



Display or Change Position Descriptions (IT1002)

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

Trigger:

The descriptions saved on a position need to be reviewed or updated.

Business Process Procedure Overview:

The positions migrated from PMIS include these descriptions, and any new positions requested include the information to be saved on these description types. The types include:

- Description of Work (subtype 9106)
- Competencies and KSA's of the position (subtype 9107)
- Training Experience Required to hold the position (subtype 9108)
- How to Apply for the position (subtype 9109)

Tips and Tricks:

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.

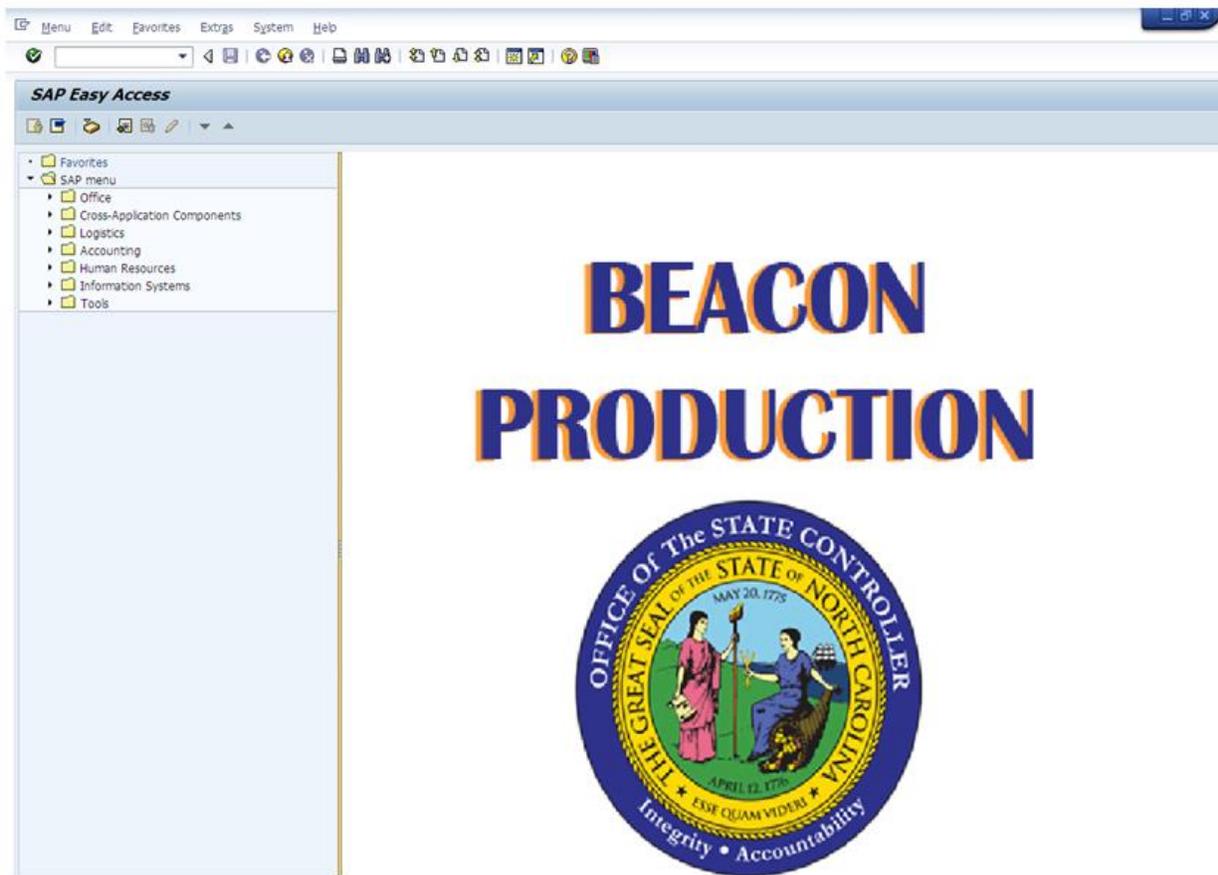
The following instructions only take the Initiator through changing a Position action prior to submitting it to Workflow. See the individual instructions per approver level for more details.

