

Job to Person Relationship – In-training Plan Completed

PO03

- Purpose** Use this procedure to end date the existing job to person relationship after the employee has completed a level or entire in-training plan.
- Trigger** Perform this procedure when an employee has completed their in-training plan.
- Prerequisites**
- The job to person relationship exists.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor










Change History	
Date	Change Description
12/03/2010	New procedure created.

Menu Path Human Resources → Organizational Management → Expert Mode → Job

Transaction Code PO03

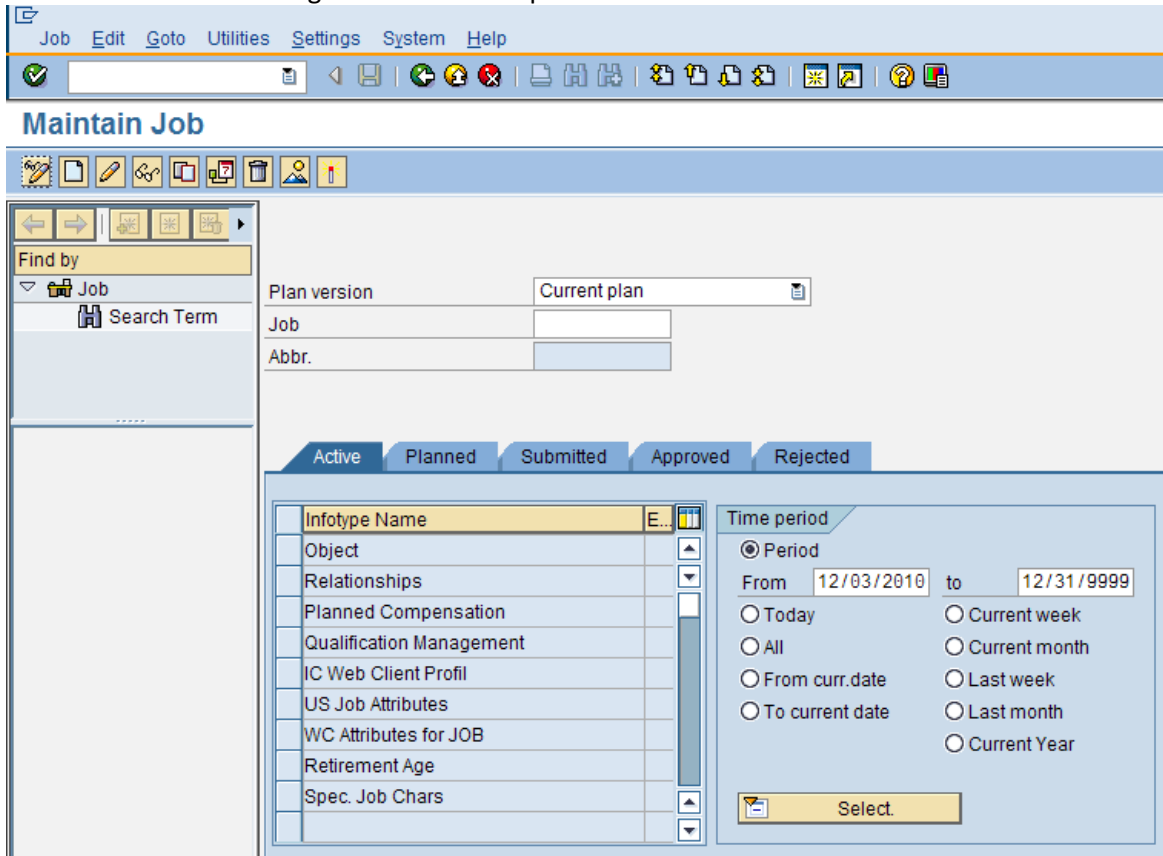
Helpful Hints	<ul style="list-style-type: none">• The Organizational Management Processor will use this procedure when he/she has been informed from the Personnel Administration Processor that an employee has completed a level or entire in-training plan.
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The 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

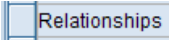
1. Start the transaction using the above menu path or transaction code **PO03**.

