

Position - Create

Purpose Use this procedure to create a Position and established the Position attributes.

Trigger Perform this procedure when establishing a new Position.

Prerequisites

- The Job, Organizational Unit, and Reporting Position (Supervisor) to assign to the Position must be established.

End User Roles In order to perform this transaction you must be assigned the following role:
Organizational Management Processor

Change History	
Date	Change Description
8/19/2009	Update procedure in new template with new screenshots. Corrected Step 21 to reflect the correct Description for Retirement Eligible from the previous procedure.
11/30/2009	Update the Helpful Hints section regarding the <i>Job Attributes</i> (1660) infotype. Also included a similar statement in Step 39.
11/5/2015	Update address infotype instructions.

Menu Path Human Resources → Organizational Management → Tools → Object → Actions

Transaction Code PP03

Helpful Hints	 When an employee is hired, the <i>Unemployment State</i> (0209) is created by the Payroll Processor during the New Hire Action (PA40). This infotype stores the position’s county location and should match the <i>Job Attributes</i> (1660). Note: If the employee transfers to another position, ensure the <i>Unemployment State</i> (0209) is updated.
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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 validate and proceed.
Warning 	Example:  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 validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

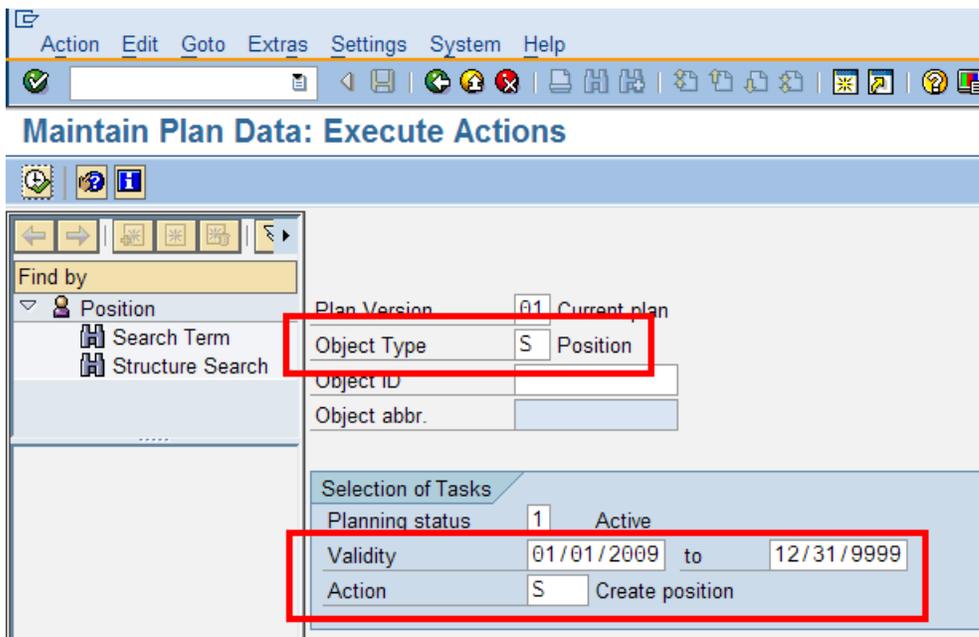
1. Start the transaction using the above menu path or transaction code **PP03**.

The screenshot shows the SAP 'Maintain Plan Data: Execute Actions' interface. At the top is a menu bar with 'Action', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into a left-hand 'Find by' search panel and a right-hand data entry section. The data entry section includes fields for 'Plan Version' (01), 'Object Type' (checked), 'Object ID', and 'Object abbr.'. Below this is a 'Selection of Tasks' section with 'Planning status' (1), 'Validity' (08/19/2009 to 12/31/9999), and 'Action' (checked).