- **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.
- **Copy**  is 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 what the record used to be.
- **Change**  is only used 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:	SAP menu > Human Resources > Organizational Management > Expert Mode > PO13 - Position
Via Transaction Code:	PO13

Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PO13

2. Click the **Enter**  button.



Information

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

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PO13**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

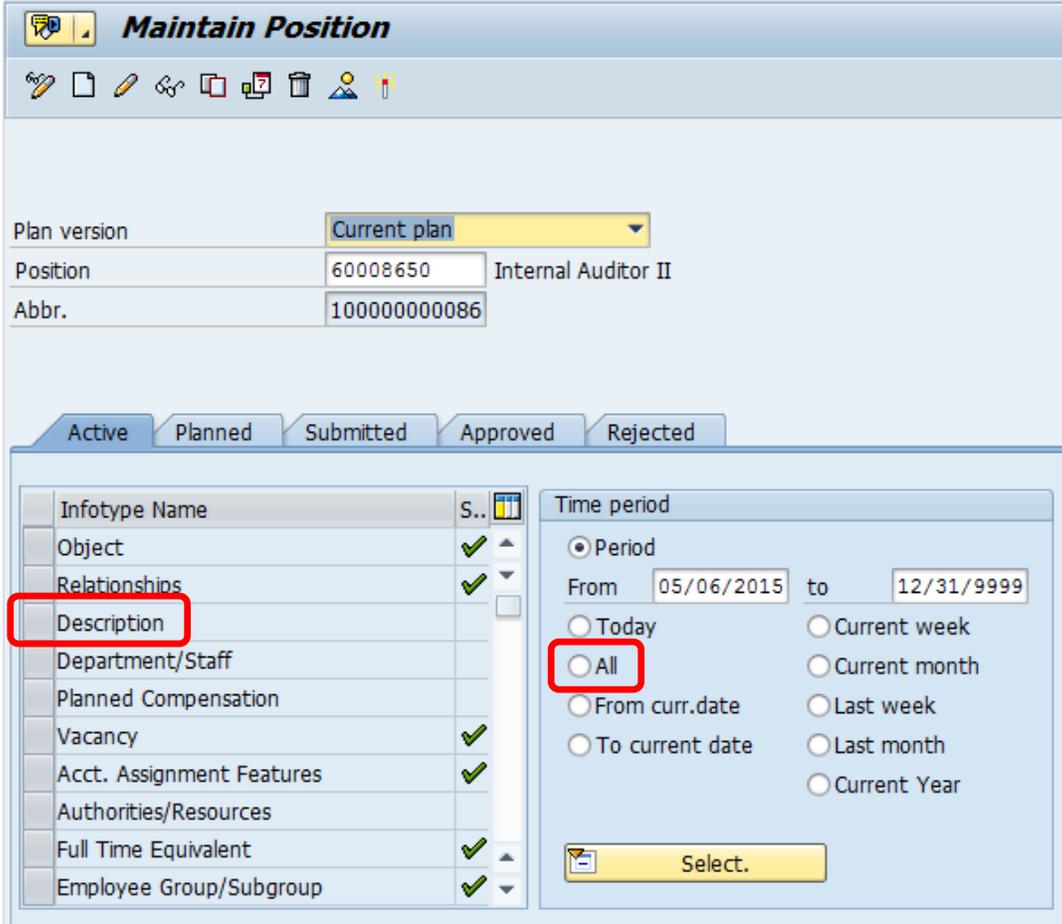
- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

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

3. Update the following field:

Field Name	Description	Values
Position	Eight digit unique number identifying the position	Enter value in Position. Example: 60008650

- Click the **Enter**  button.



