The purpose of this Business Process Procedure is to explain how to create and/or update the position type data for a position designated as critical in the Integrated HR-Payroll System.

Business Process Procedure Overview

There are five separate designations for critical position types:

- **Emergency** - Positions which are required to work during 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.
- **Field/Home-Based** - Positions which are required to work outside the agency or university worksite based on the service they provide or the nature of work. The work of field/home-based positions is mostly performed by traveling to various locations, within a region or working from home.
- **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.
- **Mandatory On-Site** - Positions occupied by employees in permanent, probationary, or time-limited appointments that are required to report to a designated worksite (particularly when all other positions are restricted from coming into the workplace), other than their personal residence, and only for those specific dates and times that such onsite reporting is required during a public health emergency. These positions include, but are not limited to, positions that directly impact public health and patient care; public safety; operation of critical infrastructure and facilities; operation and safety of sensitive research labs and ongoing care for research animals, and the custody or care of persons or property for whom the state has a duty to continue to serve

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

Tips and Tricks

- The Critical Position type information on a position is held on Infotype 9023.

- **Copy** 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 prior records in chronological order.

- **Change** is to be used only if a spelling or other simple error has been made, and there is a need to correct the record. Change will overwrite what used to be on the record and does not keep a history of prior records in chronological order.

Access Transaction:

Via Menu Path: SAP menu ==> Human Resources ==> Organizational Management ==> Expert Mode ==> PO13 – Position

Via Transaction Code: PO13

Procedure:

1. Enter the **PO13** transaction code in the command field.
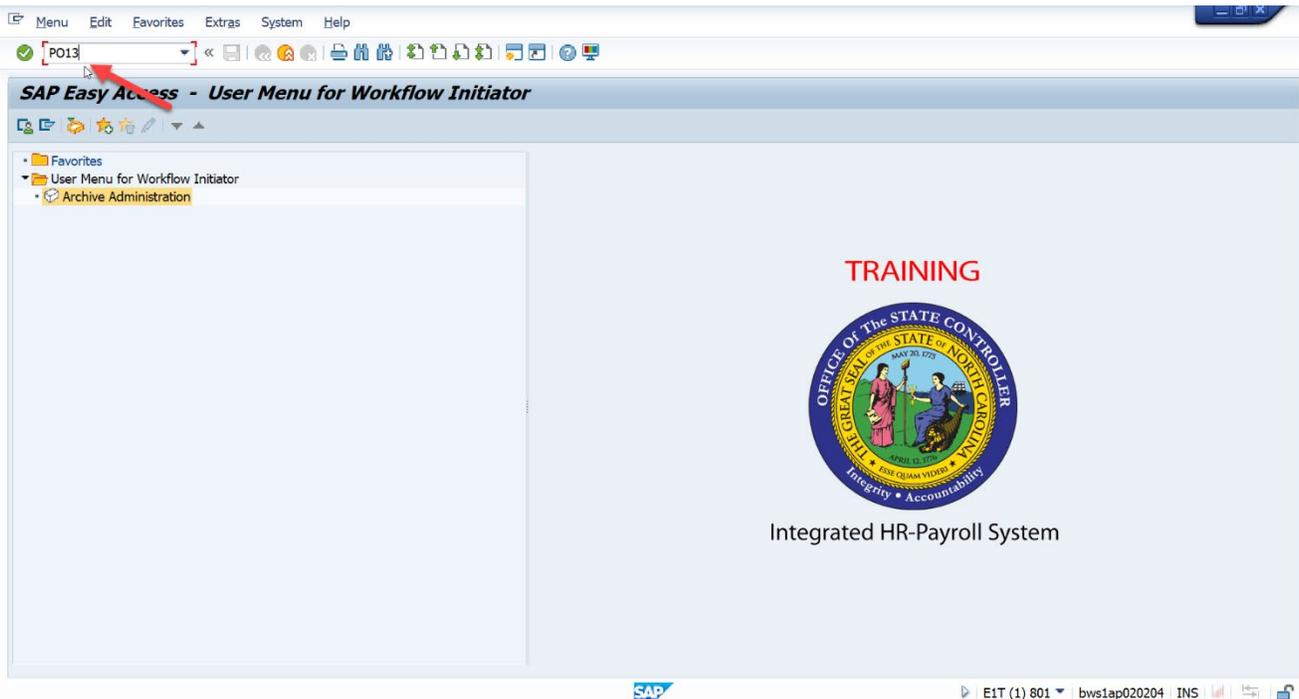
2. Click the **Enter** button.

