

OM-37 Change Position County (Action 122)

Purpose

The purpose of this Business Process Procedure is to explain how to change the position county in the Integrated HR-Payroll System.

Trigger

There is a need to change the Position County for a position.

Business Process Procedure Overview

This transaction allows you to change the county on a position. Often funding changes when the county is changed. The position number does not change.

Access Transaction

Via Menu Path: None

Via Transaction Code: ZOMA069

Tips and Tricks

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the [Training HELP website](#).

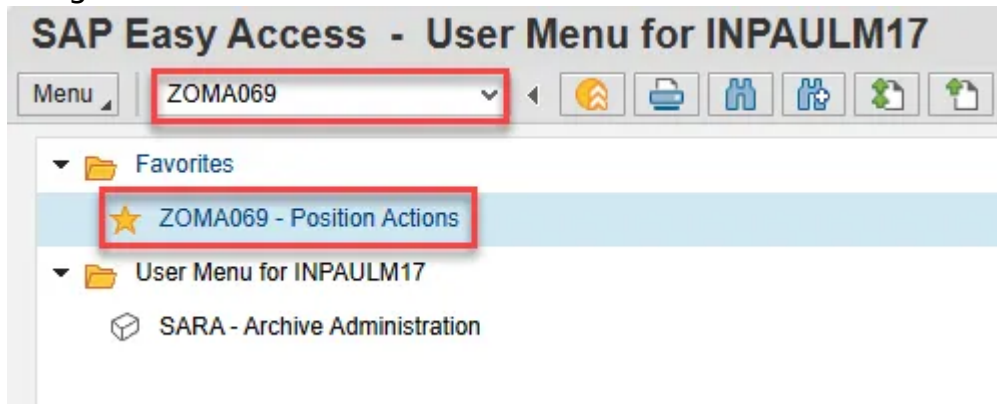
- **Copy** is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change** is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

Procedure

There are 17 steps to complete this process.

Step 1. Type **ZOMA069** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there (3).

Image



Step 2. Use action code **122** to complete a county change action. It may be typed directly into the **Action** field or you can use the **Matchcode** button to select it from a list of all available actions.

Image

Position Action

Menu ▾

Position

Action 122

Type of Action (1)

Restrictions

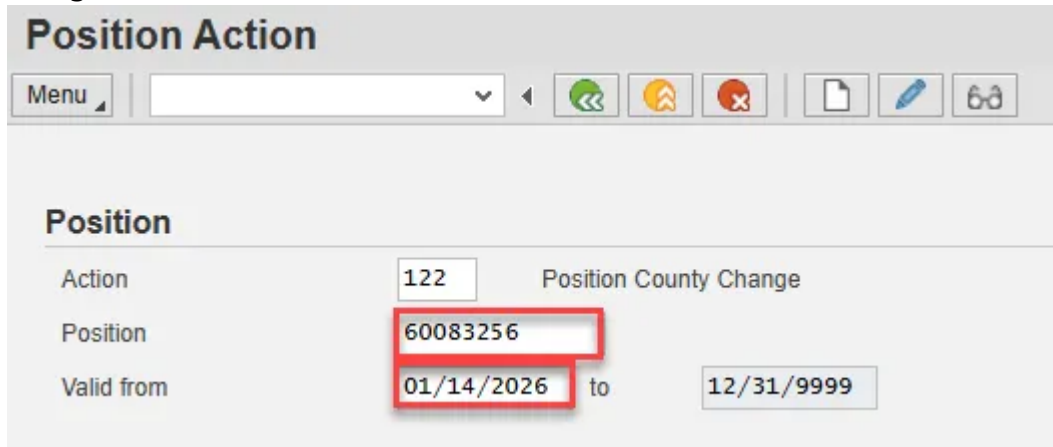
Act.	Action text
100	Create New Position
102	Re-Establish Position
103	Reallocate Position Up
104	Reallocate Position Down
105	Reallocate Position Horizontal
106	Position Adjustment from Auth
107	Reallocate Position Differential
108	Remove Position Differential
113	Position Transfer
115	Position Hours Change
116	Position Employee Group/ Subgroup Change
118	Position Competency Level Change
122	Position County Change
124	Change Supervisor of Position

14 Entries found

Step 3. Click **Enter**. You will be able to verify that you've chosen the correct action, and two new editable fields will be available.

Step 4. Input the position number needing the county change. This document will use 60083256 from the OSC training environment. Next, input the effective date of the new county assignment.

Image



The screenshot shows a web form titled "Position Action". At the top, there is a "Menu" button, a dropdown menu, and several icons. Below this, the form is divided into sections. The "Position" section contains three rows of input fields:

Action	122	Position County Change
Position	60083256	
Valid from	01/14/2026	to 12/31/9999

The "Position" field (60083256) and the "Valid from" field (01/14/2026) are highlighted with red boxes.

Step 5. Click **Enter** and verify the position displayed is the one you need to change.

Alert! Be vigilant on this step. Once you complete the next step, the **Action** type and **Valid from** date are locked in. They can only be changed by starting over.

Step 6. Click the **Create** button.

Image

Position Action

Menu      

Position

Action	122	Position County Change
Position	60083256	
Valid from	01/14/2026	to 12/31/9999

Step 7. In the **New Value** column, enter the new **County Code**. You may type the code directly or click in the field and then the **Matchcode** button.

Note: The data used in this example is provided for sample purposes only. The data will change depending on the Agency and specific position being changed.

