



## Display a Position While in Workflow

### Change Record:

Change Date: 8/26/2013	Changed by: d. lyle
Changes:	<p><b>New file name</b></p> <p>New format and screen captures</p> <p><b>Trigger:</b></p> <ul style="list-style-type: none"> <li>Revised text: This transaction is used to display position information for positions that were created using the ZOMA069, Position Actions transaction <i>while in Workflow</i>.</li> </ul> <p><b>Business Process Procedure Overview:</b></p> <ul style="list-style-type: none"> <li>Completely revised and expanded</li> </ul>

### Trigger:

This transaction is used to display position information for positions that were created using the ZOMA069, Position Actions transaction while in Workflow.

### Business Process Procedure Overview:

You can use this procedure to display position information for positions that were created using the ZOMA069, Position Actions transaction. Position information will not display for positions converted from the Legacy system (PMIS).


This allows the Initiator to view all proposed changes on the Workflow Creation screen along with the various tabs located on that screen (for example, Address and Time).

#### PO13D

Infotypes in Planned status (displayed using PO13D) are created via the Workflow process. Once approved, they become “official” (Active status). During Workflow you may view proposed changes on the Positions Planned status tab. Proposed changes are displayed on the individual infotypes. To view proposed changes on one screen, use ZOMA069.

### Tips and Tricks:

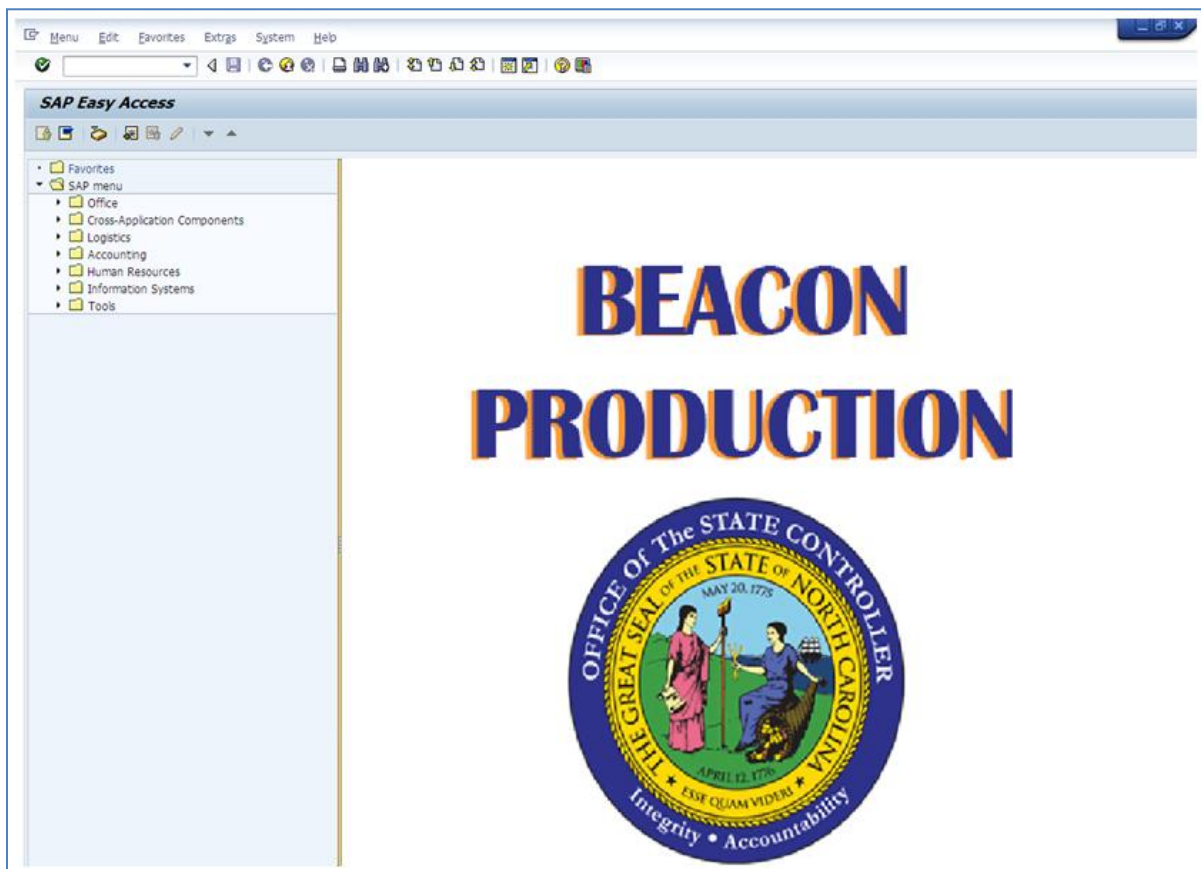
See the OM Tips and Tricks Job Aid for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Organizational Management > Job Aids*.

