



**Create a Position**

**This will be a field level function.** When a new position is needed at the field level, SAP will require a position number. A position **CANNOT** be set up without a job number and description already in the system. If there is no existing job that pertains to the new requested position; Headquarters must create a new job.

**NOTE: ALL POSITIONS MUST BE CREATED WITH AN EFFECTIVE DATE OF 10/1/1950.**

**NOTE: OPEN 2 SESSIONS BEFORE CREATING A POSITION.**

**There are three steps in creating a position**

**Step 1**

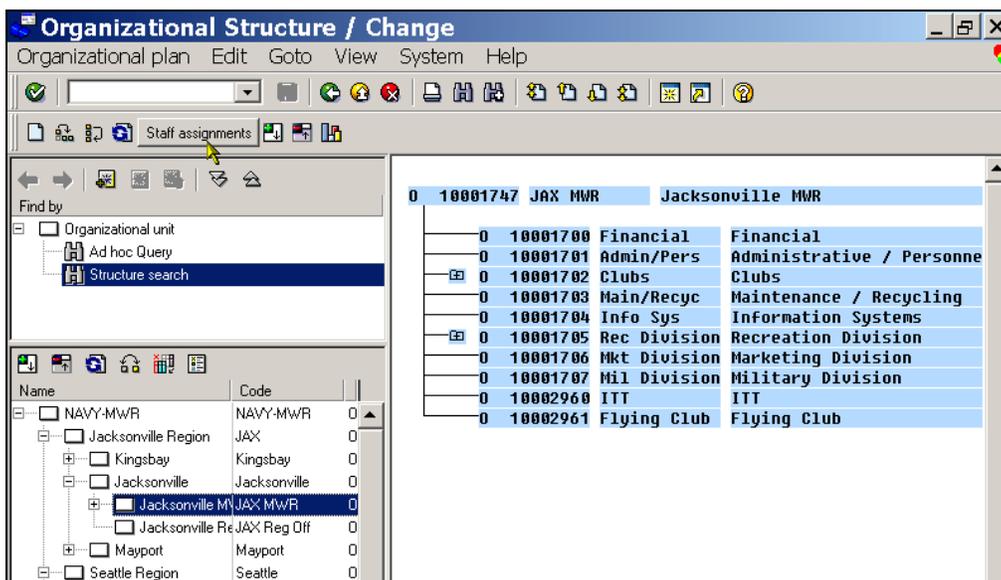
Use the following menu path:

Menu Path: **HUMAN RESOURCES > ORGANIZATIONAL MANAGEMENT > EXPERT MODE > SIMPLE MAINTENANCE > CHANGE**

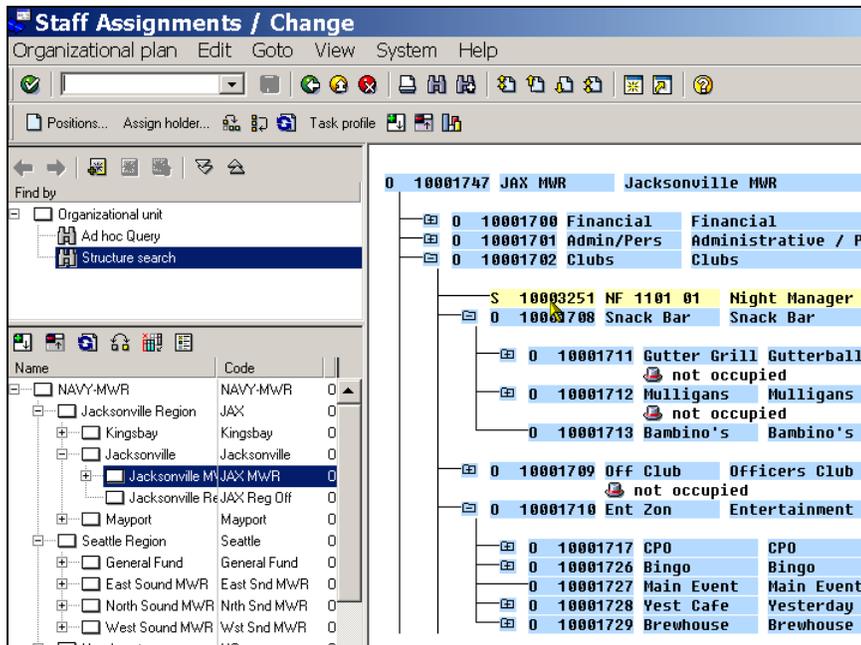
Transaction Code: **PPOM\_OLD**

*Organizational Plan/Change*

- Double click on “Jacksonville MWR” to see the departments.