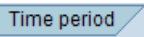



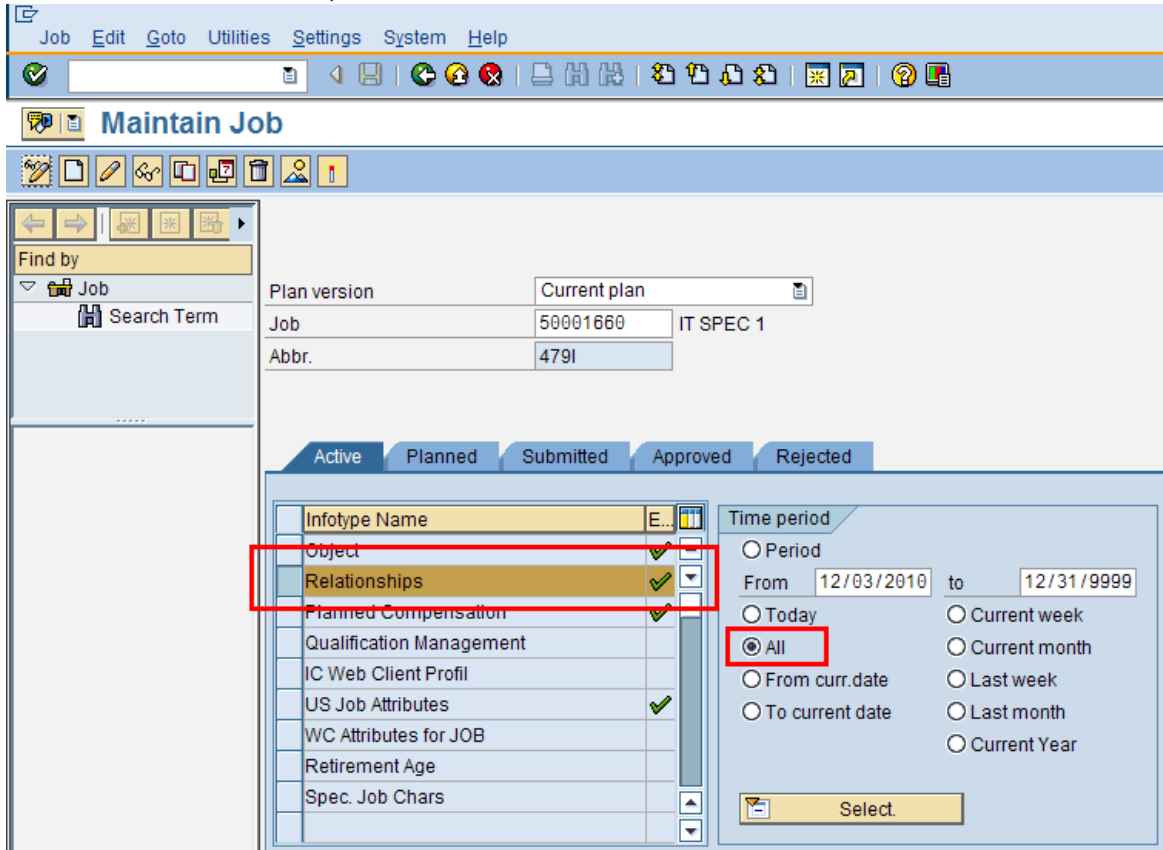
2. Complete the following field:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Job	R	<p>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.</p> <p> You may also enter the DOP Job Classification Code here. (479I – IT Specialist 1) Example: 50001660</p>

3. Click  (Enter) to validate the information.

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

5. In the  section, select the  radio button.



6. Click  (Overview) for an overview of all actions associated with the *Relationships* infotype (1001).

Job: 479I IT SPEC 1
 Planning Status: Active
 Relationships: 01 C 50001660 1

Start	End	Rel. type	Relationship	Relat.text	Rel'd object type	Rel'd object ID	Abbr.	% Rate
07/28/2008	12/31/9999	A	007	Describes	S	70071955	0057	100.00
05/16/2008	12/31/9999	A	007	Describes	S	70011492	0793	100.00
04/16/2008	12/31/9999	A	007	Describes	S	70085453	0624	100.00
04/16/2008	04/15/2009	A	007	Describes	S	70082825	1367	0.00
02/26/2008	12/31/9999	A	007	Describes	S	70005404	0301	100.00
01/18/2008	12/31/9999	A	007	Describes	S	70081964	5034	100.00

7. Select the appropriate A017 (Is carried) – person (P) relationship.

Job: 479I IT SPEC 1
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 Relationships: 01 C 50001660 1

Start	End	Rel. type	Relationship	Relat.text	Rel'd object type	Rel'd object ID	Abbr.	% Rate
06/01/2010	12/31/9999	A	017	Is carried	P	00000112	TURQUIOSE	0.00

You may need to scroll down to find the record. The related object (Rel'd object) column will have the employee's personnel number listed and the abbreviation (Abbr.) column will display the employee's last name for ease of reference.

8. (Delimit) to assign an end date to the record.
9. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To (End Date)	R	It specifies the end date of a record, transaction, or search. Enter the exact date the employee has completed their in-training plan. Example: 12/01/2010

Infotype Edit Goto Extras View System Help

Delimit Relationships

Additional data

Job 4791 IT SPEC 1

Planning Status Active Historical rec.

Valid from 06/01/2010 to 12/01/2010

Relationships 01 C 50001660 1

Relationship type/relationship A 017 Is carried out by

Related Object

Type of related object Person

ID of related object 00000112


Abbreviation TURQUIOSE

Name TURQUIOSE JANET

Priority

Staffing Percentage 0.00 %

Record 256 of 382

10. Click  (Delimit) once again to assign an end date to the record.
11. You have completed this transaction.

Results
You have successfully end dated the employee's job to person relationship.
Comments
None.