3. Enter a position number value in the Position field, then click the **Enter** ✅ button. This example uses position number 60000915.
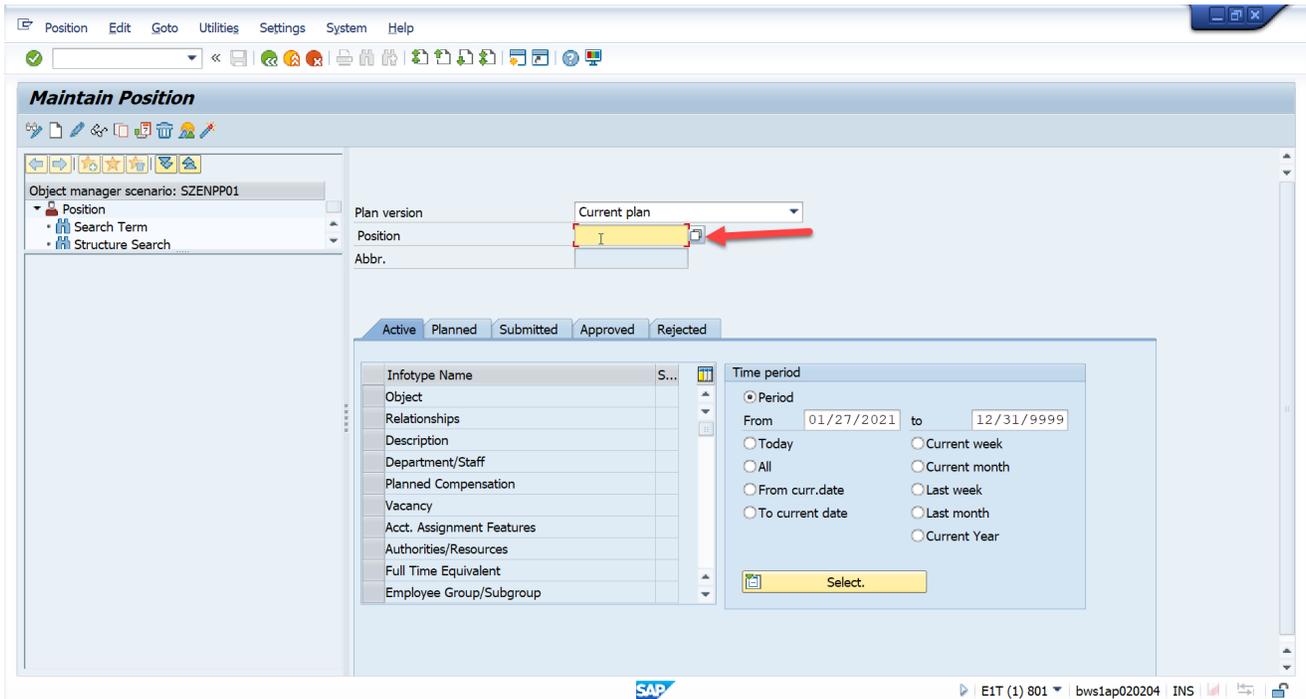
Note: To look up the position number, place the cursor in the Position field and click on the matchcode search button to the right of the field for search options.

