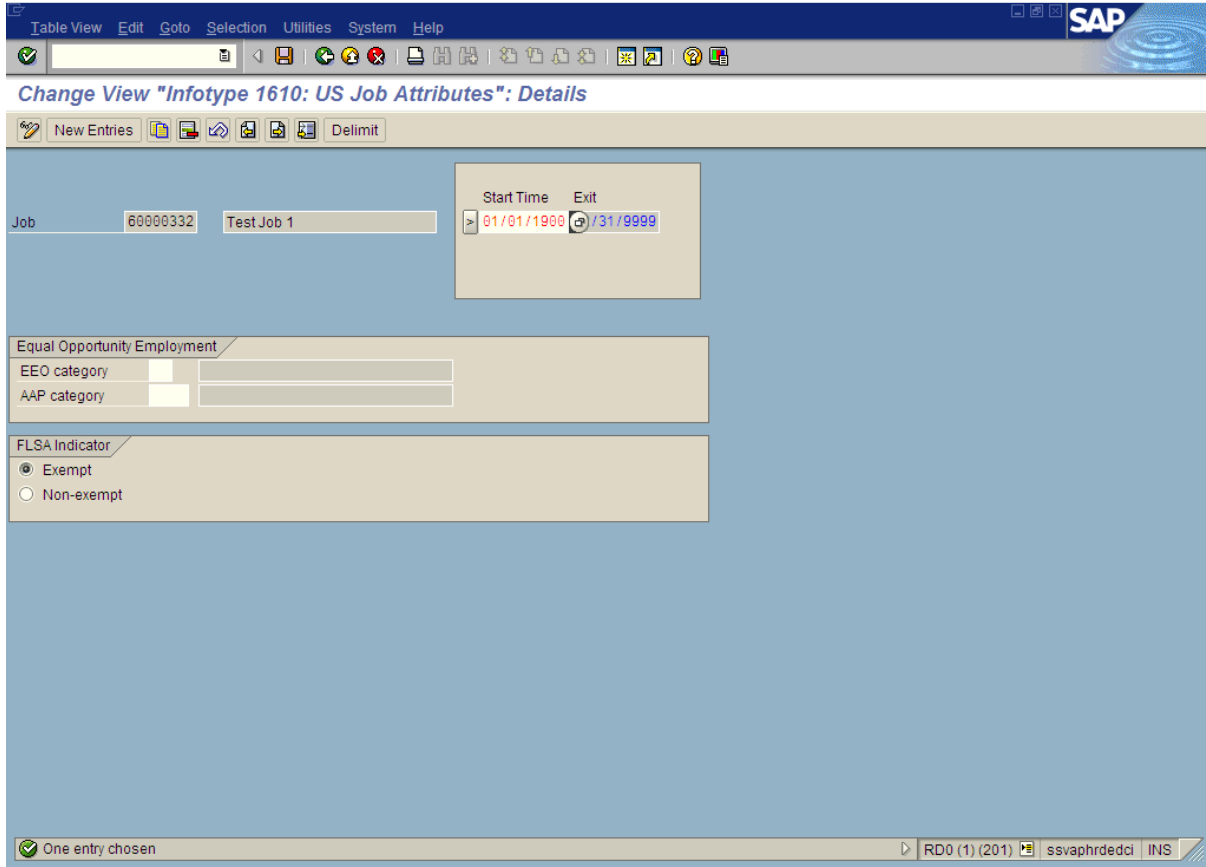
Pay scale structure data

Country Grouping	USA
P. scale type	01
P. Scale Area	01
ESG for CAP	3
Pay Scale Group	14
PS level	A
Key Date for Display	08/03/2004
Currency key	
Amount	0.00
Time unit	

8. Click  (Enter) to validate information.

9. Click  (Save) to save entries.

Change View "Infotype 1610: US Job Attributes": Details



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

Field Name	R/O/C	Description
EEO Category	R	This is a job attribute that groups jobs into specific pre-defined categories according to type of work performed. Example: Professionals

Change View "Infotype 1610: US Job Attributes": Details

Table View Edit Goto Selection Utilities System Help

Change View "Infotype 1610: US Job Attributes": Details

New Entries Delimit

Job 60000332 Test Job 1

Start Time Exit
> 01/01/1900 12/31/9999

Equal Opportunity Employment

EEO category 02
AAP category

FLSA Indicator


Exempt
 Non-exempt

RD0 (1) (201) ssvaphrddcl INS

11. Choose Exempt or Non-exempt from the FLSA Indicator section.





FLSA indicator tab (Word Period Designation): Exempt (SAP) = Exception (PAY1); Non-exempt (SAP) = Scheduled (S) / Non-Scheduled (NS) (PAY1).

12. Click  (Enter) to validate information.

13. Click  (Save) to save entries.



The system displays the message, "Data was saved."

32. Click  to back out to previous screen(s) or SAP Easy Access or click  to cancel out of transaction.

33. You have completed this transaction.

Result

You have created a Job with all of its attributes.

Comments

None