

OM-38 Change Position Employee Group/Subgroup (Action 116)

Purpose

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

Trigger

There is a need to change the position employee group or subgroup.

Business Process Procedure Overview

This action is used when a change occurs to the appointment type or an FLSA overtime calculation rule for a position. The position number does not change.

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.

Access Transaction

Via Menu Path: This transaction code is not on the menu path. Enter the transaction code in the Command Field (white field in the upper left-hand corner of the screen. If the Command field is not visible, click the gray triangle in this area to display it). Click Enter once the transaction code has been entered.

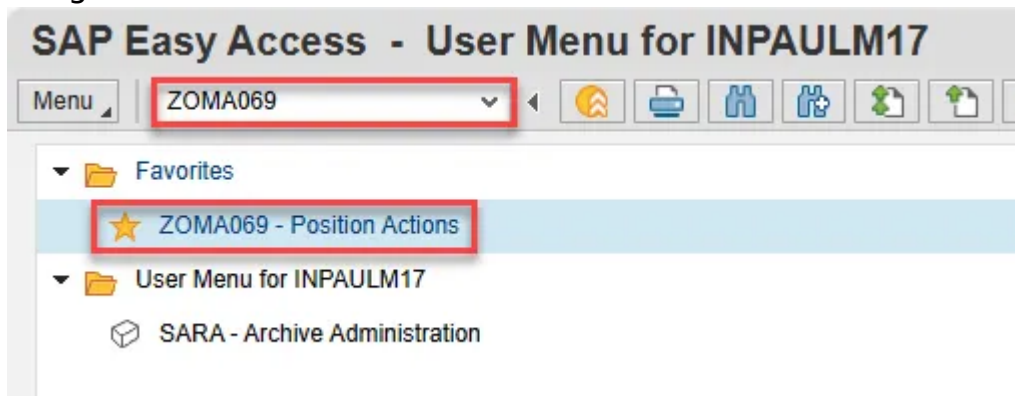
Via Transaction Code: ZOMA069

Procedure

There are 18 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 **116** to complete position employee group/subgroup 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

The screenshot displays the 'Position Action' interface. At the top, there is a 'Menu' dropdown and a toolbar with icons for undo, redo, delete, save, and print. Below this, the 'Position' section is visible, with an 'Action' field containing the value '116', which is highlighted by a red box. To the right, a modal window titled 'Type of Action (1)' is open, showing a list of actions. The 'Restrictions' tab is selected, and the list of actions is displayed in a table. The action '116 Position Employee Group/ Subgroup Change' is highlighted by a red box. The table has two columns: 'Act.' and 'Action text'. The list includes 14 entries, with the following actions visible:

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

At the bottom of the modal, it states '14 Entries found'. The modal also has a toolbar with icons for undo, redo, delete, save, and print.

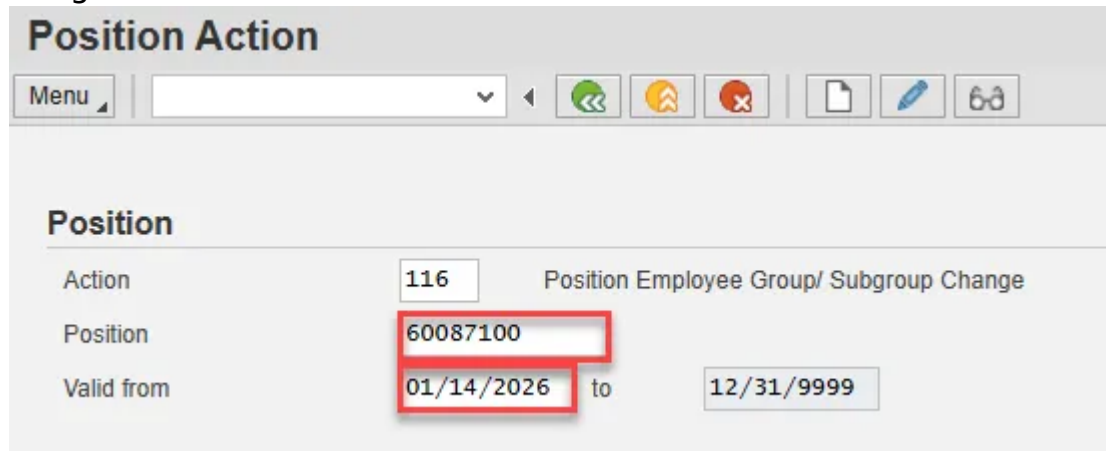
Step 3. Click the **Enter** button. You will be able to verify that you've chosen the correct action, and two new editable fields will be available.

