

OM-54 Change Position Working Title

Purpose

The purpose of this job aid is to explain how to update the working title for a Position in the Integrated HR-Payroll System.

Introduction

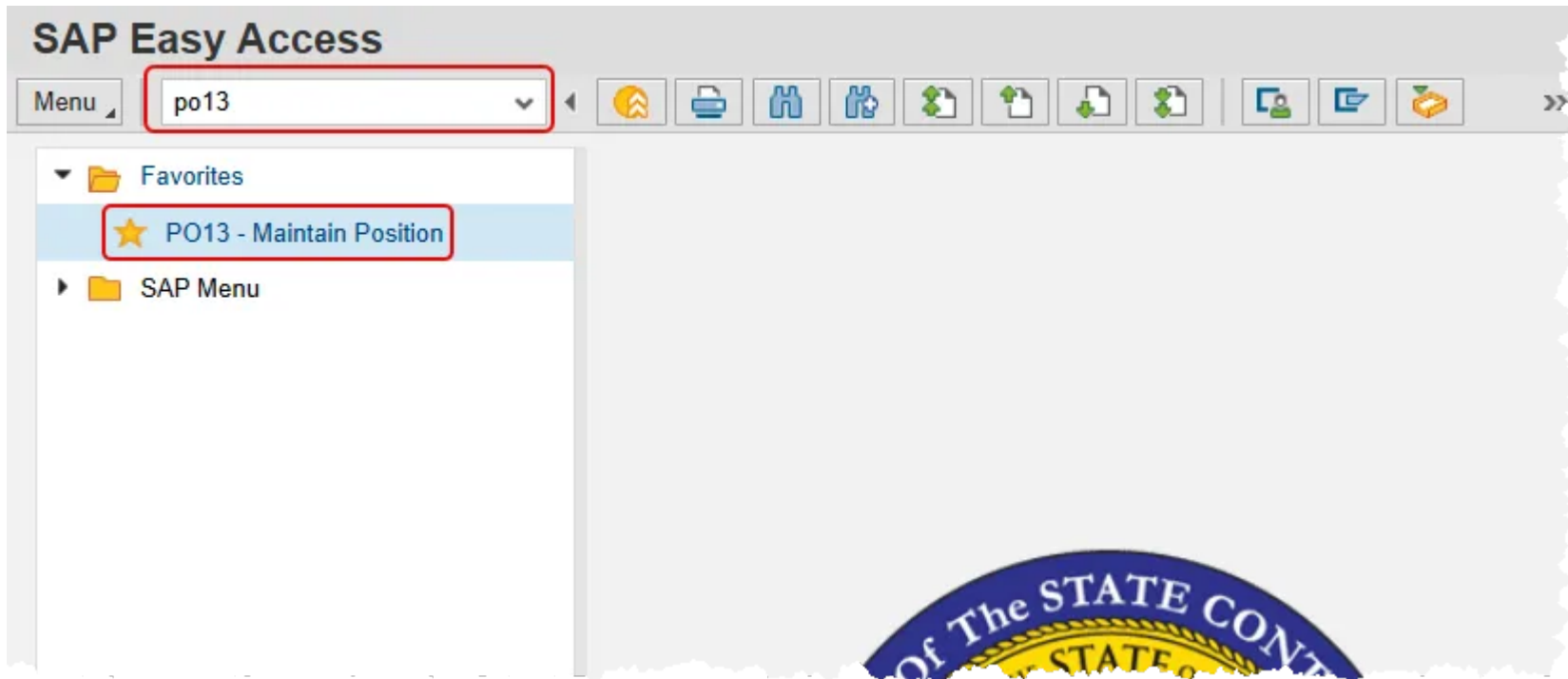
Position titles may be changed at will based on business needs. It is recommended that a position title be descriptive when possible. For example, instead of simply 'Museum Curator', a position might be titled 'NC Museum of Art Curator'.

Steps to Change a Position's Working Title

There are 9 steps to complete this process.

Step 1. Enter **po13** in the command field and press enter, or double click it from your [favorites folder](#) if you've previously saved it there.

Image



Step 2. Enter the **Position** number and press enter on your keyboard. Take a moment to read the position title to help verify that you have the correct position selected. This help document will use position 60083548 from the OSC training database.

Image

Maintain Position

Menu 

Plan version

Position Museum Curator

Abbr.

Active Planned Submitted Approved Rejected

Infotype Name	St.	Time period
Object	✓	☒ Period
Relationships	✓	From 01/13/2026 to 12/31/9999

Step 3. Select the **Object** infotype (it's the very top one) by clicking the gray box to the left.

Image

Copy Object (1000)

Menu

Position

205000002501

Museum Curator

Planning Status

Active

Validity

01/19/2026

to

12/31/9999

68 Change Information

Object

01 S 60083548 1

Object abbr.

MusmCurator

Object Name

NC Museum of Arts Curator

Language Key

EN English

Record

1

of

1

Step 6. Press the **Save** button.

Image

Copy Object (1000)

Menu















Position

20500

Museum Curator

Planning Status

Active

Validity

01/19/2026

to

12/31/9999

 Change Information

Object

01 S 60083548 1

Object abbr.

MusmCurator

Object Name

NC Museum of Arts Curator

Language Key

EN English

Record

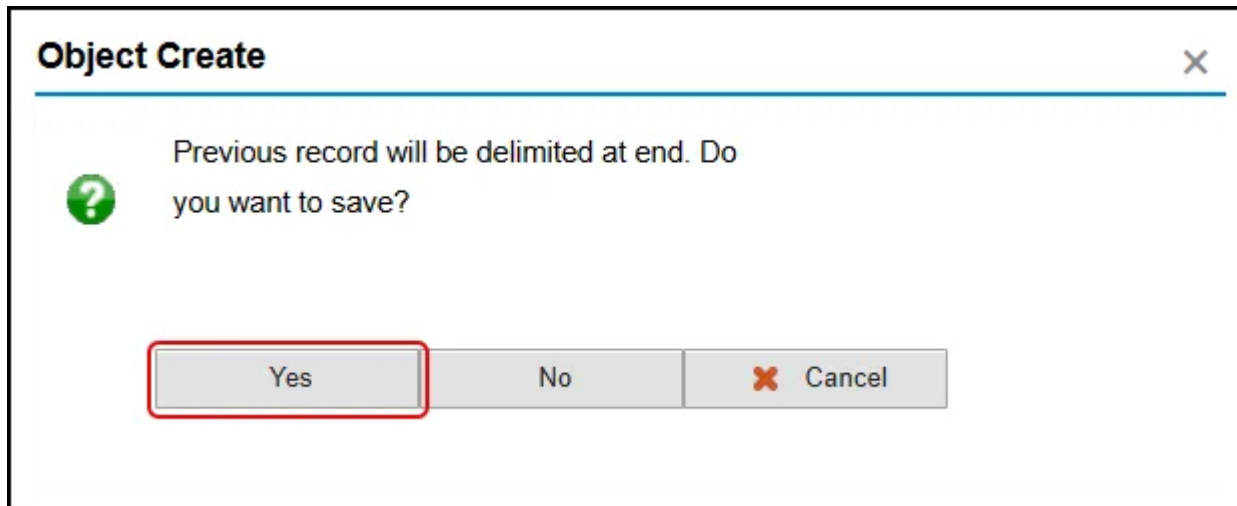
1

of

1

Step 7. Click **Yes** in the pop-up that appears.

Image



Step 8. Observe that the name of the position has changed. Click the **Back** button to return to the SAP Easy Access Screen.

Image

