

Staff Assignment

Purpose Use this procedure to identify the chief position of an organizational unit within an agency.

Trigger Perform this procedure to identify the chief positions.

Prerequisites None.

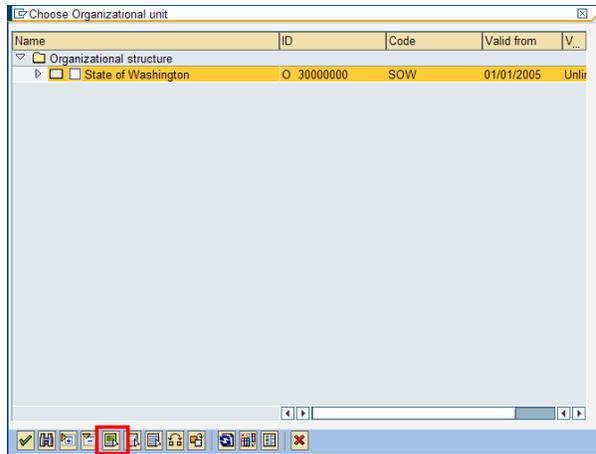
End User Roles In order to perform this transaction you must be assigned the following role: Organizational Management Processor

Change History	
Date	Change Description
3/26/2012	Created

Transaction Code S_AHR_61016503

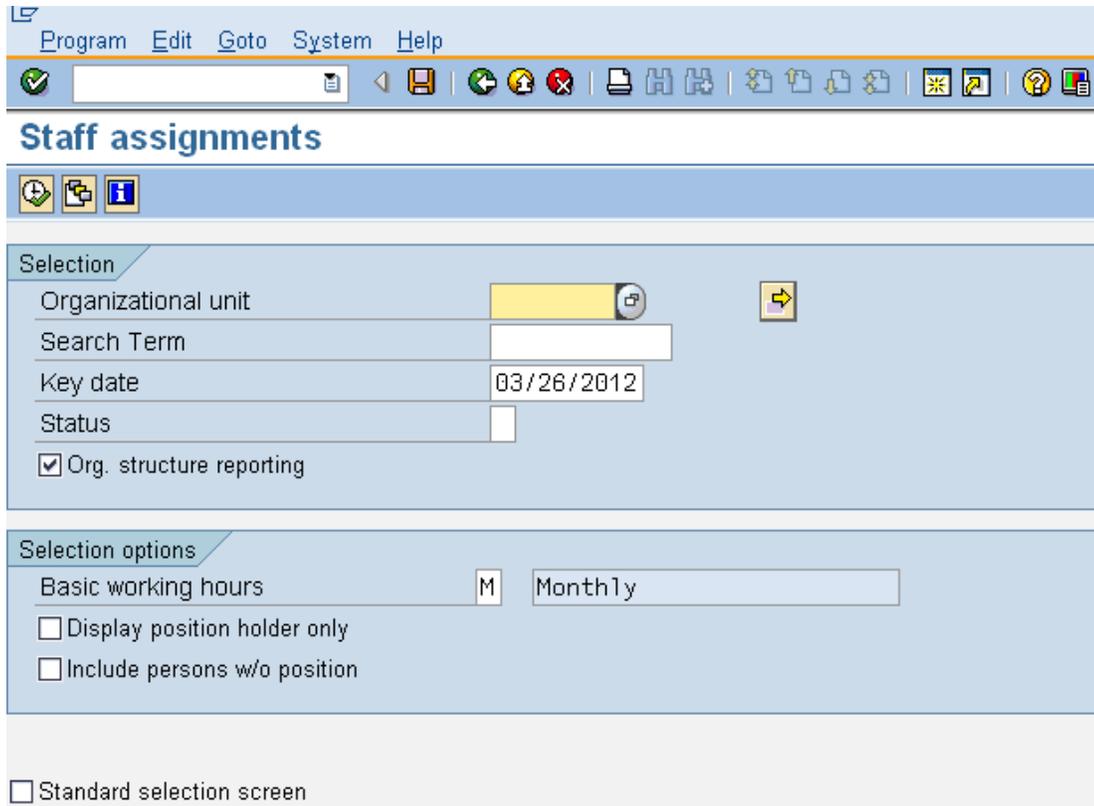
Helpful Hint

When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the *Select subtree option* will select all your applicable options from that subtree.



