

OM-50 Reallocate Position (Actions 103-108 and 121)

Purpose

The purpose of this Business Process Procedure is to explain how to reallocate a position to a different level and job classification in the Integrated HR-Payroll System.

Trigger

A position is assigned to a different level and Job classification. NOTE: A position must be reallocated (OM) prior to the person being reallocated (PA).

Business Process Procedure Overview

Reallocation actions are performed in the Integrated HR-Payroll System when a position is assigned to a different level and Job classification:

1. Selection of a Job (creating a new relationship between the position and new job)
2. Assignment of a Supervisor (creating a new relationship between the position and position of the supervisor) (if changing)
3. Assignment of Employee Group/Employee Subgroup (if changing)

All fields are mandatory and must be maintained. If no changes are needed to these fields, select and copy the current values (left hand side) into the “proposed value” (right hand side) for:

- Supervisor and/or
- Employee Group/Employee Subgroup

Otherwise, manually enter or use the standard SAP search to select the Position. Also, use the drop-down list to select the appropriate Employee Group/Employee Subgroup.

Please reference the State Personnel Manual for additional business process questions regarding when to execute each of the reallocation actions. Please note that the action codes (numerical values) are SAP specific and will not appear in the State Personnel Manual:

- Reallocate Position Up (103)
- Reallocate Position Down (104)
- Reallocate Position Horizontal (105)
- Reallocate Position – Pay Plan Change (121)
- Position Adjustment from Auth (106)
- Reallocate Position Differential (107)
- Remove Position Differential (108)

103 - Reallocate Position Up: Used to assign a Position to a Job with a higher pay grade within the same pay plan.

- Example: NC11 to NC12

104 - Reallocate Position Down: Used to assign a Position to a Job with a lower pay grade within the same pay plan.

- Example: NC24 to NC21

105 - Reallocate Position Horizontal: Used to assign a Position from one Job to another Job within the same pay plan, grade, and range. Is also used for reallocations from FR to FR.

- Example: NC15 to NC15

121 - Reallocate Pay Plan Change: Used to assign a Position from a Job in one pay plan to a Job in another pay plan.

- Examples: Graded to Banded, Banded to Graded.

NOTE: If a Position is reallocated from one Banded Job to another Banded Job, use Market rates to determine if the reallocation is up, down, or horizontal. The Market rate is the rate determined for each competency level (Contributing, Journey, Advanced) of the job class. Compare the Market rate of the old Job to the new Job. If higher, use Reallocate Up. If lower, use Reallocate Down. If the same, use Reallocate Horizontal.

106 - Position Adjustment from Auth: Used to adjust a Position differently (Higher/Lower) from Budget Authorization.

107 - Reallocate Position Differential: Used to adjust a Position to a Job classification at a higher salary grade due to a recruitment or retention problem at a specific location.

108 - Remove Position Differential: Used to return a Position to a Job with a lower salary grade when the higher grade is no longer needed.

Access Transaction

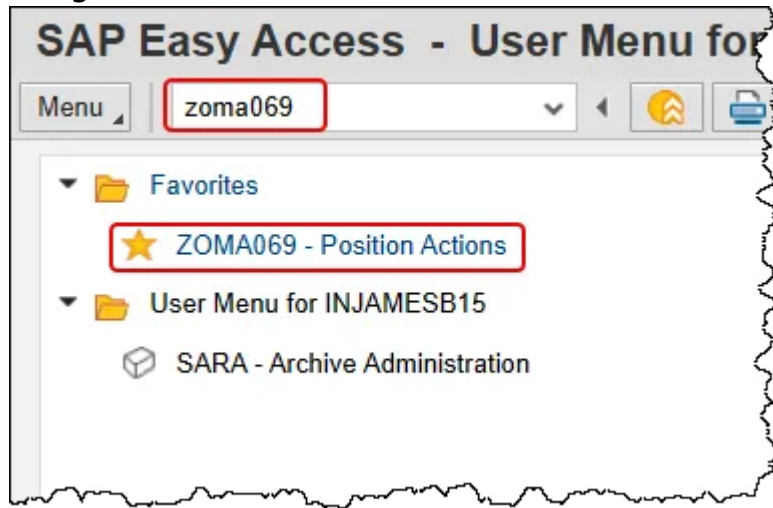
Via Transaction Code: ZOMA069

Procedure

There are 16 steps to complete this process.

