

**Position to Job Relationship\_Create and Maintain**

**PO13**

**Change History**

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

Date	Name	Change Description
11/10/04	A Farrell	Script standards
11/29/2004	Chylynn Hansel	Edits
8/1/2006	Chylynn Hansel	Edits

**Purpose**

Use this procedure to create or maintain a relationship between a Position and a Job.

**Trigger**

Perform this procedure when a new Position needs to be related to a Job or when an existing Position needs to be related to a different Job.

**Prerequisites**

The Job must exist in HRMS.

**Menu Path**

- Human Resources → Organizational Management → Expert Mode → Position










**Transaction Code**

**PO13**

**Helpful Hints**

The Organizational Management Processor will use this to create or maintain the Position to Job relationship.

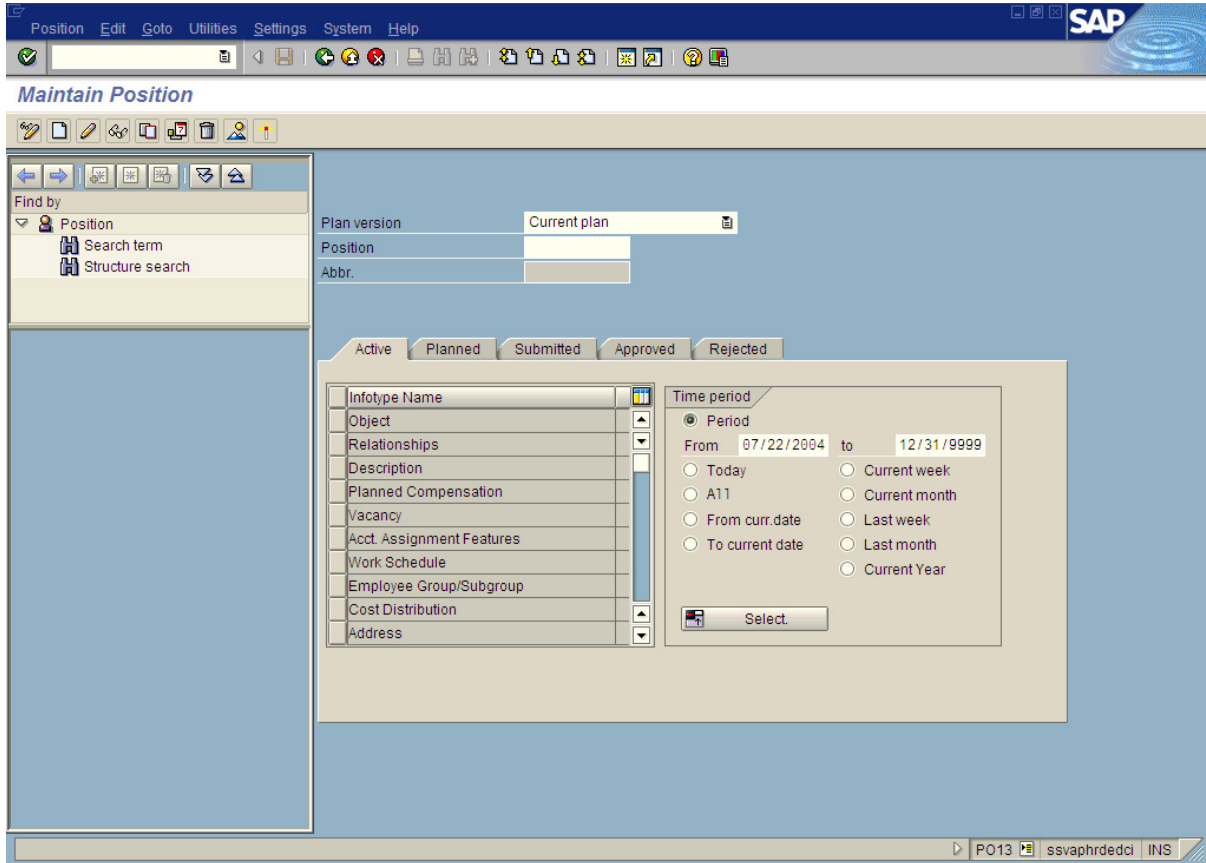
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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 above 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).