4. On the Active tab, scroll down the infotype listing to find the infotype called 'Position Types'.
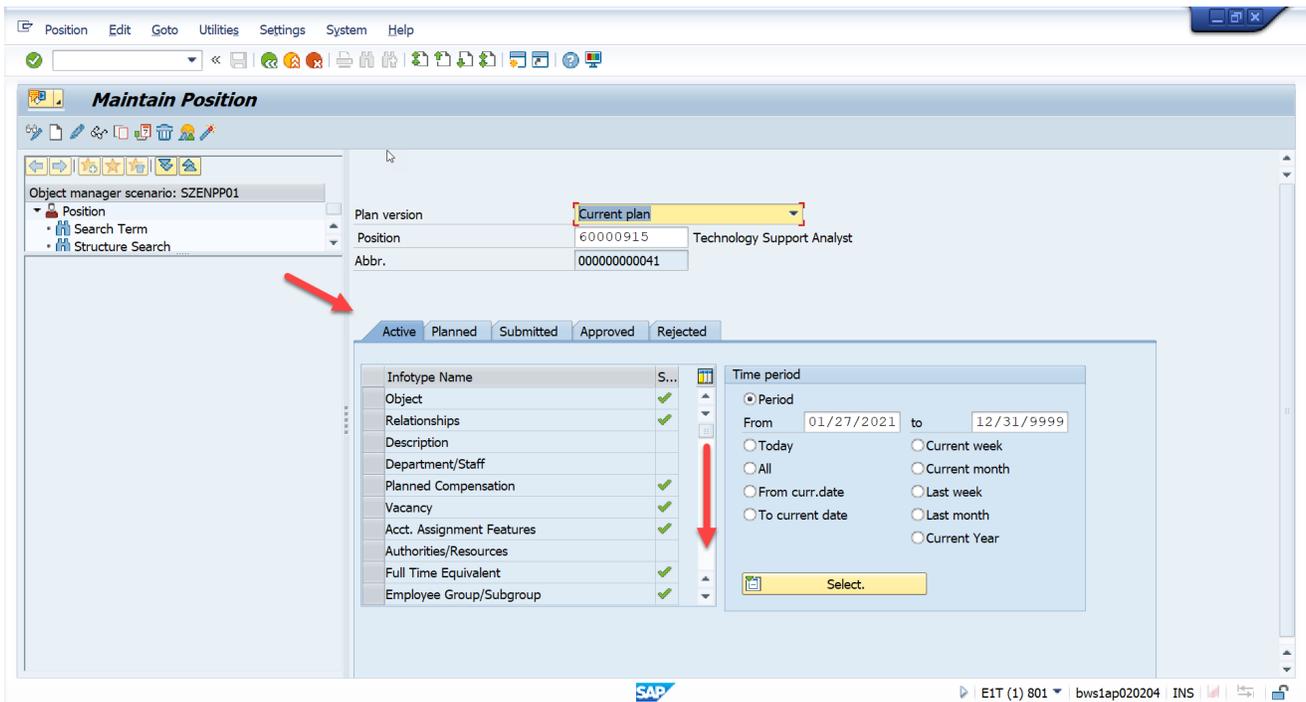
5. Select the box to the left of 'Position Types to select the infotype.
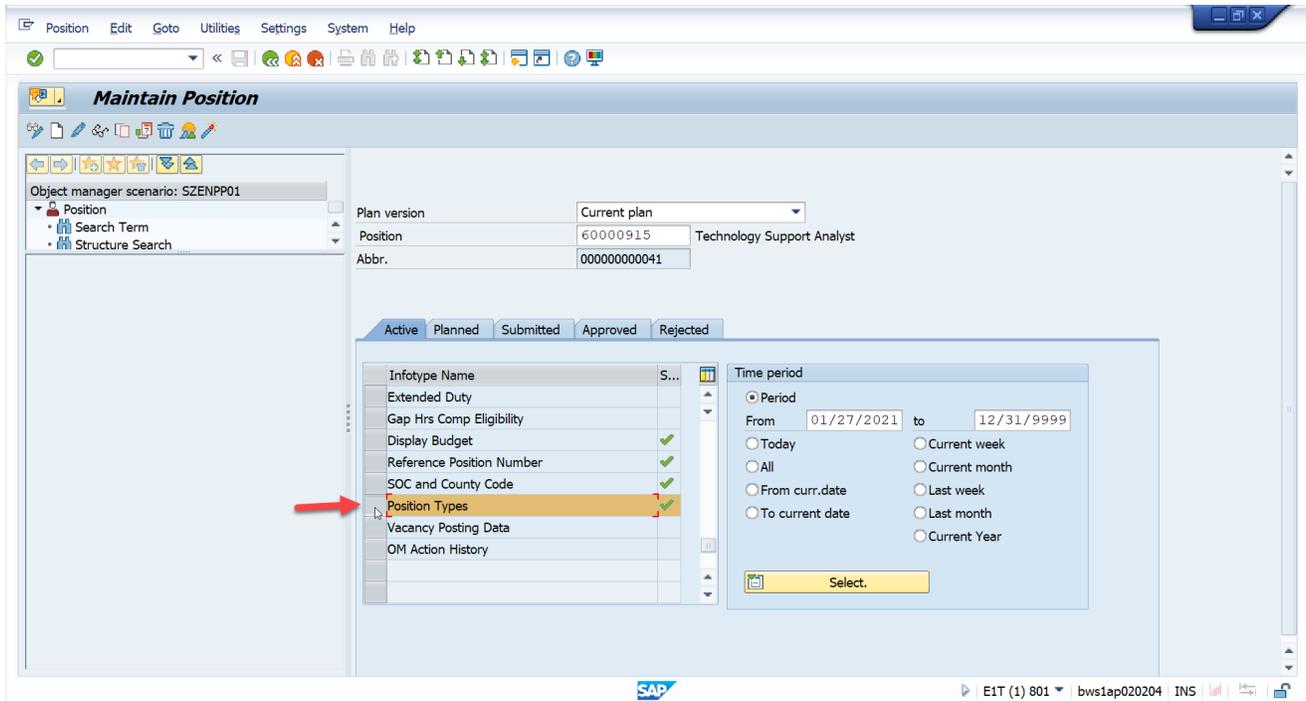
In the screenshot above, there is already an IT9023 Position Types record on the selected position – indicated in the screenshot by the green check to the right of the infotype selected.

