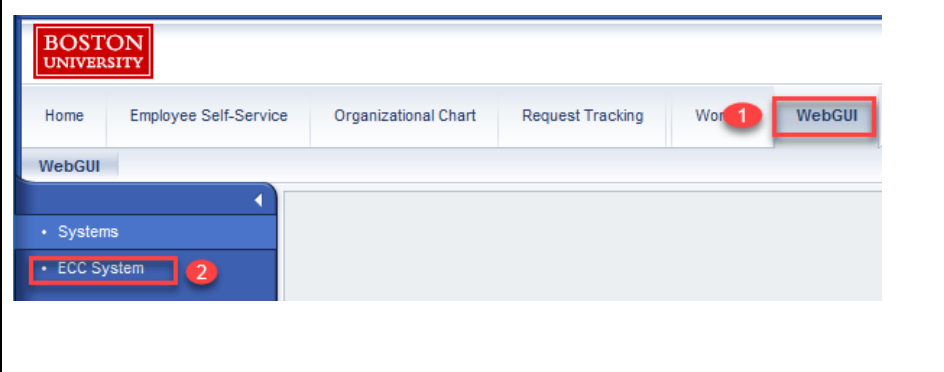
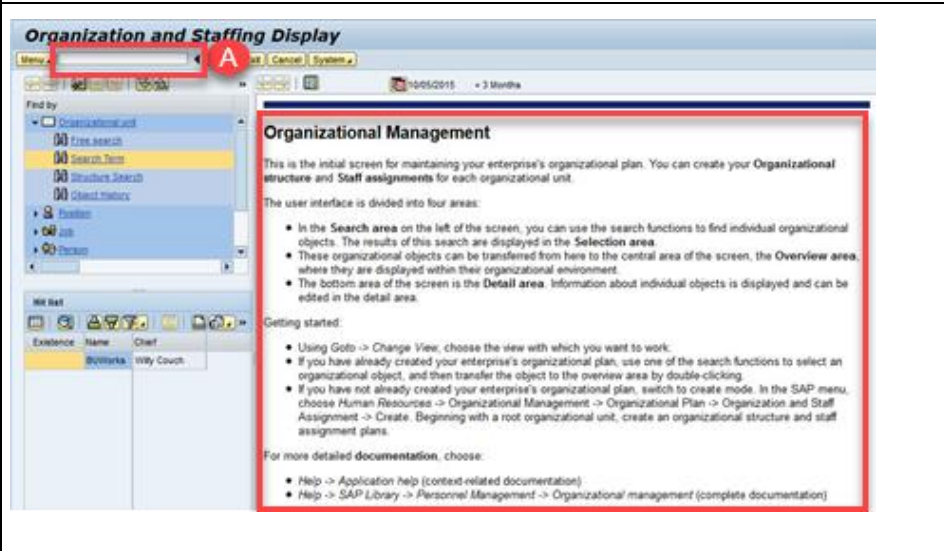


PPOSE Transaction-Quick Reference Guide

PPOSE is a SAP transaction that facilitates the display of staffing information for Org. Units (*departments*). Based on your authorization, you can search for and display details about specific Org Units, Positions, Jobs or Persons. You can also find vacant positions in your Org. Unit via PPOSE. To run the PPOSE transaction, access SAP through WebGUI tab on the BUworks portal.

	<ol style="list-style-type: none"> 1. Log on to BUworks Central https://ppo.buw.bu.edu 2. Click on WebGUI tab 3. Click on ECC System
	<ol style="list-style-type: none"> 4. Enter PPOSE for transaction id (A) and press Enter 5. On your first login to PPOSE you will see the following screen with the title “Organization and Staffing Display” appear. The next time you login, your previous saved search will appear

