

OM-25 Change Position Competency Level - 118

Purpose

This document is used when a Position Competency Level change is needed for Career Banded or Skilled Based Pay (SBP) positions only.

Business Process Procedure Overview

All Position Competency Level changes are submitted via the OM Workflow, transaction code ZOMA069, Action 118 to change Career Banded or SBP position competency level.

Access Transaction

Via Transaction Code: ZOMA069

Procedure

Please follow the steps below. There are 8 steps to complete this process.

Step 1. Type ZOMA069 in the command field.

Step 2. Click the **Enter** button on your keyboard.

Image

SAP Easy Access - User Menu for INJAMESB01

Menu

zoma069

▼ Favorites

★ ZOMA069 - Position Actions

▼ User Menu for INJAMESB01

📦 SARA - Archive Administration

TRAINING



Integrated HR-Payroll System

Note: You may want to enter this transaction code in your Favorites folder. Use the following help document for useful tips and tricks when using your '**Favorites**' folder:

[GN-08 Working With Your Favorites Folder](#)

Step 3. Input a position number and an effective date and then click enter on your keyboard to validate the data. (Fields will validate and display the position title and date in the correct format.)

The beginning date should be the effective date of the Position Comp Level change (it can be dated in the past or in the future). The format can be mm/dd/yyyy, mmddyy, or mm/dd/yy. The end date will default to 12/31/9999 and cannot be edited.

Be sure to double check your information before moving to the next step. Once the create button is clicked, the information that you just input will no longer be editable.

This help document will use training database position 60017061 and an effective date of 07/01/2025.

Image

Position Action

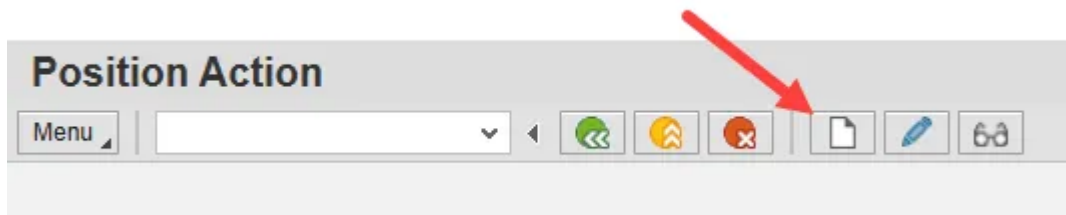
Menu | [Dropdown] | [Icons: Green Double Left Arrow, Yellow Double Up Arrow, Red X, White Paper, Blue Pencil, 68]

Position

Action	118	Position Competency Level Change
Position	60017061	Transportation Supervisor
Valid from	07/01/2025	to 12/31/9999

Step 4. Click the **Create** button (Hotkey: F5). The button looks like a piece of paper.

Image



Step 5. Update the **Pay Grade Level** field which represents the Competency Level for **Career Banded** or **Skill Based Pay** positions only. Examples include A, C or J for **Career Banded** positions or 1 through 5 for **Skill Based Pay** positions (DOT).

You can type a value directly into this field or choose one from the matchcode pop-up which appears when you click in the editable field.

This help document has used a value of 'C'.

Image

Position Competency Level Change - CREATE

Menu



Initiate Work Flow

Position Header

Position	60017061	Transportation Supervisor	Org Unit	20001910	DOT DOH DIV 3/2 DUPLIN MNT
PCR Number			Reports To	60017180	County Maintenance Engineer
Valid from	07/01/2025	to	12/31/9999	Supervisor	
Holder			WF Status		
Personnel area	1501	Transportation			

Planned Compensation

Current Values

New Values

Country Grouping	10	10
Pay grade type	02	02
Pay grade area	06	06
Pay grade	30005069	30005069
Pay grade level	A	d 
Currency key	USD	
Pay grade	34,591.00	0.00
To	74,558.00	0.00
Reference salary	52,319.00	0.00
Time unit	6 Annually	

Step 6. Click the Save button and note several changes on your screen. First, the **Services for Object** button has appeared on the top right of the window. The system has generated a **PCR Number** (**P**osition **C**hange **R**quest) and given it a **WF Status** of 'D' (created). Finally, there is a confirmation message in the Message Center on the bottom left of the screen.

Position Competency Level Change - CREATE

Menu

Position Header

Position	60017061 Copy	Transportation Supervisor	Org Unit	20001910	DOT DOH DIV 3/2 DUPLIN MNT
PCR Number	5000002369		Reports To	60017180	County Maintenance Engineer
Valid from	07/01/2025 to 12/31/9999		Supervisor		
Holder			WF Status	D	Created
Personnel area	1501	Transportation			

Planned Compensation

	Current Values	New Values
Country Grouping	10	10

☒ Position 60017061 Position Comp Level Change Created

SAP E1T (805) oschr-t1map01

Step 7. Add your required note.

Before a position action is initiated in Workflow, you are required to include a note that can be reviewed by approvers. A [template](#) has been created by OSC and OSHR which indicates what information needs to be included in the note.

The note is added to the request by clicking the **Services for Object** button, hovering over **Create** and then clicking **Create Note**. A pop-up will appear. Provide a title for the note, typically the type of action and a position number. Next, copy the template into the body of the note and add the required information. Finally, click the **Save** button on the bottom right of the pop-up to save the note to the request.

Image

Position Competency Level Change - CREATE

Menu



Initiate Work Flow

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 Header

Position: 60017061 Transportation Supervisor Org Unit
PCR Number: 5000002369 Reports To
Valid from: 07/01/2025 to 12/31/9999 Supervisor
Holder
Personnel area: 1501 WF Status: D Created

Planned Compensation

Country Grouping: 10
Pay grade type: 02
Pay grade area: 06
Pay grade: 30005
Pay grade level: A
Currency key: USD
Pay grade: 34,59
To: 74,558.00 0.00
Reference salary: 52,319.00 0.00
Time unit: 6 Annually

Create note

Title of note

Position Comp Level Change - 60017061

Position Comp Level Change
PCR Initiator Name/PRNR:
PCR Creation Date:
PCR Effective Date:
PCR #:
Level From/To:



Cost Distribution

Position 60017061 Position Comp Level Change Created



E1T (804) oschr-t1map01

Step 8. Verify your data and click the **Initiate Work Flow** button. Your request has been sent for review and approval. The verification step is very important because once you click this button, you will only be able to make changes if one of the approvers rejects it back to you.

The **PCR Number** can be used to track the request through the approval process.

Image

The screenshot displays the SAP 'Position Action' form. At the top, there is a header bar with the title 'Position Action' and a toolbar containing icons for navigation and editing. Below the header, the form is divided into sections. The 'Position' section is highlighted, showing the following details:

- Action:** 118 (highlighted with a red box) Position Competency Level Change
- Position:** 60017061 Transportation Supervisor
- Valid from:** 07/01/2025 to 12/31/9999

At the bottom of the form, a status bar indicates the workflow status: 'Workflow submitted for Position: 60017061 PCR ID: 5000002369' (highlighted with a red box). The SAP logo is visible in the bottom right corner, along with the user ID 'E1T (804)' and the system name 'oschr-t1map01'.

Additional Resources

You may find the following documents helpful when creating and monitoring a Change Position Comp Level action:

- [OM Actions Note Template](#)
- [OM Workflow Reports](#)
- [OM Position Actions](#)
- [OM Infotypes](#)
- [OM Tips and Tricks](#)

First Published

Wed, 09/05/2012

Last Updated

Wed, 08/06/2025

[View PDF](#)