

Reclass a Vacant/Filled Position

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ZSR—Reclass

Once you have completed the Pre-Transaction Checklist and reviewed the PAR carefully, you are ready to reclassify the position. **Remember:** if the position is currently filled, you will also need to perform an action on the employee after the position is reclassified. NOTE: If the job is Centralized an OA Control # must be provided on the PAR. If one is not return the PAR to the agency to have them obtain an OA Control #. Favorites



On the home screen of SAP, under the Org Management folder, select ZPQ13—Create or Reclass Position.



Enter the position number and the effective date from the PAR.

Type **ZSR** in the *Action* field.

Click Execute 🚯

Pop-up: if this message box appears:

🗠 🖾 Org Management					
🗷 P010 - Maintain Organizational Unit					
🗷 PO13D - Displa	ay Position				
🗷 P013 - Maintai	in Position				
🗷 P003 - Maintai	in Job				
🗷 ZPQ13 - Create	e or Reclass	Position			
Plan Version	01 Ourrent plan	า			
Position 00219903 Aide Trn					
Object name	30001				

Selection Criteria				
Infotype status	1	Active		
Validity	08/1	1/2012	to	12/31/9999
Action	ZSR	Reclass	s Posit	ion

© Information								
1	Infotype 1028 skipped due to lack of authorization							
✓ ②								
Click	V							



Enter the new job code in the *Object* Abbreviation field.

Remove the old job name from the *Object* Name field.

Click Enter 🔇 Save 📙

Position		30001	Aide Tri	n	
Planning Status		Active			
Validity		08/11/2012) to	12/31,	/9999
Object 0:	1 S 00219903	31			
Object abbr.	31421				
Object name					
Language Key	English	Ē			

You will be asked to delimit the previous record.

Click Yes

Cobi:	ect Create Previous record will you want to save?	be delimited at end.	Do	
	Yes	No	×	Cancel



Enter the new 5-digit job code with an <u>asterisk</u> in the *ID of Related Object* field.

Click Enter 🤡 Save 📙

The new job name will now be populated.

Position	31421					
Planning Status	Active					
Valid from	08/11/2012	2	to	12/31	/9999	68
Relationships 01 S 002199	903 1					
Relationship type/relationship	5	В	007	Is desc	cribed l	by
Related Object						
Type of related object		Jol	b			Ē
ID of related object		00	31420	1		
Abbreviation		31	421			
Name		Rs	dntl Si	vs Aide	e Mr	



You will be asked to delimit the previous record.

0	Previous record will b you want to save?	e delimited at end.	Do	
	Yes	No	×	Cancel



Confirm or update the information on this screen per the PAR.

Wage (WW) positions require a **prospective** Position Expiration Date; salary and recruitment positions do not require a date in this field at all.

Remember: if crossing fiscal years, the previous record should be ended on 6/30 of the previous year, and the new record should begin on 7/1 of the current year.

👼 📙 Copy Complex	nent Control
🗟 🗟 🖪	
Position	00230 Clk Typst 3
Planning Status	Active
Start date	02/21/2013 to 12/31/9999 & Change Information
Complement Control 01 S	00025567 1
Complement Control Attribute	s
Work Contract SS Salary	,
	ig and Alcohol Programs
	000 State Stores Fund Transfer
Budgeting	
Budget Fund Center 744	Division of Program Monitoring
Position Exp Date	
Budget Period 201	3

The **Budget Period** cannot be populated. It will default to current year on this infotype.

Click Enter Save



You will be asked to delimit the previous record.

브 Object Create									
3	Previous record wil you want to save?	l be delimited at end.	Do						
	Yes	No	×	Cancel					





Enter the Org in the *ID of Related Object* field.

Click Enter 🤡 Save 📙



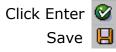
You will be asked to delimit the previous record.

Click Yes



Enter the Org information as indicated on the PAR. The **Company Code** will always be '*COPA.'* For the **Pers Subarea** there are a few exceptions to what the job shows for the **FLSA Code**. If class code is 06590, Intermittent Intake Interviewer, assign "I". If class code is 02050, Intermittent Liquor Store Sales Cashier or 02060, Intermittent Liquor Store Clerk, assign "L". If class code is 44680, Energy Assistance Worker, assign "E".