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	<p>6. To search by Org Unit, in the left column, click on Find by: Organizational Unit and Search Term (<i>not case-sensitive</i>). Type name of Org Unit (example: A). The Hit List contains all Org. Units starting with letter A</p> <p>NOTE: To expand search for Org. Units that begin with entered search term, append wild card “*” at end of search string. The Hit list will contain all Org. Units that start with the search string. If you enter “A*”, Hit list will contain Astronomy, Archaeology, Anthropology etc. If a wild card “*” is inserted at the beginning of the search term, all Org. Units that have the search term embedded somewhere in the Org Unit are returned in the Hit list. Example: *A will return in addition to Astronomy and Archaeology, Mathematics and Statistics etc</p>
	<ul style="list-style-type: none"> - From the Hit List, double-click on the row containing a specific Org.Unit that meets your requirement. On the right side of the screen, in the upper quadrant (A), an overview of the Org. Unit with Staff assignments is displayed. Click on the black triangle next to the Red Hat to see the manager for the Org. Unit. - In the bottom quadrant (B), details for the Org. Unit are displayed. Click on each of the tabs (C), to see details about Basic Data (holders of positions with percentage time, start and end dates), Account Assignment (Personnel Area/Sub-Area, Master Cost Center), Description and Authorizations (Manager, Payroll Coordinator and Timekeeper details if applicable)

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<p>The screenshot shows a 'Staff assignments' menu with several options. A red box labeled 'A' highlights the menu icon, and another red box labeled 'B' highlights the 'Staff assignments (list)' option.</p>	<p>7. To find vacant positions in your Org. Unit, in the Overview quadrant, click on Staff assignments list under the Staff assignments icon (A) and select the “Staff Assignments List” (B) option</p>																								
<p>The screenshot shows a table titled 'Staff assignments HRIS Testing Org Unit' with the following data:</p> <table border="1"> <thead> <tr> <th>Icon</th> <th>Existence</th> <th>Person/user</th> <th>Position ID</th> <th>Position</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td></td> <td>Vacant</td> <td></td> <td>S 50043651</td> <td>System Administrator</td> <td></td> </tr> <tr> <td></td> <td></td> <td>PABLO DVAL</td> <td>S 50043652</td> <td>HCM TRAINER</td> <td>100.00</td> </tr> <tr> <td></td> <td></td> <td>Miss MEL KURZOK</td> <td>S 50043653</td> <td>Department Secretary</td> <td>100.00</td> </tr> </tbody> </table>	Icon	Existence	Person/user	Position ID	Position	Percentage		Vacant		S 50043651	System Administrator				PABLO DVAL	S 50043652	HCM TRAINER	100.00			Miss MEL KURZOK	S 50043653	Department Secretary	100.00	<p>- Vacant Positions with Position Id and position name are displayed in the upper quadrant</p>
Icon	Existence	Person/user	Position ID	Position	Percentage																				
	Vacant		S 50043651	System Administrator																					
		PABLO DVAL	S 50043652	HCM TRAINER	100.00																				
		Miss MEL KURZOK	S 50043653	Department Secretary	100.00																				
<p>The screenshot shows the 'Organization and Staffing Display' interface. On the left, the 'Find by' menu has 'Position' selected. The main area shows the same table as the previous screenshot. A 'Find Position' dialog box is open with the search term '*Trainer' entered. The 'Hit list' at the bottom shows 'HR - Information System'.</p>	<p>8. To search by Position, click on Find by: Position. Type the name of Position (example: *Trainer). If the position is found, the hit list is populated on the bottom of left column. Double click on the specific position that meets your requirement in the Hit List. The details of task assignment are displayed on the quadrants on the right side of the screen</p>																								

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Task assignment

Task assignment	Code	ID	Valid from
HCM TRAINER	HCM TRAINER	S 50014408	01/01/1900
To Be Determined	TBD	C 20001554	01/01/1900
HR - Systems	HR SYS	O 10001330	01/01/1900
SHUMAK HOUSTON	HOUSTON	P 00060832	03/24/2014

Details for Position HCM TRAINER

Basic data | Account assignment | EE group/subgroup

Position: HCM TRAINER
Job: To Be Determined
Staffing status: Vacancy occupied or put on hold

Holder

Icon	Holder	Percentage Assigned as of	Description
	SHUMAK HOUSTON	100.00 03/24/2014	

Hit list

Icon	Existence	Name
		Trainer, Associ...
		Athletic Trainer
		Athletic Trainer
		Athletic Trainer
		Associate Head
		Assistant Head
		ANALYST TRAI
		Athletic Trainer
		SAP Trainer II
		HCM TRAINER

- The upper quadrant (A) shows an overview of the task assignment. The bottom quadrant (B) shows details for the position including holder of the position if occupied, account assignment with Personnel Area/Sub-area, master cost center and employee group and subgroup

