



Title: Change Position Type IT9023
Functional Area: Human Resources
Sub Area: Organizational Management

Last Update:

02/25/13 3:37 PM

Change Position Type IT9023

PO13

Publisher Information

File Name

r_Change Position Type IT9023.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Charge Object Maintainer
HR Master Data Maintainer
OM Position Requestor
Position Vacancy Posting Maintainer
Production Support - Org Mgmt

Insert Job Role rows as necessary.

Transaction	User Data		Description
PO13			Change Position Type IT9023
Client	Language	Doc Type	Job Role
	EN	BPP	Charge Object Maintainer



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Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
updated 3/27/08		

Trigger:

The type data of a Position needs to be changed (emergency position, essential position, etc.).

Business Process Procedure Overview

There are three separate designations for critical positions:

- **Emergency** - Positions which are required to work adverse weather or conditions of a serious nature that prohibit some employees from reporting to work.
- **Essential** - Positions which are exempt from an Executive Order prohibiting the filling of positions.
- **Key** - Positions designated by an agency that includes responsibility for performing mission critical work necessary for the organization to achieve its business goals. A vacancy in a key position of over one week would have a negative impact on the delivery of services because of the criticality of the work.
- **Note:** A position can be designated with more than one type. If no types are applicable, select None.

Tips and Tricks

- The Type information on a Position is held on Infotype 9023 on a Position.
- **Copy** (two sheets of paper) 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 what the record used to be.
- **Change** (pencil) is only to be 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
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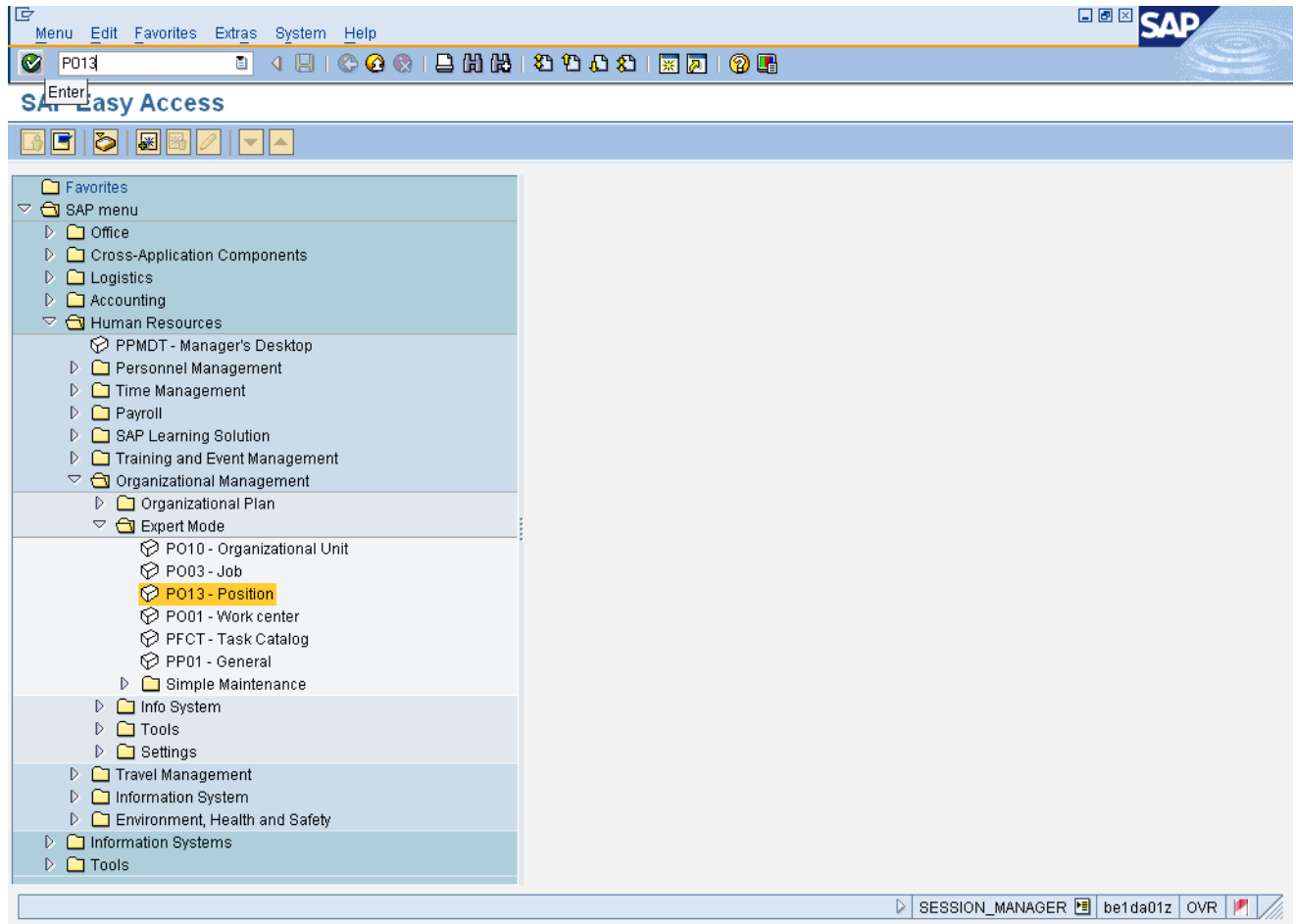
Via Transaction Code	PO13
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Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

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

2. Click **Enter**  button.



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Maintain Position

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Position	Eight digit unique number identifying the position	R	Enter value in Position. Example: 54215078

4. Click **Enter**  button.



Information: 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.