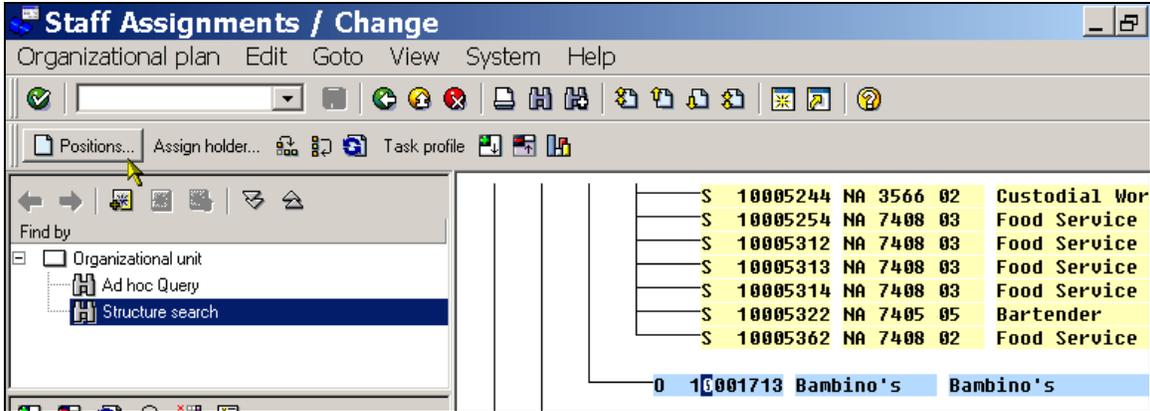


- Double click on Organizational Unit Name “Jacksonville MWR”
- Click on expand icon  -this opens organizational unit to see all departments
- Click on Staff Assignments icon  -this will show all positions and people. If there are no vacant positions you must create one.

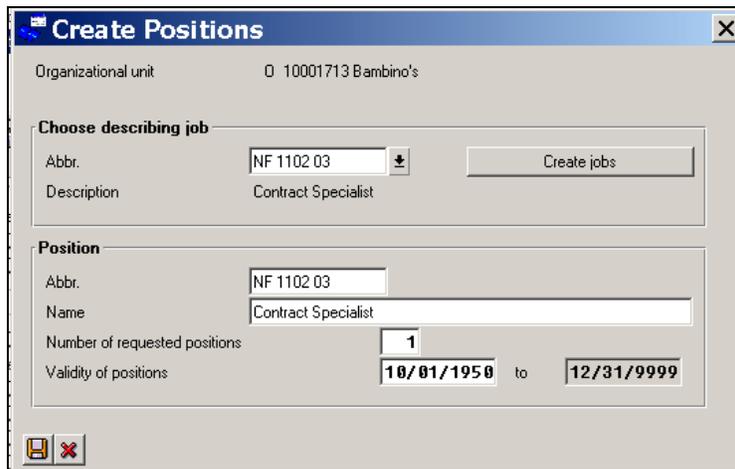


Positions are listed in yellow with an “S” next to them. If a person has been assigned to a position, it will have a yellow folder next to the “S.” If you expand the folder, the employee’s personnel number and name will appear.

- Click once to highlight the department where the position will be created. The example below shows Bambino’s has been highlighted.



- Click once on the Create Positions icon . The Pop up box for “Job Abbreviations” will appear.