Step 1. Enter **zoma069** 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 appropriate action code in the **Action** field. Alternatively, click in the empty field, then on the matchcode box and choose the desired action by double clicking it. This help document will demonstrate action 103 - Reallocate Position Up.

Image

position 65002655 from the training database.

Image

Position Action

Menu < > << >> ✕ ****  

Create (F5)

Position

Action	103	Reallocate Position Up
Position	65002655	GRAPHIC DESIGNER I
Valid from	03/01/2026 to 12/31/9999	

Step 4. Review the current data for the position being updated.

The system will copy the existing data from the position and default it on screen. The Header section will default values in these fields:

- Organizational Unit Object ID and Abbreviation
- Reports To (Supervisor's personnel number and name)
- Valid from (Effective Date based on the value entered on the prior screen)
- Valid to (End date which defaults as 12/31/9999)
- Supervisor (Position's Supervisor)
- Holder (Person assigned to the Position, if any. Position may be vacant.)
- Workflow (WF) Status
- Personnel area (Agency)

On the General tab, the system will display proposed values. This includes:

- Position abbr.
- Position Name
- Job
- SOC Code
- Reports To (Supervisor's personnel number and name)
- Employee group (Subject/Not subject to FLSA and overtime provisions)
- Employee subgroup (Work schedule grouping)

The Pay Grade/Pay Scale tab will default based on the "Job" that is assigned to the position.

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 updated.

The best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

Image

Reallocate Position Up - CREATE

Menu



Position Header

Position	65002655	GRAPHIC DESIGNER I	Org Unit	20010264	CR CDS MOA PLAN DESIGN Design Cur...
PCR Number			Reports To	60083731	Curator Of Design
Valid from	03/01/2026	to 12/31/9999	Supervisor		
Holder	80000955	Anthony Ramirez01	WF Status		
Personnel area	4601	Natural and Cultural Resources			

General

Time

Cost

Current Values

New Values

Position Relationships

Position abbr.	GRPH DESIN 1	
Position Name	GRAPHIC DESIGNER I	
Job	32000420 Graphic Designer I	*
SOC Code	271024 Graphic Designers	000000
Reports To	60083731 Curator Of Design	*

Employee Group/Subgroup

Employee group	A SPA Employees	*
EE subgroup	B1 FT S-FLSAOT Perm	*

Pay Grade

Pay Scale

Ctry Grouping	10 USA
Pay grade type	18 North Carolina
Pay grade area	01 Annual Salaries
Pay grade	NC05
Pay grade level	NC

Pay Grade

Pay Scale

Ctry Grouping	
Pay grade type	
Pay grade area	
Pay grade	
Pay grade level	

Step 5. Update the following fields in the **New Values** column:

- **Position abbr.** – Name of the Position abbreviation. Position short text is a 12-character field. Not all 12 characters must be used. Follow the naming conventions of your agency.
- **Position Name** – Full description of Position Name, up to 40 characters long. This is the Position Working Title. Best practice is to use something more descriptive than the Job Title.

Note: The following fields are required to be filled out as denoted by the asterisk in the empty field, though only the Job field is required to be different from the Current Values column.

