Title: *Job to Person Relationship - Create*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Job Formation*

HRMS Training Documents

Job to Person Relationship - Create

PO03

Change History

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

Date	Name	Change Description
¼	Farrell	Creation and standards
1/20/2007	Kelly Welsh	Edits
1/26/2007	Janet Pasion	Updating Procedure

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File name: **Version:** SME Approved Script   SAP Parent
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Purpose

Use this procedure to create a job to person relationship that overrides the position to job relationship.

Trigger

Perform this procedure for exception hires – under-fill, or in-training.

Prerequisites

- The person exists.
- The job exists.

Menu Path

- Human Resources → Organizational Management → Expert Mode → Job

Transaction Code

PO03

Date	Procedure Update Log
1/20/2007	Procedure Name Change
1/26/2007	Updating Procedure

Helpful Hints

- The Organizational Management Processor will use this procedure when he/she has been informed from the Personnel Administration Processor that an employee has been hired in as in-training or as an under-fill.

- 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.

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Message Type	Description
Confirmation **ⓘ** or ✅	**Example**: ✅ Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. You have started the transaction using the menu path or transaction code **PO03**.

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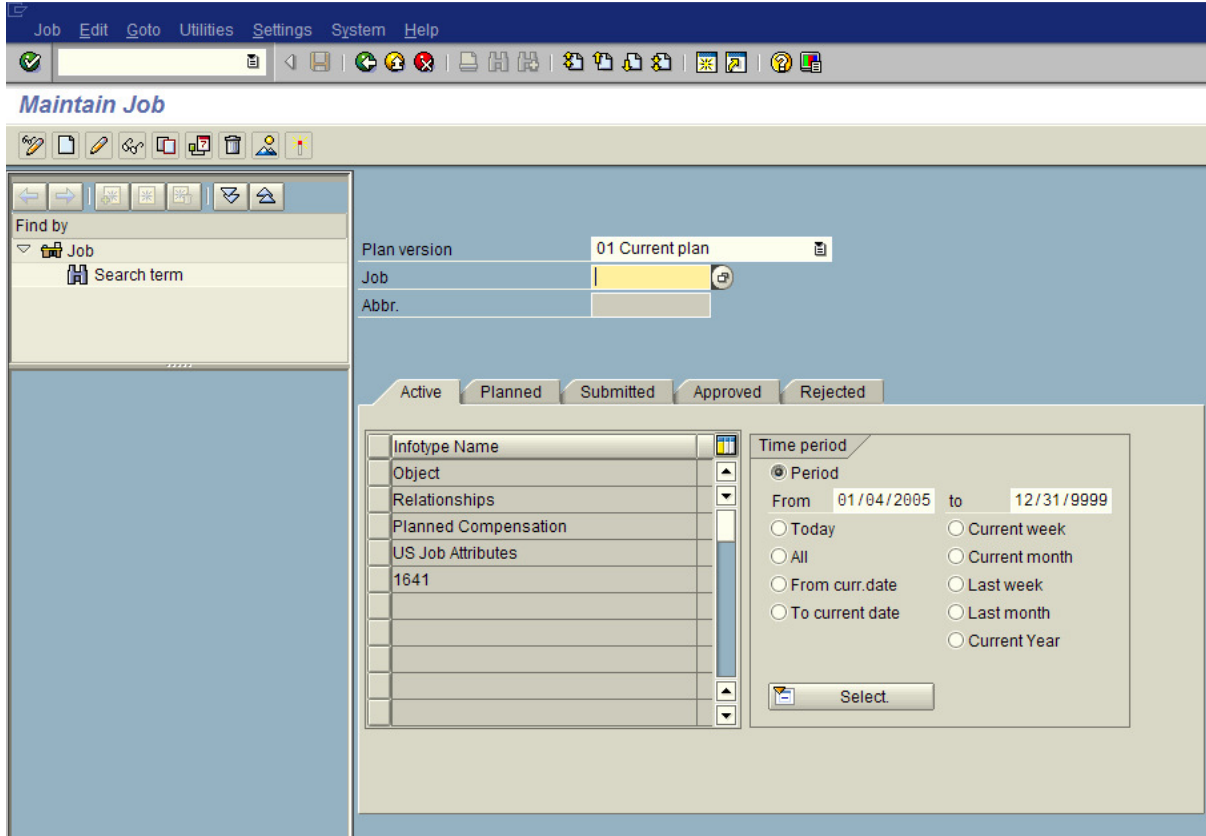
2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Job	R	The system assigned number for the job classification. **Example:** 60000006