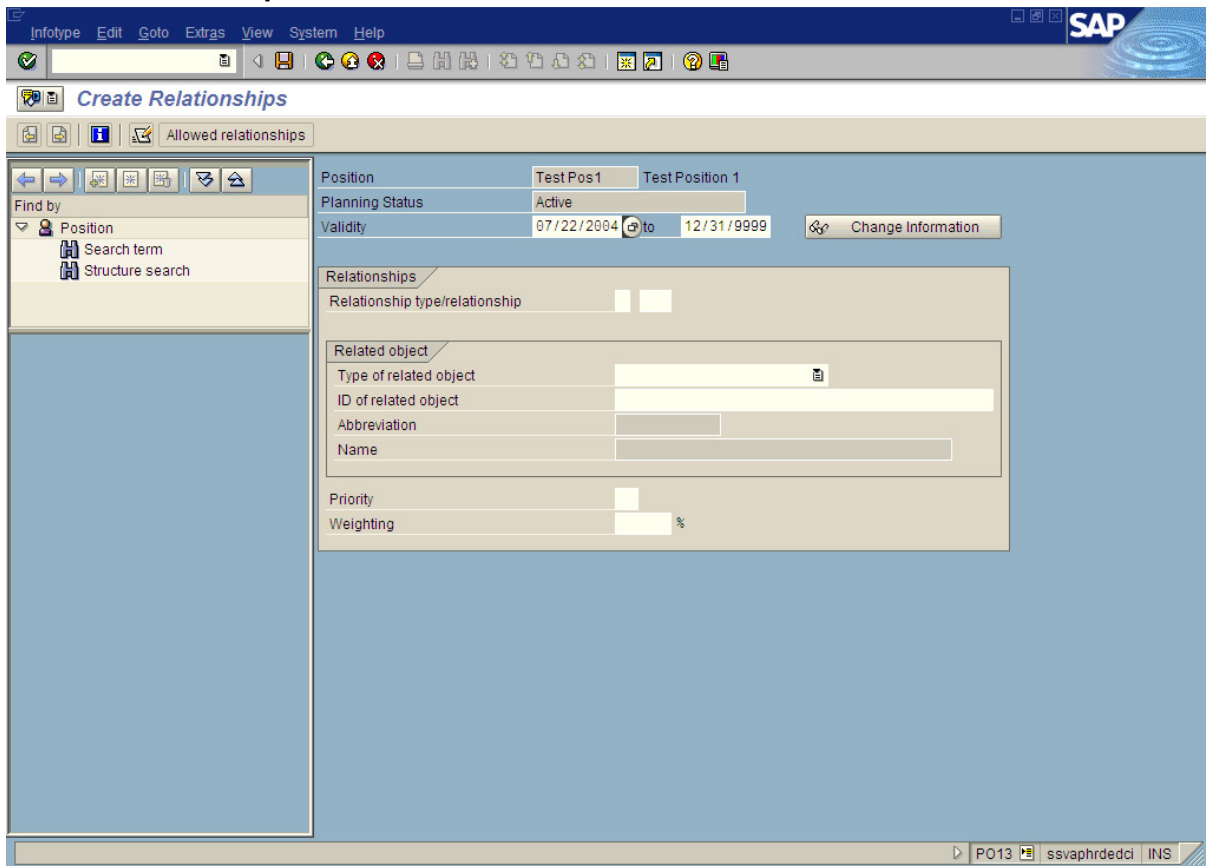
4. Click 

5. Perform one of the following:

If	Go To
You are creating a new relationship for a Position	Step 6
You are updating a relationship for an existing Position	Step 11

6. Click  (Create).

### Create Relationships



7. 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> 7/22/2004
Relationship type/relationship	R	This describes how two objects are linked together, such as a reporting relationship. <b>Example:</b> B 007/ Is Described by
Type of related object	R	It defines if the related object is an organizational unit, a job, or a position. <b>Example:</b> Job
ID of related object	R	This is the system-assigned number of an organizational object to which the original object is related. <b>Example:</b> Test Job 1

## Create Relationships

The screenshot shows the SAP 'Create Relationships' transaction. The main window displays the following information:

- Position:** Test Pos1 (Test Position 1)
- Planning Status:** Active
- Validity:** 07/22/2004 to 12/31/9999
- Relationships:** Relationship type/relationship: B 007
- Related object:**
  - Type of related object: Job
  - ID of related object: 60000192
  - Abbreviation: (empty)
  - Name: (empty)
- Priority:** (empty)
- Weighting:** (empty) %

