Transaction - ZOMA069



# Reallocate Position (Actions 103 – 108 & 121)

See Change Record at end of document for updates to this BPP.

### 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 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, simply 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 dropdown 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: GR70 to GR71

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

• Example: GR68 to GR65

**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: GR68 to GR68

**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 form 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 Positon to a Job with a lower salary grade when the higher grade is no longer needed.

### Tips and Tricks:

See the *OM Tips and Tricks Job Aid* for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training Help website <u>http://www.osc.nc.gov/training/osctd/help/</u> in the following folder: **Organizational Management > Job Aids**.

#### Access Transaction:

Via Menu Path:	<b>NOTE</b> : Your menu path may contain this custom transaction code depending on your security roles. This is a custom transaction. It is not in the SAP Menu.
Via Transaction Code:	ZOMA069



### Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction	Enter value in Command.
	codes	Example: ZOMA069

2. Click the **Enter** Subtron.



Information	<ul> <li>You may want to enter this transaction code in your Favorites folder.</li> <li>From the menu at the top of the screen, choose Favorites &gt; Insert Transaction.</li> <li>Type in ZOMA069</li> </ul>
	Click Enter.
	<ul> <li>To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:</li> <li>Choose Extras &gt; Settings.</li> <li>Place a check next to Display Technical Names.</li> <li>Click Enter.</li> </ul>

Position Action		
D 0 68		
Position		
Action		

3. Update the following field:

Field Name	Description	Values
Action	A one to four character code that represents an action. An action is a series of procedures that must be completed in order to achieve a specific objective.	Enter value in Action. <b>Example</b> : 103

4. Click the **Enter** Subtron.

**NOTE:** The action number to reallocate a position up is 103. Use the matchcode search for additional OM action options available from this transaction as appropriate.



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
121	Reallocate Pay Plan Change
122	Position County Change
124	Change Supervisor of Position

By clicking Enter, you will validate the action you have requested and display the date fields for entry.

Position Action			
🗋 🥖 🗞			
Position			
Action	103 Reallocate Position Up		
Position	60081262 Artist Illustrator II		
Valid from	12/01/2012 to 12/31/9999		

5. Update the following fields:

Field Name	Description	Values
Position	The SAP eight-digit position code (perform a search for the correct position title) for the position to be maintained	Enter value in Position. <b>Example</b> : 60081262
Valid from	Beginning date of the organizational assignment which identifies the start of a validity period. For existing Legacy positions, the start date was established as 01/01/1900. <b>NOTE</b> : The Validity period, also referred to as the effective date range, identifies the lifespan assigned to an object or an infotype record, or the period of time that these items "exist". Validity periods consist of a start date and end date.	Enter Effective date of the Reallocation: <b>Example</b> : 12/01/2012

6. Click the **Create (F5)** button.

Enter the appropriate effective date value for the reallocation action. The "Valid From" date will serve as the effective date of the position action. The "Valid To" date will always default to high date (12/31/9999).

If the position is held 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 AgencyHR 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.

•	The <b>Change</b> 🖉 button is used to change information on a request for a			
Information	new position <b>PRIOR</b> to it being submitted to workflow. Once the form			
	has been completed, you will Save the record. A PCR (Personnel Change			
	Request) number will be displayed. This PCR number does not mean			
	the form has been submitted to workflow yet; you must still submit the			
	form to workflow. If you have not yet submitted the form to workflow for			
	approval, you may use the PCR number (with the PCR date) to make			
	changes and save those changes to the latest record.			
Once a position request has been submitted to workflow (it has rec a PCR number and has been submitted to workflow), it may not be changed until the PCR number has gone through the entire workfl approval process and either successfully been approved, rejected, o cancelled				

