



## TRANSFER POSITION (ACTION 113)

### BUSINESS PROCESS PROCEDURE OM-51 | TRANSACTION ZOMA069

OM

The purpose of this Business Process Procedure is to explain how to transfer an existing position from one Organizational Unit to another Organizational Unit within an Agency in the Integrated HR-Payroll System.

**Trigger:** There is a need to move an existing position from one Organizational Unit to another Organizational Unit within an Agency.

#### Business Process Procedure Overview:

This action will move a position from one Organizational Unit to another Organizational Unit. The move may involve a change in the Cost Distribution, Organizational Unit, or the County. The position number does not change.

Agency to Agency transfers must be completed by BEST Shared Services OM team.

#### Tips and Tricks:

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <https://www.ncosc.gov/training/hr-payroll-system-training/hr-payroll-course-catalog>.

- **Copy** is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change** is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

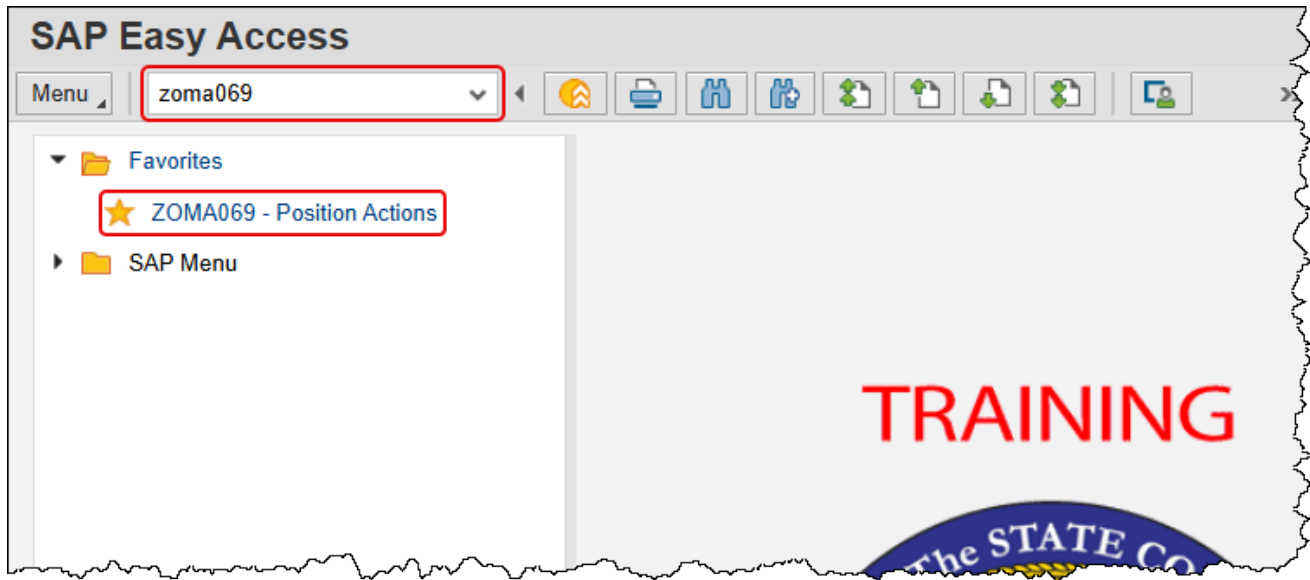
#### Access Transaction:

**Via Menu Path:** This transaction code is not on the menu path. Enter the transaction code in the **Command Field** (white field in the upper left-hand corner of the screen. If the Command field is not visible, click the gray triangle in this area to display it). Click **Enter** once the transaction code has been entered.

**Via Transaction Code:** ZOMA069

## Procedure

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.



2. Input **113**, for **Position Transfer**, into the action field. You may type it in directly or you can click in the empty field, then click on the matchcode button to its right and then choose it from the pop-up.