- **Job** – Code identifying the job. The job is a class and are general classifications of tasks routinely performed together. This value must be changed as part of a reallocation action.
- **Reports to** – Contains the eight-digit position number that represents the supervising (chief) position for the organizational unit.
- **Employee Group** – Drives benefits eligibility, leave, and pay calculations.
- **EE subgroup** – Code identifying:
 - Full time/Part time status
 - Fair Labor Standards Act Overtime provisions status (Subject or Not-subject)
 - Object status (Permanent, Probationary, Time Limited, Supplemental)

Image

Reallocate Position Up - CREATE

Menu



Position Header

Position	65002655	GRAPHIC DESIGNER I	Org Unit	20010264	CR CDS MOA PLAN DESIGN Design Cur...
PCR Number			Reports To	60083731	Curator Of Design
Valid from	03/01/2026	to 12/31/9999	Supervisor		
Holder	80000955	Anthony Ramirez01	WF Status		
Personnel area	4601	Natural and Cultural Resources			

General

Time

Cost

Current Values

New Values

Position Relationships

Position abbr.	GRPH DESIN 1
Position Name	GRAPHIC DESIGNER I
Job	32000420 Graphic Designer I
SOC Code	271024 Graphic Designers
Reports To	60083731 Curator Of Design

*

*

Employee Group/Subgroup

Employee group	A SPA Employees
EE subgroup	B1 FT S-FLSAOT Perm

*

*

Pay Grade

Pay Scale

Ctry Grouping	10 USA
Pay grade type	18 North Carolina
Pay grade area	01 Annual Salaries
Pay grade	NC05
Pay grade level	NC

Pay Grade

Pay Scale

Ctry Grouping	
Pay grade type	
Pay grade area	
Pay grade	
Pay grade level	

Step 6. Click the **Enter** key to validate the data. Notice that the **SOC Code** and **Pay Grade** tab fields are also filled out. The data in these fields is derived from the value input in the **Job** field.

Image

Reallocate Position Up - CREATE

Menu



Position Header

Position	65002655	GRAPHIC DESIGNER I	Org Unit	20010264	CR CDS MOA PLAN DESIGN Design Cur...
PCR Number			Reports To	60083731	Curator Of Design
Valid from	03/01/2026	to 12/31/9999	Supervisor		
Holder	80000955	Anthony Ramirez01	WF Status		
Personnel area	4601	Natural and Cultural Resources			

General

Time

Cost

Current Values

New Values

Position Relationships

Position abbr.	GRPH DESIN 1	WebDesigner
Position Name	GRAPHIC DESIGNER I	Web & Visual Content Designer
Job	32000420 Graphic Designer I	32000421 Graphic Designer II
SOC Code	271024 Graphic Designers	271024 Graphic Designers
Reports To	60083731 Curator Of Design	60083731 Curator Of Design

Employee Group/Subgroup

Employee group	A SPA Employees	A SPA Employees
EE subgroup	B1 FT S-FLSAOT Perm	B1 FT S-FLSAOT Perm

Pay Grade

Pay Scale

Ctry Grouping	10 USA
Pay grade type	18 North Carolina
Pay grade area	01 Annual Salaries
Pay grade	NC05
Pay grade level	NC

Pay Grade

Pay Scale

Ctry Grouping	10 USA
Pay grade type	18 North Carolina
Pay grade area	01 Annual Salaries
Pay grade	NC07
Pay grade level	NC

You can save this information as many times as you like; each time you will receive confirmation of the save. Once you submit the PCR to workflow you will not be able to change the details, nor save any new information, only display the existing details.

Image

Step 8. Click the **Time** tab. Update the position time setting tabs as applicable. If no entries are made, the current settings will remain. Use the vertical scroll bar within the Time tab to access all available infotypes.

The Time tab contains the fields required for time entry and payroll calculation rules. A position can have one or more fields. The Premium rates are determined from the data saved on the Position in the Integrated HR-Payroll System, not what a person enters on their time sheet, so the person hired into this position will automatically receive the premiums that are requested here when they submit their time.

Note: In this example we have changed the Night Shift Premium from 0% to 10%.