Field Name	Description	R/O/C	User Action and Values
<b>Abbr</b>	The job abbreviation	R	Type in pay plan, series and grade. Hit enter and this will populate the position information.
<b>Description</b>	Job Description Full Text	R	System enters based on the Abbr entered.
<b>Position Abbr.</b>	The position abbreviation defaulted from the Job abbr.	R	System enters based on the job, <b>do not change.</b>

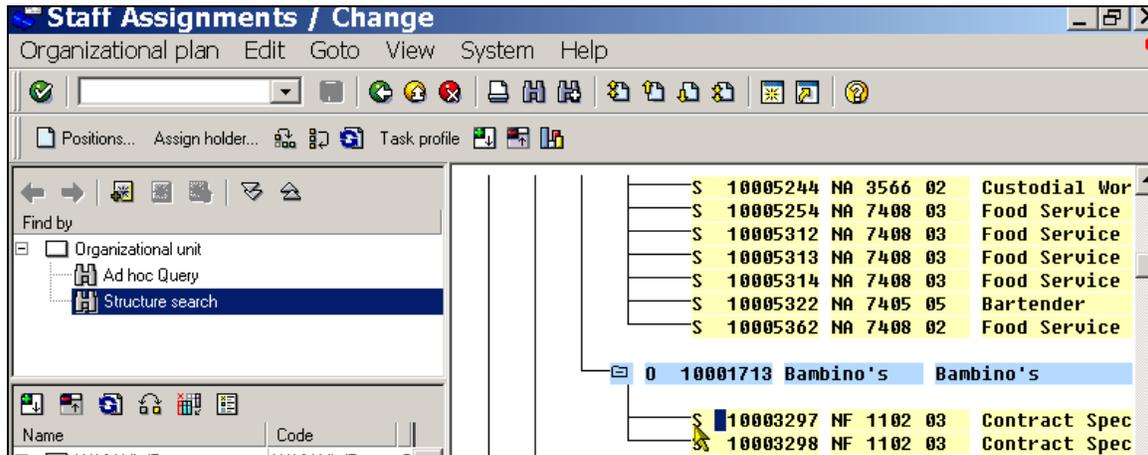
<b>Name</b>	The Position Name	R	This will also default from the job entry. Position name can be changed if necessary.
<b>Number of positions requested</b>	The number of this position required	R	Will default to “1”. Change if requesting a different number.
<b>Validity of positions</b>	The start date of the position	R	<b>Today’s date will default; you must change it to 10/01/1950.</b>

Click the Save icon to create the positions . A pop up window will appear with the message “Position created” and the new position number. Click OK to continue.

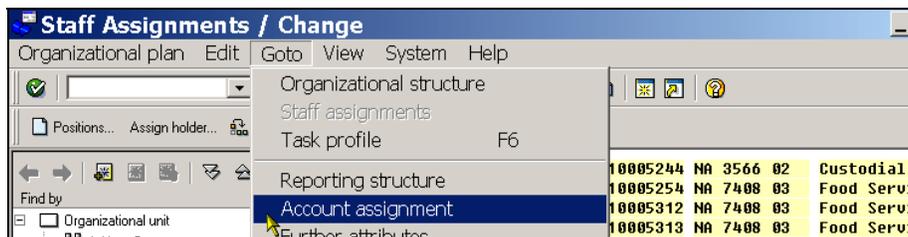
**Step 2**

**AFTER THE POSITION IS CREATED, A COST CENTER MUST BE ASSIGNED.**

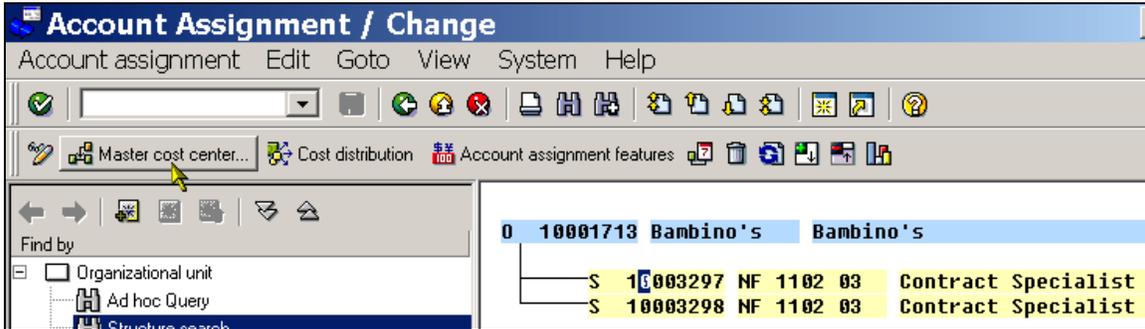
Click on the new position number to highlight it.