Plan Version	01	Current plan
Object Type	<input checked="" type="checkbox"/>	
Object ID		
Object abbr.		
Selection of Tasks		
Planning status	1	
Validity	08/19/2009	to 12/31/9999
Action	<input checked="" type="checkbox"/>	

2. Complete the following fields:

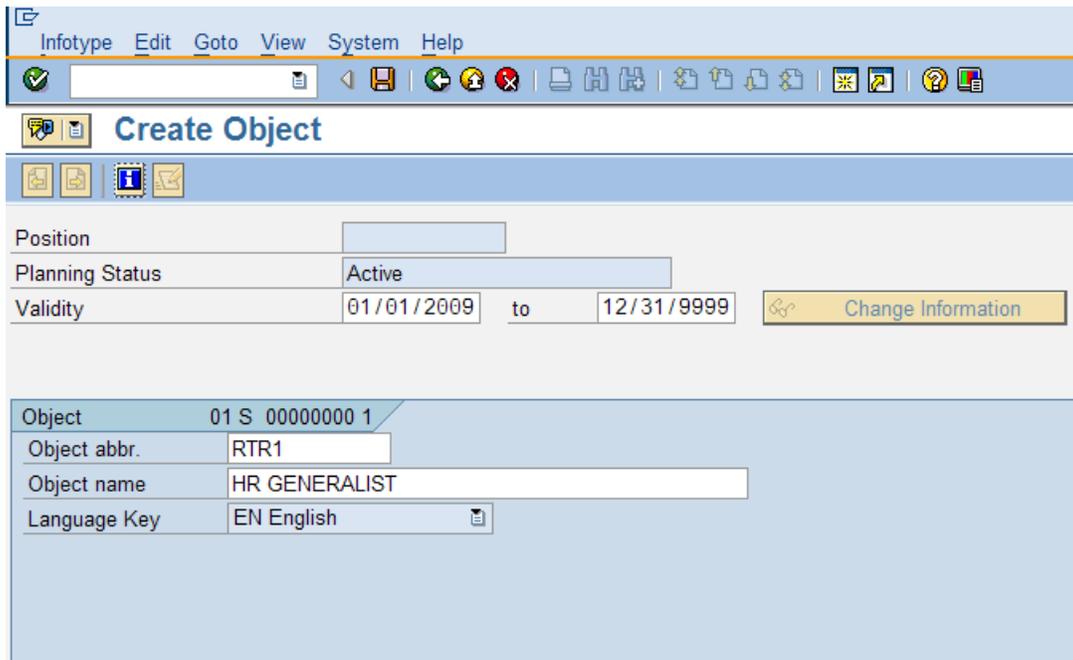
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object Type	R	<p>The type of object being created.</p>  Reference the Organizational Management Job Aids for a list of all Object Types. Note: Org Units and Positions are the only object types used for transactions PPO3. Example: S (Position)
Object ID	n/a	<p>This is the system-assigned number of an object type.</p>  This field should remain blank when creating a Position.
Validity	R	<p>The validity period is defined as beginning on the start date and ending on the end date.</p>  The system will default with the current date. Example: 01/01/2009 to 12/31/9999
Action	R	<p>This groups infotypes according to the type of action you are performing.</p> Example: S Create Position



3. Click  (Execute) to execute the action.

4. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object abbr	O	This is a short text field used to define an object (Position).  The Object abbr. has a maximum of 5 characters. The system will not display a warning message if more than 5 characters have been entered. Example: RTR1
Object name	R	This is the long text description of the object (Position).  The Object name has a maximum of 40 characters. This is agency specific and does not have to match the job class name. This is also referred to as the 'Work Title'. Example: HR GENERALIST



Position		
Planning Status	Active	
Validity	01/01/2009 to 12/31/9999	Change Information

Object	01 S 00000000 1
Object abbr.	RTR1
Object name	HR GENERALIST
Language Key	EN English

5. Click  (Enter) to validate the information.
6. Click  (Save) to save.

7. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ID of related Object	R	<p>*This is the system-assigned number of the Organizational Unit that you would like the new Position to belong to.</p> <p> Use the  (Matchcode) and perform a Structure Search if you do not know the original Object ID.</p> <p>Example: 31000031 Santos Training School</p>

*This description is specific to this procedure.