Plan version: Current plan

Position: 60008650 Internal Auditor II

Abbr.: 100000000086

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

Period

From: 05/06/2015 to: 12/31/9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

Current Year

Select.

Verify that the position on which you wish to view the descriptions is displayed. Highlight the Object infotype by clicking on the gray square to the left of the line item, and click Display. If a record exists there will be a green check mark to the right of the infotype line.

- Click the square in front of the **Description** row.
- Click the **All** radio button in the Time period area.
- Click the **Display (F7)**  button.

NOTE: *Copy* keeps an historical record of all changes which have been made. *Change* only changes the existing record and does not keep an historical record. *Display* will present each type of description at a time, or *Overview* will present the list of description types available on one screen.

Display Description (1002)

Position: 100000000086 Internal Auditor II
Planning Status: Active
Validity: 07/01/2007 to 12/31/9999 [Change Information](#)

Description: 01 S 60008650 1
Subtype: Description of Work
Language: English

Description

This position is part of the Internal Audit Team located in the Secretary of State's office which conducts internal audits for the SOS agency. This position will perform financial, operational, performance, investigative, information systems and compliance audits for the SOS agency. This position performs highly complex professional internal auditing work assignments independently or under general supervision exercising substantial judgment. These assignments include rresh assessment, audit polanning, detailed fieldwork and report writing.

Ln 1 - Ln 9 of 11 lines

The Description of Work subtype is displayed. Review the information as appropriate, then click on Next Record to move to the next subtype, or if there are no additional subtypes, click Back to return to the position main screen.

If you would like to download the description content, click Save as local file, and you will be asked to choose a location to save the data. It will be saved as a text file. You may also highlight the data and copy it, then paste in another location.

8. Click the **Next record (Shift+F7)**  button.

Display Description (1002)

Position: 100000000086 Internal Auditor II
Planning Status: Active
Validity: 07/01/2007 to 12/31/9999 Change Information

Description: 01 S 60008650 1
Subtype: Competencies and KSA's
Language: English

Description:
This office uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Humman Resources Act with highly qualified individuals. All applicants must complete and submit a PD-107 (State Application for Employment) to be considered for this position. Resumes are welcome but will not be accepted in lieu of a state application. Applications must be received by the Personnel Officer by 5:30 pm on the closing date.

Li 1, Co 1 Ln 1 - Ln 7 of 7 lines

Record 2 of 3

The Competencies and KSA's subtype is displayed. Review the information as appropriate, then click on Next Record to move to the next subtype, or if there are no additional subtypes, click Back to return to the position main screen.

If you would like to download this content, click Save as local file, and you will be asked to choose a location to save the data. It will be saved as a text file. You may also highlight the data and copy it, then paste in another location.

9. Click the **Next record (Shift+F7)**  button.

Display Description (1002)

Position: 100000000086 Internal Auditor II
Planning Status: Active
Validity: 07/01/2007 to 12/31/9999 [Change Information](#)

Description: 01 S 60008650 1
Subtype: Training, Experience Req
Language: English

Description:
Employee must possess a bachelor's degree from an accredited college or university and certification or licensure as a certified public accountant, certified internal auditor, certified fraud examiner, certified information systems auditor, professional engineer, or attorney; or graduation from a four-year college or university and five years experience in internal or external auditing, management consulting, program evaluation, management analysis, economic analysis, industrial engineer or operations research.

Li 1, Co 1 Ln 1 - Ln 8 of 8 lines

Record 3 of 3

The Training, Experience Req. subtype is displayed. Review the information as appropriate, then click on Next Record to move to the next subtype, or if there are no additional subtypes, click Back to return to the position main screen.

If you would like to download this content, click Save as local file, and you will be asked to choose a location to save the data. It will be saved as a text file. You may also highlight the data and copy it, then paste in another location.