Remember: DPW, DOT and L&I each have two (2) pay areas. Be sure to enter the correct Personnel Area.





You will be asked to delimit the previous record.

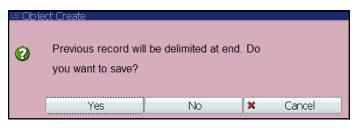
Click Yes



Confirm or update the **Employee Group** and **Subgroup** per the PAR.

Click Enter 🔮 Save 📙

Position	31421					
Planning Status	Active					
Valid from	08/11/2012	æ	to	12/31/9	999	68
Relationships 01 S 002199	903 1					
Relationship type/relationship	o i	A	003	Belongs	to	
Related Object						
Type of related object		Org	janiza	itional uni	it	Ē
ID of related object		00213330				
Abbreviation		PWS	EL33	30		
Name	:	SEL	Prgn	1 Srvs		



Position		31421
Planning Status		Active
Valid from		08/11/2012 🕑 to 12/31/9999
Object ID		00219903
Acct. Assignment Feat	ures 01	S 00219903 1
Company Code	COPA	COMMONWEALTH OF PA
Business Area	21	Public Welfare
Personnel area	2103	Public Welfare Pyrl Area 3
Pers. subarea	AN11	AFSCME N1 OT
CO Area	COPA	COMMONWEALTH OF PA
FM Area	COPA	

DOT T2 7802 T3 7803 L&I Z2 1202 Z3 1203	Le Object Create						
DOT T2 7802 T3 7803							
DOT T2 7802							
25 2105							
Z3 2103							
DPW Z2 2102							

0

Previous record will be delimited at end. Do

you want to save?

Yes

No

×

Cancel

	31421			
	Active			
	08/11/2012	to	12/31/9999	
Employee Group/Subgroup 01 S 00219903 1				
Permanent 📱				
F8 Full-time 80				
	up 015 (Permaner	up 01 S 00219903 1 Permanent 🛯	Active 08/11/2012 • to up 01 \$ 00219903 1 Permanent •	



You will be asked to delimit the previous record.

Click Yes



Confirm or update the Cost Center, Fund and/or Fund Center per the PAR.

The **COAr** will always be 'COPA.'

The percentage is typically 100%; however the agency may request to split funding among different 'buckets,' so read the PAR comments carefully.

you want to save?					
Yes	No	×	Cancel		
Position	31421				
Planning Status	Active				
Start date	08/11/2012 to	12/31/9999	& Change Info		
Object ID	00219903				
Cost Distribution 01 S 0021	9903 1				
Master cost center 21F	YRLDFLT PAYROLL D	EFAULT			
Cost distribution					
COAr Cost ctr Pct.	Fund Funds ctr	Name			
COPA 2130879686 100.00	1024912000 21308790	00 Selins	grove Center		

The **Budget Period** will need manually

input (current fiscal year). Please note the Budget Period must be input prior to entering and saving otherwise you won't be able to finish your action.

Click Enter 🔮





Confirm or update the information on this screen per the PAR.

If job is coded as Age 50 the position must be coded as Age 50

BU-covered positions should always have a union, local, promo and furlough code, unless the position is confidential. Confidential positions must have a Management Furlough Unit Code.

If any information is missing from the PAR, use the supervisor position number-or the position number of a previous holder-to find the missing information. Otherwise, contact the agency.

Click Enter 🔇



You will be asked to delimit the previous record.