**Position Action**

Menu

**Position**

Action

**Type of Action (1)**

Restrictions

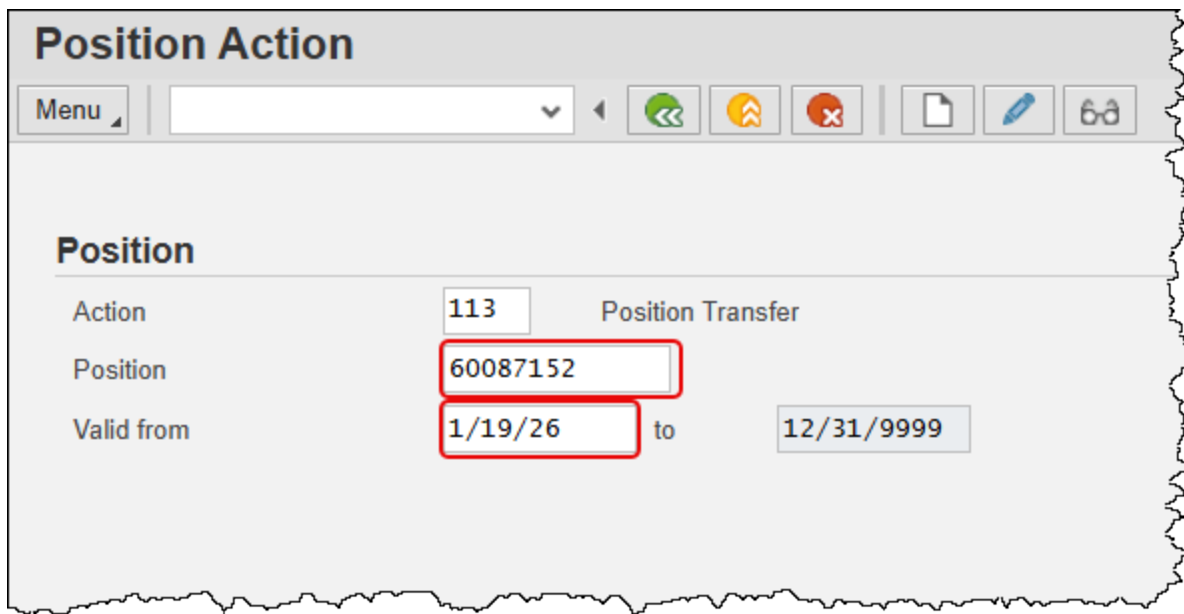
Act.	Action text
100	Create New Position
102	Re-Establish Position
103	Reallocate Position Up
104	Reallocate Position Down
105	Reallocate Position Horizontal
106	Position Adjustment from Auth
107	Reallocate Position Differential
108	Remove Position Differential
113	Position Transfer
115	Position Hours Change
116	Position Employee Group/ Subgroup Change
118	Position Competency Level Change
122	Position County Change
124	Change Supervisor of Position

14 Entries found

**NOTE:** The action number to transfer a position is 113. Use the matchcode search function for additional OM action options available from this transaction as appropriate.

Clicking Enter will validate the action you have requested and display the date fields for entry.

3. Input the appropriate data in the following new fields:
  - **Position** – ID number of position being transferred. (This document will use 60087152.)
  - **Valid From** – Date on which the transfer becomes active (This document will use 01/19/26.)



**Position Action**

Menu [dropdown] [back] [forward] [cancel] [print] [edit] [help]

