

(OM) POSITION UPDATES

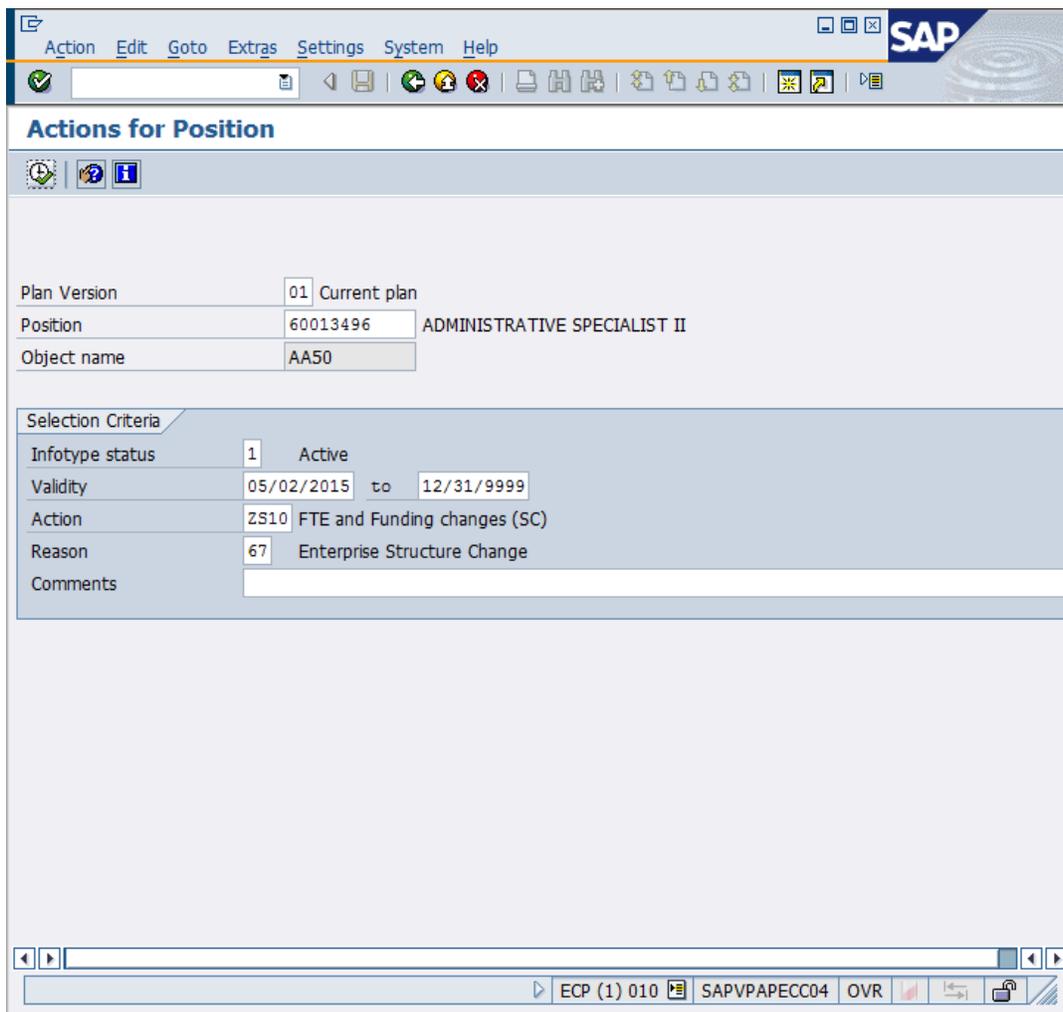
Step 1

- PQ13 Action – FTE and Funding Changes (SC)
- Reason – Enterprise Structure Change
- Validity Date – needs to be beginning of payroll period (6/2/2015, 6/17/2015, or 7/2/2015)

Go through each infotype and make changes or save

The only infotype that will have changes is:

B 007 "Is described by" relationship – change to new job class code



The screenshot shows the SAP 'Actions for Position' screen. The top menu bar includes 'Action', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. The main area is titled 'Actions for Position' and contains the following fields:

Plan Version	01	Current plan
Position	60013496	ADMINISTRATIVE SPECIALIST II
Object name	AA50	

Below this is the 'Selection Criteria' section:

Infotype status	1	Active
Validity	05/02/2015	to 12/31/9999
Action	ZS10	FTE and Funding changes (SC)
Reason	67	Enterprise Structure Change
Comments		

The bottom status bar shows 'ECP (1) 010', 'SAPVPAPECC04', 'OVR', and other system icons.

