



DISPLAY POSITION VACANCIES IN OM (IT1001)

Change Record:

Change Date: 10/1/13	Changed by: d. lyle
Changes:	<p>New Format</p> <p>All new process / transaction use</p> <p>Text updated in steps for clarification.</p> <p>New Screen Captures</p> <p>Replaced old BPP: <i>How to Look for Your Vacancies in OM</i></p>

Trigger:

The user wishes to display the vacancy status of a position.

Business Process Procedure Overview:

The relationships infotype (1001) provides the method to determine if a position is occupied. The subtype used is A 008.

- **A 008** - Holder (individual who is in the position)

The position can be occupied even though its status is Open. The Vacancy Status is set using IT1007 (Vacancy). An example might be when an employee has submitted his/her resignation but has not left the position yet. The position can be marked Open so that it can be posted on the NeoGov (e-Recruit) system and recruitment can begin prior to the current employee's departure.

Contact OSHR for more information about NeoGov.

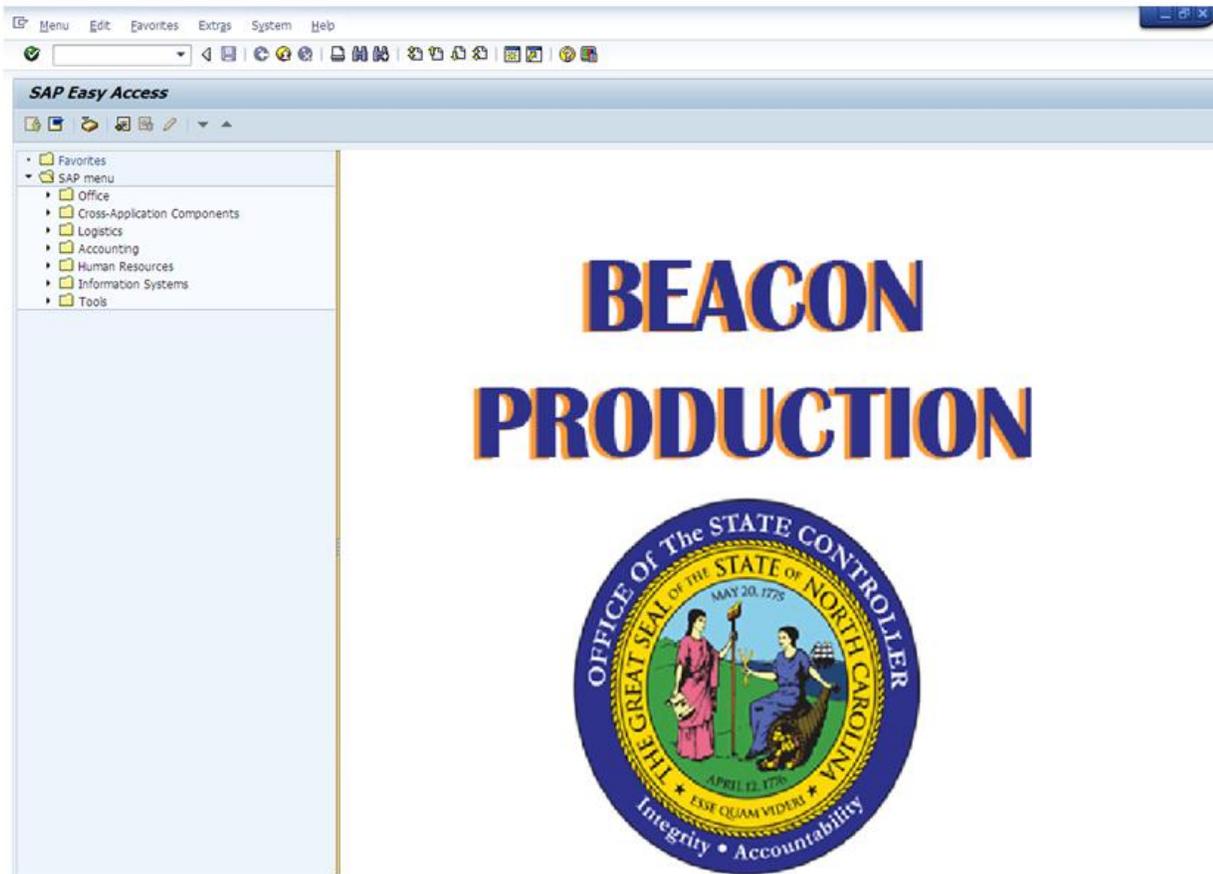
Tips and Tricks:

- The relationship record of a Position is held on Infotype 1001.
- **Display**  is used to access information for display purposes only. No changes can be made to the relationship records. Contact BEST Shared Services for changes.
- See the OM Tips and Tricks Job Aid for an expanded listing of Best Practices and Tips & Tricks. The job aid is located on the Training Help website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Organizational Management > Job Aids*.