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

Maintain Position

Plan version: Current plan

Position: 60008650 Internal Auditor II

Abbr.: 100000000086

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

Period: From 01/01/1800 to 12/31/9999

Today | Current week

All | Current month

From curr.date | Last week

To current date | Last month

Current Year

Select.

To display all of the available description subtypes at once, click on the Overview button.

- Click the **Overview (Shift+F8)**  button.

List display with change Description (1002)

Position: 100000000086 Internal Auditor II

Planning Status: Active

Description: 01 S 60008650 1

Sub...	Lang.	Start date	End date	Description (1st line)
9106	EN	07/01/2007	12/31/9999	
9107	EN	07/01/2007	12/31/9999	This office uses the Merit-Based Recru
9108	EN	07/01/2007	12/31/9999	Employee must possess a bachelor's deg
9109	EN	07/01/2007	12/31/9999	This office uses the Merit-Based Recru

The list of the description subtypes available is displayed. To view the details of any line, highlight the line item by clicking on the gray square to the left of the line item and click Details, or click Back to return to the position main screen.

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

Plan version: Current plan
Position: 60008650 Internal Auditor II
Abbr.: 100000000086

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
 Period
From 01/01/1800 to 12/31/9999
 Today
 Current week
 All
 Current month
 From curr.date
 Last week
 To current date
 Last month
 Current Year
Select.

To change the text in any of the description subtypes, highlight the description infotype line and click Copy (double-sheets of paper). Don't use the Change function unless you are making a minor change, such as a spelling correction. The change function does not track the history of changes, whereas the copy function does.

13. Click the **Copy infotype (Shift+F9)**  button.

Copy Description (1002)

Position: 100000000086 Internal Auditor II
 Planning Status: Active
 Validity: 07/01/2007 to 12/31/9999 Change Information

Description: 01 S 60008650 1
 Subtype: Description of Work
 Language: English

Description

This position is part of the Internal Audit Team located in the Secretary of State's office which conducts internal audits for the SOS agency. This position will perform financial, operational, performance, investigative, information systems and compliance audits for the SOS agency. This position performs highly complex professional internal auditing work assignments independently or under general supervision exercising substantial judgment. These assignments include rish

Li 1, Co 1 Ln 1 - Ln 10 of 11 lines

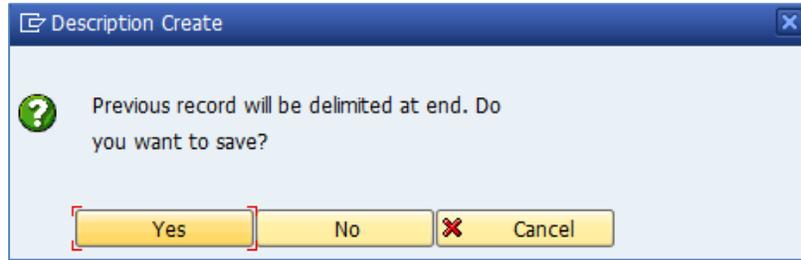
Record 1 of 4

Enter the beginning date for this new record to be valid from, enter the text as appropriate, and click Save.