Procedure

1. Start the transaction using the transaction code **S_AHR_61016503**.



The screenshot shows the SAP 'Staff assignments' transaction screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Staff assignments' is displayed in a blue header. Underneath, there are three icons: a green plus sign, a yellow plus sign, and a blue 'i' icon. The 'Selection' section contains the following fields: 'Organizational unit' (a yellow dropdown menu with a lock icon and a right-pointing arrow icon), 'Search Term' (an empty text input field), 'Key date' (a date field containing '03/26/2012'), and 'Status' (an empty text input field). There is a checked checkbox for 'Org. structure reporting'. The 'Selection options' section includes: 'Basic working hours' (a dropdown menu showing 'M' and a text input field containing 'Monthly'), 'Display position holder only' (an unchecked checkbox), and 'Include persons w/o position' (an unchecked checkbox). At the bottom of the screen, there is an unchecked checkbox for 'Standard selection screen'.

2. In the **Selection** section, complete the following field:

The screenshot shows a software window titled "Staff assignments". Below the title bar is a menu with "Program", "Edit", "Goto", "System", and "Help". A toolbar contains various icons. The main area is divided into sections. The "Selection" section includes:

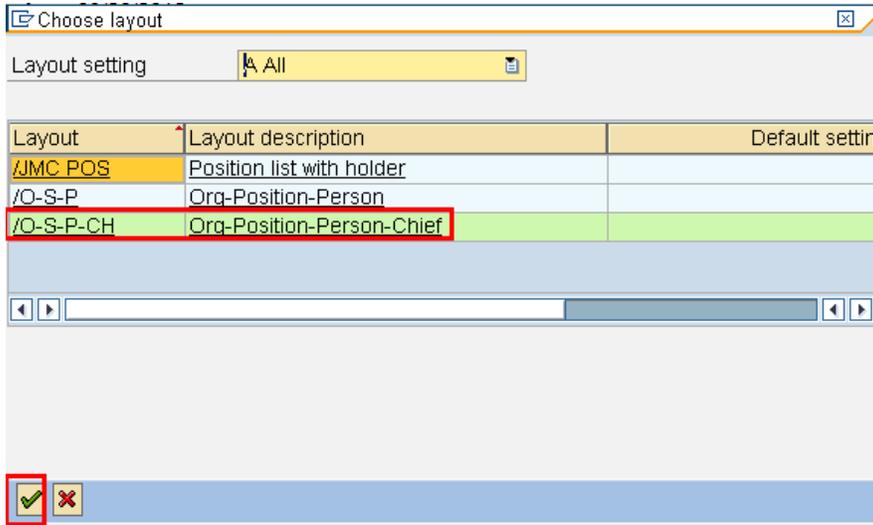
- Organizational unit:** A yellow highlighted text box with a lock icon and a search icon to its right.
- Search Term:** An empty text box.
- Key date:** A text box containing "03/26/2012".
- Status:** An empty text box.
- Org. structure reporting**

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organizational Unit	R	<p>Represents departments, regions, divisions, units or other groupings within an Agency.</p> <p> State of Washington Organizational Unit's object id number beings with a 3</p> <p> Refer to the helpful hints to view all sub trees within your agency.</p> <p>Example: 31007676</p>

3. Click  (Execute) to execute a process or action.

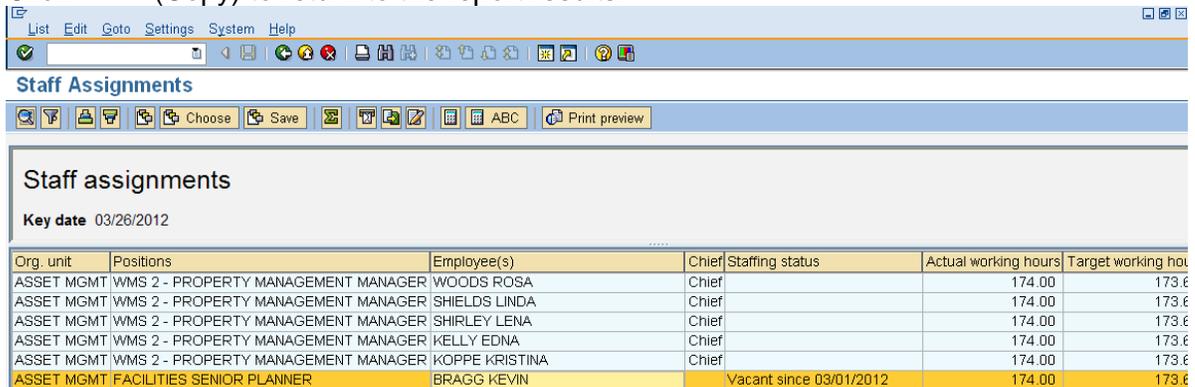
Org. unit	Positions	Employee(s)	Chief	Staffing status	Actual working hours	Target working hours
ASSET MGMT	WMS 2 - PROPERTY MANAGEMENT MANAGER	WOODS ROSA	Chief		174.00	173.60
ASSET MGMT	WMS 2 - PROPERTY MANAGEMENT MANAGER	SHIELDS LINDA	Chief		174.00	173.60
ASSET MGMT	WMS 2 - PROPERTY MANAGEMENT MANAGER	SHIRLEY LENA	Chief		174.00	173.60
ASSET MGMT	WMS 2 - PROPERTY MANAGEMENT MANAGER	KELLY EDNA	Chief		174.00	173.60

