Title: Position to Job Relationship_Create and Maintain **Processes :** Plan the Organization **Sub-Processes :** Plan the Org: Position Formation

HRMS Training Documents

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				
Error	Example: 🐼 Make an entry in all required fields.				
	Action: Fix the problem(s) and then click (Enter) to proceed.				
Warning	Example: I 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.				
Confirmation	Example: Save your entries.				
🕚 or 🥝	Action: Perform the required action to proceed.				

Procedure

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

Maintain Position

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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.
		Example: Test Position 1



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4. Click Relationships

5. Perform one of the following:

lf	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

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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.
		Example: 7/22/2004
Relationship type/relationship	R	This describes how two objects are linked together, such as a reporting relationship.
		Example: 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.
		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: Test Job 1

Create Relationships

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8.	Click (Enter).	
9.	Click (Save).	

- **10.** You have completed this task.
- **11.** Click (Copy).

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12. Click until you reach the Job relationship.



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

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

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Relationships Create

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0	Previous record will be delimited at end. Do you want to save?					
	Yes	No	×	Cancel		

- **16.** Click Yes to delimit the old relationship and maintain the history of the infotype.
 - Ţ

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