- **Overtime Compensation (IT 9005)** - Stores settings related to overtime compensation.
 - If time worked beyond the overtime limit (40 hours, etc.) is to be paid or accumulated as compensatory time, the position must have a valid IT9005 record (which is this area).
 - If overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days.
 - If it is to be paid out immediately, the Immediate Payout checkbox should be checked. An IT9005 record is not required if the position is not eligible for overtime pay or compensation.
- **Holiday Payout Period (IT 9006)** - Indicates if holiday compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-Subject only) at a point earlier than 12 months from when it was earned. The Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies. If it is to be paid out immediately, the Immediate Payout checkbox should be checked.
- **Night Shift Prem Rate (IT 9007)** - Pay rate increase for Night Shift premium. If OSHR has approved a rate other than the default of 10%, the rate as a percentage must be entered in the rate field.
- **Evening Shift Premium (IT 9008)** - Stores settings for positions that are eligible for evening shift premium. OSHR approved rates other than the default of 10% must be entered in the rate field.
- **Weekend Shift Premium (IT 9009)** - Stores settings for positions that are eligible for weekend shift premium. The OSHR approved rate other than the default of 10% must be entered in the rate field.
- **Holiday Premium Rate (IT9010)** - Pay rate increase for Holiday Pay. The OSHR approved rate other than the default of 50% must be entered in the rate field.

- **On-call (IT 9011)** - Stores settings for positions that are eligible for On-Call compensation. The accrued box should be checked if the time is to be collected as On-Call comp time. The rate field must be populated with the OSHR approved on-call rate.
- **Callback (IT 9012)** - Stores settings for positions that are eligible for Callback compensation. The decision to pay or award compensation is determined by the Callback Accrual checkbox.
- **Extended Duty (IT 9016)** - Stores settings for positions that are eligible for extended duty
- **Gap Hours (IT 9017)** - Positions eligible for Gap Hours Comp must have a valid IT9017 record. The decision to pay versus comp time is determined by the existence of the 9017 infotype. Gap Hours are additional hours for Subject- FLSA employees. The “Additional hours” are those hours caught in the gap between the minimum hours of work required and the overtime threshold. These hours are currently being paid at an hour-for-hour rate for Subject-FLSA employees.

The best practice is to enter any data as appropriate, review all data, and click Enter to allow the system to validate the data.

Image

Personnel Area: 4001 Natural and Cultural Resources

General **Time** Cost

Delimit 9005 ☐

Holiday Payout Period(9006)

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

Delimit 9006 ☐

Night Shift Premium(9007)

	CURRENT VALUE	NEW VALUE
Night Shift Prem Rate	0 %	10 %

Delimit 9007 ☐

Evening Shift Premium(9008)

On-Call(9011)

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

Delimit 9011 ☐

Callback(9012)

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

Delimit 9012 ☐

Extended Duty(9016)

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

You can save this information as many times as you like; each time you will receive confirmation of the Save. You will not be able to create a Services for Objects (note attachment) until you have saved it at least once. (See

below) If you have submitted the PCR to workflow already, you will not be able to change the details, nor save any new information, only display the existing details.

Note: On an OM workflow item, you will not see the Initiate Workflow button until you have saved the information at least once.

Image

Reallocate Position Up - CREATE

Menu Save (Ctrl+S)     Initiate Work Flow

Position Header

Position	65002655	GRAPHIC DESIGNER I	Org Unit	200102
PCB Number	5000002369		Reports To	600837

Night Shift Premium(9007)

	CURRENT VALUE	NEW VALUE	
Night Shift Prem Rate	0 %	10 %	Immediate Payout
			Comp Aging Limit
Delimit 9007	☐		Delimit

Evening Shift Premium(9008)