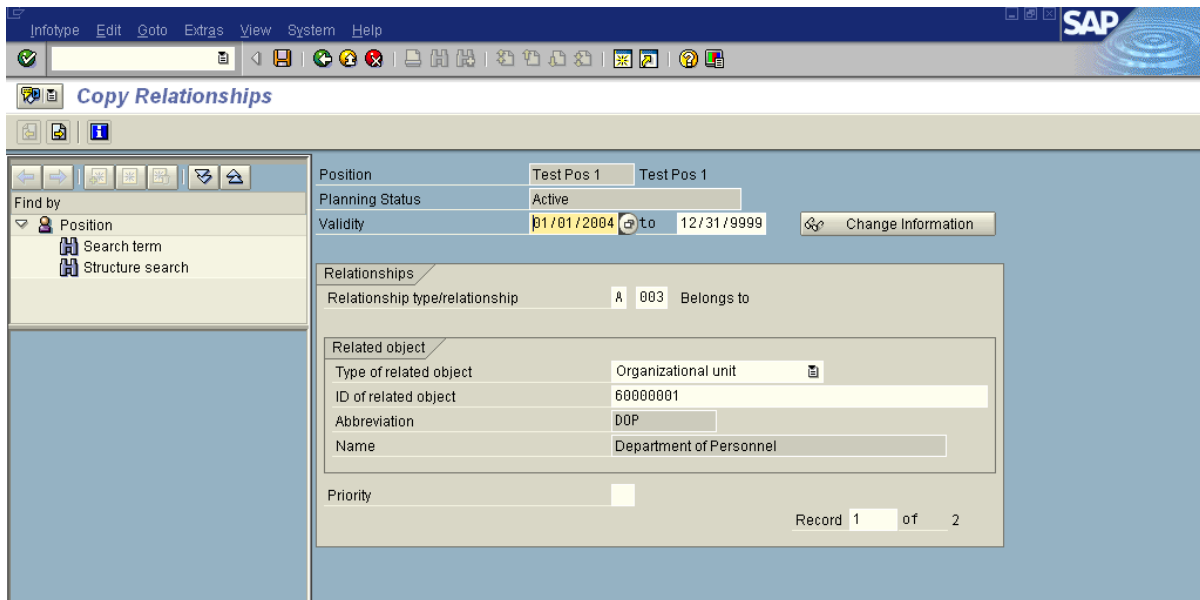
The interface includes a menu bar (Infotype, Edit, Goto, Extras, View, System, Help), a toolbar, and a left-hand navigation pane with options like 'Find by', 'Position', 'Search term', and 'Structure search'. The status bar at the bottom shows 'PO13 ssvaphrddcl INS'.


8. Click  (Enter).

9. Click  (Save).



10. You have completed this task.

11. Click  (Copy).



12. Click  until you reach the Job relationship.



If there are many relationships set up, click  (Back) and use the Overview button  (Overview) to view the list of relationships (The Job object is denoted by the letter "C.") You can then click "Copy" from this screen.

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

Field Name	R/O/C	Description
Validity (from)	R	The validity period is defined as beginning on the start date and ending on the end date. <b>Example:</b> 11/10/2004

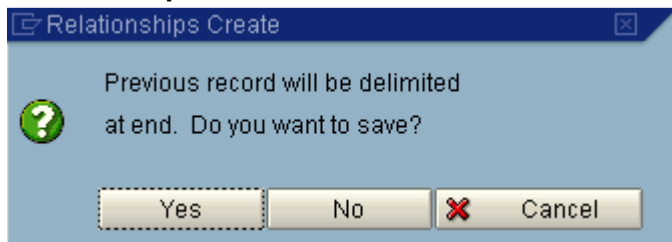
Field Name	R/O/C	Description
Type of related object	R	It defines if the related object is an organizational unit, a job, or a position.  Example:        Job
ID of related object	R	This is the system-assigned number of an organizational object to which the original object is related.  Example:        6000004

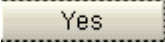
## Create Relationships

14. Click  (Enter).

15. Click  (Save).

## Relationships Create



16. Click  to delimit the old relationship and maintain the history of the infotype.



The system displays the message, "Record created."

17. You have completed this task.

### Result

You have created or updated the relationship between a Position and a Job.

### Comments