 This establishes the Position to Organizational Unit relationship.

Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Allowed relationships

Position RTR1 HR GENERALIST

Planning Status Active

Valid from 01/01/2009 to 12/31/9999 [Change Information](#)

Relationships 01 S 71000159 1

Relationship type/relationship A 003 Belongs to

Related Object

Type of related object O Organizational unit

ID of related object 31000031

Abbreviation 111T

Name SANTOS TRAINING SCHOOL

Priority

8. Click  (Enter) to validate the information.
9. Click  (Save) to save.

10. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ID of related Object	R	<p>*This is the system-assigned number of the Job Classification to which the new Position is assigned to.</p> <p> Use the  (Matchcode) and perform a search by Abbreviation and Name, if you do not know the original Object ID.</p> <p>TIP: Enter the Department of Personnel (DOP) assigned Job Class code for ease of selection. Refer to the Washington State Human Resources website for assistance.</p> <p>Example: 119F or 51000796 (Human Resource Consultant 2)</p>

*This description is specific to this procedure.



This establishes the Position to Job relationship.

Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Allowed relationships

Position HR GENERALIST

Planning Status

Valid from to

Relationships 01 S 71000159 1

Relationship type/relationship Is described by

Related Object

Type of related object

ID of related object

Abbreviation

Name

Priority

Weighting %

11. Click (Enter) to validate the information.

12. Click (Save) to save.

13. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ID of related Object	R	<p>*This is the system-assigned number of the Position to which the new Position is reports to. This would be the supervisor of the new position.</p> <p> Use the  (Matchcode) and perform a search by Structure Search if you do not know the original Object ID.</p> <p>TIP: If you know the person who holds the position, you may look up their position number up by viewing the employee's Actions (0000) or Organizational Assignment (0001) infotype.</p> <p>Example: 70005877</p>

*This description is specific to this procedure.



This establishes the Position to *supervising* Position relationship.

Infotype Edit Goto Extras View System Help

Create Relationships

Allowed relationships

Position RTR1 HR GENERALIST

Planning Status Active

Valid from 01/01/2009 to 12/31/9999 [Change Information](#)

