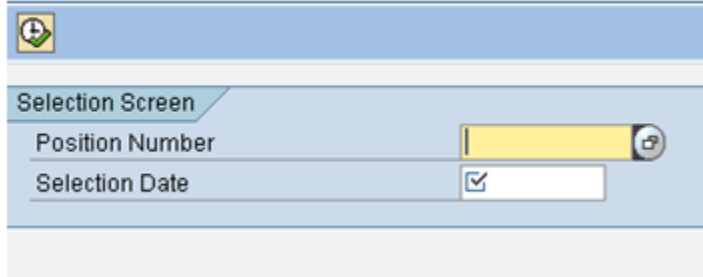The purpose of this job aid is to show the ZPOS - Position Overview Screen which shows a "summary snapshot" of a position's information.

The transaction is initiated by entering a position number and a date to define what timeframe an HR user needs to view a position's details.

1. Enter **ZPOS** in the Command field on the Easy Access screen and press the Enter key or click the Enter button [image] .

2. Enter a Position Number. Enter the 8-digit position number or click the matchcode to perform a search for the position using the organizational structure.

3. The current date defaults into the Selection Date field. The HR user has the option to enter any date that the position has data in the system **and** for which the user has security access. If a date entered is not valid, the message 'No Information for the date Entered' will appear. If the user is not authorized, a message indicating that they do not have authorization will appear.

4. Click the Execute button [image] to perform the transaction.

The Position Overview screen will display as of the selection date entered on the first screen. The Run Date is the current date. The other fields are pulled from existing infotypes. (See examples on subsequent pages.)

NOTE: *The following screenshots contain no real data.*

```
Position Overview                As Of:11/03/2009        Run Date:11/03/2009
_____

Position Data                                   Job Data
  Position:       60049999-Social Worker III      Job:           30001888-Social Worker III
  Org Unit:       20009999-HHS SO AL SB AD SSFS Area 1    Job Branch:    80000021-Social Work
  Holder:         01009999-Barney T Rubble    Posted    Job Family:    90000002-Human Services
  Supervisor:     60049999-Fred S Flinstone         Pay Grade Type:  01-Graded
  Business Area:  2X00-DHHS-Main                     Pay Grade Area:  01-Annual Salaries
  Pers Area:      2001-Health Human Services         Pay Grade:       69
  Pers Subarea:   7day Norm                          Pay Grade Level: GR
  EE Group:       A -SPA Employees                   Pay Grade Range: $36,685.00-$58,897.00
  EE Subgroup:    B1-FT S-FLSAOT Perm                EEO Category:    02-Professional
  SOC:            21-1020-SOCIAL WORKERS
  County:         Haywood
  PMIS Ref No:    4450-0114-1100-716
  Emergency:      Yes
  Essential:      Yes                             Time Data
  Key Position:   Non-Key Position
  Ex Pol Making:  No                                Hours/Week:    40.00
  Main Address:   2601 Mail Service Center          OT Comp:       Y     365    Holiday Payout:  Y 060
                  Raleigh , NC 27699                Extended Duty: N    0.00    Holiday Premium: 50%
  Supv Pos:       N                                 Callback:      N    0.00    EV Premium:      N 00%
                                                    On-Call:       N    0.00    WK Premium:      Y 10%
  Most Recent Workflow Action:11/03/2009-Reallocation Up    Gap Hrs:  N    000   NS Premium:      Y 10%




Fund Data

  Budgeted Salary:$42,192.00

  CostCenter:         Order:            NCASFinanncialKey:     Fund:         Percentage
  2614110000          100000002555     260114101411Q844       261410001       7.81
  2614110000          100000002558     260114101411Q850       261410001       5.20
  2614110000          100000002555     260114101411Q844       261410005       7.20
  2614110000          100000002558     260114101411Q850       261410005       4.80
  2614110000          100000002555     260114101411Q844       261410004      45.00
  2614110000          100000002558     260114101411Q850       261410004      29.99
  _____

  Disclaimer: Not for Public Information
```

An example of a graded position with split funding that is 'POSTED.'

```
Position Overview                  As Of:10/01/2009        Run Date:11/03/2009
_____

Position Data                                     Job Data
 Position:       60019999-General Utility Worker    Job:              30003368-General Utility Worker
 Org Unit:       20019999-Agr SF Operations Facility Maint  Job Branch:  80000037-Building Environmental
 Holder:         VACANT                             Job Family:       90000005-Institutional Services
 Supervisor:     60019999-Mickey  Mouse             Pay Grade Type:   02-Banded
 Business Area:  1000-Agriculture and Consumer Serv.  Pay Grade Area:  06-Career Banding
 Pers Area:      1001-Agriculture Consumer Services  Pay Grade:        N/A
 Pers Subarea:   7day Norm                          Pay Grade Level:  J
 EE Group:       A -SPA Employees                   Pay Grade Range:  $28,484.00-$64,269.00
 EE Subgroup:    B1-FT S-FLSAOT Perm                EEO Category:     08-Service and Maintenance
 SOC:            49-9042-MAINTENANCE AND REPAIR WORKERS, GENERAL
 County:         Wake
 PMIS Ref No:    3790-5110-0040-815
 Emergency:      No
 Essential:      No                                 Time Data
 Key Position:   Non-Key Position
 Ex Pol Making:  No                                 Hours/Week:    40.00
 Main Address:   1010 Mail Service Center           OT Comp:       Y    030    Holiday Payout:  Y 365
                 Ral , NC 27699                     Extended Duty: N    0.00   Holiday Premium: 50%
 Supv Pos:       N                                  Callback:      N    0.00   EV Premium:      Y 10%
                                                    On-Call:       N    0.00   WK Premium:      N 00%
 Most Recent Workflow Action:11/03/2009-Reallocation Up  Gap Hrs:   N    000    NS Premium:      Y 10%




Fund Data

 Budgeted Salary:$23,167.00

 CostCenter:        Order:           NCASFinanncialKey:   Fund:        Percentage
 1A51100000         100000001110     1A055110             1A5110005    100.00



 _____
 Disclaimer: Not for Public Information
```

An example of a banded position that is 'VACANT.' The position is not posted. The "As Of" date and "Run Date" differ.

Position Overview Screen: Key Points

Position Data

1. Holder: This field contains sensitive information.
2. Holder: If the position is filled, the employee's PERNR and name will display. If the position is currently **not** filled, 'VACANT' will display.
    NOTE: The Holder field will display up to two PERNRs and two employee names. If a position has three or more holders, 'MULTIPLE HOLDERS' will display. Transaction code PO13, Maintain Positions and infotype Relationships (1001) will show all holders.
3. Holder: If the position is listed on the OSHR website for recruitment purposes, then 'POSTED' will display.
4. Most Recent Workflow Action: This field contains the effective date and the most recent position workflow action. (i.e. PCR action)

Job Data

1. Pay Grade: If position is graded, this field will be populated with the graded number. If the position is banded, this field will display 'N/A.'
2. Pay Grade Level: If the position is graded, this field displays 'GR.' If the position is banded, this field will display the applicable career banding level (i.e. contributing, journey or advanced).
3. Pay Grade Range: The minimum and maximum pay ranges will display for both graded and banded positions.

Fund Data

1. Budgeted Salary: This field contains sensitive information.
2. Budgeted Salary: This field can display up to twelve funding sources.

_____

Position Overview Screen: Security Access Roles

HR Master Data Maintainer	OM Position Approver	Display for HR Directors	Payroll Approvers
HR Master Data Approver	OM Position Requestor	Position Fund Approvers	