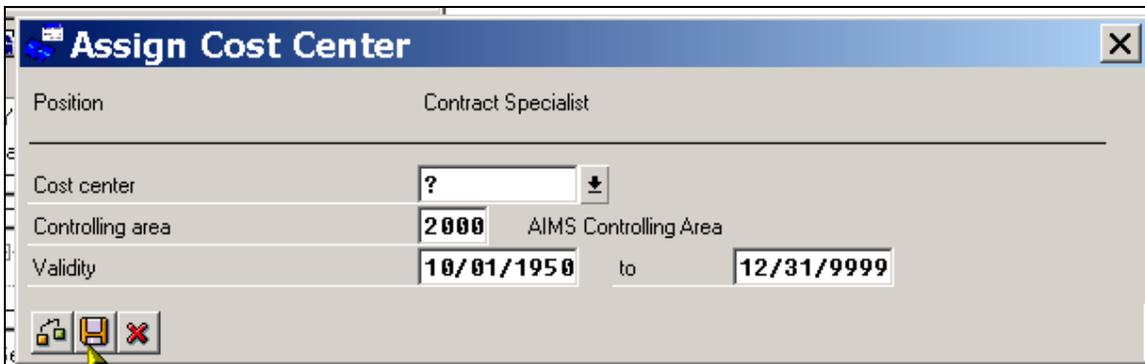
Click on “Goto” and select “Account Assignment.”



Highlight the position number again, and click on “Master cost center.”



The “Assign cost center” screen appears:



- Enter the correct Cost Center or select using the drop down arrow
- Leave Controlling area as defaulted-**DO NOT CHANGE**
- Change the validity date to 10/01/1950
- Click the Save icon.