Reallocate P	osition Up - Cl	REATE		
Position Header				
Position	60081262 A	Artist Illustrator II	Org Unit 20009972 COM Marketing	
PCR Number			Reports To 60081258 Director Of Marketing	
/alid from	12/01/2012 to	12/31/9999	Supervisor	
Holder			WF Status	
Personnel area	4301 Cor	nmerce		
General Tir	ne Cost			
	Current Values		New Velues	
Position Relations	nins		New Values	
Position abbr.	20000032009			
Position Name	Artist Illustrator II			
Job	30001376 Artist Illustrator II			
SOC Code	271013 Fine Artists, Incl Paintrs, Sculp & Illus 000000			
Reports To	Reports To     60081258     Director Of Marketing			
Employee Group/	Subgroup			
Employee group	SPA Employees	-	K •	
EE subgroup B1 FT S-FLSAOT Perm				
Pay Grade	Pay Scale		Pay Grade Pay Scale	
Ctoy Grouping	IISA	•	Ctry Grouping	
Pay grade type	01 Gr	raded	Pay grade type	
Pay grade area	01 Ar	nnual Salaries	Pay grade area	
Pay grade	GR65		Pay grade	
Pay grade level	GR		Pay grade level	
Currency key	USD		Currency key	
Pay grade		31,622.00	Pay grade 0.00	
	То	49,290.00	To 0.00	
Reference salary		40,456.00	Reference salary 0.00	
	Annually	<b>_</b>	Time unit	

7. Update the following fields:

Field Name	Description	Values
Position abbr.	Name of the Position abbreviation. Position short text is a 12 character field. Not all 12 characters have to be used. Follow the naming conventions of your agency	Enter value in Position abbr. <b>Example</b> : Graph Art
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.	Enter value in Position name. <b>Example</b> : Fine Arts Graphic Artist
Job	Code identifying the job. A job is a class and are general classifications of tasks routinely performed together	Enter value in Job. <b>Example</b> : 30001377

Reports to	Contains the eight-digit position number that represents the supervising	Enter value in Reports to.
	(chief) position for the organizational unit	<b>Example</b> : 60081258
Employee group	Drives benefits eligibility, leave and pay calculations	Enter value in Employee group
		<b>Example:</b> SPA Employees
EE subgroup	Code identifying the employee as subject to FLSA overtime, full/part time	Enter value in EE subgroup.
	status, and other calculation rules	<b>Example</b> : B1

Reallocate P	osition Up - CREATE	
osition Header		
osition	60081262 Artist Illustrator II	Org Unit 20009972 COM Marketing
CR Number		Reports To 60081258 Director Of Marketing
/alid from	12/01/2012 to 12/31/9999	Supervisor
lolder		WF Status
ersonnel area	4301 Commerce	
General Tin	ne Cost	
	Current Values	New Values
Position Relationsh	lips	
Position abbr.	20000032009	Graph Art
Position Name	Artist Illustrator II	Fine Arts Graphic Artist
Job	30001376 Artist Illustrator II	30001377 Artist Illustrator III
SOC Code	271013 Fine Artists, Incl Paintrs, S	culp & Illus Fine Artists, Incl Paintrs, Sculp & Illus
Reports To	60081258 Director Of Marketing	60081258 Director Of Marketing
Employee Group/S	Subgroup	
Employee group	SPA Employees 🔻	SPA Employees
EE subgroup	B1 FT S-FLSAOT Perm	B1 FT S-FLSAOT Perm
Pay Grade	Pay Scale	Pay Grade Pay Scale
Ctry Grouping	USA	Ctry Grouping     USA
Pay grade type	01 Graded	Pay grade type 01 Graded
Pay grade area	01 Annual Salaries	Pay grade area 01 Annual Salaries
Pay grade	GR65	Pay grade GR70
Pay grade level	GR	Pay grade level GR
Currency key	USD	Currency key USD
	31,622.00	Pay grade 38,174.00
Pay grade		
Pay grade	To 49,290.00	To 61,632.00
Pay grade Reference salary	To 49,290.00 40,456.00	To 61,632.00 Reference salary 49,903.00

8. Click the **Enter** Subtron.



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 PayGrade/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 created.

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.

9. Click the Save (Ctrl+S) 🕒 button.

You may save this information as many times as you like; each time you will receive a 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 already submitted the PCR to workflow, 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.