4. Click  Choose to select a layout.

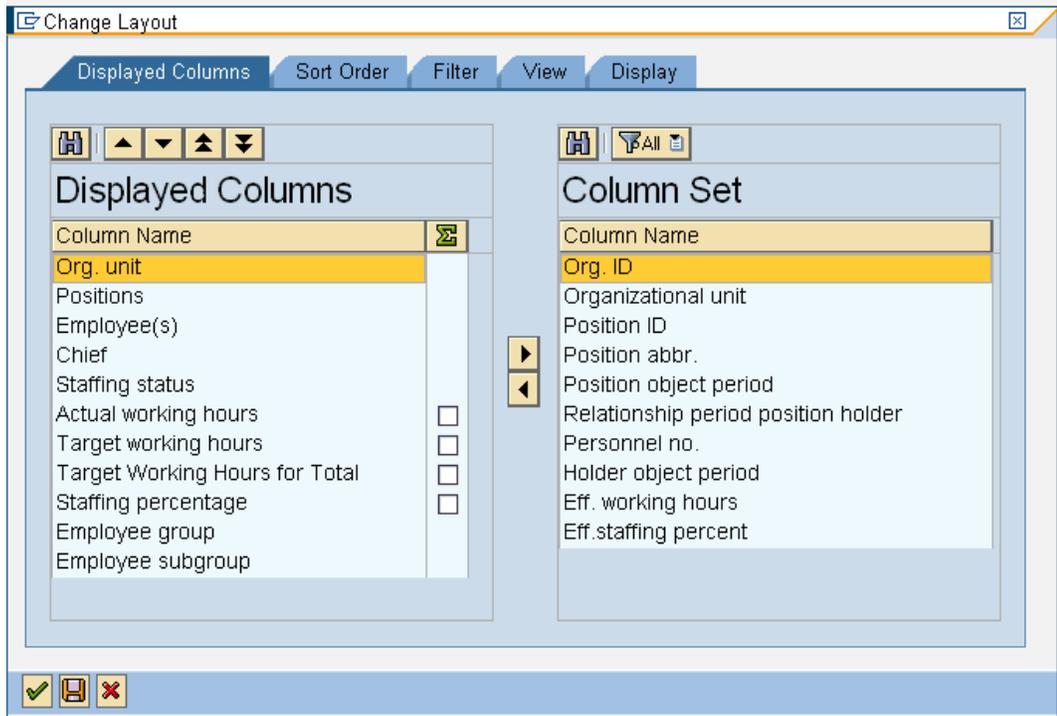


5. Select **/O-S-P-CH** (Org-Position-Person-Chief).

6. Click  (Copy) to return to the report results.



6.1 Click the  (Current Layout) icon to add/remove columns to the report results page.



6.2 Columns listed under **Displayed Columns** will be displayed on the report.

You can use the  (Select Fields up/down) to rearrange the order of the columns displayed on the report.

6.3 Columns listed under **Column Set** will **not** be displayed on the report.

You can Use the  (Show/hide selected fields) to move unwanted columns into the **Column Set**. All columns listed in the **Column Set** will not display on the report.

7. Click  (Copy) to return to the report.

8. You have completed this transaction.

Results

You have generated the **Staff Assignment** Report to view the chief positions within organizational units within your agency.