

Position – Maintain Planned Compensation

Purpose Use this procedure to update position compensation.

Trigger Perform this procedure when the compensation on a position needs to be changed.

- Prerequisites**
- The position has been reallocated.
 - There is a change to the position’s compensation.

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

Change History	
Date	Change Description
7/22/2009	Changes made throughout the procedure.

Menu Path Human Resources → Organizational Management → Expert Mode → Position

Transaction Code PO13

Helpful Hints	N/A
----------------------	-----

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 **PO13**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p>Example: 70005959</p>

3. Click  (Enter) to validate the information.

4. In the Time period section, click Period and enter the From date as the effective date of the Planned Compensation.



Time period

Period

From 08/01/2009 to 12/31/9999

Today Current week

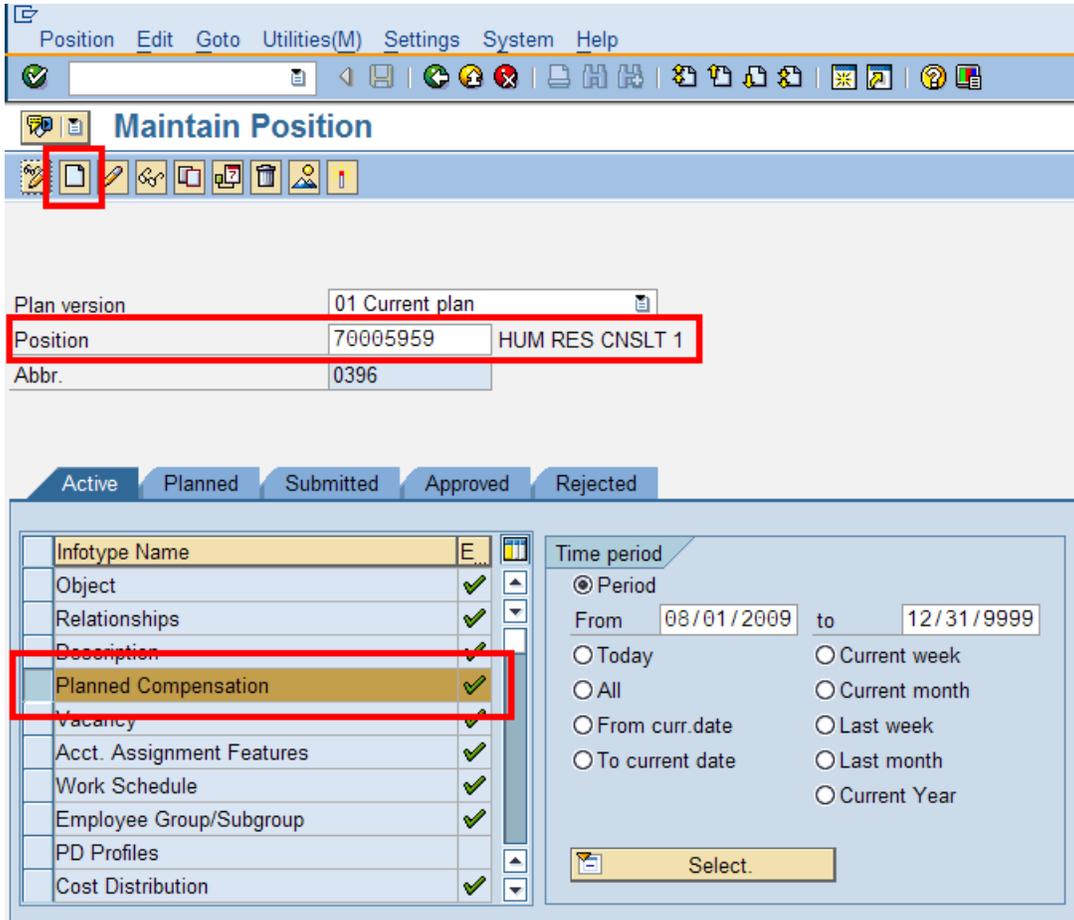
All Current month

From curr.date Last week

To current date Last month

Current Year

5. Click to box to the left of Planned Compensation to select.



Position Edit Goto Utilities(M) Settings System Help

Maintain Position

Plan version 01 Current plan