10. Click the **Time** tab button.



General Time Cost				
Overtime Compensation(9005)		Holiday Premium Rate(9	010)	
CURRENT	I VALUE NEW VALUE			
Immediate Payout			CURRENT VALUE	NEW VALU
	OR OR	Holiday Premium Rate	50 %	
Comp Aging Limit	Days Days		_	
Delinit 0005	_	Delimit	9010	
Delimic 9005				
Holiday Payout Period(9006)		On-Call(9011)		#
CURREN	NT VALUE NEW VALUE		CURRENT VALUE	NEW VAL
Immediate Payout		On-Call Comp Accrued		
	OR OR			
Comp Aging Limit 365	5 Days Days	On-Call Rate	ş 0.00 ş	
Delimit 9006		Delimit	9011	
Night Shift Premium(9007)		Callback(9012)		
CURRENT	VALUE NEW VALUE		CURRENT VALUE	NEW VAL
Night Shift Prem Rate	8	Callback Accrual		
Delimit 9007		Delimit	0012	
Demine 5007		Demnic	5012	
Evening Shift Premium(9008)		Extended Duty(9016)		
CURRENT	VALUE NEW VALUE		CURRENT VALUE	NEW VALUE
		1 - 1		

11. Update time settings if they are changing

Field Name	Description	Values
Night Shift Prem Rate	Pay rate increase for Night Shift premium. If OSP has approved a rate other than the default of 10%, the rate as a percentage must be entered in the rate field.	Enter value in Night Shift Prem Rate. Example: 10

## 12. Click the **Enter** Sutton.

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 HR/Payroll system, not what a person enters on their time sheet, so the person hired into this position will automatically receive the premiums which 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 Notsubject 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 OSP 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. OSP 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 OSP 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 OSP 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 OSP 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.



Holiday Payout Period(9006)			On-Call(9011)
	CURRENT VALUE	NEW VALUE	CURRENT VALUE NEW VAL
Immediate Payout	OR	OR	On-Call Comp Accrued
Comp Aging Limit	365 Days	Days	On-Call Rate ¢ 0.00 ¢
Delimit 9006			Delimit 9011
Night Shift Premium(9007)			Callback(9012)
σ	RRENT VALUE	NEW VALUE	CURRENT VALUE NEW VAL
Night Shift Prem Rate	0 %	10 %	Callback Accrual
Delimit 9007			Delimit 9012
Evening Shift Premium(9008)			Extended Duty(9016)
σ	RRENT VALUE	NEW VALUE	CURRENT VALUE NEW VALUE
Evening Shift Prem Rate	0 %	8	Extended Duty Rate 0.00 %
Delimit 9008			Delimit 9016
Neekend Shift Premium(900	9)		Gap Hours(9017)
Weekend Shift Prem Rate	CURRENT VALUE	NEW VALUE	CURRENT VALUE NEW VALUE Gap Payout O Days Days
Delimit 9009			Delimit 9017

13. Click the **Save (Ctrl+S)** 🖳 button.



Notice that the Cost tab fields are grayed out. The initiator/requestor does not have access to enter information here.

<b>P</b>	🔽 Reallocate Posi	tion	Up - CHANGE	
Init	<u>C</u> reate	•	Create Attachment	
	<u>A</u> ttachment list		<u>C</u> reate note	
Po	<u>P</u> rivate note		Create external document (URL)	
Po	<u>S</u> end	•	Store business document	
PC	<u>R</u> elationships		Enter Bar Code	2
Va	<u>W</u> orkflow		12/31/9999	Supe
Ho	My Objects	•		WF S
Pe	Help for object services		ommerce	

You will not be able to create a Services for Objects (note attachment) until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.

14. Click the Services for Objects **Delta** button.



15. Click Create... >> Create note.

You may enter any information that would be useful to the approvers down the line in the approval process using the notes area, or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

**NOTE**: PCR notes and attachments (Services for Objects) are not transferred to the Position; rather, they stay on the PCR. If you need a Position to have a note or attachment, you must add it to the **Position's** Services for Objects via PO13.

Title of note       Reallocate Position Up         Enter information as appropriate to support the reallocation up of this position.	🔄 Create note	×
Enter information as appropriate to support the reallocation up of this position.	Title of note	Reallocate Position Up
	Enter information as appropr	iate to support the reallocation up of this position.

16. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.
		<b>Example</b> : Reallocate Position 60081262 Up
Long text	An open text field	Enter value in Long text.
		<b>Example</b> : text as appropriate

- 17. Click the **Copy (Enter)** 🛩 button.
- 18. Click the **General** General tab button.



sition Header									
osition	60081262	Artist Illustrator I	Ι	Org Unit	2000	9972	COM Marketin	g	
CR Number	5000002039			Reports To	6008	81258	Director Of Ma	arketing	
alid from	12/01/2012	to 12/31/9999		Supervisor			]		
older				WF Status	D		Created		
ersonnel area	4301	Commerce							
General Time	Cost								
	Current Values				Iour Values				
Ocsition Relationshins	current values			IN	vew values				
Osition abbr	200000032009	1		Gr	ranh Art	_			
Osition Name	Artist Illus	trator II		Fir	ne Arts Gran	hic Artic	+		1
- Usicion Marrie	AIGIDC IIIGD	CIUCOI II							1
Iob	30001376	Artist Illustrator II		30	0001377	AFTICE			
Job SOC Code	30001376	Artist Illustrator II Fine Artists Incl Pair	ntrs Sculo & Illus	30	71013	Fine A	nustrator III rtists Incl Paintrs	Sculp & Illus	
Job SOC Code Reports To	30001376 271013 60081258	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketir	ntrs, Sculp & Illus ng	30 27 60	0001377 71013 0081258	Fine A Directo	nuscrator III rtists,Incl Paintrs, or Of Marketing	, Sculp & Illus	
Job SOC Code Reports To	30001376 271013 60081258	Artist Illustrator II Fine Artists, Incl Pair Director Of Marketir	ntrs, Sculp & Illus ng	30 27 60	0001377 71013 0081258	Fine A Directo	rtists, Incl Paintrs, or Of Marketing	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub	30001376 271013 60081258 group	Artist Illustrator II Fine Artists, Incl Pair Director Of Marketii	ntrs, Sculp & Illus ng	30 27 60	0001377 71013 0081258	Fine A	rtists,Incl Paintrs, or Of Marketing	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group	30001376 271013 60081258 group SPA Employee	Artist Illustrator II Fine Artists, Incl Pair Director Of Marketi	ntrs, Sculp & Illus ng	30 27 60	5001377 71013 50081258 5PA Employ	Fine A Directo	rtists, Incl Paintrs, or Of Marketing	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup	30001376 271013 60081258 group SPA Employee B1	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketi 25 FT S-FLSAOT Perr	ntrs, Sculp & Illus ng n	30 27 60 	5001377 71013 50081258 5PA Employ 31	Fine A Directo ees FT S-	rtists, Incl Paintrs, or Of Marketing FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup	30001376 271013 60081258 group SPA Employee B1	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketi 25 FT S-FLSAOT Perr	ntrs, Sculp & Illus ng m	30 27 60 5	5001377 71013 0081258 5PA Employ	Fine A Directo ees FT S-	rtists, Incl Paintrs, or Of Marketing FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa	30001376 271013 60081258 group SPA Employee B1 ay Scale	Artist Illustrator II Fine Artists, Incl Pai Director Of Marketi S FT S-FLSAOT Perr	ntrs, Sculp & Illus ng m	30 27 60 E Pay Grade	2001377 71013 20081258 SPA Employ 31 Pay Scale	Fine A Directo ees FT S-	rtists, Incl Paintrs, or Of Marketing FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa	30001376 271013 60081258 group SPA Employee B1 ay Scale	Artist Illustrator II Fine Artists, Incl Pai Director Of Marketi 25 FT S-FLSAOT Perr	ntrs, Sculp & Illus ng m	30 27 60 E Pay Grade	2001377 71013 20081258 SPA Employ 81 Pay Scale	ees FT S-	rtists,Incl Paintrs, or Of Marketing FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa Ctry Grouping	30001376 271013 60081258 Igroup SPA Employee B1 ay Scale	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketi 25 FT S-FLSAOT Perr	ntrs, Sculp & Illus ng m	30 27 60 E Pay Grade	2001377 71013 20081258 SPA Employ 31 Pay Scale	ees FT S-	rtists, Incl Paintrs, or Of Marketing FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa Ctry Grouping Pay grade type	30001376 271013 60081258 Igroup SPA Employee B1 ay Scale USA 01	Artist Illustrator II Fine Artists,Incl Pai Director Of Marketi 25 FT S-FLSAOT Perr Graded	ntrs, Sculp & Illus ng m	Pay Grade Pay grade type	2001377 71013 20081258 SPA Employ 31 Pay Scale	Fine A Directo ees FT S- USA 01 G	rtists, Incl Paintrs, pr Of Marketing FLSAOT Perm	, Sculp & Illus	
