

Job to Job Group Relationship - Create

PP01

Change History

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

Date	Name	Change Description
1/29/2007	Janet Pasion	DRAFT
2/1/07	Chylynn / Lesa	SME Reviewed and edited.

Purpose

Use this procedure to create a job to job group relationship for your agency to run the Affirmative Action Plan (AAP) reports mandated by State and Federal laws.

Trigger

Perform this procedure when creating agency specified job group codes and job to job group relationships for your agency.

Prerequisites

- Agencies must determine the unique Job Groups for their agencies.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Organizational Management → Expert Mode → General.

Transaction Code

PP01

Date	Procedure Update Log
1/29/2007	Created










Helpful Hints

- A small agency may only need 3 job groups, whereas a large agency may need 10 or more job groups.
- When determining job groups keep in mind: salary levels, similar scope of responsibilities and recruitment needs.
- Examples of some possible Job Groups are:
 - 1100-01 – Officials, Administrators and Managers
 - 1100-02 - Professionals
 - 1100-03 - Entry Level Managers and Technicians
 - 1100-04 – Support Staff

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:

Title: Job to Job Group Relationship - Create
Processes :
Sub-Processes :

HRMS Training Documents

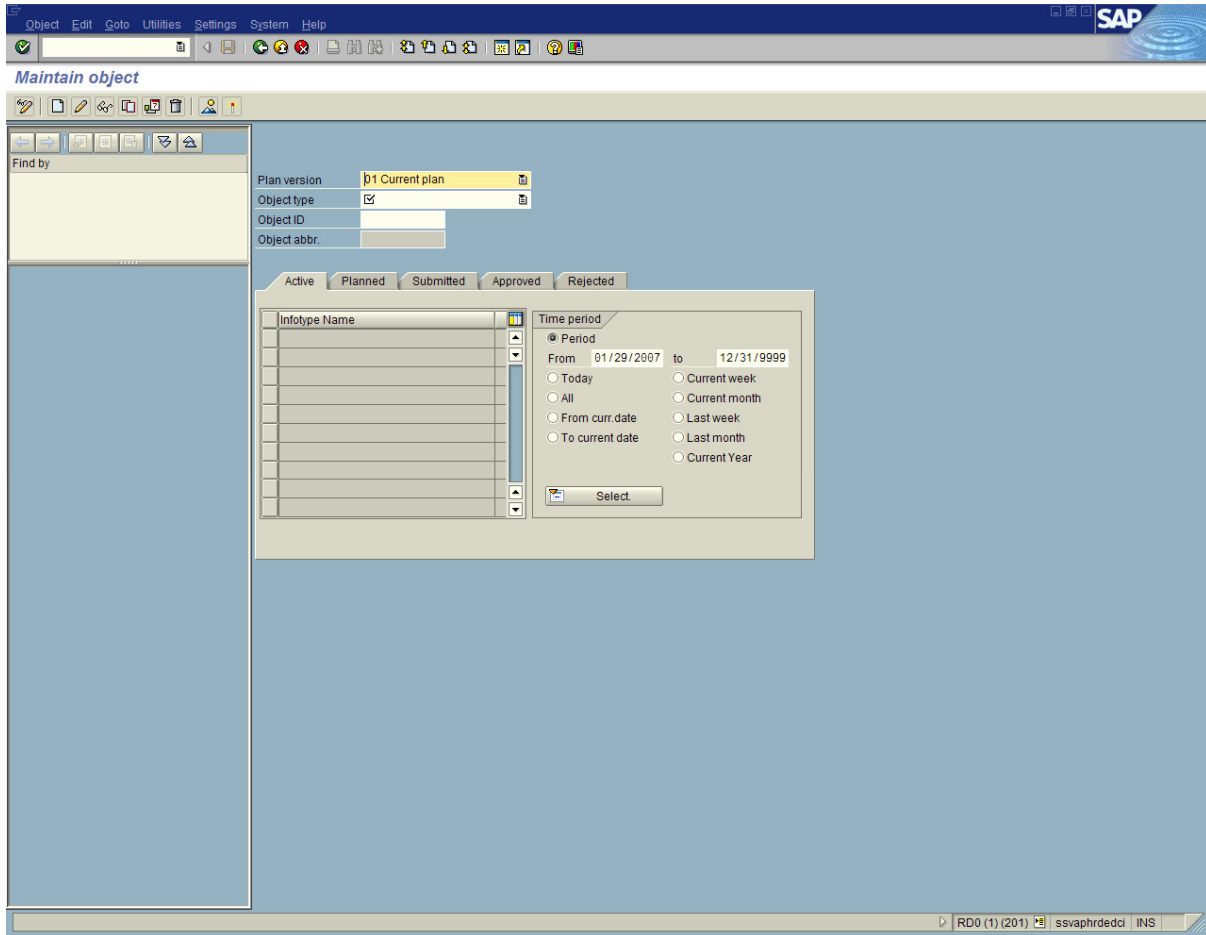
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

