Dual Language to Position Relationship_Create

PO13

Change History

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

Date	Name	Change Description
4/21/2005	Chylynn Hansel	Draft
4/22/2005	Sherrie Ilg	SME Review
4/25/2005	Heather Hanson	Training review
4/28/2005		Agency
4/29/2005	Chylynn Hansel	Edits

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Purpose

Use this procedure to create dual language to a position relationship.

Trigger

Perform this procedure when creating dual language to a position relationship.

Prerequisites

• Dual language has been approved for the position.

Menu Path

Human Resources \rightarrow Organizational Management \rightarrow Expert Mode \rightarrow Position

Transaction Code

PO13

Helpful Hints

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
	Example : Make an entry in all required fields. Action : Fix the problem(s) and then click (Enter) to proceed.
	Example: DRecord 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.

Procedure

1. Start this transaction using the above menu path or transaction **PO13**.

Maintain Position

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2. Complete the following field:

Field Name	R/O/C	Description		
Position	R	The position's unique identifying number.		
		Example: 70000251		

3. Click 🥙 (Enter) to validate the information.

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

5. Click (Create) to create a new record.

Create Relationships

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6. Complete the following fields in the following order:

Field Name	R/O/C	Description			
Validity	R	The date the dual language begins.			
		Example:	04/16/2005		
Type of related object	R	The description of a related object.			
.)		Example:	Dual Language		
Relationship	R	The description	of how two objects are linked together.		
type/relationship		Example:	Is assigned to		

- 7. In the Type of related object field, Click (Dropdown) to select from the drop-down list.
- 8. In the empty **Relationship/type/relationship** field, click (Matchcode) to open the selection list.

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- 9. Click Al108 (relationship) to select.
- **10.** Click (Continue) to accept.

Create Relationships

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11. In the empty ID of related object field, click (Matchcode) to open the selection list.

Processes :

Sub-Processes : HRMS Training Documents

Dual Language (1)

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Search Term	*		
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12. Click (Continue) to accept.

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Dual Language (1) 1 Entry found					
🗁 Dual Language (1) 1 Entry found					
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Object abbr. Object name Start Date End Date					
Dual Languag Dual Language 01/01/2000 12/31/9999					
1 Entry found					

- **13.** Click Dual Languag (Object Abbreviation) to select.
- 14. Click (Continue) to accept.

Create Relationships

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- 15. Click 🥙 (Enter) to validate the information.
- 16. Click 🖳 (Save) to save.
- **17.** You have completed this transaction.



Contact the **Personnel Administrator Processor** to update **Basic Pay** (infotype 0008).

Result

You have created dual language to a position relationship.

Comments

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