Job       Image: Content of the second	30001376 271013 60081258 Igroup SPA Employee B1 ay Scale USA 01 01	Artist Illustrator II Fine Artists, Incl Pai Director Of Marketi FT S-FLSAOT Perr Graded Annual Salaries	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Ctry Grouping Pay grade type Pay grade area	2001377 71013 20081258 SPA Employ 31 Pay Scale	ees FT S- USA 01 G 01 A	rtists, Incl Paintrs, pr Of Marketing FLSAOT Perm raded annual Salaries	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa Ctry Grouping Pay grade type Pay grade area Pay grade	30001376 271013 60081258 group SPA Employee B1 ay Scale USA 01 01 01 GR65	Artist Illustrator II Fine Artists, Incl Pai Director Of Marketi 55 FT S-FLSAOT Perr Graded Annual Salaries	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade	2001377 71013 20081258 SPA Employ 31 Pay Scale	ees FT S- USA 01 G GR70	rtists, Incl Paintrs, pr Of Marketing FLSAOT Perm iraded nnual Salaries	, Sculp & Illus	
Job       Image: Content of the second	30001376 271013 60081258 group SPA Employee B1 ay Scale USA 01 01 01 GR65 GR	Artist Illustrator II Fine Artists, Incl Pai Director Of Marketi ES FT S-FLSAOT Perr Graded Annual Salaries	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade level	2001377 71013 20081258 SPA Employ 31 Pay Scale	Fine A Directo ees FT S- USA 01 G GR70 GR	rtists, Incl Paintrs, pr Of Marketing FLSAOT Perm raded innual Salaries	, Sculp & Illus	
Job         SOC Code         Reports To         Employee Group/Sub         Employee group         Et subgroup         Pay Grade         Pay Grade type         Pay grade area         Pay grade level         Currency key	30001376 271013 60081258 Igroup SPA Employed B1 ay Scale USA 01 01 01 GR65 GR USD	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketi	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade level Currency key	2001377 71013 20081258 SPA Employ 81 Pay Scale	Fine A Directo ees FT S- USA 01 G GR USA GR70 GR USD	rtists, Incl Paintrs, pr Of Marketing FLSAOT Perm iraded .nnual Salaries	, Sculp & Illus	
Job     Image: Solution of the second s	30001376 271013 60081258 Ingroup SPA Employee B1 ay Scale USA 01 01 GR65 GR USD	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketi Es FT S-FLSAOT Perr Graded Annual Salaries	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Pay grade type Pay grade area Pay grade level Currency key Pay grade	2001377 71013 20081258 SPA Employ 31 Pay Scale	Artist : Fine A Directo ees FT S- USA 01 G 01 A GR70 GR	FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa Ctry Grouping Pay grade type Pay grade area Pay grade area Pay grade level Currency key Pay grade	30001376 271013 60081258 pgroup SPA Employee B1 ay Scale USA 01 01 GR65 GR5 GR5 USD To	Artist Illustrator II Fine Artists,Incl Pair Director Of Marketi 25 FT S-FLSAOT Perr Graded Annual Salaries 31, 622.00 49, 290.00	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade level Currency key Pay grade		Fine A Directo ees FT S- USA 01 G 01 A GR70 GR USD	FLSAOT Perm	, Sculp & Illus	
Job SOC Code Reports To Employee Group/Sub Employee group EE subgroup Pay Grade Pa Ctry Grouping Pay grade type Pay grade area Pay grade area Pay grade level Currency key Pay grade Reference salary	30001376 271013 60081258 bgroup SPA Employee B1 ay Scale USA 01 01 GR65 GR USD T0	Artist Illustrator II Fine Artists, Incl Pai Director Of Marketi FT S-FLSAOT Perr Graded Annual Salaries 31, 622.00 49, 290.00 40, 456.00	ntrs, Sculp & Illus ng m	Pay Grade Pay Grade Pay grade type Pay grade type Pay grade area Pay grade level Currency key Pay grade Reference salary		Fine A Directo ees FT S- USA 01 G GR70 GR USD	rtists, Incl Paintrs, pr Of Marketing FLSAOT Perm raded annual Salaries 38, 174.00 61, 632.00 49, 903.00	, Sculp & Illus	