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Maintain Position

Position Edit Goto Utilities(M) Settings System Help

Maintain Position

Plan version: Current plan
Position: 54215078 JAVA PROGRAMMER
Abbr.: 000000023004

Active Planned Submitted Approved Rejected

Infotype Name	E
Time Off Balancing	
Charge Object Assignment	
Extended Duty	
Display Budget	✓
Reference Position Number	✓
SOC Code	
Position Types	
Vacancy Posting Data	

Time period
From: 03/25/2008 to: 12/31/9999
Period: Today Current week
 All Current month
 From curr. date Last week
 To current date Last month
 Current Year
Select

PO13 be1da01z OVR

5. Click **Position Types**  button.

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



Information: Verify that the position you wish to change the type on is displayed. Highlight the **Position Types** infotype by clicking on the gray square to the left of the line item, and click **Copy**. You may need to scroll down the list of infotypes to find the Position Types infotype.



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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. Only use change if you are making minor error corrections. Use Copy for all other type changes.

In this example we are **Creating** a new type record, since none existed. If you change a record, you will be asked to delimit the previous record, which puts an end date on the old record.



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Create Position Types

Position: 000000023004 JAVA PROGRAMMER
Planning Status: Active
Validity: 03/26/2008 to 12/31/9999 [Display change info](#)

Position Types

None
Emergency
Essential
Key: Non-Key Position

7. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Validity	The date identifying the start of a validity period	R	Enter value in Validity. Example: 03/26/2008

8. Click **Enter**  button.



Information: Enter the validity date for the new type choices to be active, and choose the new types.



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- **Note:** A position can be designated with more than one type. If no types are applicable, select None.




Title: Change Position Type IT9023
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Create Position Types

Position: 000000023004 JAVA PROGRAMMER
Planning Status: Active
Validity: 03/26/2008 to 12/31/9999 [Display change infor](#)

Position Types

None
Emergency
Essential
Key: Non-Key Position

9. Click **Save (Ctrl+S)**  button.




Information: Notice that if there were originally no type choices made, and you have made choices here, when you click **Enter** to validate the choices the **None** check mark is removed.



Maintain Position

The screenshot shows the SAP 'Maintain Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Maintain Position' and contains a search section on the left and a data entry section on the right. The search section has a 'Find by' dropdown set to 'Position' and options for 'Search Term' and 'Structure Search'. The data entry section has fields for 'Plan version' (Current plan), 'Position' (54215078), 'Abbr.' (00000023004), and 'JAVA PROGRAMMER'. Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table of 'Infotype Name' is visible, with 'Position Types' selected. To the right of the table is a 'Time period' section with radio buttons for 'All', 'Today', 'From curr. date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. The 'All' radio button is selected. A 'Select' button is at the bottom of the time period section. At the bottom of the screen, a status bar shows 'Record created', 'PO13', 'be1da01z', and 'OVR'.

10. Click **All** **All** radio button.

11. Click **Overview (Shift+F8)**  button.



Information: To view the record you just created and any previous 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.



List display with change Position Types

The screenshot shows the SAP 'List display with change Position Types' interface. The title bar includes 'Infotype Edit Goto View System Help' and the SAP logo. The main window title is 'List display with change Position Types' with a 'Back (F3)' button. The left sidebar contains a 'Find by' section with 'Position' selected, and options for 'Search Term' and 'Structure Search'. The main area displays a table with the following data:

End Date	Start date	E	E	Key
12/31/9999	03/26/2008	X		

At the bottom of the screen, it shows 'Entry 1 of 1' and a status bar with 'PO13 be1da01z OVR'.

12. Click **Back (F3)**  button.



Information: The new record just created and any historical records are displayed. You may highlight any of these records and click **Choose** to display the details, or click **Back** to return to the main screen.



Maintain Position

The screenshot shows the SAP 'Maintain Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Maintain Position' and contains a search panel on the left with 'Find by' options: 'Position', 'Search Term', and 'Structure Search'. The main data area shows 'Plan version' as 'Current plan', 'Position' as '54215078' (JAVA PROGRAMMER), and 'Abbr.' as '000000023004'. Below this are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table lists various infotypes with checkboxes: 'Time Off Balancing', 'Charge Object Assignment', 'Extended Duty', 'Display Budget' (checked), 'Reference Position Number' (checked), 'SOC Code', 'Position Types' (checked), and 'Vacancy Posting Data'. To the right of the table is a 'Time period' section with radio buttons for 'Period', 'Today', 'From curr. date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select' button is at the bottom of this section. The status bar at the bottom right shows 'PO13', 'be1da01z', 'OVR', and a red icon.

13. Click **Back (F3)**  button.

14. The system task is complete.

Launch WEB HELP