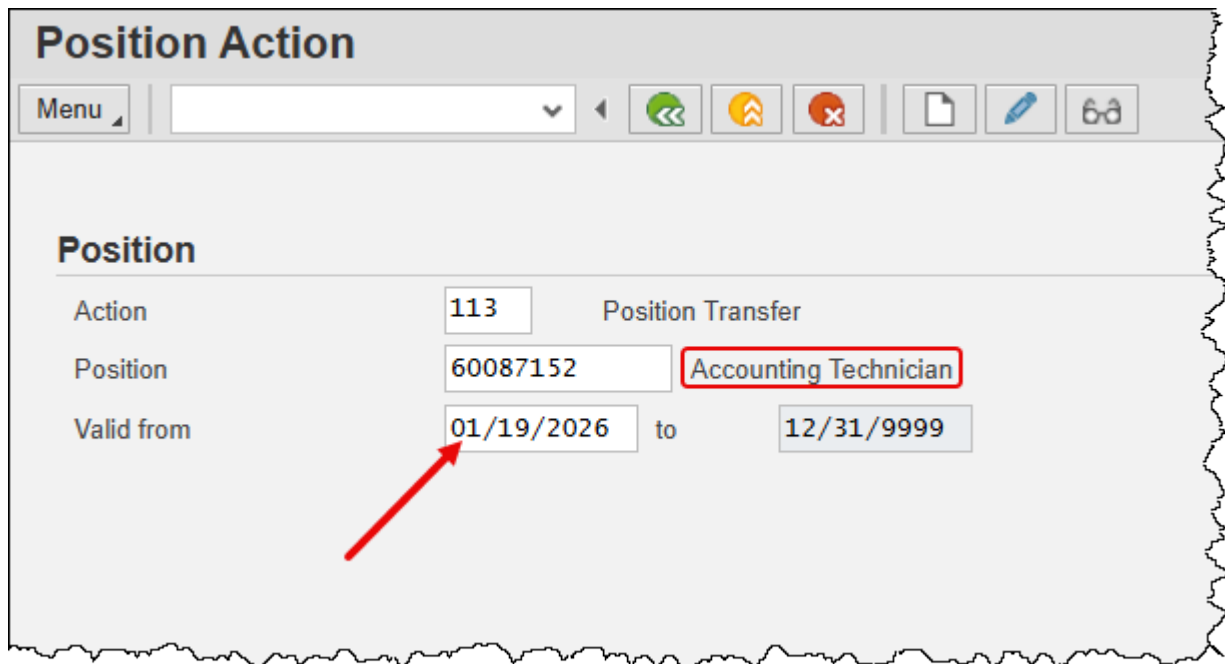
**Position**

Action: 113 Position Transfer

Position: 60087152

Valid from: 1/19/26 to 12/31/9999

4. Click the **Enter** button to validate that this is the position with which you need to work. This step will also ensure that the date is in the format mm/dd/yyyy.



**Position Action**

Menu [dropdown] [back] [forward] [cancel] [print] [edit] [help]

**Position**

Action: 113 Position Transfer

Position: 60087152 Accounting Technician

Valid from: 01/19/2026 to 12/31/9999

5. Click the **Create** button.

**NOTE:** Once you click create, the position number and effective date are locked in. If a mistake is discovered with one of these data points, the action must be deleted and a new one created with the correct information.

**Position Action**

Menu [dropdown] [back] [forward] [cancel] [create] [edit] [print]

Create (F5)

**Position**

Action	113	Position Transfer
Position	60087152	Accounting Technician
Valid from	01/19/2026	to 12/31/9999

6. Note that there are two columns showing in the body of the screen. The left column is labeled 'Current Values' and data exist in each field. The right column is designated for 'New Values.' All fields require input as denoted by an asterisk. If the exact value for a field is not known you can click within the empty space to generate a matchcode button to its right. Clicking on the button will provide multiple ways to search for the applicable data.





Update the following fields:

- **Org Unit** – The 8-digit number representing the organizational unit the position is transferring to. You **must** change the org unit value for the transfer action, or you will receive a hard stop error. This document will use '20010640'.
- **Reports to** – The 8-digit number representing the position the one being transferred will report to upon completion of the action. This document will use '60087123'.
- **Personnel Area** – The 4-digit code representing the agency to which the position belongs. This document will use '1401'.
- **Personnel Subarea** – The code that defines various working schedules so that Time Management can define groups of specific time entry rules. This document will use 'NC01'.
- **EE Group** - An organizational entity which is governed by specific personnel regulations. An employee group is divided into several employee subgroups. This document will use 'A'.
- **EE Subgroup** - Code on position identifying the FLSA status and full-time equivalency. This document will use 'B1'.
- **County** – The 3-digit code identifying the county in which the position resides. This document will use '092'.

**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 transferred.

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

### Position Transfer - CREATE

Menu      [Initiate Work Flow](#)

#### Position Header

Position	60087152	Accounting Technician	Org Unit	20010643	OSC STWD ACCT Central Compliance
PCR Number			Reports To	60087148	Cash Management Manager
Valid from	01/19/2026	to 12/31/9999	Supervisor		
Holder			WF Status		
Personnel area	1401	State Controller			





  

	Current Values	New Values
Org Unit	20010643 OSC STWD ACCT Central Complia...	20010640
Reports to	60087148 Cash Management Manager	60087123
Personnel Area	1401 State Controller	1401
Personnel Subarea	NC01 7day Norm	nc01
EE Group	A SHRA Employees	A SPA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	b1
County	092 Wake	092

[Address](#) [Time](#)

7. Click the **Enter** button to validate your data and check its validity. The text for the values will appear to the right of the fields and provides an opportunity to ensure accuracy. Corrections can be made until the data is saved.