Position 70005959 HUM RES CNSLT 1

Abbr. 0396

Active Planned Submitted Approved Rejected

Infotype Name	E...
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓

Time period

Period

From 08/01/2009 to 12/31/9999

Today Current week

All Current month

From curr.date Last week

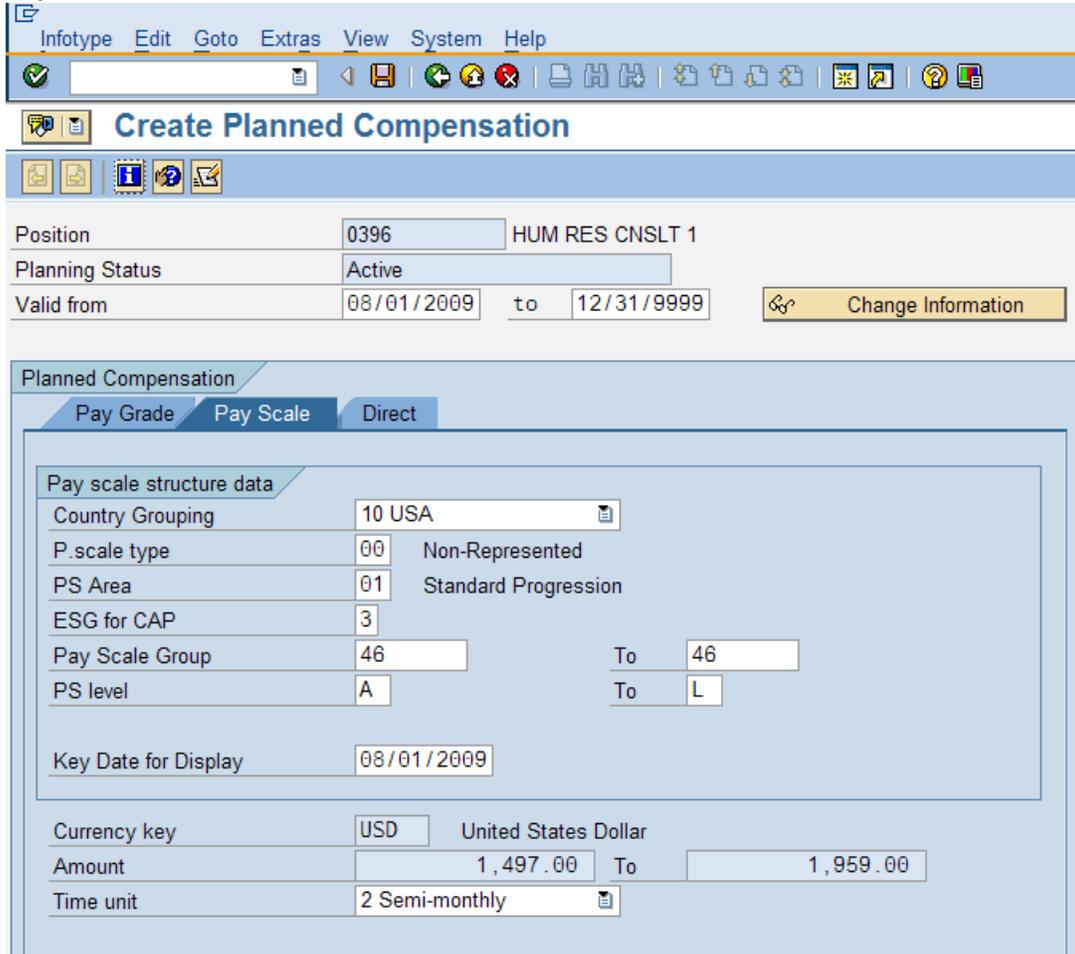
To current date Last month

Current Year

Select.

6.  (Create) to create a new record.

Pay Scale



Infotype Edit Goto Extras View System Help

Create Planned Compensation

Position: 0396 HUM RES CNSLT 1
 Planning Status: Active
 Valid from: 08/01/2009 to 12/31/9999 Change Information

Planned Compensation

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: 46 To 46
 PS level: A To L
 Key Date for Display: 08/01/2009

Currency key: USD United States Dollar
 Amount: 1,497.00 To 1,959.00
 Time unit: 2 Semi-monthly



Planned Compensations that are set up as Pay Scale will have the information default in.

Pay Grade



Planned Compensations that are set up as Pay Grade will need the Pay Grade Type, Area, Grade and Level entered.

7.  (Enter) to validate the information.
8.  (Save) to save.
9. You have completed this transaction.

Results
You have updated the position's <i>Planned Compensation</i> . (1009)
Comments
None