

OM-24 Change Position Type - IT9023

Purpose

The purpose of this Business Process Procedure is to explain how to create and/or update the position type data for a position designated as critical in the Integrated HR-Payroll System.

Business Process Procedure Overview

There are five separate designations for critical position types:

- **Emergency** - Positions which are required to work during adverse weather or conditions of a serious nature that prohibit some employees from reporting to work.
- **Essential** - Positions which are exempt from an Executive Order prohibiting the filling of positions.
- **Field/Home-Based** - Positions which are required to work outside the agency or university worksite based on the service they provide or the nature of work. The work of field/home-based positions is mostly performed by traveling to various locations, within a region or working from home.
- **Key** - Positions designated by an agency that includes responsibility for performing mission critical work necessary for the organization to achieve its business goals. A vacancy in a key position of over one week would have a negative impact on the delivery of services because of the criticality of the work.
- **Mandatory On-Site** - Positions occupied by employees in permanent, probationary, or time-limited appointments that are required to report to a designated worksite (particularly when all other positions are restricted from coming into the workplace), other than their personal residence, and only for those specific dates and times that such onsite reporting is required during a public health emergency. These positions

include, but are not limited to, positions that directly impact public health and patient care; public safety; operation of critical infrastructure and facilities; operation and safety of sensitive research labs and ongoing care for research animals, and the custody or care of persons or property for whom the state has a duty to continue to serve.

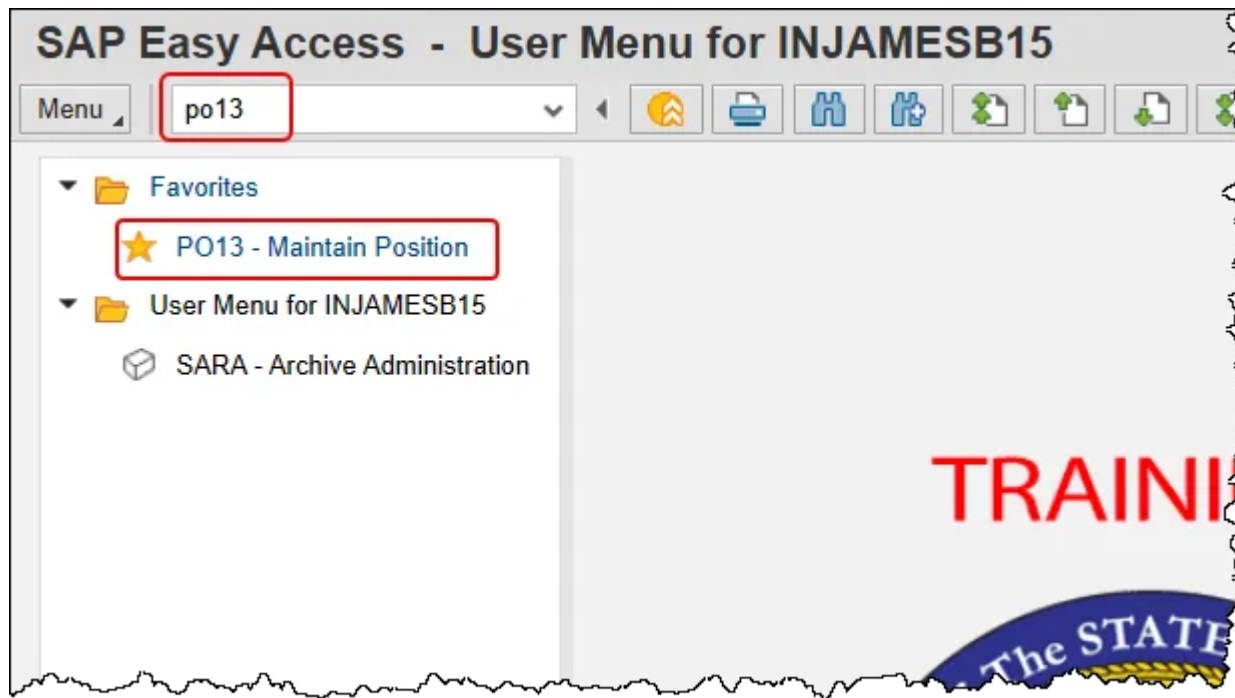
Note: A position can be designated with more than one type. If no types are applicable, select None.

Procedure

There are 12 steps to complete this process.

Step 1. Enter the **PO13** transaction code in the command field and press the enter button. Or double click it from your [Favorites folder](#) if you've previously saved it there.

Image



Step 2. Enter a position number value in the Position field, then click the **Enter** button. The position's working title will appear. This example uses position number 60000915.

Image

Maintain Position

Menu | [Dropdown] | [Icons]

Plan version: 01 Current plan

Position: 60000915 Technology Support Analyst

Abbr.: 000000000041

Active | Planned | Submitted | Approved | Rejected

Infotype Name	St..	Time period
---------------	------	-------------

Note: To look up the position number, place the cursor in the Position field and click on the matchcode search button to the right of the field for search options.

