HRMS Training Documents

# Maintain Job Compensation

PO03

### Change History

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

Date	Name	Change Description
12/15/2004	Farrell	Script standards

HRMS Training Documents

#### HRMS Training Documents

## Purpose

Use this procedure to update a job's compensation. Employee records should not be affected.

# Trigger

Perform this procedure when you want to maintain job compensation.

# Prerequisites

Appropriate job compensation elements available

### Menu Path

Human Resources  $\rightarrow$  Organizational Management  $\rightarrow$  Expert Mode  $\rightarrow$  Job

### **Transaction Code**

PO03

# **Helpful Hints**

The centralized Organizational Management role will perform this to maintain job compensation.

### Procedure

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

HRMS Training Documents

# **Maintain Job**

년 Job <u>E</u> dit <u>G</u> oto Utilities <u>S</u> ettings Sy	stem <u>H</u> elp				SAP
🕑 🚺 🕹 🔤 I	😋 🚱 😒 I 🗅 🖨 🖓 I 🏖	10 🗘 🕄 🔣	]   🔞 🖪		
Maintain Job					
🦅 🗅 🖉 🕼 🖸 🧟 🍸					
Find by ♥ ∰ Job ∰ Search term	Plan version Job Abbr. Active Planned S Infotype Name Object Relationships Planned Compensation	Current plan	/ed Rejected Time period @ Period From 07/28/2004 Today A11 From curr.date To current date @ Select.	to 12/31/9999 Current week Current month Last week Last month Current Year	
				D PO	03 🖻 ssvaphrdedci INS ///

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

Field Name	R/O/C	Description	
Job	R	This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational plan.	
		Example: 60000281	

- **3.** Click
- 4. Click Planned Compensation 🖌

HRMS Training Documents

# Maintain Job

⊡ Job <u>E</u> dit <u>G</u> oto Utilities <u>S</u> ettings Sy	stem <u>H</u> elp	
🔮 🚺 🔒	🏵 🙆 😫 😂 🖏 🖏 🎦 🕰 🏖 I 🛒 🗖 I 🎯 🖷	
👦 🗈 Maintain Job		
🎾 🗋 🖉 🕼 🕼 🔺		
Image: Constraint of the second s	Plan version       Current plan         Job       60004449         Abbr.       1008         Active       Planned         Submitted       Approved         Rejected         Infotype Name         Object           Planned       Submitted         Approved       Rejected         Infotype Name       Imme period         Planned Compensation       Imme period         VS Job Attributes       Imme period         Imme Current week       A11         Current week       A11         Current date       Last week         To current date       Last month         Current Year       Imme Select	
	D (	501 🖻 ssvaphrtedci OVR 🥢

5. Click to maintain history of the Planned Compensation infotype record.

HRMS Training Documents

⊡⊂ Infotype <u>E</u> dit <u>G</u> oto Extr <u>a</u> s <u>V</u> iew S <u>v</u> s	stem <u>H</u> elp		
🖉 🚺 🔒 🛛	😋 i 😫 i 🖴 ii 🍪 i 🕸 i	12 42   🗙 🖉   🔞 📭	
The Copy Planned Compension	sation		
6			
	Job	1008 HR Worker	
	Planning Status	Active	
Status Name	Validity	01/01/2004 To 12/31/9999 & Change Information	
	Planned Compensation Pay grade Pay scale Pay scale structure data Country Grouping P.scale type P.Scale Area ESG for CAP Pay Scale Group PS level Key Date for Display Currency key Amount Time unit	Direct USA 01 Classified Gov 01 Standard Progression 1 42 To 42 A To 4 01/04/2005 USD United States Dollar 14.52 To 14.52 Semi-monthly	
		Record 1 of 1	
		▷ 50	1 🖪 ssvaphrtedci OVR 🃈

# **Change Planned Compensation**

**6.** As required, complete/review the following fields:

Field Name	R/O/C	Description
Pay Scale Group	R	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. <b>Example:</b> 44
То	R	It specifies the end date of a record, transaction, or search. Example: 44

7. Click



HRMS Training Documents

8. Click <sup>L</sup>. Click "Yes" when prompted "Previous record will be delimited at end. Do you want to save?"



The level will automatically default based on the steps available (i.e. A - K). Unlike the position compensation we do not want the employee to inherit these new attributes as they should only inherit the compensation on the position. As a result, report PECM\_UPD\_0008\_1005 - Update Basic Pay from Planned Compensation should not be executed when changes are made to job compensation components.



The system displays the message, "Record created."

**9.** You have completed this transaction.

### Result

You have successfully updated job compensation.

# Comments