Access Transaction:

Via Menu Path:	<p>Your menu path may contain this custom transaction code depending on your security roles.</p> <p><i>SAP menu > Human Resources > Organizational Management > Expert Mode > PO13D – Display Position</i></p>
Via Transaction Code:	PO13D

PROCEDURE



1. Update the following fields:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PO13D

2. Click the **Enter**  button.



Information

You may want to enter this transaction code in your Favorites folder.

- Choose **Favorites > Insert Favorites**
- Type in **PO13D**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a check next to **Display Technical Name**.
- Click **Enter**.

3. Update the following fields:

Field Name	Description	Values
Position	Eight-digit unique number identifying the position	Enter value in Position. Example: 65001370

4. Click the **Enter**  button.

Plan version: 01 Current plan
Position: 65001370 Editorial Assistant
Abbr.: 800904000635

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S.
Object	✓
Relationships	✓
Description	
Department/Staff	
Planned Compensation	
Vacancy	✓
Acct. Assignment Features	✓
Authorities/Resources	
Full Time Equivalent	
Employee Group/Subgroup	✓

Time period: 09/30/2013 to 12/31/9999

Period: Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year

Select.

5. Click the gray square in front of the **Relationships** line.

 **Information** If you need to look up the position number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

6. Click the **All** All button.
7. Click the **Overview (Shift+F8)**  button.

NOTE: If a position has a holder, it will be indicated by the **A 008 Holder** Relationship to the position

To view all records, choose the Time Period of *All*. If you don't, you will only see the records that are valid from today's date forward by default.

List Display Relationships

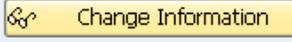
Position: 800904000635 Editorial Assistant
Planning Status: Active
Relationships: 01 S 65001370 1

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
07/01/2007	12/31/9999	A	002	Reports (l	S	60096888	480200000000	0.00
07/01/2007	12/31/9999	A	003	Belongs to	O	20000236	480399999992	0.00
01/01/2008	12/31/9999	A	008	Holder	P	80000406	Langford	100.00
07/01/2007	12/31/9999	B	007	Is describ	C	30001378	Edtrl Ast	0.00

- Click the gray square in front of the 01/01/2008 / A 008 / Holder row button.
- Click the **Choose (F2)**  button.

Display Relationships

Additional data

Position: 800904000635 Editorial Assistant
Planning Status: Active
Valid from: 01/01/2008 to 12/31/9999 

Relationships: 01 S 65001370 1
Relationship type/relationship: A 008 Holder

Related Object

Type of related object: P Person
ID of related object: 80000406
Abbreviation: Langford
Name: Larry Langford

Priority:
Staffing Percentage: 100.00 %

Record 3 of 4

To (End) date

The details of the Holder relationship is displayed.

 **Information** **NOTE:** If this position was vacant, the A 008 Holder relationship would be end-dated.

- Click the **Back (F3)**  button.

List Display Relationships

Position: 800904000635 Editorial Assistant
 Planning Status: Active
 Relationships: 01 S 65001370 1

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
07/01/2007	12/31/9999	A	002	Reports (l	S	60096888	480200000000	0.00
07/01/2007	12/31/9999	A	003	Belongs to	O	20000236	480399999992	0.00
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07/01/2007	12/31/9999	B	007	Is describ	C	30001378	Edtrl Ast	0.00

11. Click the **Back (F3)**  button.

When you have completed your review, click **Back** to go back to the main position screen.

Display Position

Plan version: 01 Current plan
 Position: 65001370 Editorial Assistant
 Abbr.: 800904000635

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..	
Object	<input checked="" type="checkbox"/>	
Relationships	<input checked="" type="checkbox"/>	
Description	<input type="checkbox"/>	<input type="checkbox"/>
Department/Staff	<input type="checkbox"/>	<input type="checkbox"/>
Planned Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Vacancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acct. Assignment Features	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorities/Resources	<input type="checkbox"/>	<input type="checkbox"/>
Full Time Equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Employee Group/Subgroup	<input checked="" type="checkbox"/>	

Time period

Period
 From: 09/30/2013 to: 12/31/9999

Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year

Select.

12. Click the **Back (F3)**  button.

The system task is complete.