State of Washington HRMS

Procedure

1. Start the transaction using the menu path above or transaction code **PP01**.

Maintain object



2. Complete the following fields:

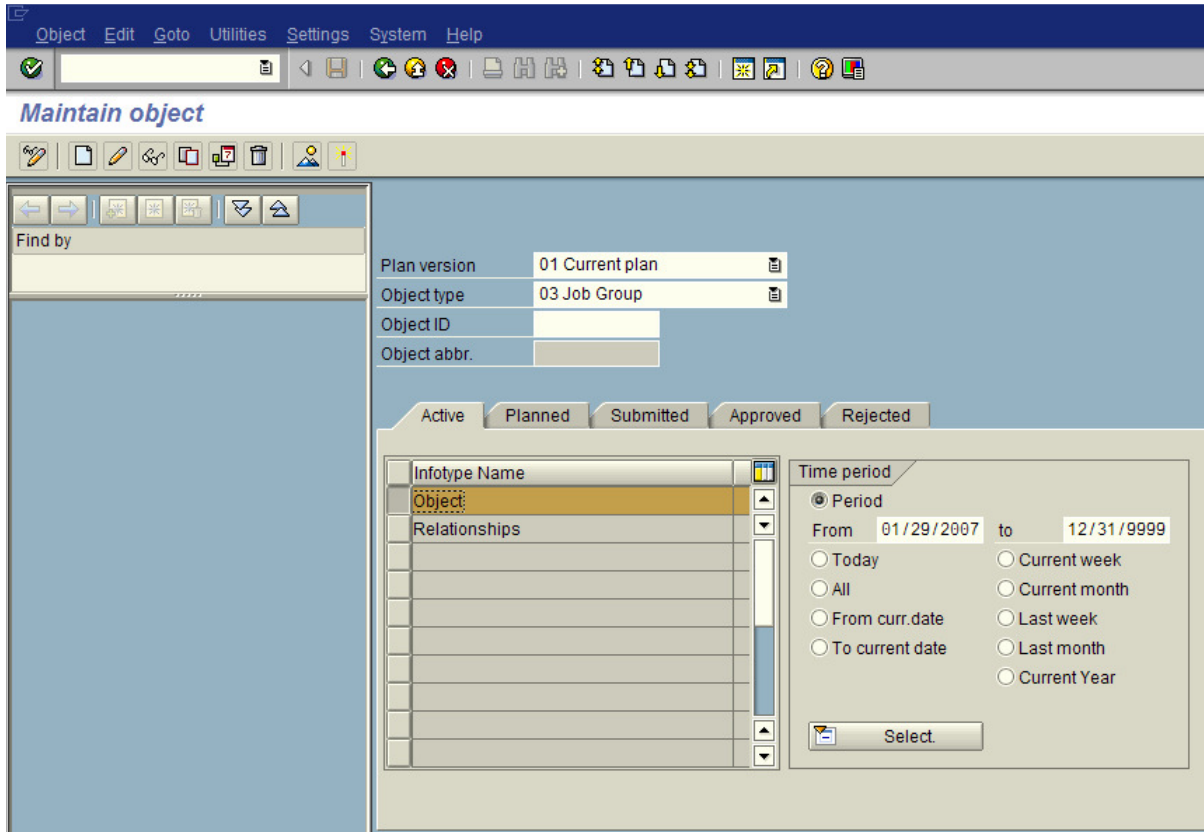
Field Name	R/O/C	Description
Object type	R	It identifies if the object type is an assignment pay, dual language, job group or a management type. Example: 03 Job Group
<input checked="" type="radio"/> Period	R	This selection option will use the specified values as the beginning and end date of the record. Example: 01/29/2007 to 12/31/9999



Once the type has been selected, the infotype names will populate.

- Click on the (Object) infotype.



Create Object



- Click (Create) to create a new record.

Create Object

5. Complete the following fields:

Field Name	R/O/C	Description
Object abbr.	R	<p>The abbreviation of the Job Group.</p> <ul style="list-style-type: none"> - This is the short text or the numerical identifier for your new Job Group. <p> The Object abbreviation should start with the agency's personnel area. This is very important because all agencies have access to any Job Group object.</p> <p>Example: 1110-01 (Maximum of 12 characters)</p> <p> Enter your personnel area number, a dash, and then your agency's unique Job Group Code.</p>
Object name	R	<p>The Job Group's full description.</p> <p>Example: Officials, Administrators and Managers (Maximum of 40 characters)</p>

Create Object

The screenshot shows the 'Copy Object' dialog box in SAP HRMS. The dialog has a menu bar (Infotype, Edit, Goto, View, System, Help) and a toolbar with various icons. The main area is divided into two sections. The top section contains the following fields:


Job Group	1110-01	Officials, Administrators and Managers
Planning Status	Active	
Validity	01/29/2007	to 12/31/9999

There is a 'Change Information' button next to the validity field.