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Maintain Job

3.   Click ![enter icon] (Enter) to validate information.

4.   Click on the ![Relationships tab] *Relationships* infotype.

5.   Complete the following fields:

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Field Name	R/O/C	Description
◉ Period	R	This selection uses the specified values for the person and data selection period.
		The From field defaults to the system (current) date.
		Example: 01/04/2005 to 12/31/9999

Maintain Job
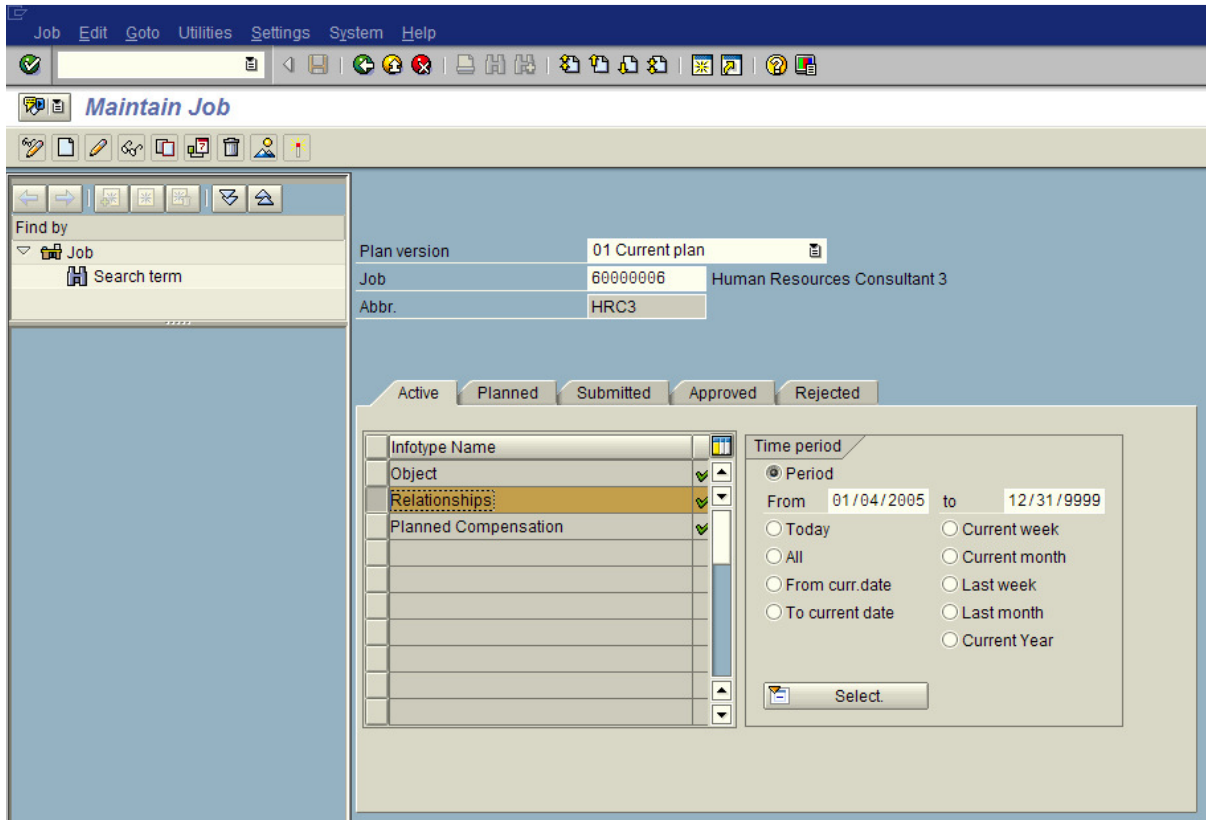
6.   Click [icon] (Create) to create a new record.

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Create Relationships

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

Field Name	R/O/C	Description
Relationship type/relationship	R	This describes how two objects are linked together, such as a reporting relationship. **Example:** A – 017 (is carried out by)
Type of related object	R	The type of related object will always be a "Person" when creating a Job to Person relationship. **Example:** P – Person
ID of related object	R	The Personnel Number of the employee you are creating the job to person relationship. **Example:** 00005901

8. Click ✅ (Enter) to validate information.

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Create Relationships

9. Click 🖫 (Save) to save.

ℹ️   The system displays the message, "Record created."

10. You have completed this transaction.

Result

You have created a job to person relationship for in-training or under-fill exception hires.

Comments

None

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