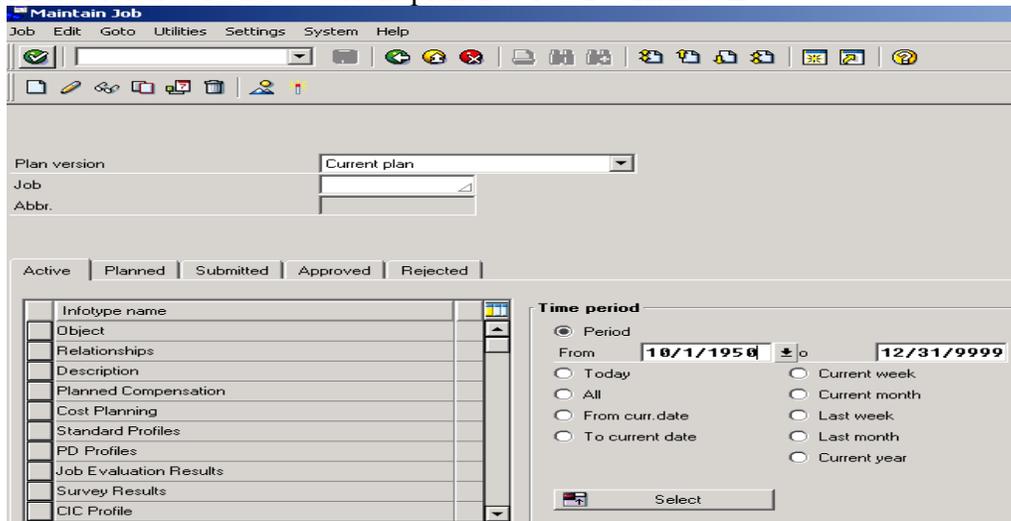
### Step 3

#### **ON SECOND SESSION**

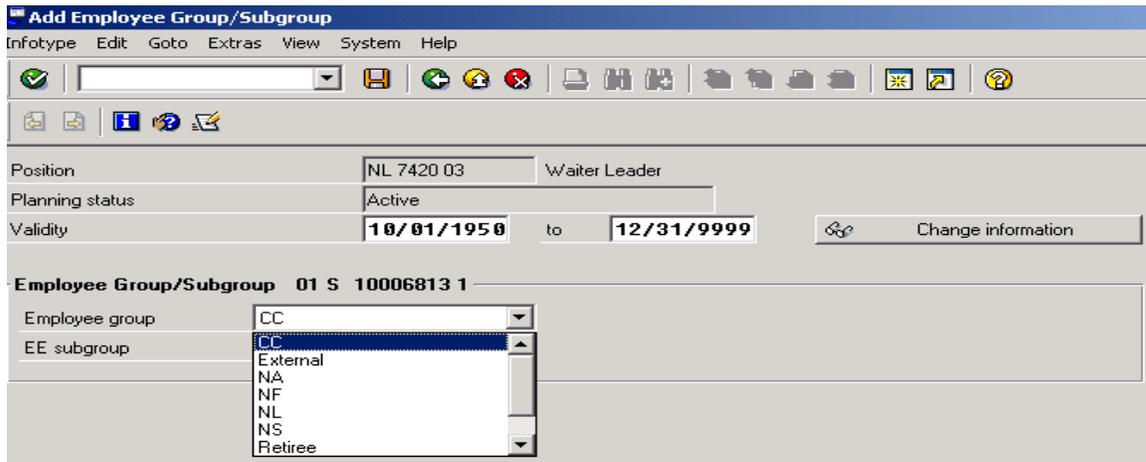
Use the following menu path:

**HUMAN RESOURCES>ORGANIZATIONAL MANAGEMENT>EXPERT MODE>POSITION**

- Plan version defaults at current plan-**DO NOT CHANGE**



- Enter new position number
- Verify date is the same date position was created-10/01/1950
- Highlight Employee Group/Subgroup
- Click on create
- Employee Group-use the pull down to select the correct Employee group. GS employees are all external. **Do not select retiree or separated.**
- **Do not enter Employee Subgroup.**



- Click on save.

**You will now need to create a vacancy for the new position. Follow the instructions on the following page.**



**Create a Vacancy**

Menu path:

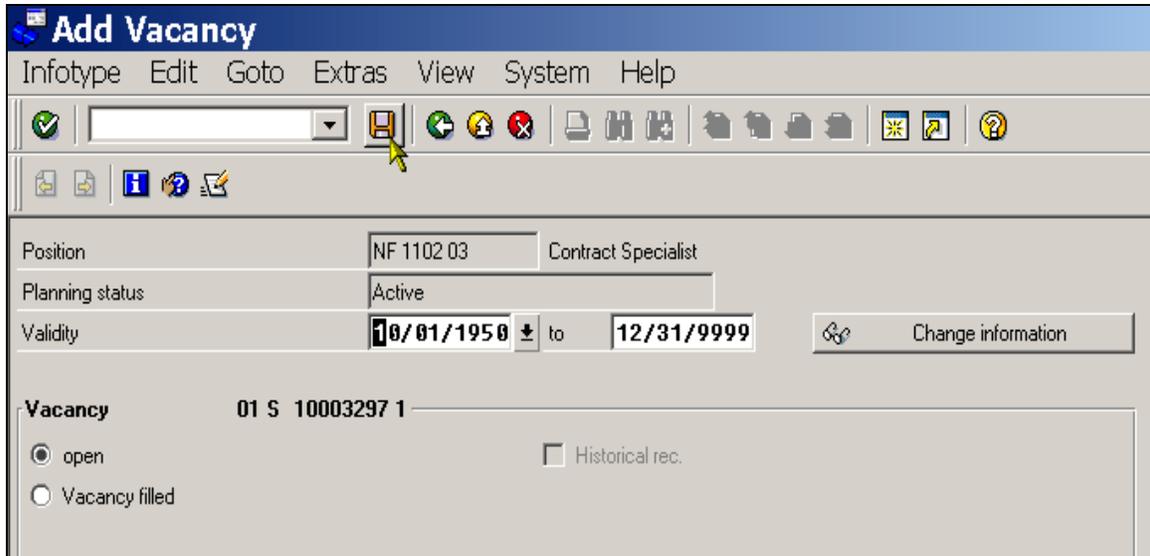
**HUMANRESOURCES>ORGANIZATIONALMANAGEMENT>EXPERT  
MODE>POSITION**