### Position Transfer - CREATE

Menu      [Initiate Work Flow](#)

#### Position Header

Position	60087152	Accounting Technician	Org Unit	20010643	OSC STWD ACCT Central Compliance
PCR Number			Reports To	60087148	Cash Management Manager
Valid from	01/19/2026	to 12/31/9999	Supervisor		
Holder			WF Status		
Personnel area	1401	State Controller			

	Current Values	New Values
Org Unit	20010643 OSC STWD ACCT Central Complia...	20010640 OSC FIN SYSTEMS Tech Applicati...
Reports to	60087148 Cash Management Manager	60087123 Technical Applications Manager
Personnel Area	1401 State Controller	1401 State Controller
Personnel Subarea	NC01 7day Norm	NC01 7day Norm
EE Group	A SHRA Employees	A SPA Employees SHRA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	B1 FT S-FLSAOT Perm
County	092 Wake	092 Wake

[Address](#) [Time](#)

8. A Position Transfer action allows us to update its address. Ensure the **Address** tab is selected by clicking on it. Select the type of address (Main, Mailing, or Courier) being updated by clicking on the drop-down list in the **Subtype** field.

Finally, click the **Get Address** button to display the current data for that subtype. This document will update the Main Address.

The screenshot shows the 'Address' tab selected in the BPP OM-51 system. The 'Subtype' dropdown menu is open, showing options: 9003 Courier, 9002 Mailing Address (highlighted), and 9001 Main Address. A red arrow points to the '9002 Mailing Address' option. The 'Get Address' button is highlighted with a red box. The form fields are as follows:

County	092	Wake	092	Wake
<div>Address Time</div>				
Subtype	9002 Mailing Addr.			1 Active
Address suppl.				
Street/House	1410 Mail Service Center		House number	
PCode/City	27699	Raleigh		
Country	US	USA		
Region	NC	North Carolina		
Telephone no.	919-981-5499			
Fax number	919-981-5560			

9. Enter the new or updated address in the following fields.

**Note:** Data should only be added to the fields below. The State of North Carolina does not use the other fields.

- **Street/House** – The street name and number, up to a maximum of 30 characters. This document will use '310 N Blount St.'
- **PCode/City** – The postal (zip) code for the address. This document will use '27601/Raleigh'.
- **Country** – The country in which the position resides. This field defaults to 'US' and should only be changed as required.

- **Region** – Represents the state in which the position resides. This field defaults to 'NC' and should only be changed as required.
- **Telephone no.** – Phone number to be associated with the position.
- **Fax number** – Fax number to be associated with the position.

The screenshot shows a software interface with two tabs: 'Address' (selected) and 'Time'. Below the tabs, there is a 'Subtype' dropdown menu set to '9001 Main Addr...' and a 'Get Address' button. To the right of these is a status indicator '1 Active'. Below this is a section for 'Address suppl.' with several input fields. The 'Street/House' field contains '310 N Blount St' and is highlighted with a red box. The 'House number' field is empty. The 'PCode/City' section has '27601' in the PCode field and 'Raleigh' in the City field, both highlighted with red boxes. The 'Country' section has 'US' in the Country field and 'USA' in the Country field, both highlighted with red boxes. The 'Region' section has 'NC' in the Region field and 'North Carolina' in the Region field, both highlighted with red boxes. Below this is a 'Telephone no.' field containing '919-555-7632' and a 'Fax number' field containing '919-555-4027', both highlighted with red boxes.

- Click the **Enter** button to validate the address entries. No new data is shown, however any potential errors with entered values will be shared at this step.
- A Position Transfer action allows us to update any time setting(s) associated with the position. Click the **Time** tab.

The Time tab contains the fields required for time entry and payroll calculation rules. 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. The person who holds this position will automatically receive the premiums which are designated on this position.

There are 10 potential fields that can be changed and not all will be viewable at one time. Note that the Time Tab will have its own vertical scroll bar which is used to see all the settings.

Each field is associated with a specific position infotype and displays current values. Changes are applied via the values entered in the **New Value** column. If no data is entered, the current setting remains in place.

Update the following fields as applicable:

- **Overtime Compensation (IT9005)** - 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.).
- If it is to be paid out immediately, the Immediate Payout checkbox should be checked. The default is 365 days. An IT9005 record is not required if the position is not eligible for overtime pay or compensation.
- **Holiday Payout Period (IT9006)** - Indicates 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 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 (IT9007)** - 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 (IT9008)** - 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 (IT9009)** - 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 (IT9011)** - 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 (IT9012)** - Stores settings for positions that are eligible for Callback compensation. The decision to pay or award comp time is determined by the "Immediate Payout" checkbox.
- **Extended Duty (IT9016)** - Stores settings for positions that are eligible for extended duty
- **GAP Hours (IT9017)** - 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.