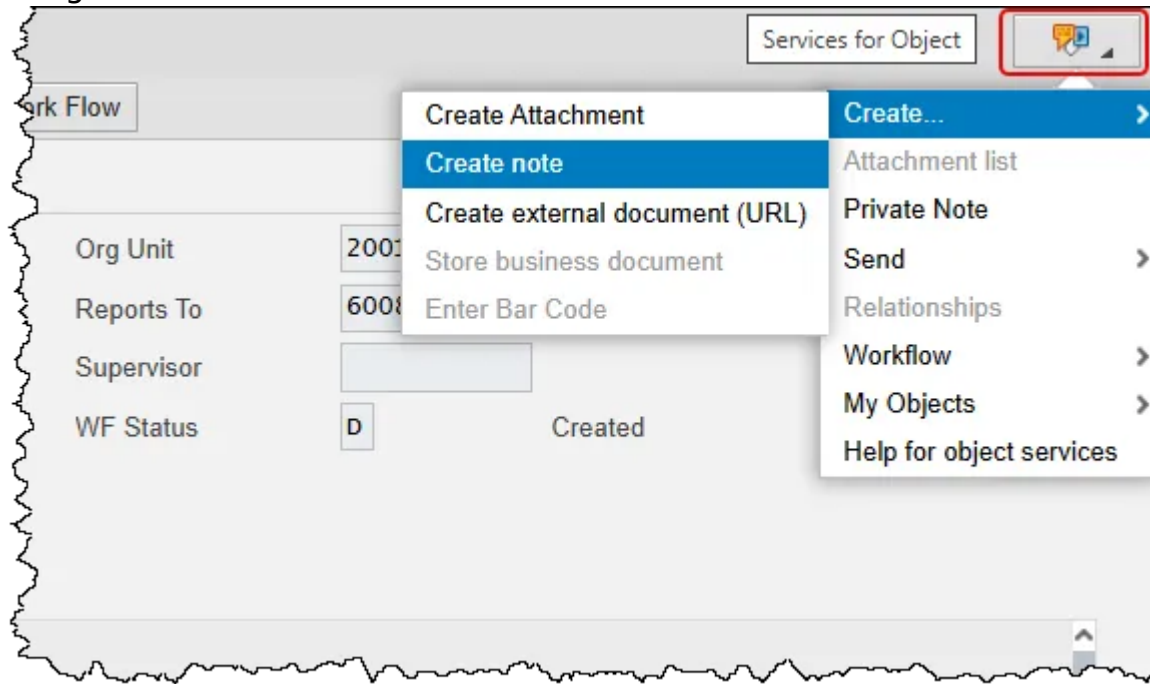
Extended Duty(9016)

 Re-Allocate Up for Position 65002655 Time Data Successfully Modified 

Note: There is also a cost tab available to click. Feel free to explore this tab, however none of the data found there is editable while creating the action.

Step 10. Click the **Services for Objects** button. Hover over **Create**, then click the **Create note** option.

Image



Step 11. Locate the Reallocation note template within the [OM Actions Note Template](#) spreadsheet. Copy the template into your clipboard. Highlight the applicable cells and press Ctrl-C on your keyboard, or right-click with your mouse and choose **Copy**.

Image

1	
2	Create New Position
3	PCR Initiator Name/PRNR:
4	PCR Creation Date:
5	PCR Effective Date:
6	PCR #:
7	Budgeted Salary:
8	Delegation Authority/Approvals (indicate Budget Bill and/or OSHR Approval if applicable):
9	
10	Reallocate Position Up/Down/Horizontal
11	PCR Initiator Name/PRNR:
12	PCR Creation Date:
13	PCR Effective Date:
14	PCR #:
15	Current Job (Include Pay Grade Type/Grade):
16	Proposed Job (Include Pay Grade Type/Grade):
17	New EE Group/Subgroup (if applicable):
18	Budgeted Salary:
19	Delegation Authority:
20	
21	Position Adjustment from Authorization

41	PCR Initiator Name/PRNR:
42	PCR Creation Date:
43	PCR Effective Date:

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Step 12. Return to your Integrated HR-Payroll System screen and complete the note. Paste the template from your clipboard into the body of the note and input the requested information. Add an appropriate title, which can be the label for the template you are using.

Note: The PCR number was generated when you saved the request and can be found in the **Position Header** section.

Once completed, click the **Copy** button to save.