- 19. Click the Enter Subtron.
- 20. Click the Save (Ctrl+S) 📕 button.

Notice the Save confirmation at the bottom of the screen. You may adjust and save the data as many times as you like prior to submitting to workflow. Once you click Save, the only way to change some information is to back out of the PCR and then go back in under Edit (Change, which is the pencil button). Once you Initiate Workflow, changes may not be made to this action.



Initiate Work Flow	/				
Positid leader					
Position	60081262	Artist Illustrator II	Org Unit	20009972	COM Marketing
PCR Number	5000002039		Reports To	60081258	Director Of Marketing
Valid from	12/01/2012	to 12/31/9999	Supervisor		]
Holder			WF Status	D	Created
Personnel area	4301	Commerce			

## 21. Click the **Initiate Work Flow** Initiate Work Flow button.

Select the Initiate Workflow button to send the Reallocate Position Up Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).

Workflow submitted for Position: 60081262 PCR ID: 5000002039

Make note of the PCR ID.

If you do not want to initiate workflow at this time, you may access the Reallocate Position action using the Change (pencil button) mode after you have entered both the original validity dates and the position number from transaction code ZOMA069 at any point in the future up until the request has been submitted to workflow.

This position data in the 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 of 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.

Once position data has been saved, BEST Shared Services can also view this data on the position in the HR/Payroll system.

Position Action	,	
🗋 🖉 &		
Position		
Action	103 Re	allocate Position Up
Position	60081262	Artist Illustrator II
Valid from	12/01/2012	to 12/31/9999

22. Click the **Display (F7)** Solution.

Once the PCR has been submitted, you will only be able to display the data (including any notes and attachments which may have been saved on the PCR). Notes/comments can still be changed or edited regardless of where the PCR is in the Workflow process.



1	Reallocate Posit	tion	,
	<u>C</u> reate		1
	Attachment list		Ļ
Po	Private note		
Po	Send	,	
PC	<u>R</u> elationships		
Va	Workflow	•	o
Hc	My Objects	٠	
Pe	Help for object services		U

- 23. Click the Services for Objects witton.
- 24. Click Attachment list.



The PCR information is displayed. At any time, to display the notes/attachments on this PCR, choose the Services for Objects button and if the Attachments option is valid, there is at least 1 attachment available.

25. Click the **Note title Position Up** button.

26. Click the **Display (F7)** Solution.

If you receive a window requesting you to choose between PCR attachments, choose the attachment corresponding to the PCR number with which you are working.

If multiple notes and/or attachments have been added to this PCR, they will be listed here. This is where you would display and copy the data if you wanted to also attach the notes/attachments to the corresponding Action once approved.



☞ Display note	×
Reallocate Position Up	4
Enter information as appropriate to support the reallocation up of this position.	F
· •	· <b>×</b>

27. Click the **Copy (Enter)** what button.

Review the information as appropriate, and close the window when complete. This text may be copied using CTRL-C and pasted into another note attachment to an Action.

New       Image: Constraint of the second seco
Title       Creator Name       Created On         1/1/2012 Reallocation       Workflow Initiator       11/09/2011
Title     Creator Name     Created On       1/1/2012 Reallocation     Workflow Initiator     11/09/2011
1/1/2012 Reallocation Workflow Initiator 11/09/2011

