

**Employee Group and Sub-group to Position\_Create and Maintain**

**PO13**



**Change History**

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

Date	Name	Change Description
12/9/2004	Farrell	Standards
12/20/05	Chylynn Hansel	Edits
8/1/2006	Chylynn Hansel	Edits

## Create Employee Group/Subgroup

Position: Test Pos1 Test Position 1  
Planning Status: Active  
Validity: 07/28/2004 To 12/31/9999 Change Information  
Employee Group/Subgroup  
Employee group: Appointed  
EE subgroup: 01

7. Click  (Enter).
8. Click  (Save).
9. You have completed this transaction.

### Result

You have associated an Employee Group and Employee Subgroup to a Position.

### Comments

None

### Purpose

Use this procedure to create or maintain an Employee Group and Employee Sub-group to a Position.

### Trigger

Perform this procedure when you are creating or maintaining the Employee Group and Employee Sub-group.

### Prerequisites

- The Position must exist.

### Menu Path










- Human Resources → Organizational Management → Expert Mode → Position

### Transaction Code

**PO13**

### Helpful Hints

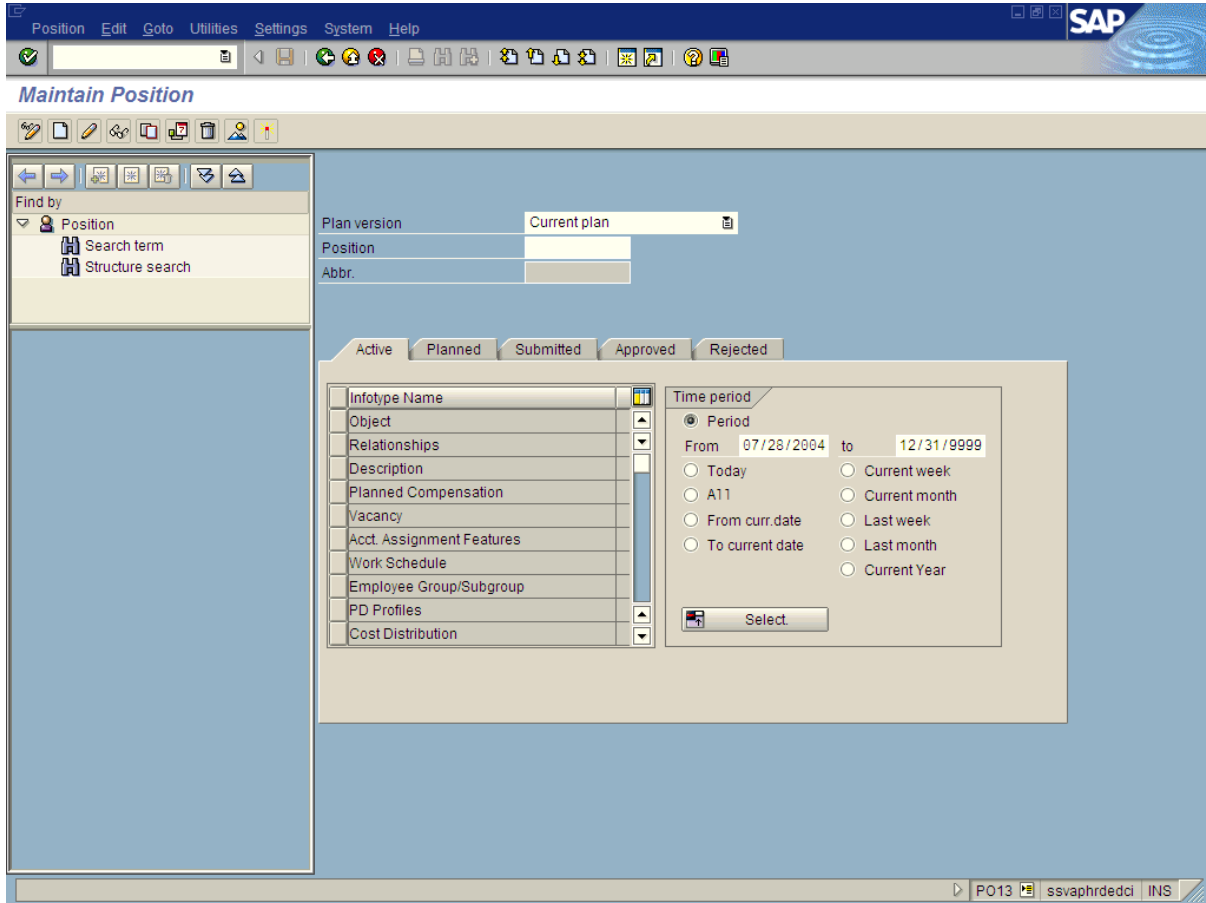
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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

