

Assign EEO Code to Job

PO03

Change History

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

Date	Name	Change Description
12/28	Farrell	Script standards
11/9/05	Charie	Inserted Front Matter Information

Purpose

Use this procedure to add an EEO category and Work Period Designation to a Job.

Trigger

Perform this procedure when an EEO Code or Work Period Designation needs to be added to or maintained on a Job.

Prerequisites

- Job must be created

Menu Path

- Human Resources → Organizational Management → Expert Mode → Job.

Transaction Code

PO03

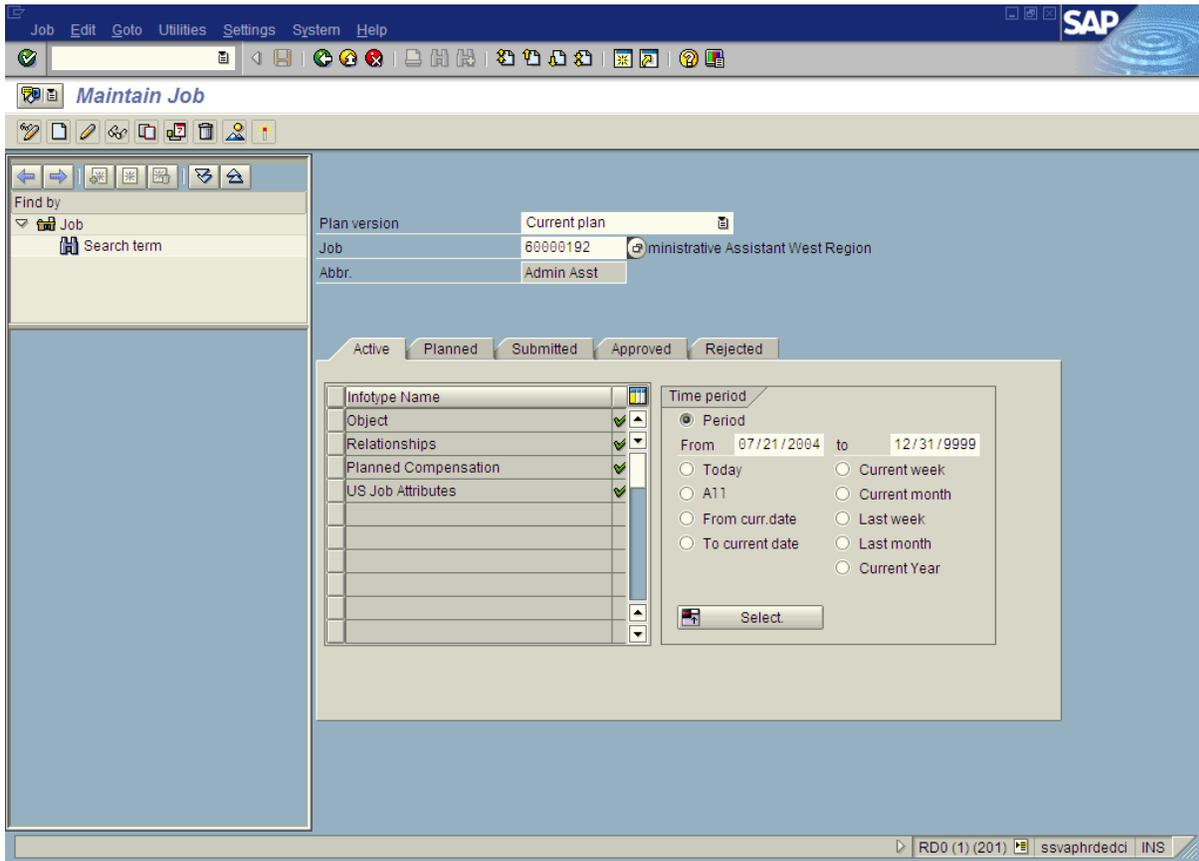
Helpful Hints

The centralized Organizational Management role will perform this to assign an EEO code and a Work Period Designation to a job outside of the Create Job Action.