(OM) POSITION UPDATES

Step 2

- PO13 Maintain
- Highlight Object and Copy Infotype (5th icon, 2 pieces of paper)

The screenshot shows the SAP 'Maintain Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Position' and contains a form with the following fields:

- Plan version: 01 Current plan
- Position: 60020657 ASST DIRECTOR-EXEC COMP
- Abbr.: UA05

Below the form are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected. A table lists various infotypes with checkboxes and a 'Select.' button:

Infotype Name	S...	Checkmark
Object	✓	✓
Relationships	✓	✓
Description (1002)		
Department/Staff		
Planned Compensation	✓	✓
Acct. Assignment Features	✓	✓
Authorities/Resources		
Employee Group/Subgroup	✓	✓
Obsolete		
Cost Distribution	✓	✓

To the right of the table is a 'Time period' section with a 'Period' radio button selected. It includes a 'From' field (01/01/1800) and a 'to' field (12/31/9999). Below these are several radio button options: Today, All, From curr.date, To current date, Current week, Current month, Last week, Last month, and Current Year. A 'Select.' button is at the bottom of this section.

At the bottom of the screen, there is a status bar with the text 'ECP (1) 010 SAPVPAPECC04 OVR' and several icons.

- Validity Date – needs to be beginning of payroll period (6/2/2015, 6/17/2015, or 7/2/2015)
- Change Object Abbr. to new Job Class Code
- Change Object Name to new Job Class Title or Internal Job Title
- Enter and Save

Infotype Edit Goto View System Help SAP

Copy Object

Position UA05 ASST DIRECTOR-EXEC COMP

Planning Status Active

Validity 6/2/2015 to 12/31/9999 [Change Information](#)

Object	01 S 60020657 1
Object abbr.	UA05
Object name	ASST DIRECTOR-EXEC COMP
Language Key	EN English

Record 1 of 1

ECP (1) 010 SAPVPAPECC04 OVR

(PA) EMPLOYEE UPDATES

- PA40 Action – Appointment Change (SC)
- Reason – Enterprise Structure Change
- Enter the PERN for the employee
- Enter the From date, needs to be the beginning of a payroll period (6/2/2015, 6/17/2015, or 7/2/2015)
- Enter and Save through all infotypes

The screenshot shows the SAP 'Copy Actions (0000)' form. The top bar includes the SAP logo and navigation icons. The main form area is divided into several sections:

- Personnel Data:** Pers.No. 10011971, Name KEVIN E PAUL, EE group 1 CLASSIFIED FTE, Pers.area F030 BUDGET AND CONTRO..., EE subgroup 1A FT-EX W/INS & LV, Status Active, Start 05/02/2015 to 12/31/9999.
- Personnel action:** Action Type Z7 Appointment Change (SC), Reason for Action 31 Enterprise Structure Change.
- Status:** Customer-specific, Employment 3 Active, Special payment 1 Standard wage type.
- Organizational assignment:** Position 60016111 PROGRAM MANAGER III, Personnel area F030 BUDGET AND CONTROL BOARD, Employee group 1 CLASSIFIED FTE, Employee subgroup 1A FT-EX W/INS & LV.
- Additional actions:** A table with columns Start Date, Act., Action Type, ActR, and Reason for action.

At the bottom, there is a 'Save your entries' button and a status bar showing 'ECP (1) 010 SAPVPAPECC04 OVR'.

****Please note that you will need to know the employees work schedule rule and salary amount to enter in the system on infotypes 0007 and 0008****