**Procedure**

1. You have started the transaction using the menu path or transaction code **PO13**.

**Maintain Position**

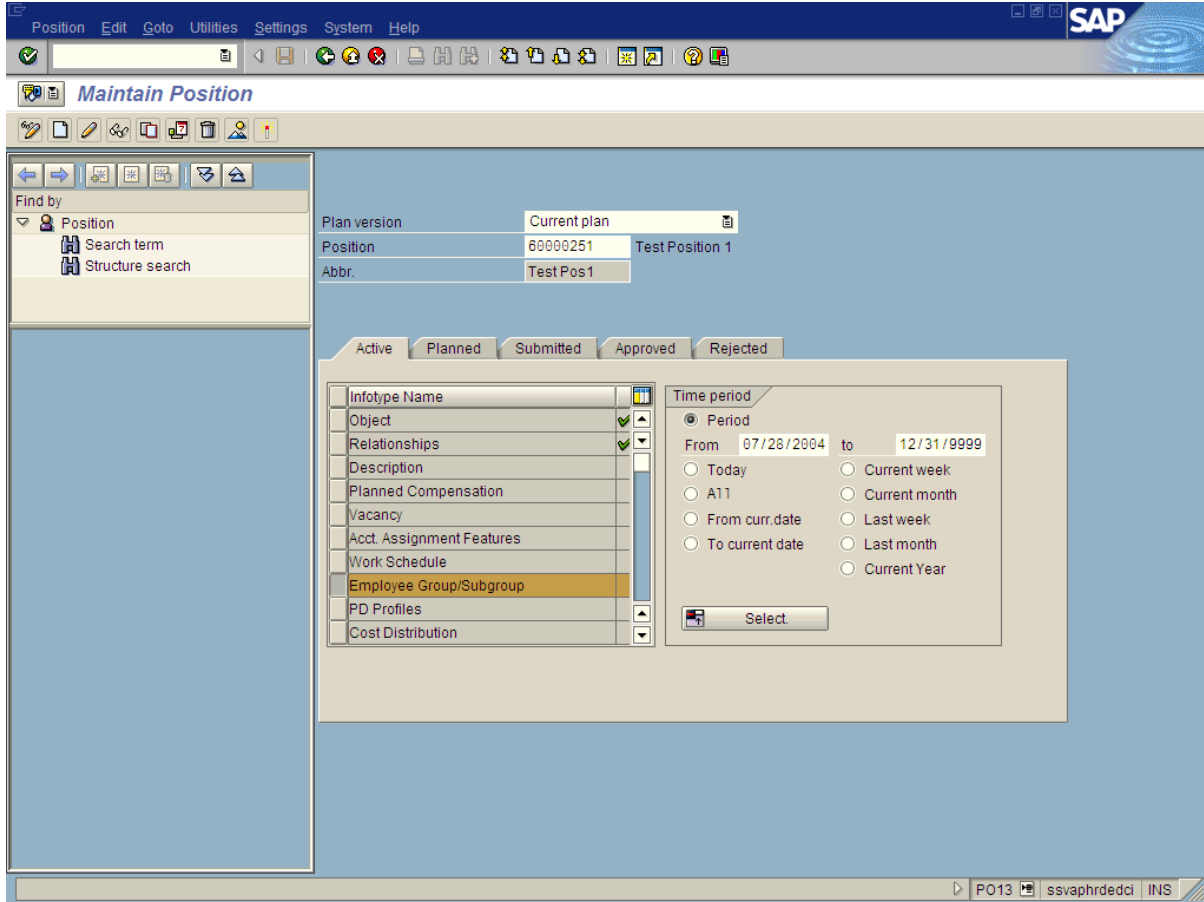


2. As required, complete/review the following fields:

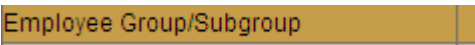


Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization.  <b>Example:</b> Test Position 1

3. Click  (Enter).

### Maintain Position



The screenshot shows the SAP 'Maintain Position' dialog box. The title bar includes 'Position Edit Goto Utilities Settings System Help' and the SAP logo. The main area is titled 'Maintain Position' and contains a search panel on the left with 'Find by' options: 'Position', 'Search term', and 'Structure search'. The main data area shows 'Plan version' as 'Current plan', 'Position' as '60000251' (Test Position 1), and 'Abbr.' as 'TestPos1'. Below this are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A central table lists various data fields, with 'Employee Group/Subgroup' highlighted in yellow. To the right of the table is a 'Time period' section with a 'Period' radio button selected, a date range from '07/28/2004' to '12/31/9999', and several radio button options: 'Today', 'Current week', 'A11', 'Current month', 'From curr. date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select' button is located at the bottom of the time period section. The status bar at the bottom right shows 'PO13 ssvaphrdedci INS'.

4. Click  .
5. Click  (Create) to create a new position or Click  (Copy) to maintain an existing record.

## Create Employee Group/Subgroup

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

Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. <b>Example:</b> 7/28/2004
Employee group	R	This is a grouping for which personnel provisions can be specified. It is the status of an employee within the State of Washington. <b>Example:</b> Appointed

Field Name	R/O/C	Description
EE subgroup:	R	This is the employee subgroup that is an organizational entity within an employee group which is governed by specific personnel regulations. An example is exception hourly, exception monthly, scheduled hourly, and/or scheduled monthly, etc. <b>Example:</b> 01