Age 50 Ret Ind		Bargaining Unit	N1		Tax Fringe Benefit Contro
Confidential Ind		Union Code	01		Program Code
Senior Level Appointment		Local Code	016	6	SELINSGROVE CENTER
ESS - do not print	•	Budget Impasse In	nd 1 FLSA		FLSA Critical
		FTE OT Ind		2	8/80
Service Type	Addit	ional Position Codes /			
Civil Service		C Exemption Cd			
Non Civil Service O		artment Jurisdiction	Cod	le	G Under the Governors Juris
Senior Mamt Service					
Unclassified 0					
Detail Position Attribute 01 S 0021990	13.1.Z	/			
Promotion Unit	100	SELINSGROVE CEN	VTE	R	Legislative District
Furlough Unit	300	SELINSGROVE CEN	VTE	2	
Performance Cycle	C	Calendar Year			
Performance System Code	G	General			
Check Distribution Code			om	nlo	vee's home mail address
Agency Elective Data	0000		em	pio	
Classification Review Date	00/	11/2012			
		11/2012	~	-	PD10 Gran Transhin Courter
Zip Code	178		COC	e	PBJR Penn Township-Snyder
County Code	055	Snvder			

Note: management employees do not earn seniority, and therefore should **not** be classified as confidential. Check the position to ensure the confidential box is unchecked.

<i>≌</i> Obje	ct Create	-		_	
3	Previous record you want to save		e delimited at end	l. Do	
	Yes		No	×	Cancel





You will be taken back to the first screen.

Click Back 🔇 TWICE

This message should appear at the bottom of the screen.

Plan Version		01 Ourre	ent pla	n
Position		0021990	3	Aide Trn
Object name		30001		
Selection Criteria				
Infotype status	1	Active		
Validity	08/3	11/2012	to	12/31/9999
Action	ZSR	Reclass	Positi	on

Rsdntl Srvs Aide Mr

Position 00219903 successfully updated in Infotype 1000

00219903

Post-Transaction—PO13/PO13D

Position

Confirm the position was successfully reclassified:

Select **Object**,

ALL > OVERVIEW.

The first record will be the one you just created.

If the record is missing, you've done something wrong and will need to re-execute.

If the supervisor position number has changed, go to Relationships, ALL > OVERVIEW:

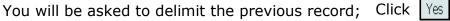
Select current '*Reports To'* record.

Click Copy 🔟

Change the start date to this record to the effective date of the reclass and update position #.

Click Enter 🔞

Save



You will also need to create the Description infotype with the OA Control # if the job is Centralized. If the agency doesn't provide one return the PAR back to the agency requesting they obtain an OA Control #.

Abb	r.	31421					
Active Planned Submitted Approved Rejected							
	Infotype Name		St_	Time period	/		
	Object		×	 ▲ ○ Period ▼ 			
	Relationships		✓	From	09/28/2012		12/31/9999
	Description			_ O Today		○ Currer	
	Planned Compensat	ion	√	• All		○ Currer	
	Vacancy		¥	O From au	rr date	OLast w	reek
	sition anning Status			31421 Active	Rsd	ntl Srv	s Aide Mr
Ob	ject	01 S 0021	990	03 1			
	Start date	End date	AŁ	br.	Object	name	
	08/11/2012	12/31/9999	31	.421	Rsdntl	Srvs A	Aide M r
	01/14/2012	08/10/2012	30	001	Aide T	rn	
	06/21/2008	01/13/2012	31	.421	Rsdntl	Srvs A	Aide Mr
	07/09/2007	06/20/2008	30	0001	Aide T	'n	
	11/11/2006	07/08/2007	31	.421	Rsdntl	Srvs A	Aide M r
Do	sition		314	24	Rsdntl Sr	ue Aide	N der
					RSUNU SP	vs Alde	
Pla	anning Status	1	Act	ive			

Position	31421	Rsdntl Srvs Aide Mr
Planning Status	Active	
Relationships 01 S 00	0219903 1	
Start End	R., Relat, Relat.text	R Rel'd object I Abbr.
03/17/2012 12/31/9999	A 002 Reports (l S 00044719 31431
01/14/2012 03/16/2012	A 002 Reports (l S 00079868 43700
01/19/2011 01/13/2012	A 002 Reports (l S 00044238 31431
12/13/2010 01/18/2011	A 002 Reports (I S 00108811 31431
11/06/2010 12/12/2010	A 002 Reports (l S 00087897 31431
06/05/2010 11/05/2010	A 002 Reports (l S 00047979 31431

