

# Organizational Management – Organizational Objects

Organizational Management Objects		
Object Abbreviation	Name of Object	Definition
<b>S</b>	<b>Position</b>	A group of duties and responsibilities to be performed by an employee. An object related specification tied to an Organizational Unit.
<b>P</b>	<b>Person</b>	An individual in an organization.
<b>O</b>	<b>Organizational Unit</b>	Represents the departments, regions, divisions, units etc. within an agency.
<b>C</b>	<b>Job</b>	General task of similar purpose and knowledge requirements. Also referenced as the job classification.
<b>K</b>	<b>Cost Center</b>	An object in HRMS that represents a defined location of cost incurrence.

## Resources

Customer Support Website: [www.dop.wa.gov/hrms/customersupport](http://www.dop.wa.gov/hrms/customersupport)

OLQR Website: <http://win-shrweb.dis.wa.gov/olqr/nav/index.htm>

Department of Personnel's Helpdesk: (360) 664-6400 / email: [helpdesk@dop.wa.gov](mailto:helpdesk@dop.wa.gov)

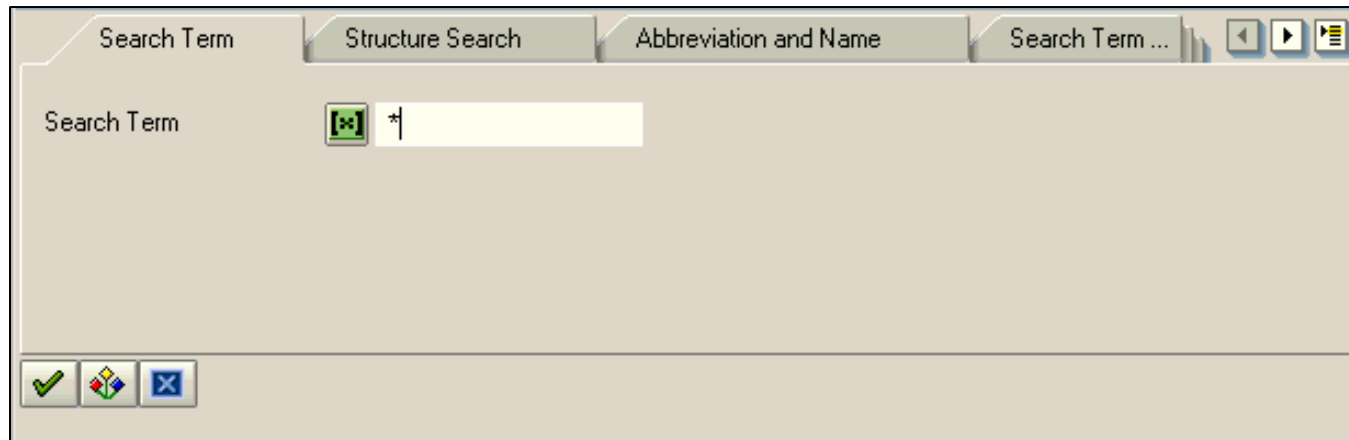
## Organizational Management – Transaction Codes



<b>Organizational Unit (3XXXXXXXX)</b>	
<b>Name of Transaction</b>	<b>Transaction Code</b>
Create Organizational Unit Action	<b>PP03</b>
Display Organizational Unit	<b>PO10D</b>
Maintain Organizational Unit	<b>PO10</b>

<b>Job (5XXXXXXXX)</b>	
<b>Name of Transaction</b>	<b>Transaction Code</b>
Job to Person relationship	<b>PO03</b>
Job to Job Group relationship	<b>PP01</b>

<b>Position (7XXXXXXXX)</b>	
<b>Name of Transaction</b>	<b>Transaction Code</b>
Create Position Action	<b>PP03</b>
Display Position	<b>PO13D</b>
Maintain Position	<b>PO13</b>

<b>Miscellaneous</b>	
<b>Name of Transaction</b>	<b>Transaction Code</b>
OM Free Search	<b>PPOSE</b>



- To search for an Organizational Unit's object Id, use the  (matchcode) to search.
- Click on the Structure Search tab and drill down from the State of Washington folder. Continue to drill down to the desired organizational unit and click to select.
- To search for a Position's object Id, use the  (matchcode) to search.
- Click on the 'Abbreviation and Name' tab and search by Object abbreviation.
- To search for a Job Classification's object Id, enter the Job Class Code. Refer to Department of Personnel's website ([www.dop.wa.gov](http://www.dop.wa.gov)) for the list of codes.
- Click on the 'Abbreviation and Name' tab and search by Object abbreviation or Name.

Report Name	Transaction Code	Purpose
Organizational Structure Report	<b>S_AHR_61016493</b>	Use the Organizational Structure report to view the hierarchy that exists between organizational units.
Organizational Structure with Positions	<b>S_AHR_61016494</b>	Use the Organizational Structure with Positions report to view how positions relate to organizational units.
Report Structure with Persons	<b>S_AHR_61016513</b>	Use the Report Structure with Persons report to view the hierarchy that exists between positions and includes the employees that are assigned to the positions.
Complete Position Description	<b>S_AHR_61016511</b>	Use the Complete Position Description report to view a summary of select infotype records that are created for a position.
Display Structure	<b>PPSS</b>	Use the Display Structure report to display the organizational plan based on the object type and evaluation path entered

## Organizational Management – Reports

Report Name	Transaction Code	Use
Structure Display/Maintenance	<b>S_AHR_61016528</b>	Use the Structure Display/Maintenance report to display the organizational plan based on the object type and evaluation path entered.
Pay Grade Structure for Jobs	<b>S_AHR_61018797</b>	Use the Pay Grade Structure for Jobs report to display the pay grade type, area, grade and level associated with a job.
Organizational Management Transaction Reports	<b>ZHR_RPTOMN01</b>	Use the Organizational Management Transaction Report to run audits in Organizational Management.
Organizational Structure with Persons	<b>S_AHR_61016495</b>	Use the Organizational Structure with Persons report to view employees in Organizational Units.
Existing Jobs	<b>S_AHR_61016497</b>	Use the Existing Jobs report to generate an overview of all existing jobs.
Existing Position	<b>S_AHR_61016502</b>	Use the Existing Position report to generate an overview of all existing positions.
WMS Employee Report	<b>ZHR_RPTPA802</b>	Use to identify WMS employees in the agency.