Procedure

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

Maintain Job

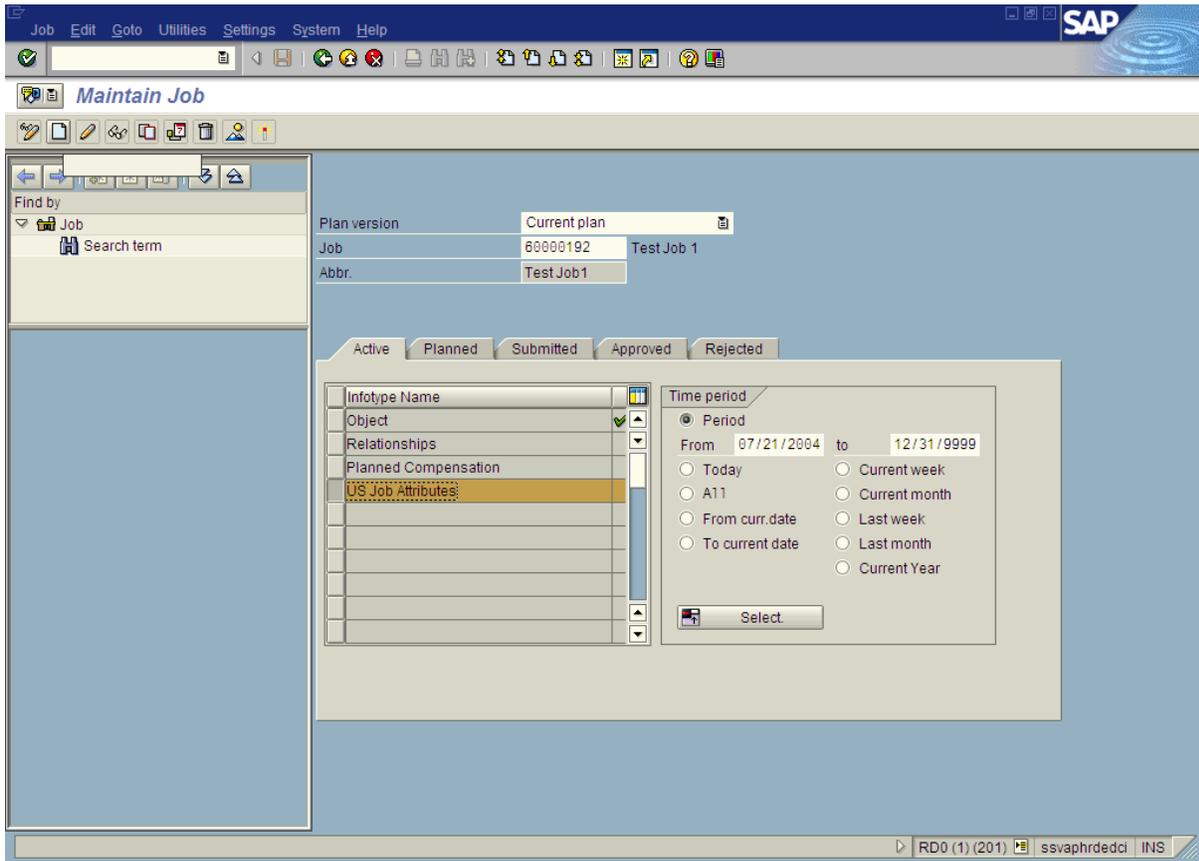


2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Job	R	This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational plan. Example: Test Job 1.

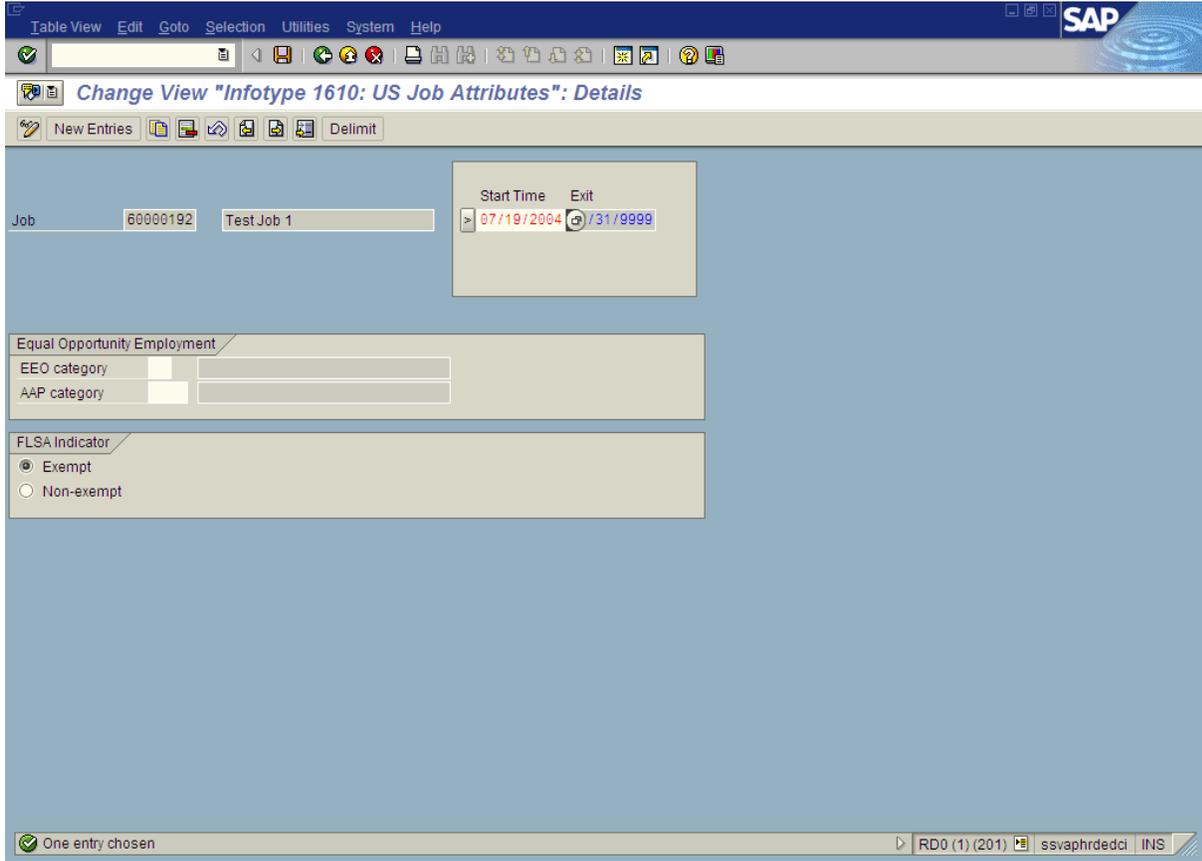
3. Click **US Job Attributes**.

Maintain Job



4. Click  .

Change View "Infotype 1610: US Job Attributes": Details



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

Field Name	R/O/C	Description
EEO Category	R	This is a job attribute that groups jobs into specific pre-defined categories according to type of work performed. Example: Professional

6. Click Non-exempt .

7. Click  .



The system displays the message, "Data was saved."

8. You have completed this task.

Result

You have added an EEO category and Work Period Designation to a Job.

Comments