The bottom section is titled 'Object' and contains the following fields:

Object abbr.	1110-01
Object name	Officials, Administrators and Managers
Language Key	EN English

At the bottom right of the dialog, it says 'Record 1 of 1'.

6. Click  (Enter) to validate the information.

7. Click  (Save) to save the entry.

Maintain object


Plan version 01 Current plan
Object type 03 Job Group
Object ID 80000800 Officials, Administrators and Managers
Object addr. 1110-01

Active Planned Submitted Approved Rejected

Infotype Name	
Object	<input checked="" type="checkbox"/>
Relationships	

Time period
 Period
From 01/29/2007 to 12/31/9999
 Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year
Select



Notice the  (Green check) next to the *Object* infotype. This indicates a record being created for this infotype.





Also notice the Object ID number has been populated. This is the system assigned number for the newly created Object type. **Be sure to write the Object ID number in a paper log for future reference.** The Object ID number can also be found on the Affirmative Action Plan report.

- Click on the  (Relationships) infotype.
- Click  (Create) to create a new record.

Create Relationships

10. Complete the following fields:

Field Name	R/O/C	Description
Relationship type/relationship	R	Identifies the type of relationship type.  The selection can be made by using the  (Matchcode) or by filling in the fields manually. Example: B (Relationship type) 108 (Relationship - Is assigned to)
Type of related object	R	It defines if the related object is a job or a person. Example: C Job

Create Relationships

Job Group: 1110-01 Officials, Administrators and Managers
Planning Status: Active
Validity: 01/29/2007 to 12/31/9999 Change Information

Relationships
Relationship type/relationship: B 108

Related object
Type of related object: C Job
ID of related object:
Abbreviation:
Name:


Priority:
Weighting: %

11. Click  (Matchcode) in the **ID of related object** field to open the selection list.



Enter the HRMS Job ID Number for the Job classification you want assigned to the Job Group you are creating.

Job (1)

Search Term: 



Use the Search Term or Abbreviation and Name tab to begin the search. To assist in the search, refer to the Department of Personnel's (DOP) website referencing Job Classes at <http://www.dop.wa.gov/Resources/JobClasses/>. The DOP assigned Job Class Codes may be used when searching for a specific job class.

Field	Value
Search Term	In this field you can enter a search term to search for objects.
Abbreviation and Name	In this field you can search using the object abbreviation or object name.

Job (1) 1 Entry found

The screenshot shows a SAP search results window titled "Job (1) 1 Entry found". It features three tabs: "Search Term", "Abbreviation and Name", and "Search Term with Restrictions". Below the tabs is a toolbar with icons for navigation and actions. The main area contains a table with the following data:

Object ab...	Object na...	Start Date	End Date
EX011	DIRECTOR	01/01/2005	12/31/9999

At the bottom of the window, a status bar indicates "1 Entry found".

12. Select your object by double-clicking on the name.

Create Relationships

Infotype Edit Goto Extras View System Help

Create Relationships

Allowed relationships

Find by

Job Group 1110-01 Officials, Administrators and Managers
Planning Status Active
Validity 01/29/2007 to 12/31/9999


Relationships

Relationship type/relationship B 108

Related object

Type of related object C Job
ID of related object 50003589
Abbreviation
Name

Priority
Weighting %

13. Click  (Enter) to validate the information.

14. Click  (Save) to save.

Maintain object


The screenshot shows the SAP 'Maintain object' dialog box. The title bar includes 'Object Edit Goto Utilities Settings System Help'. The main area is titled 'Maintain object' and contains a toolbar with icons for edit, delete, and other functions. Below the toolbar is a search area with a 'Find by' field. The main data area displays the following fields:

- Plan version: 01 Current plan
- Object type: 03 Job Group
- Object ID: 80000800 Officials, Administrators and Managers
- Object abbr.: 1110-01

Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table lists infotypes with 'Object' and 'Relationships' checked. To the right, a 'Time period' section is set to 'Period' from 01/29/2007 to 12/31/9999, with radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of this section.

At the bottom left, a status bar shows a green checkmark and the text 'Record created', which is highlighted with a red box.



The system displays the message, "Record created." Notice the  (Green check) next to the *Relationships* infotype. This indicates a record being created for this infotype.

15. You have completed this transaction.



To create additional Job Groups, repeat Steps 1 through 15.

To assign Jobs to a specific Job Group, complete Steps 8 through 15.

Result

You have created a Job Group to Job relationship.

Comments

After the agency's Job Groups have been created in HRMS, run the Affirmative Action by Job Report (ZHR_RPTOMN35).