*Maintain Position*

- Highlight Vacancy
- Click on Create
- Click on save.

Field Name	Description	R/O/C	User Action/Values
<b>Plan Version</b>	Should always default to the Current plan	R	No action required. It will default
<b>Position</b>	Enter the position number	R	Enter the position number if known or use the dropdown search help to select the correct position. <b>Hit enter on your keyboard after entering position number.</b>
<b>From</b>	Begin date	R	<b>Always use the begin date of the position 10/01/1950.</b>
<b>To</b>	End date.	R	<b>Always enter 12/31/9999.</b>

Select “Vacancy” and then the create icon  to go to the next screen.



**Add Vacancy**  
Infotype Edit Goto Extras View System Help

Position NF 1102 03 Contract Specialist  
Planning status Active  
Validity 10/01/1950 to 12/31/9999 [Change information](#)

**Vacancy** 01 S 10003297 1

open  Historical rec.  
 Vacancy filled

No entry is required on this screen. Click  to create the vacancy.



**Delimiting a Position**

This process will be used when Navy MWR will no longer have this position. Once an employee has been assigned to the position, it can not be deleted but will need to be delimited. This process will take the position out of the position vacancy reporting.

Transaction code: PO13

Menu Path: **HUMAN RESOURCES > ORGANIZATIONAL MANAGEMENT > EXPERT MODE > POSITION**

Maintain Position

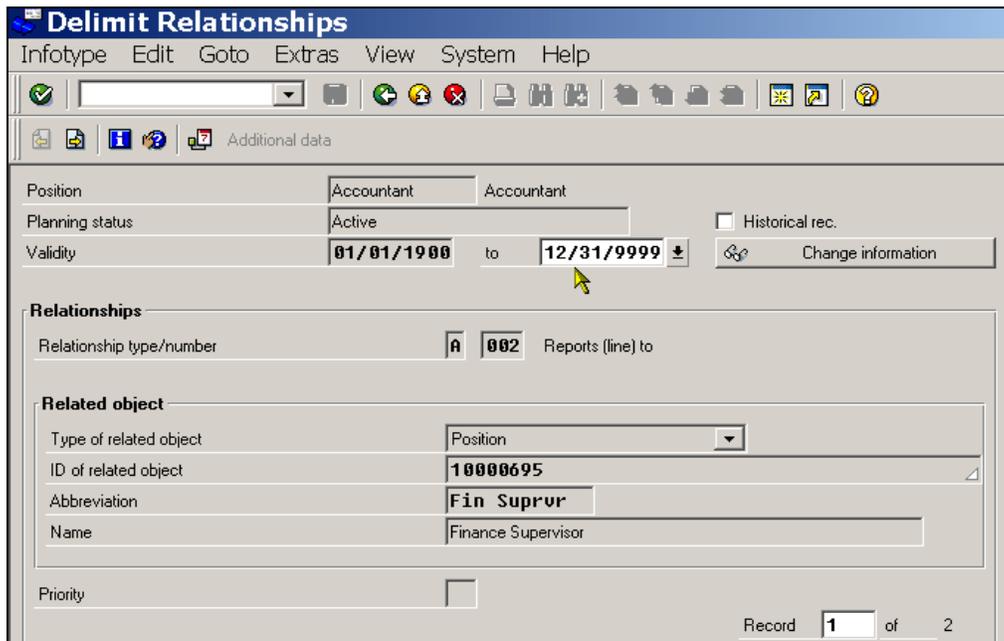
Field Name	Description	R/O/C	User Action/Values/Comments
Plan Version	Organization plan	R	Defaults to current plan. Do not change!
Position	Number assigned to employee	R	Enter the position number or select using drop down arrow.
Infotype name	Name for groups of employee data	R	Click once on “Relationships” to select it.