14. Update the following fields:

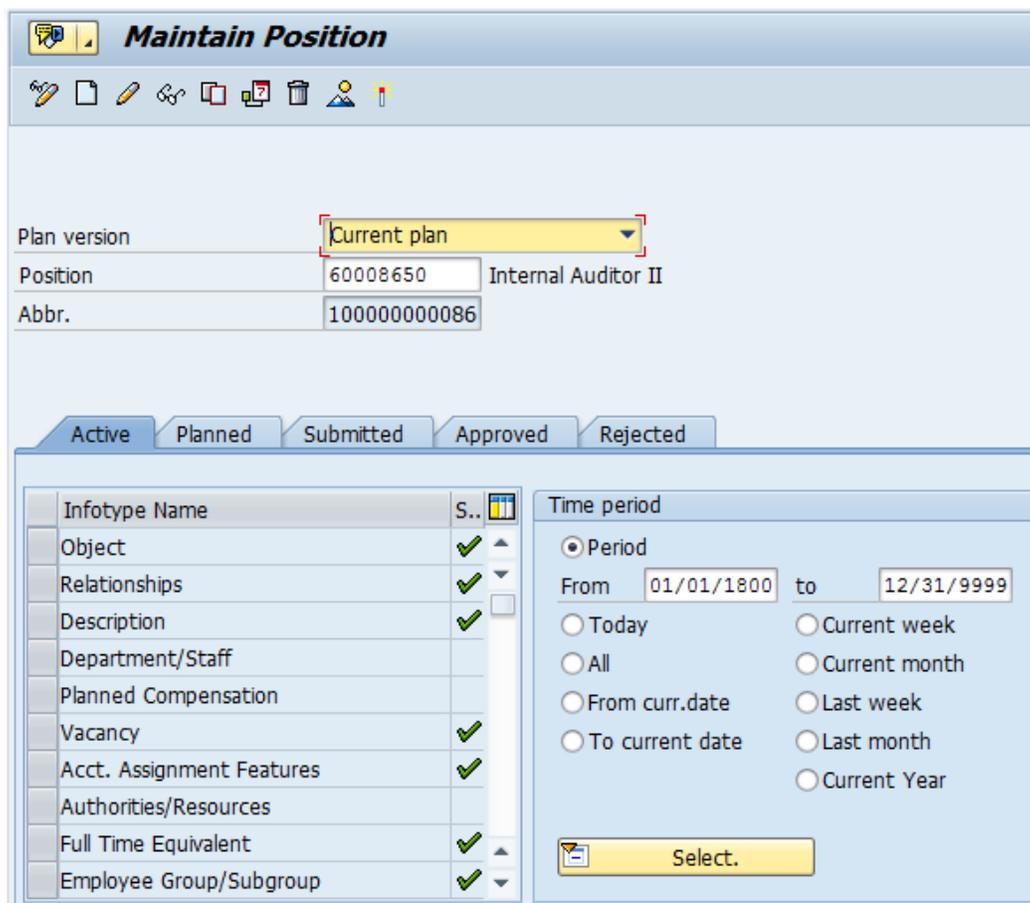
Field Name	Description	Values
Validity	The date identifying the start of a validity period	Enter value in Validity. Example: 06/01/2015
Long text	An open text field	Enter value in Long text. Example: text as appropriate

15. Click the **Save (Ctrl+S)**  button.



The system will verify that you want to delimit the previous record. This means the history of the previous record will be kept, with an end date of the date prior to the start date of the new record.

16. Click the **Yes**  button.



To view the resulting record changes you just made, you will need to go to the Overview screen.

17. Click the **Overview (Shift+F8)**  button.

List display with change Description (1002)

Position: 100000000086 Internal Auditor II
Planning Status: Active
Description: 01 S 60008650 1

Sub...	Lang.	Start date	End date	Description (1st line)
9106	EN	06/01/2015	12/31/9999	This position is part of the Internal
9106	EN	07/01/2007	05/31/2015	This position is part of the Internal
9107	EN	07/01/2007	12/31/9999	This office uses the Merit-Based Recru
9108	EN	07/01/2007	12/31/9999	Employee must possess a bachelor's deg
9109	EN	07/01/2007	12/31/9999	This office uses the Merit-Based Recru

Notice the Description of Work subtype record now has 2 entries.

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

Maintain Position

Plan version: Current plan
Position: 60008650 Internal Auditor II
Abbr.: 100000000086

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

Period
From: 01/01/1800 to: 12/31/9999

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

Select.

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

The system task is complete.

Change Record

Change Date: 5/6/15	Changed by: D Lyle
Changes:	<ul style="list-style-type: none">• New format and screen captures