Relationships 01 S 71000159 1

Relationship type/relationship A 002 Reports (line) to

Related Object

Type of related object S Position

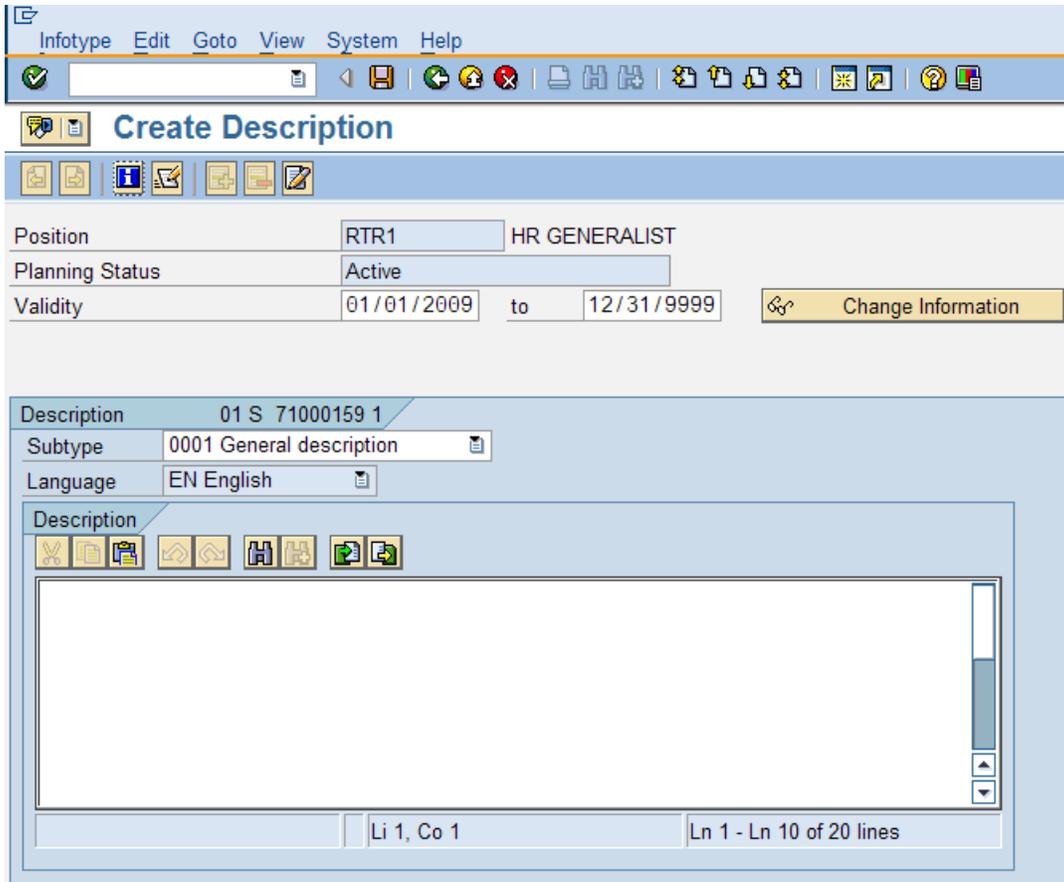
ID of related object 70005877

Abbreviation 0140

Name HUM RES MGR DOP

Priority

14. Click  (Enter) to validate the information.
15. Click  (Save) to save.



16. Perform one of the following:

IF	Go To
Your agency would like to store the descriptions for the Position,	Step 17
You do not have any descriptions for the Position, click  (Cancel) AND	Step 18

17. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Subtype	O	The list of applicable subtypes for this position. Example: <ul style="list-style-type: none"> • General Description • In Training • JVAC Points • Shift Designation

Description	O	The text field for entering a detailed description for the selected subtype.
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The system will go through each subtype starting with General Description.

18. Click (Enter) to validate the information.

19. Click (Save) to save.



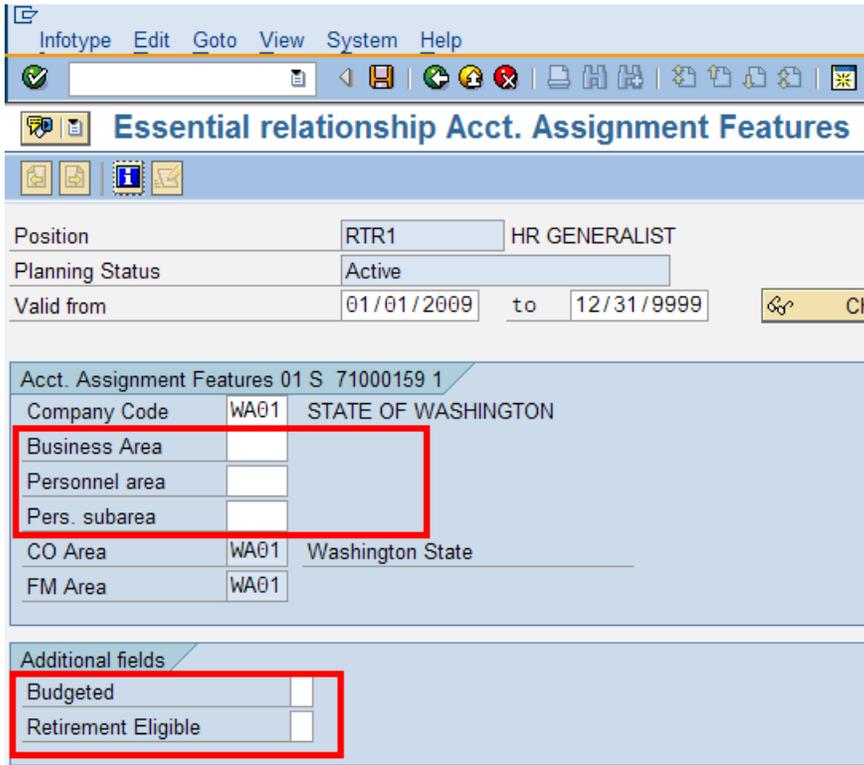
To created additional Description subtypes, repeat Steps 17 – 19. You may skip any subtype by clicking (Cancel).

20. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Employee group	O	Status of an employee or position within the State of Washington.  This is the status of the position only, not the employee. Example: Permanent
EE subgroup	R	A sub-division of Employee Group which defines work period designation and salary rate unit. Example: 06 (M-OT Elig>40hrs/wk)

21. Click  (Enter) to validate the information.

22. Click  (Save) to save.



23. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Business Area	R	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Example: 1110
Personnel Area	R	A specific agency/sub-agency in the State of Washington. Example: 1110
Pers. subarea	R	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: 0001
Budgeted	R	The position is funded.  Enter X if budgeted, if not leave field blank.

Retirement Eligible	R	This field defines if the employee's position is eligible to receive retirement benefits.  Enter X if eligible, if not leave field blank.
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Infotype Edit Goto View System Help



Essential relationship Acct. Assignment Features

Position	<input type="text" value="RTR1"/>	HR GENERALIST
Planning Status	<input type="text" value="Active"/>	
Valid from	<input type="text" value="01/01/2009"/>	to <input type="text" value="12/31/9999"/> Change Informa

Acct. Assignment Features 01 S 71000159 1		
Company Code	<input type="text" value="WA01"/>	STATE OF WASHINGTON
Business Area	<input type="text" value="1110"/>	Department of Personnel
Personnel area	<input type="text" value="1110"/>	Dept of Personnel
Pers. subarea	<input type="text" value="0001"/>	Non Represented
CO Area	<input type="text" value="WA01"/>	Washington State
FM Area	<input type="text" value="WA01"/>	

Additional fields	
Budgeted	<input checked="checked" type="checkbox"/>
Retirement Eligible	<input checked="checked" type="checkbox"/>

24. Click  (Enter) to validate the information.

25. Click  (Save) to save.

Infotype Edit Goto Extras View System Help

Essential relationship Planned Compensation

Position: RTR1 HR GENERALIST
 Planning Status: Active
 Valid from: 01/01/2009 to 12/31/9999 Change Information

Planned Compensation 01 S 71000159 1

Pay Grade Pay Scale Direct

Pay scale structure data

Country Grouping	10 USA		
P. scale type	00	Non-Represented	
PS Area	01	Standard Progression	
ESG for CAP	3		
Pay Scale Group	50	To	50
PS level	A	To	L
Key Date for Display	01/01/2009		
Currency key	USD	United States Dollar	
Amount	1,688.50	To	2,214.50
Time unit	2 Semi-monthly		

26.  Compensation will default in from the job. Verify the information and click  (Save) to save.

27. Perform one of the following:

IF	Select
The position has been filled,	<input checked="" type="radio"/> Vacancy filled
The position has been vacated,	<input checked="" type="radio"/> Open

28. Click  (Enter) to validate the information.

29. Click  (Save) to save.

 If you choose to click on  (Defaults), the *Work Schedule Default Values* window will appear and click  (Transfer) to populate your fields. Continue to Step 31.

30. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Percentage	R	This is a field used to store a percentage amount. Example: 100

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Essential relationship Work Schedule

Position: RTR1 HR GENERALIST
 Planning Status: Active
 Valid from: 01/01/2009 to 12/31/9999 Change

Work Schedule 01 S 71000158 1

Work Schedule

Basic Work Hours Monthly Defaults

Hours per Day: 8.00
 Hours per Week: 40.00
 Hours per month: 173.60
 Hours per year: 2,080.00

Percentage: 100.00 %

31. Click  (Enter) to validate the information.



A warning message will appear 'Work time per month is calculated acc. to...' continue to

click  (Enter) until prompted to Save.