Step 4. Input the Position number needing the Employee Group/Subgroup change. This document will use 60087100 from the OSC training environment. Next, input the **Valid from** (effective) date of the new data.

IMPORTANT: If the position is occupied by an employee, the effective date for this position action must be the same as the effective date for the corresponding personnel action. Please contact the appropriate HR staff within your agency to coordinate the required OM and PA actions. The PPOSE or PO13D transactions can be used to determine if the position is currently held by an employee.

The OM action should precede the PA action!

Image

The image is a screenshot of a web-based form titled "Position Action". At the top, there is a "Menu" button and a dropdown menu. Below the title, there is a section labeled "Position". Inside this section, there are three rows of input fields. The first row is labeled "Action" and contains the value "116". The second row is labeled "Position" and contains the value "60087100". The third row is labeled "Valid from" and contains the date "01/14/2026", followed by the word "to" and another date field containing "12/31/9999". The "Position" and "Valid from" fields are highlighted with red boxes. There are also several icons in the top right corner of the form, including a green double arrow, a yellow double arrow, a red X, a document icon, a pencil icon, and a magnifying glass icon.

Step 5. Click the **Enter** button 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.

Image

Position Action

Menu | [Dropdown] | [Icons: Green double arrow, Yellow double arrow, Red X, Document, Pencil, 6d]

Position

Action	116	Position Employee Group/ Subgroup Change
Position	60087100	Public Information Director I
Valid from	01/14/2026	to 12/31/9999

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

Image

Position Action

Menu | [Dropdown] | [Icons: Green double arrow, Yellow double arrow, Red X, Document, Pencil, 6d]

Position

Action	116	Position Employee Group/ Subgroup Change
Position	60087100	Public Information Director I
Valid from	01/14/2026	to 12/31/9999

Step 7. Enter the applicable data in the **Weekly Work Hours, EE Group,** and **EE Subgroup** fields. While it is not necessary that all the fields have new values, each of the fields must be completed and the EE Group and/or EE Subgroup must have a new value.

The **EE Group** field has a drop-down menu which is recommended for use. Once this field is completed, then you may use the **Matchcode** button in the **EE Subgroup** field. You also may type the EE Subgroup Key value directly in the field.

The [EE Group/Subgroup Job Aid](#) is a useful resource when completing this OM action.

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 Employee Group/ Subgroup Change - CREATE

Menu ▾
▾
◀




Initiate Work Flow

Position Header

Position	60087100	Public Information Director I	Org Unit	20000027	Office of the State Controller
PCR Number			Reports To	60087075	Deputy Secretary/Commissioner II
Valid from	01/14/2026	to	12/31/9999		
Holder	80000008	Robert Swift		Supervisor	80000002
					Lindsay Cintron
Personnel area	1401	State Controller		WF Status	

	CURRENT VALUE		NEW VALUE
Weekly Work Hours	40.00		40
EE Group	A SPA Employees ▾	SHRA Employees	A SPA Employees ▾
EE Subgroup	A3	FT N-FLSAOT TL	A1

Step 8. Update the fields in the **Time** tab as appropriate. These fields are not required and if no data is entered, the position will retain its current settings. There are a total of 10 fields that may be updated and the scroll bar on the right will need to be used to access them.

The [OM Infotypes](#) document is a helpful resource for information about each of these settings.

Image

Time

Overtime Compensation(9005)

	CURRENT VALUE	NEW VALUE
Immediate Payout	☐	☐
	OR	OR
Comp Aging Limit	365 Days	90 Days
Delimit 9005	☐	

Holiday Premium Rate(9010)

	CURRENT VALUE	NEW VALUE
Holiday Premium Rate	50 %	
Delimit 9010	☐	

Holiday Payout Period(9006)

	CURRENT VALUE	NEW VALUE
Immediate Payout	☐	☐
	OR	OR
Comp Aging Limit	365 Days	Days

On-Call(9011)

	CURRENT VALUE	NEW VALUE
On-Call Comp Accrued	☐	☐
On-Call Rate	\$ 0.00	\$
Delimit 9011	☐	



Step 9. Click **Enter**. Review and verify that you've entered the correct data.