Image

Create note

Title of note

Reallocate Position Up - 65002655

Reallocate Position Up
PCR Initiator Name/PRNR: Ben Franklin
PCR Creation Date: 02/03/2026
PCR Effective Date: 03/01/2026
PCR #: 5000002369
Current Job (Include Pay Grade Type/Grade): 32000420 - NC05
Proposed Job (Include Pay Grade Type/Grade): 32000421 - NC07
New EE Group/Subgroup (if applicable): N/A
Budgeted Salary: \$35,984
Delegation Authority: Agency

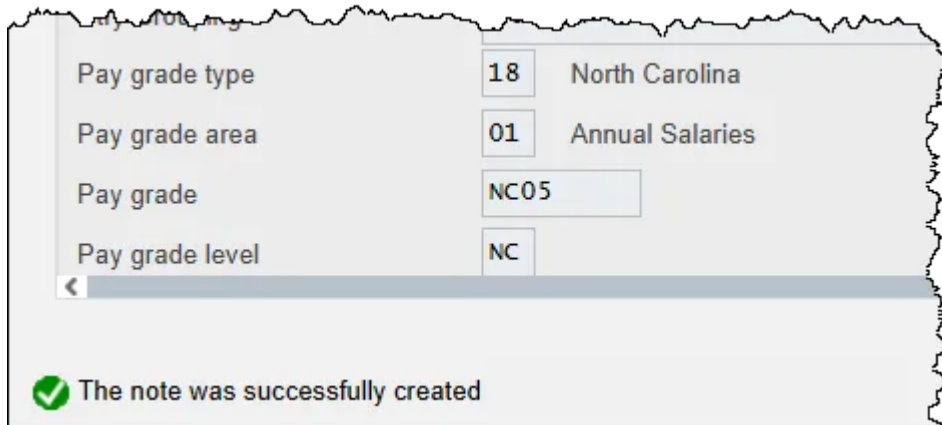
✓

✗

Copy (Enter)

Step 13. Observe that your note has been saved with the message on the bottom left corner of your window.

Image



A screenshot of a web form with a torn-edge border. The form contains four input fields: 'Pay grade type' with value '18' and label 'North Carolina', 'Pay grade area' with value '01' and label 'Annual Salaries', 'Pay grade' with value 'NC05', and 'Pay grade level' with value 'NC'. Below these fields is a green checkmark icon followed by the text 'The note was successfully created'.

Step 14. **Optional step:** Although not required, BEST Shared Services recommends that you keep a log with details of each request you make. Data that is useful to keep in the log includes the action type, creation date, effective date, position number and PCR (position change request) number. Having this information handy will be useful if trouble shooting is needed in the future.

Step 15. Review all entered data for accuracy. If a mistake is discovered, exit the transaction and come back to it in Change mode. Otherwise, click the **Initiate Work Flow** button. This step ends the creation steps and begins the electronic approval process wherein the request is reviewed by designated workflow approvers.

Image



A screenshot of a web form titled 'Reallocate Position Up - CREATE' with a torn-edge border. The form has a header bar with a 'Menu' dropdown, a search field, and several icons. The 'Initiate Work Flow' button is highlighted with a red rectangle. Below the header is a 'Position Header' section with fields for 'Position' (65002655), 'GRAPHIC DESIGNER I', and 'Org Unit'.

This position data in the Integrated HR-Payroll System is held in the Planned status until the workflow has gone through the entire approval process. If the workflow is approved, all the data on the various infotypes will be moved into the Active status on the position. If the workflow is rejected or cancelled, the data will be moved into the Rejected status on the position.

Step 16. If the position is held by an employee, a corresponding personnel action with the same effective date for this position action must be created. The OM action should be fully completed before the PA action is begun. Please contact the appropriate Agency HR staff to coordinate the required OM and PA actions. Use either the PPOSE transaction or the PO13 transaction to determine if the position is currently held by an employee.

Image

Position Action

Menu

Position

Action	103	Reallocate Position Up
Position	65002655	Web & Visual Content Designer
Valid from	03/01/2026	to 12/31/9999

Workflow submitted for Position: 65002655 PCR ID: 5000002369

E1T (805)

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The system task is complete.

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