

## **OM-44 Changing an Action Prior to Submitting to Workflow**

### **Purpose**

The purpose of this Job Aid is to explain how to change an OM action prior to submitting to workflow in the Integrated HR-Payroll System.

If a position change request has been created, but not submitted to workflow, some of the data can be changed before the Initiate Workflow button is clicked.

This process demonstrates how users can change or add information to any position action request prior to workflow being submitted. If workflow has already been submitted, you will not be able to change the request unless it has been rejected back to you by one of the approvers.

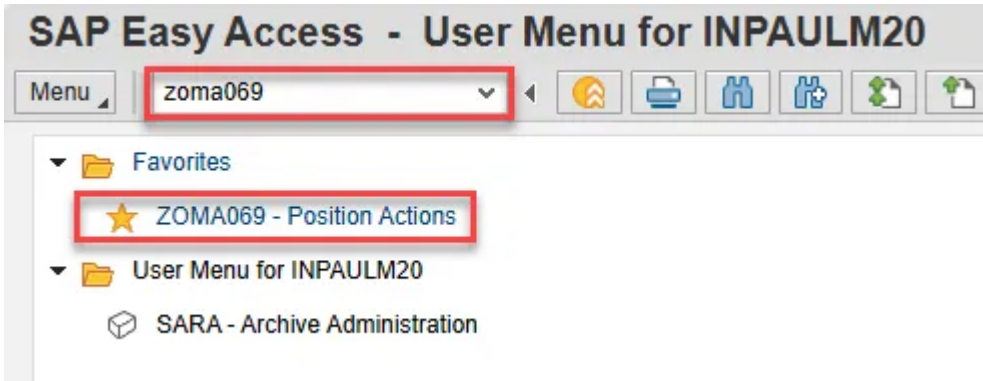
You may need to add additional notes or attachments to provide approvers more information concerning this action.

### **Access Transaction**

**Via Transaction Code:** ZOMA069

To edit your Position Change Request prior to submitting it for approval, retrieve it by using the ZOMA069 transaction.

Image



To access the PCR, you will need the **Action Type**, **Position number**, and the **Valid From (effective) date**. Start by entering the action type and hitting enter on your keyboard. The **Position number** and **Valid From fields** will appear. Input this data, choose **Enter**, and then click the **Change** button.

Image

A screenshot of the SAP "Position Action" form. The title bar reads "Position Action". Below the title bar, there is a "Menu" dropdown menu. Below the menu bar, there is a "Position" section. This section contains three rows of data: "Action" with the value "113" and the text "Position Transfer"; "Position" with the value "65002336" and the text "Administrative Associate II"; and "Valid from" with the value "08/15/2022" followed by "to" and the value "12/31/9999". The values "113", "65002336", and "08/15/2022" are each enclosed in a red box. To the right of the data entry fields, there is a toolbar with several icons: a green double arrow, a yellow arrow pointing up, a red circle with a white 'X', a document icon, a pencil icon (highlighted with a red box), and a magnifying glass icon.

Your previously saved PCR will appear and the fields you originally filled in will be editable. Depending on the particular type of action you are editing, you may have additional tabs such as Address and Time that you can review/change as well. Note that you will be unable to change the type of action or the effective date of the action. If those data points are incorrect, you will need to delete this PCR (contact [BEST Shared Services](#) to assist)

and begin anew.

Image

## Position Transfer - CHANGE

Menu



Initiate Work Flow

### Position Header

Position  Administrative Associate II      Org Unit  CR CDS A&H HIS RES Research Branch  
PCR Number       Reports To  Processing Assistant V  
Valid from  to       Supervisor   
Holder       WF Status  Created  
Personnel area  Natural and Cultural Resources

#### Current Values

Org Unit  CR CDS A&H HIS RES HPO Easte...  
Reports to  Archives And History Regional Sup...  
Personnel Area  Natural and Cultural Resources  
Personnel Subarea  7day Norm  
EE Group  SHRA Employees  
EE Subgroup  FT S-FLSAOT Perm  
County  Pitt

#### New Values

CR CDS A&H HIS RES Research ...  
 Processing Assistant V  
 Natural and Cultural Resources  
 7day Norm  
 SHRA Employees  
 FT S-FLSAOT Perm  
 Wake

Cost Distribution

Address

Time

Total Budgeted Amount       Action/Reason Code   Active

Master cost center  CULTURE RESOURCES

### Cost distribution

| COAr | Cost ctr   | Order        | WBS element | Name                | Pct.   | Nam  |
|------|------------|--------------|-------------|---------------------|--------|------|
| NC01 | 4625100000 | 100000005416 |             | EASTERN OFFICE - PR | 100.00 | 4601 |
|      |            |              |             |                     |        |      |
|      |            |              |             |                     |        |      |
|      |            |              |             |                     |        |      |

Once you have updated the fields as necessary, press enter on your keyboard to validate your data. Continue by clicking the Save button. Note that this step will lock in your data and the fields will no longer be editable. If further corrections are needed, you will have to back out of the transaction and start at the beginning of this process to make them.

Image

**Position Transfer - CHANGE**

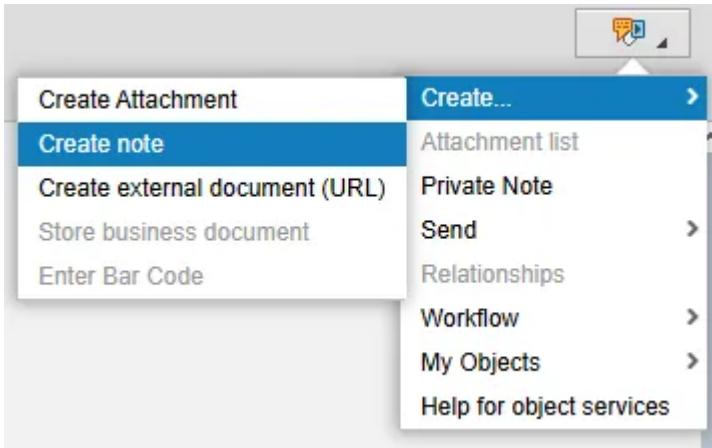
Menu | [Dropdown] | [Save] [Back] [Forward] [Cancel] | Initiate Work Flow

**Position Header**

|                |            |                                |            |          |                          |
|----------------|------------|--------------------------------|------------|----------|--------------------------|
| Position       | 65002336   | Administrative Associate II    | Org Unit   | 20010137 | CR CDS A&H HIS RES Resea |
| PCR Number     | 5000002369 |                                | Reports To | 60083643 | Processing Assistant V   |
| Valid from     | 01/08/2026 | to 12/31/9999                  | Supervisor |          |                          |
| Holder         |            |                                | WF Status  | D        | Created                  |
| Personnel area | 4601       | Natural and Cultural Resources |            |          |                          |

In addition to making changes to the PCR data, you can add notes/attachments or edit any that have previously been created or attached. To do so, click on the right side of the Services for Objects button. Hovering over the resulting Create option will give you the opportunity to create a new note or attachment.

Image



Alternatively, clicking the Attachment List option in the drop-down menu will produce a pop-up listing all previously created notes or attachments. To edit, click on the applicable item, then click on the Change button. The item can be deleted instead by clicking on the Delete button. Once all necessary changes have been made, click on the Continue button to close the pop-up.

After making applicable changes, you have the option to Initiate Workflow by clicking that button. If you are not ready to take this step, you can back out of the transaction as your other option. Then later, you can use the steps outlined above to access the PCR and press the button to send the request to Workflow.

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