If the affected position has a **Holder**, it will be displayed in the Position Header section, as will the name of their **Supervisor** if that is an occupied position. These fields can be used to verify that the correct position number has been selected.

Image

Position County Change - CREATE

Menu

Position Header

Position	60083256	DEPUTY SECRETARY/COMMISSION...	Org Unit	20010124	CR CABSEC Chief Deputy Secretary
PCR Number			Reports To	60083255	Cabinet Secretary
Valid from	01/14/2026	to 12/31/9999	Supervisor	80000023	Priscilla Branco
Holder	80000024	James Matthews	WF Status		
Personnel area	4601	Natural and Cultural Resources			

Position County

	Current Value	New Value
County Code	092 Wake	007

Step 8. Click **Enter**. Verify that the correct county code has been chosen.

Image

Position County

	Current Value	New Value
County Code	092 Wake	007 Beaufort

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

Image

Position County Change - CREATE

Menu | |     |

Position Header

Position	60083256	DEPUTY SECRETARY/COMMISSION...	Org Unit	20010124	CR CABSEC Chief Deputy Secretary
PCR Number			Reports To	60083255	Cabinet Secretary
Valid from	01/14/2026	to 12/31/9999	Supervisor	80000023	Priscilla Branco
Holder	80000024	James Matthews	WF Status		
Personnel area	4601	Natural and Cultural Resources			

Position County

	Current Value	New Value
County Code	092 Wake	007 Beaufort

Step 10. Record the pertinent data in your OM Transaction log. OSC Training recommends recording the **PCR Number, Position, Valid From date, Action Type**, and **date of initiation** at a minimum. This data can be used to track your request through the Workflow process.

A sample transaction log is on the last page of the OM210 student guide which may be found on the [OSC Training System Courses](#) web page.

Image

Position County Change - CREATE

Menu

Initiate Work Flow

Position Header

Position	60083256	DEPUTY SECRETARY/COMMISSION...	Org Unit	20010124	CR CABSEC Chief Deputy Secretary
PCR Number	5000002370		Reports To	60083255	Cabinet Secretary
Valid from	01/14/2026	to 12/31/9999	Supervisor	80000023	Priscilla Branco
Holder	80000024	James Matthews	WF Status	D	Created
Personnel area	4601	Natural and Cultural Resources			

Position County

	Current Value		New Value	
County Code	092	Wake	007	Beaufort

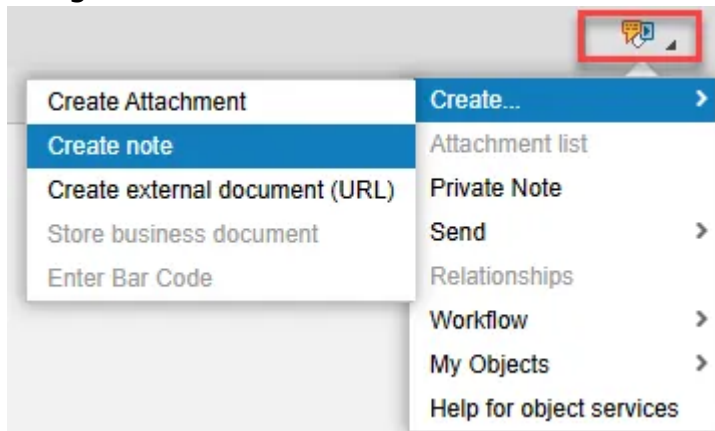
Step 11. Add a note. This is a required step and is not optional. Access the [OM Action Notes Template](#) help doc to utilize the template for a Position County Change action. Copy this template into your clipboard. (Highlight the needed cells then press Ctrl-C or Right click and choose Copy).

Image

85	
86	Position County Change
87	PCR Initiator Name/PRNR:
88	PCR Creation Date:
89	PCR Effective Date:
90	PCR #:
91	County From/To:
92	

Step 12. Return to your SAP window and click the right side of the **Services for Object** button to access the dropdown menu. Hover over **Create** and then click on **Create Note**.

Image



Step 13. Give your note a title and then click into the bottom area of the pop-up screen. Paste the template (Ctrl-V or Right click and choose Insert) and then complete the required data.

Step 14. Click the **green check** button to save your note. You will receive a message that your note was successfully created.

Step 15. Click the **Initiate Work Flow** button.

Note: Clicking the **Initiate Workflow** button will lock in your data and no changes can be made unless the PCR is rejected and sent back to you. Prior to clicking this button, you can make changes to your proposed data by using the Change button within the ZOMA069 transaction.

Image

Position County Change - CREATE

Menu | [Dropdown] | [Save] [Cancel] [Back] [Forward] [Initiate Work Flow]

Position Header

Position	60083256	DEPUTY SECRETARY/COMMISSION...	Org Unit	20010124	CR CABSEC Chief Deputy Secretary
PCR Number	5000002370		Reports To	60083255	Cabinet Secretary
Valid from	01/14/2026	to 12/31/9999	Supervisor	80000023	Priscilla Branco
Holder	80000024	James Matthews	WF Status	D	Created
Personnel area	4601	Natural and Cultural Resources			

Position County

	Current Value	New Value
County Code	092 Wake	007 Beaufort

Step 16. You will receive a message that your Workflow has been submitted.

Step 17. You can use the PCR number and position ID to track your request through the Workflow process. The [OM Workflow Report](#) help document demonstrates how to do so.

The system task is complete.

First Published

Mon, 12/10/2012

Last Updated

Wed, 01/14/2026

[View PDF](#)