- Display**  is used to access information for display purposes only. No changes can be made to the relationship records. Contact BEST Shared Services for changes.

**Access Transaction:**

<b>Via Menu Path:</b>	Your menu path may contain this custom transaction code depending on your security roles.
<b>Via Transaction Code:</b>	ZOMA069


**PROCEDURE**



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. <b>Example:</b> ZOMA069

2. Click the **Enter**  button.

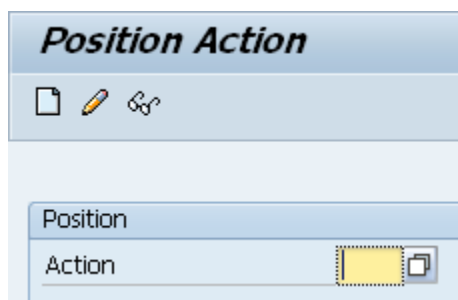
  
**Information**

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZOMA069**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.



3. Update the following fields:

Field Name	Description	Values
Action	A one to four character code that represents an action. An action is a series of procedures that must be completed in order to achieve a specific objective.	Enter value in Action.  <b>Example:</b> 100

4. Click the **Enter**  button.

After clicking Enter the screen will refresh and display additional fields.

5. Update the following fields:

Field Name	Description	Values
Position	Unique number identifying the characteristics and attributions of a position	Enter value in Position. <b>Example:</b> 65003126
Valid from	Beginning date of the specified date range	Enter value in Valid from.  Example: 9/1/2013

6. Accept the default value of **12/31/9999** for the Valid to field.

7. Click the **Enter**  button.

8. Click the **Display (F7)**  button.

The screen refreshes with the General tab displayed.

**Create New Position - DISPLAY**

General | Address | Time | Cost

Position

Position	65003126	<input type="checkbox"/>	Residential Life Trainer
Valid from	09/01/2013	to	12/31/9999
Infotype status	2 Planned	Work Flow Status	<input checked="" type="checkbox"/> In Process
PCR Number	5000002043		
Position abbr.	Res Life Trn	Position Name	Residential Life Trainer
<input checked="" type="radio"/> Open <input type="radio"/> Vacancy filled			
Company Code	NC01 STATE OF NC	Personnel area	2001 Health Human Services
Business Area	3X00 DHHS-Hospitals	Pers. subarea	AC01 7day Norm
Employee group	A SPA Employees	EE subgroup	B1 FT S-FLSAOT Perm
Hours per Week	40.00		
SOC Code	399040 Residential Advisors		
County Code	054 Lenoir		
Position Types:	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Emergency	<input type="checkbox"/> Essential
	<input type="checkbox"/> Key	Non-Key Position	

Position Relationships

Org Unit	20004341	HHS SO AL OES MSD RESLIF Boys
Job	30011892	Residential Life Trainer
Reports To	60039440	Cottage Parent Spvr II

Pay Grade | Pay Scale


Salary structure data

Ctry Grouping	10 USA	Pay grade	TG58
Pay grade type	04 T-Grade	Level	TG
Area	01 Annual Salaries	Key Date for Display	09/01/2013
Currency key	USD		
Pay grade	25,159.00	To	37,784.00
Reference salary	31,472.00		
Time unit	6 Annually		

9. View the data as entered for accuracy or for research purposes.

10. Click the **Address**  tab button.

After selecting the Address tab subtype you will be able to view the corresponding address.

 **Create New Position - DISPLAY**

General | **Address** | Time | Cost

Position

Position  Residential Life Trainer  
Valid from  to  Infotype status  Planned  
Work Flow status  In Process

Subtype

Address suppl.

House no/Street  House number

Street

PCode/City


Country

Region  North Carolina


Telephone no.

Fax number

11. Click the **Time**  tab button.

 **Create New Position - DISPLAY**

General | Address | Time | Cost

Position  
Position   Residential Life Trainer  
Valid from  to  Infotype status  Planned  
Work Flow status  In Process

**Overtime Compensation(9005)**  
Immediate Payout   
OR  
Comp Aging Limit  Days

**Holiday Payout Period(9006)**  
Immediate Payout   
OR  
Comp Aging Limit  Days

**Night Shift Premium(9007)**  
Night Shift Prem Rate  %

**Evening Shift Premium(9008)**  
Evening Shift Prem Rate  %

**Weekend Shift Premium(9009)**  
Weekend Shift Prem Rate  %

**Holiday Premium Rate(9010)**  
Holiday Premium Rate  %

**On-Call(9011)**  
On-Call Comp Accrued   
On-Call Rate \$




**Callback(9012)**  
Immediate Payout   
OR  
Comp Aging Limit  Days

**Extended Duty(9016)**  
Extended Duty Rate  %


**Gap Hours(9017)**  
Comp Aging Limit  Days


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

**Position Action**

Position

Action	100 	Create New Position
Position	65003126	Residential Life Trainer
Valid from	09/01/2013	to 12/31/9999

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

This system task is complete.