**NOTE:** The values shown in the screenshot are sample data only and are provided for illustration purposes.

Address **Time**

**Overtime Compensation(9005)**

	CURRENT VALUE	NEW VALUE
Immediate Payout	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Comp Aging Limit	365 Days	365 Days
OR		
Delimit 9005	<input type="checkbox"/>	

**Holiday Premium Rate(9010)**

	CURRENT VALUE	NEW VALUE
Holiday Premium Rate	50 %	%
Delimit 9010	<input type="checkbox"/>	

**Holiday Payout Period(9006)**

	CURRENT VALUE	NEW VALUE
Immediate Payout	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Comp Aging Limit	365 Days	Days
OR		
Delimit 9006	<input type="checkbox"/>	

**Night Shift Premium(9007)**

	CURRENT VALUE	NEW VALUE
Night Shift Prem Rate	0 %	10 %
Delimit 9007	<input type="checkbox"/>	

**On-Call(9011)**

	CURRENT VALUE	NEW VALUE
On-Call Comp Accrued	<input type="checkbox"/>	<input type="checkbox"/>
On-Call Rate	\$ 0.00	\$
Delimit 9011	<input type="checkbox"/>	

**Callback(9012)**

	CURRENT VALUE	NEW VALUE
Immediate Payout	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Comp Aging Limit	0 Days	Days
OR		
Delimit 9012	<input type="checkbox"/>	

SAP E1T (805) oschr-t1map01

12. Click the **Enter** button to validate the time setting(s) entries. No new data is shown, however any potential errors with entered values will be shared at this step.

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

13. Take a moment to verify all data that has been entered. When the **Save** button is pressed, all values are locked in and can only be changed by leaving the action and coming back to it with the Change button in transaction zoma069.
14. Click the **Save** button.

**Position Transfer - CREATE**

Menu  Save (Ctrl+S) Initiate Work Flow

Personnel Subarea NC01 7 SHRA Employees NC01 7day Norm

EE Group A SPA Employees

EE Subgroup B1 FT S-FLSAOT Perm B1 FT S-FLSAOT

15. Observe that new data has been added and a new functional button has appeared.

The system has assigned a **Position Request Number (PCR)** and a **WF Status** of 'D' (Created) in the Position Header section. This PCR number does not mean the form has been submitted to workflow. You still must initiate workflow to begin the process. If you have not yet initiated the workflow, you can use the PCR number to make changes and save the latest form.

Although it is not required, BEST Shared Services recommends that you keep a log of your created and submitted actions. Doing so will help them in assisting you should you need their help. Information that may be helpful includes the position number, the action type, the effective date and the PCR number.

Additionally, the **Services for Object** button has appeared on the top right of the screen.

16. Per Office of State Human Resources (OSHR) policy, all PCRs must include an attached note at the time of submission.

Click the **Services for Objects** button, hover over **Create...**, then click **Create Note**.

17. The content and format of this note must follow the appropriate template provided in the [OM Action Notes Template](#).
- In the referenced action notes template, click into the **Templates** tab and then locate the template for **Position Transfer**. Copy the template into your clipboard.

The screenshot shows an Excel spreadsheet with the following content in column A:

	A	B	C
43	PCR Effective Date:		
44	PCR #:		
45	Justification for use per General Assembly:		
46			
47	<b>Position Transfer</b>		
48	PCR Initiator Name/PRNR:		
49	PCR Creation Date:		
50	PCR Effective Date:		
51	PCR #:		
52	Org Unit From/To:		
53	Supervisor From/To:		
54	Justification for changes:		
55			
56	<b>Position Hours Change</b>		
57	PCR Initiator Name/PRNR:		
58	PCR Creation Date:		
59	PCR Effective Date:		
60	PCR #:		
61	Hours From/To:		
62			

The 'Templates' tab is highlighted in the bottom ribbon.

- b. Return to the Integrated HR-Payroll System and provide a note in the **Title of note** field. Then, paste the template into the body of the **Create Note** pop-up and fill it in with the appropriate information. Finally, press the **Copy** button to save the note.

Create note

Title of note

Position Transfer - 60087152

Position Transfer

PCR Initiator Name/PRNR:

PCR Creation Date:

PCR Effective Date:

PCR #:

Org Unit From/To:

Supervisor From/To:

Justification for changes:

✓

✗

Copy (Enter)

18. Click the **Initiate Work Flow** button.

Doing so begins the electronic approval process known as Workflow. No changes can be made after the PCR has been submitted for approval, unless it is rejected at any stage and sent back to you (the initiator/requestor).

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

Note the confirmation on the bottom left of the screen.



19. Click the back button to return to the SAP Easy Access Screen.

The system task is complete.