28. Click the **Continue (Enter)** I button.



osicion Header						
Position	60081262	Artist Illustrator II	Ora Unit	2000997	72 COM Marketing	
CR Number	5000002039		Reports To	6008125	58 Director Of Marketing	
/alid from	12/01/2012	to 12/31/9999	Supervisor			
lolder			WF Status	N	In Process	
ersonnel area	4301	Commerce				
General Ti	me Cost					
Desition Delational	Current Value	25		New Values		
Posicion Relacionsi		00		Cranh Art		
Position Name	2000000320	ustrator II			Artist	
Tob	20001276	Artist Illustrator II		20001277	dist Illustrator III	
SOC Code	271012	Fine Artista Ind Daintra Coulo 8	Thus	271012 F	as Artists Incl Daiatra, Coulo & Illus	
SUC Code	271013	Fine Artists, Inci Paintrs, Sculp 8	c Illus	2/1013 Fi	he Artists, Inci Paintrs, Scuip & Illus	
	CDA Employ					
EE subgroup	B1	FT S-FLSAOT Perm		B1 F	T S-FLSAOT Perm	
EE subgroup	B1	FT S-FLSAOT Perm		B1 F	T S-FLSAOT Perm	
EE subgroup Pay Grade	B1 Pay Scale	FT S-FLSAOT Perm	Pay Grade	B1 F Pay Scale	T S-FLSAOT Perm	
Pay Grade Ctry Grouping	B1 Pay Scale	FT S-FLSAOT Perm	Pay Grade Ctry Grouping	Pay Scale	T S-FLSAOT Perm	
Pay Grade Ctry Grouping Pay grade type	Pay Scale US 01	FT S-FLSAOT Perm	Pay Grade Ctry Grouping Pay grade type	Pay Scale US. 01	FT S-FLSAOT Perm	
Pay Grade Ctry Grouping Pay grade type Pay grade area	Pay Scale US 01 01	FT S-FLSAOT Perm	Pay Grade Ctry Grouping Pay grade type Pay grade area	Pay Scale US	FT S-FLSAOT Perm	
El subgroup EE subgroup Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade	Pay Scale US 01 01 GR	FT S-FLSAOT Perm A Graded Annual Salaries 65	Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade	Pay Scale US 01 01 GR	FT S-FLSAOT Perm	
Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade level	Pay Scale US 01 01 GR GR	FT S-FLSAOT Perm	Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade level	Pay Scale US. 01 01 0 GR GR	A Graded Annual Salaries	
EE subgroup EE subgroup Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade level Currency key	Pay Scale US 01 01 GR GR US	A Graded Annual Salaries	Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade level Currency key	Pay Scale US 01 01 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	A Graded Annual Salaries	
EE subgroup EE subgroup Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade area Pay grade level Currency key Pay grade	Pay Scale US 01 01 01 02 01	A FT S-FLSAOT Perm	Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade Currency key Pay grade	Pay Scale US 01 01 01 01 01	T S-FLSAOT Perm	
El subgroup EE subgroup Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade area Pay grade level Currency key Pay grade	Pay Scale US 01 01 01 01 01 01 01 01 01 01 01 01 01	FT S-FLSAOT Perm  A Graded Annual Salaries 65 0 31, 622.00 49, 290.00	Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade level Currency key Pay grade	Pay Scale US 01 01 01 01 01 01 01 01 01 01 01 01 01	T S-FLSAOT Perm	
EE subgroup EE subgroup Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade area Pay grade level Currency key Pay grade Reference salary	Pay Scale US OI OI GR GR US To	FT S-FLSAOT Perm FT S-FLSAOT Perm Graded Annual Salaries 65 0 31, 622.00 49, 290.00 40, 456.00	Pay Grade Ctry Grouping Pay grade type Pay grade area Pay grade Pay grade level Currency key Pay grade Reference salar	Pay Scale US. 01 01 01 01 01 01 01 01 01 01 01 01 01	<ul> <li>T S-FLSAOT Perm</li> <li>A</li> <li>Graded</li> <li>Annual Salaries</li> <li>70</li> <li>38, 174.00</li> <li>61, 632.00</li> <li>49, 903.00</li> </ul>	

29. Click the **Back (F3)** Sutton.



30. Click the **Back (F3)** Sutton.

The system task is complete.

# Change Record

Change Date: 7/6/15	Changed by: D Lyle			
Changes:	Document Title changed			
	Added 121			
	Business Process Overview > Bullets			
	Addad: Reallocate Position - Pay Plan Change			
	• Audeu: Meanocate I Oshion – I ay I lan Change			
	Revised Descriptions:			
	a 109 - Papillocata Degition Un			
	o 105 - Reanocate Position Op			
	<ul> <li>104 - Reallocate Position Down</li> </ul>			
	<ul> <li>105 - Reallocate Position Horizontal</li> </ul>			
	<ul> <li>121 - Reallocate Pay Plan</li> </ul>			
	$\circ$ 106 - Position Adjustment from Auth			
	107 Dealle and Dealling Difference (1)			
	o 107 - Reallocate Position Differential			
	<ul> <li>108 - Remove Position Differential</li> </ul>			
	Daga 5: new sensor continue of dron-down list			
	rage 5. new screen capture of drop-down list			

### Additional Resources

Training HELP website: <u>http://www.osc.nc.gov/training/osctd/help/</u>

Job Aids	OM Fields	
	0	OM folder > Job Aids folder