Hit Enter or the  to go to the next screen, “List display with change Relationships.”

- Verify there is no active holder to this position. (Employee). All the records should have an end date to them. **You can not delimit a position number if there is an active employee assigned.**

Click on the “K” record (cost center) and click on the delimit icon .

### Delimit Relationships



Change the end date from 12-31-9999 to the end date of the position. Select the  to go back to the previous screen. You will be prompted to save this record. Click save

, you will see a message that the record has been delimited. Change the next relationship by selecting it, then the delimit icon. Change the end date from 12-31-9999 to the end date of the position.

Click the green arrow to exit. You will be prompted to save this record. The system will then confirm the change with a pop up message as before.



**Changing Cost Center to a Position**

Transaction code: PO13

Menu Path: **HUMAN RESOURCES > ORGANIZATIONAL MANAGEMENT > EXPERT MODE > POSITION**

Maintain Position

Field Name	Description	R/O/C	User Action/Values/Comments
Plan Version	Organization plan	R	Defaults to current plan. Do not change!
Position	Number assigned to employee	R	Enter the position number or select using drop down arrow.
Infotype name	Name for groups of employee data	R	Click once on “Relationships” to select it.

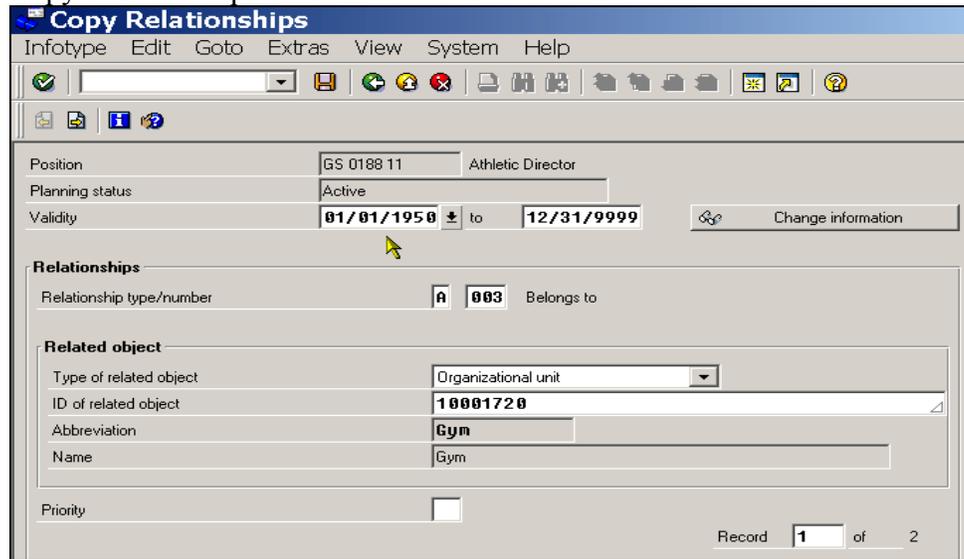
Click on Relationships and the Overview icon .

On the “List Display with Change Relationships” screen:



Click on the cost center relationship (K). Click on the “copy” icon.

### Copy Relationships



Field Name	Description	R/O/C	User Action/Values/Comments
Validity dates	Beginning and end dates	R	Change the validity date to reflect the begin date of the new cost center assignment and leave the end date as 12/31/9999.
ID of related object	Cost center number	R	Enter the new cost center number. This will populate the new cost center title.

**Note:** This will also automatically change the Organizational Assignment for the employee who is assigned to this position. To verify this, follow these steps:

- PA20 – Display Master Data
- Enter employee’s personnel number
- Click on Organizational Assignment and the “overview” icon. This will show a record with the begin date of the new cost center for the position. You can also use the magnifying glass to open the record completely.