32. Click  (Save) to save.

33. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
COAr	R	CO represents the controlling area. It is an Organizational Unit within financial accounting.  For the State of Washington it will always be WA01 . Example: WA01
Cost ctr	R	This field represents the AFRS Agency code (111) + AFRS Organizational Index (H110) + 3 zero filled (000).  Click the  (Matchcode) to open the selection list. Example: 111H110000

Pct.	R	<p>This is a field used to store a percentage amount.</p>  The total record must equal 100.00 percent. Example: 100.00
Fund	R	<p>This field represents the AFRS Agency code (111) + Fund (Account) (001) + Appropriation Index (Expenditure Authority) (611) + 1 zero filled (0).</p>  Click the  (Matchcode) to open the selection list. Example: 1110016110
Functional Area	R	<p>This field contains the AFRS Agency code (111) + Program Index (09300) + 8 zero filled (00000000).</p>  Click the  (Matchcode) to open the selection list. Example: 111093000000000
Cost Object		<p>This field is used to represent AFRS Agency code (111) + Master Index (00011000) + 1 zero filled (0).</p>  Click the  (Matchcode) to open the selection list. Example: 11100011000
AFRS Project		<p>This field represents the AFRS Agency code (111) + Project (0331) + Sub-Project (00) + Project Phase (00).</p>  Click the  (Matchcode) to open the selection list. Example: 1110331000
AFRS Allocation		<p>This field is equivalent to AFRS Agency code (111) + Allocation (0000).</p>  Click the  (Matchcode) to open the selection list. Example: 1110000

 This step will need to be repeated for adding additional cost centers.

 For ease of search when using the  (Matchcode) in the appropriate cost distribution field, enter your agency code (111) with an asterisk (*).

Cost Center (2)

Cost center Cost center name Standard Hierarchy Organizational u...

Cost Center

Controlling Area

Company Code

Cost Center Category

Person Responsible

User Responsible

Cost ctr short text

Language Key

Maximum No. of Hits

When making your selection, review the *cost distribution code* and *short text* value.

Cost Center (2) 15 Entries found

Cost center Cost center name Standard Hierarchy Organizational unit vi...

Cost Ctr	COAr	CoCd	CCtC	Person Responsible	User Re...	Short text	Langu...	Va
111001000	WA01	WA01	W	STATE OF WASHINGTON		LIC	EN	01,
1110000000	WA01	WA01	W	STATE OF WASHINGTON		DEFAULT AGENCY 111	EN	01,
111H110000	WA01	WA01	W	STATE OF WASHINGTON		HRISD ADMINISTRATION	EN	01,
111H120000	WA01	WA01	W	STATE OF WASHINGTON		BUSINESS OFFICE	EN	01,
111H240000	WA01	WA01	W	STATE OF WASHINGTON		TECHNOLOGY PLANNING	EN	01,

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Essential relationship Cost Distribution

Position: RTR1 HR GENERALIST
 Planning Status: Active
 Start date: 01/01/2009 to 12/31/9999 Change Information

Cost Distribution 01 S 71000158 1
 Master cost center 1110000000 DEFAULT AGENCY 111

COAr	Cost ctr	Pct.	Functional Area	Cost Object	AFRS Project	AFRS Allocation
WA01	1110000000	100.00	111000000000000000	111000110000	111000000000	1110000

New entries Entry 1 / 0

Entry 1 of 1

34. Click  (Enter) to validate the information.
35. Click  (Save) to save.

Create Address

Position: RTR1 HR GENERALIST
 Planning Status: Active
 Validity: 1/1/2009 to 12/31/9999 Change Information

Address: 01 S 70002821 1
 Subtype: Main address

Address suppl.
 House no/street House number
 Street
 Zip Code
 Country
 State
 County
 City

Telephone no.
 Fax number
 Distance in km.

36. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Address Suppl.	O	This is an optional field.
House no/street	O	This is an optional field.
House Number	O	This is an optional field.
Street	O	This is an optional field. Example: 1500 Jefferson St
Zip Code	O	This is an optional field. Example: 98507
Country	R	For all positions Select US. Example: US (USA)

State	R	For all positions Select WA. Example: WA (Washington)
County	R	This identifies the county the position is located. NOTE: If the position is located out of the state select code: 40-Out of State If the position is located out of the country select code: 41-Out of Country Example: 34 (Thurston County)
City	R	This identifies the City the position is located. Select the city from the drop down list. NOTE: If the position is located out of the state select code: WA038-Out of State If the position is located out of the country select code: WA039-Out of Country Example: 51300 (OLYMPIA)
Telephone no.	O	This is an optional field.
Fax number	O	This is an optional field.
Distance in km.	N/A	Do not use this field.

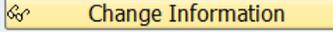

Create Address







Position	<input type="text" value="RTR1"/>	HR GENERALIST
Planning Status	<input type="text" value="Active"/>	
Validity	<input type="text" value="01/01/2009"/> 	to <input type="text" value="12/31/9999"/> 



Address	<input type="text" value="01 S 70002821 1"/>		
Subtype	<input type="text" value="Main address"/>		

Address suppl.	<input type="text"/>		
House no/street	<input type="text"/>	House number	<input type="text"/>
Street	<input type="text" value="123 MAIN ST"/>		
Zip Code	<input type="text"/>		
Country	<input type="text" value="US USA"/>		
State	<input type="text" value="WA"/>	Washington	
County	<input type="text" value="34"/>	Thurston County	
City	<input type="text" value="51300"/>	OLYMPIA	

Telephone no.	<input type="text"/>
Fax number	<input type="text"/>
Distance in km.	<input type="text"/>

37. Click  (Enter) to validate the information.

38. Click  (Save) to save.

Infotype Edit Goto View System Help

Essential relationship Job Attributes

Position: RTR1 HR GENERALIST
 Planning Status: Active
 Start date: 01/01/2009 to 12/31/9999 [Change Information](#)

Job Attributes: 01 S 71000158 1

RIF Attributes
 Competitive Area:
 Competitive Level:

Security
 Position Sensitivity:
 Security Clearance:

Duty Station
 Country/State:
 County:
 City:
 Duty Station:

Other Federal Position Attributes
 Position Occupied:
 Financial Statements:
 Functional Cls.: 00
 Supervisory St.: 0
 Bargaining Unit: 0000
 Pers. Office: 0000

Drug Screening
 Drug Test Designated Position

39. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Security Clearance	O	This indicates the position requires a background check. Example: 1 (Background Check Required)

Country/State	R	<p>This identifies the position's State.</p>  This field is case sensitive and should be entered in capital letters. The only option is WA (Washington). Example: WA
County	R	<p>This identifies the position's county.</p>  Click the  (Matchcode) to open the selection list.  If the employee transfers to another position, ensure the <i>Unemployment State</i> (0209) is updated. Example: 34 (Thurston)

Infotype Edit Goto View System Help

Essential relationship Job Attributes

Position: RTR1 HR GENERALIST
 Planning Status: Active
 Start date: 01/01/2009 to 12/31/9999 [Change Information](#)

Job Attributes: 01 S 71000158 1

RIF Attributes
 Competitive Area:
 Competitive Level:

Security
 Position Sensitivity:
 Security Clearance:

Duty Station
 Country/State: WA Washington
 County: 34 Thurston County Duty Station: WA 34
 City:

Other Federal Position Attributes
 Position Occupied:
 Financial Statements:
 Functional Cls.: 00
 Supervisory St.: 0
 Bargaining Unit: 0000
 Pers. Office: 0000

40. Click  (Enter) to validate the information.
41. Click  (Save) to save. You will be taken back to the Maintain Plan Data: Execute Actions screen.



The Position's Object ID number will be generated for the new Position. Be sure to record this for future reference.

42. You have completed this transaction.

Results
You have created new Position.
Comments
None.