Step 3. On the Active tab, scroll down the infotype listing to find the infotype called 'Position Types'. It will be very close to the bottom.

Image

Maintain Position

Menu

Plan version

01 Current plan

Position

60000915

Technology Support Analyst

Abbr.

000000000041

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..

Gap Hrs Comp Eligibility

Display Budget

Reference Position Number

SOC and County Code

Position Types

Vacancy Posting Data

Certified Position

OM Action History

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

St..

Time period

☒ Period

From 01/07/2026

to 12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year

Select.

Step 4. Select the box to the left of 'Position Types to select the infotype, then click the **Copy** button.

In the screenshot below, there is already an IT9023 Position Types record on the selected position – indicated in the screenshot by the green check to the right of the infotype selected.

Note: The user has the option to create, copy, or change an Infotype 9023 – Position Types record.

- Use **Create** if there are no records for this infotype to date.
- Use **Copy** if there are already existing records; **Copy** keeps a historical record of all changes that have been made when a new effective date is used.
- Use **Change** to modify the existing record and not create a historical record. Only use **Change** if making minor error corrections to an existing record without changing its effective date.

In this example, we will **Copy** the previous record and use a new date to create a new, current-dated position type record. In this process, we will be asked to delimit the previous record, which puts an end date on the prior record that exists.

Note: If there were no existing Position Types record and there is a need to create a new record, the steps are very similar except the system will not ask to delimit a prior record.

Image

Maintain Position

Menu



Copy infotype (Shift+F9)

Plan version

01 Current plan

Position

60000915 Technology Support Analyst

Abbr.

000000000041

Active Planned Submitted Approved Rejected

Infotype Name

St.

Extended Duty

Gap Hrs Comp Eligibility

Display Budget

Reference Position Number

SOC and County Code

Position Types

Vacancy Posting Data

Certified Position

OM Action History

Time period

☒ Period

From 02/03/2026 to 12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year

Select.

Step 5. Clear out the prior date in the Validity start date field and enter a new effective date.

Image

Copy Position Types (9023)

Menu [Dropdown] [Icons]

Position: 000000000041 Technology Support Analyst

Planning Status: Active

Validity: 02/09/2026 to 12/31/9999 [Display change infor]

Position Types 01 S 60000915 1

None ☐

Emergency ☐

Essential ☐

Mandatory On-Site ☐ Field/Home Based ☐

Key: 2 Key without Replacements [Dropdown]

Record 1 of 1

SAP E1T (805) oschr-t1map01

Step 6. Select the appropriate position type(s) that will be effective on the position. More than one position type can be active if necessary, or 'None' can be selected if there are no types applicable (or if removing position types that existed before but should no longer display).

Note: When making a change to this infotype's information, all relevant subtypes must be selected again. For example, if a position was previously Essential and will now be Essential and Mandatory On-Site, when copying the record, the user will choose the effective date and then select both the Essential and Mandatory On-Site

designations.

The five separate designations for critical position types are defined at the top of this document.

Image

Copy Position Types (9023)

Menu | [Dropdown] | [Icons]

Position: 000000000041 Technology Support Analyst

Planning Status: Active

Validity: 02/09/2026 to 12/31/9999 [Display change infor]

Position Types 01 S 60000915 1

None	☐
Emergency	☐
Essential	☒
Mandatory On-Site	☒

Field/Home Based ☐

Key: 2 Key without Replacements [Dropdown]

Record 1 of 1

SAP | E1T (805) | oschr-t1map01

Step 7. Click the **Enter** key to validate the data.

Step 8. **Optional Step:** Though not required, BEST Shared Services recommends creating a note when making changes to a position's Position Types settings. Click the **Services for Objects** button, hover over **Create** and then click **Create** note.

Enter a title in the **Title of note** field and then craft a note explaining the reason for the change along with any information that may be helpful to a reader in the future. All notes should start with the date that they are being created and your name or initials. Once completed, press the **Copy** button to save the note.

The screen shot below is an example and is not intended to be a template.

Image

Copy Position Types (9023)

Services for Object



Menu



Create Attachment

Create note

Create external document (URL)

Store business document

Enter Bar Code

Create...

