#### Sub-Processes :

HRMS Training Documents

# Position to Management Type Assignment Relationship\_Create and Maintain

PO13

# **Change History**

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

Date	Name	Change Description
08/01/2006	Chylynn Hansel/Nadine Cummings	Created

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#### Purpose

Use this procedure to set up and maintain the Position to Management Type assignments.

#### Trigger

Perform this procedure when assigning Management Types to Positions.

#### Prerequisites

• A management position has been established.

#### Menu Path

Use the following menu path(s) to begin this transaction:

• Select Organizational Management → Expert Mode → Position to go to the Maintain Position screen.

#### **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
Error	Example: Make an entry in all required fields.
	Action: Fix the problem(s) and then click Market (Enter) to proceed.
Warning ①	Example: Decord 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. Action: Perform the required action to proceed.

#### Processes : Sub-Processes :

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#### Procedure

1. Start the transaction using the menu path above or transaction code PO13.

### **Maintain Position**

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**2.** Complete the following fields:

Field Name	R/O/C	Description		
Position	R	Position number to which Management Type should be assigned.		
		Example: 70005817		

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

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- 4. Click Relationships
- 5. Click (Create) a new record.

# **Create Relationships**

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**6.** Complete the following fields:

Field Name	R/O/C	Description		
Validity	R	Enter the date on which the Management Type becomes effective.		
		<b>Example:</b> 9/1/2006		
Type of related object	R	Enter the Type of related object.		
		Example: Management Type		

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Field Name	R/O/C	Description	
Relationship	R	Enter the Relationship type/relationship.	
type/relationship		Example: A 108	

# 7. Click (Matchcode) to open the selection list.

# Relationship (1) 1 Entry found

🔄 Relationship (1) 1 Entry found 🛛 🛛 🖂
Restrictions
7
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A 108 Is assigned to
1 Entry found

8. Double-click Al108 Is assigned to

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# **Create Relationships**

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**9.** Complete the following fields:

Field Name	R/O/C	Description		
ID of related object	R	Enter the ID of related object.		
		Example: 80096312		

**10.** Click (Matchcode) to open the selection list.

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Management Type (1)							
🔄 Management Typ	e (1)						
Search Term	Abbreviation and Name	Search Term with Restrictions					
Search Term	*						

11. Click (Copy) to accept.

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Management Type (1) 3 Entries Found									
🗁 Management Type (1) 3 Entries Found 🛛 🛛 🖂									
Search Term Abbrevi	ation and Nam	e Sea	rch Term with Restrictions						
Plan version: 01									
Object type: 04									
ObjectID <sup>▲</sup> Object ab Object name	Start Date	End Date							
80096312 MGMT Management	07/01/2006	12/31/9999							
80096313 POLICY Policy	07/01/2006	12/31/9999							
80096314 CNSLT Consultant	07/01/2006	12/31/9999							
3 Entries Found									

Select the appropriate Management type from the drop-down menu.

- 12. Click 80096312 MGMT Management 07/01/2006 12/31/9999
- **13.** Click (Copy) to accept.

#### Sub-Processes :

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# **Create Relationships**

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Create Relationships				
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14. Click 🥙 (Enter).

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# **Create Relationships**

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	Type of related object	Management Type	<b>E</b>	
	ID of related object	80090312		
	Abbreviation	MGMT		
	Name	Management		
	Priority			
	Weighting	\$		
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Click 📙 (Save) to save. 15.

16. You have completed this transaction.

#### Result

You have assigned Management Type to Position.

#### Comments

File name:

GNMENT.DOC **Reference Number:** 

None