Step 10. Click the **Save** button.

Image

Position Employee Group/ Subgroup Change - CREATE

Menu

Initiate Work Flow

Position Header

Position	60087100	Public Information Director I	Org Unit	20000027	Office of the State Controller
PCR Number			Reports To	60087075	Deputy Secretary/Commissioner II
Valid from	01/14/2026	to 12/31/9999	Supervisor	80000002	Lindsay Cintron
Holder	80000008	Robert Swift	WF Status		
Personnel area	1401	State Controller			

Step 11. 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 Employee Group/ Subgroup Change - CREATE

Menu



Initiate Work Flow

Position Header

Position ☐ Public Information Director I
PCR Number
Valid from to
Holder Robert Swift
Personnel area State Controller

Org Unit Office of the State Controller
Reports To Deputy Secretary/Commissioner II
Supervisor Lindsay Cintron
WF Status Created

CURRENT VALUE

Weekly Work Hours
EE Group SHRA Employees
EE Subgroup FT N-FLSAOT TL

NEW VALUE

SHRA Employees
 FT N-FLSAOT Perm

Time

Overtime Compensation(9005)

	CURRENT VALUE	NEW VALUE
Immediate Payout	☐	☐
	OR	OR
Comp Aging Limit	365 Days	90 Days
Delimit 9005	☐	

Holiday Payout Period(9006)

	CURRENT VALUE	NEW VALUE
Immediate Payout	☐	☐
	OR	OR
Comp Aging Limit	365 Days	0 Days

Holiday Premium Rate(9010)

	CURRENT VALUE	NEW VALUE
Holiday Premium Rate	50 %	0 %
Delimit 9010	☐	

On-Call(9011)

	CURRENT VALUE	NEW VALUE
On-Call Comp Accrued	☐	☐
On-Call Rate	\$ 0.00	\$ 0.00
Delimit 9011	☐	

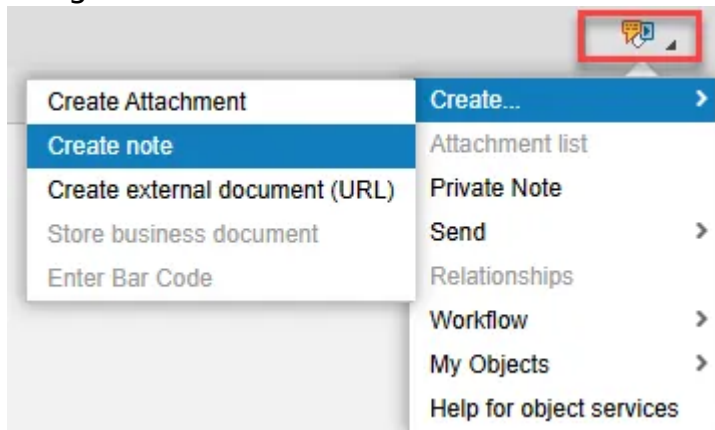
Step 12. Add a note. This is a required step and is not optional. Access the [OM Action Notes Template](#) help doc to utilize the template for a Position Employee Group/Subgroup Change action. Copy this template into your clipboard. (Highlight the needed cells then press Ctrl-C or Right click and choose Copy).

Image

<u>Position Employee Group/Subgroup Change</u>
PCR Initiator Name/PRNR:
PCR Creation Date:
PCR Effective Date:
PCR #:
EE Group/Subgroup From/To:

Step 13. 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 14. 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 15. Click the **green check** button to save your note. You will receive a message that your note was successfully created.

Step 16. 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 Employee Group/ Subgroup Change - CREATE

Menu | [Dropdown] | [Icons] | **Initiate Work Flow**

Position Header

Position	60087100	Public Information Director I	Org Unit	20000027	Office of the State Controller
PCR Number	5000002369		Reports To	60087075	Deputy Secretary/Commissioner II
Valid from	01/14/2026	to 12/31/9999	Supervisor	80000002	Lindsay Cintron
Holder	80000008	Robert Swift	WF Status	D	Created
Personnel area	1401	State Controller			

Step 17. You will receive a message that your Workflow has been submitted.

Step 18. 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.

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