Attachment list

Private Note

Send

Relationships

Workflow

My Objects

Help for object services

Position

000000000041

Technology Support Analyst

Planning Status

Active

Validity

02/09/2026

to

12/31/9999

Display

Position Types

01 S 60000915 1

None

Emergency

Essential

Mandatory On-Site

Key

Create note



Title of note

Position Type Settings Change

<mm/dd/yyyy>
<name/initials>

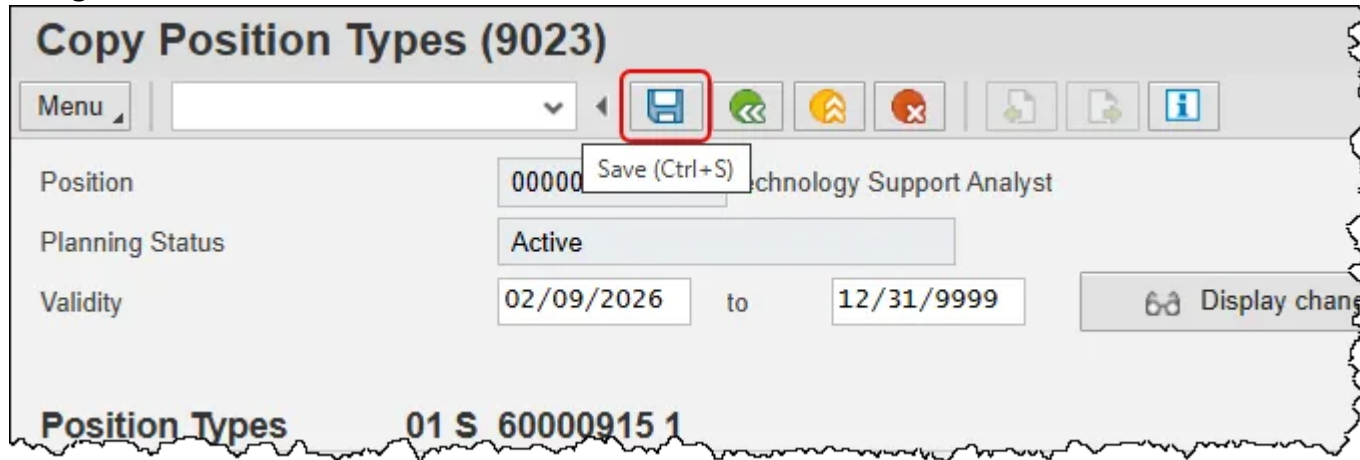
The position types for this position have been changed due to...
The authority is granted by...



Copy (Enter)

Step 9. Click the **Save** button.

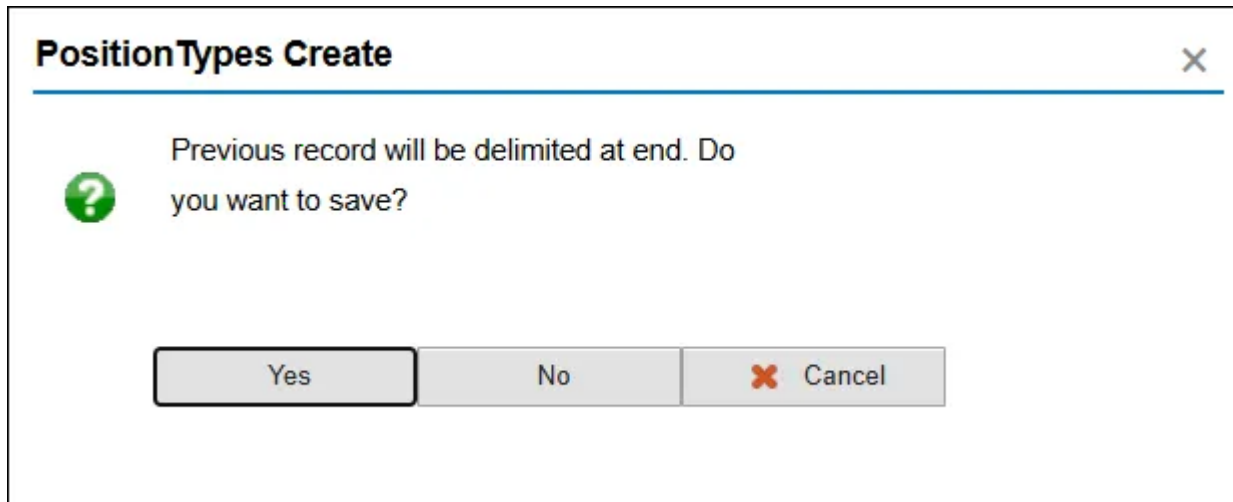
Image



The screenshot shows a web form titled "Copy Position Types (9023)". At the top, there is a "Menu" dropdown and a search bar. Below these are several icons: a blue floppy disk icon (Save), a green double arrow icon, a yellow upward arrow icon, a red X icon, a green document icon, a green document with a plus icon, and a blue information icon. The "Save" icon is highlighted with a red rectangle, and a tooltip "Save (Ctrl+S)" is visible. Below the icons, there are three rows of input fields: "Position" with the value "00000" and a tooltip "Save (Ctrl+S)", "Planning Status" with the value "Active", and "Validity" with the date range "02/09/2026" to "12/31/9999". A "Display changes" button is located to the right of the validity date. At the bottom, there is a section titled "Position Types" with the value "01 S 60000915 1".

Step 10. If copying an existing Position Types record, a confirmation box will pop-up asking the user to confirm that the system should delimit the prior record the day before this new record is created; click **Yes** to have the system delimit the prior record:

Image



Step 11. Click the **Back** button to return to PO13 – Maintain Position screen.

Step 12. Click the **Back** button again to return to the SAP Easy Access screen.

This system task is complete.

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