

DISPLAY POSITION VACANCIES IN OM (IT1001)

Change Record:

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

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** Solved 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 <u>http://www.osc.nc.gov/training/osctd/help/</u> in the following folder: *Organizational Management > Job Aids*.

Access	Trans	action:
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Via Menu Path:	Your menu path may contain this custom transaction code depending on your security roles. SAP menu > Human Resources > Organizational Management > Expert Mode > PO13D – Display Position
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	Enter value in Command.
	codes	Example: PO13D

2. Click the **Enter** Solution.



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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** Sutton.

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



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 OAll 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.

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Position 800904000635 Editorial Assistant									
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07/01/2007	12/31/9999	в	007	Is describ	C	30001378	Edtrl Ast	0.00	

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

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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 <mark>3</mark> of 4							

The details of the Holder relationship is displayed.



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

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

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

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

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

The system task is complete.