Restrict Value Range

N: Last name - First name | Person ID

Last name: Dval

First name:

Find by

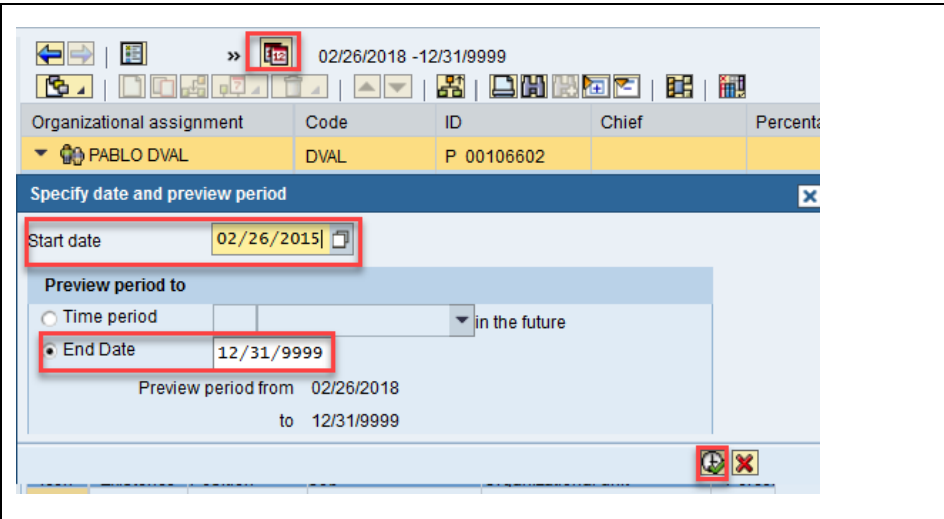
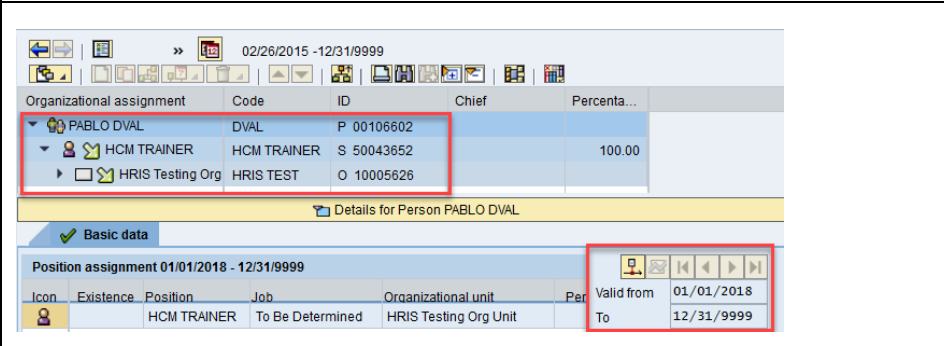
- Organizational unit
- Free search
- Search Term
- Structure Search
- Object History
- Position
- Job
- Person** (A)

9. To search by **Person** (A), click on **Find by: Person**. Type the name of the person (example: Dval*) in the search window. If the person is found, the hit list in the left column is populated with names in the bottom quadrant

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	<ul style="list-style-type: none"> - Double click on the specific person (B) that meets your requirement to see overview on upper right quadrant (C) - Further detail on the specific person such as Basic data for the person (personnel number, employee group and subgroup, Personnel area and status are displayed in the bottom quadrant (D)
	<ul style="list-style-type: none"> - You can see the employee's master record in SAP by clicking on Menu → Goto → Detail Object → Enhanced Object Description
	<p>10. To save the Staffing display click on Menu → System → List → Save → Local File and specify a filename and location on your computer</p>

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	<p>11. To find movement in an employee's career over a period of time, in the Overview section for an Organization, click on the Calendar icon.</p> <p>12. Specify the Start Date and the End Date (e.g. The start date is 01/01/2015 and End Date is 12/31/9999)</p> <p>13. Click on Execute</p> <p>NOTE: Movement can also be observed in a user defined time period for a specific Position or Organization</p>
	<p>14. The forward and back buttons in the details section allow you to toggle between several periods of time when staffing information changed in SAP</p>