Note: The user has the option to create, copy, or change an Infotype 9023 – Position Types record.

- Use **Create** if there are no records for this infotype to date.

- Use **Copy** if there are already existing records; **Copy** keeps a historical record of all changes that have been made when a new effective date is used.

- Use **Change** to modify the existing record and not create a historical record. Only use **Change** if making minor error corrections to an existing record.

6. For this example, **Copy** the previous record and use a new date to create a new, current-dated position type record. In this process, we will be asked to delimit the previous record, which puts an end date on the prior record that exists.

> **NOTE:** If there were no existing position types record and there is a need to create a new record, the steps are very similar except the system will not ask to delimit a prior record.
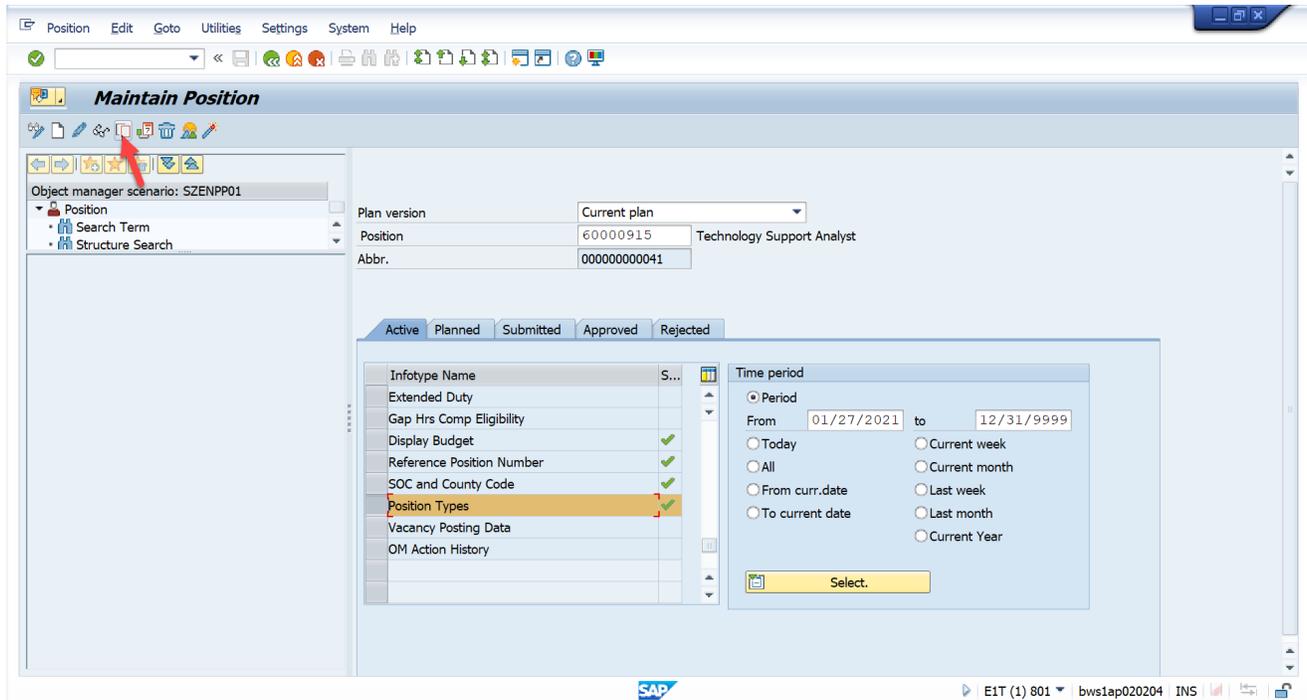
7. Clear out the prior date in the Validity start date field and enter a new effective date.
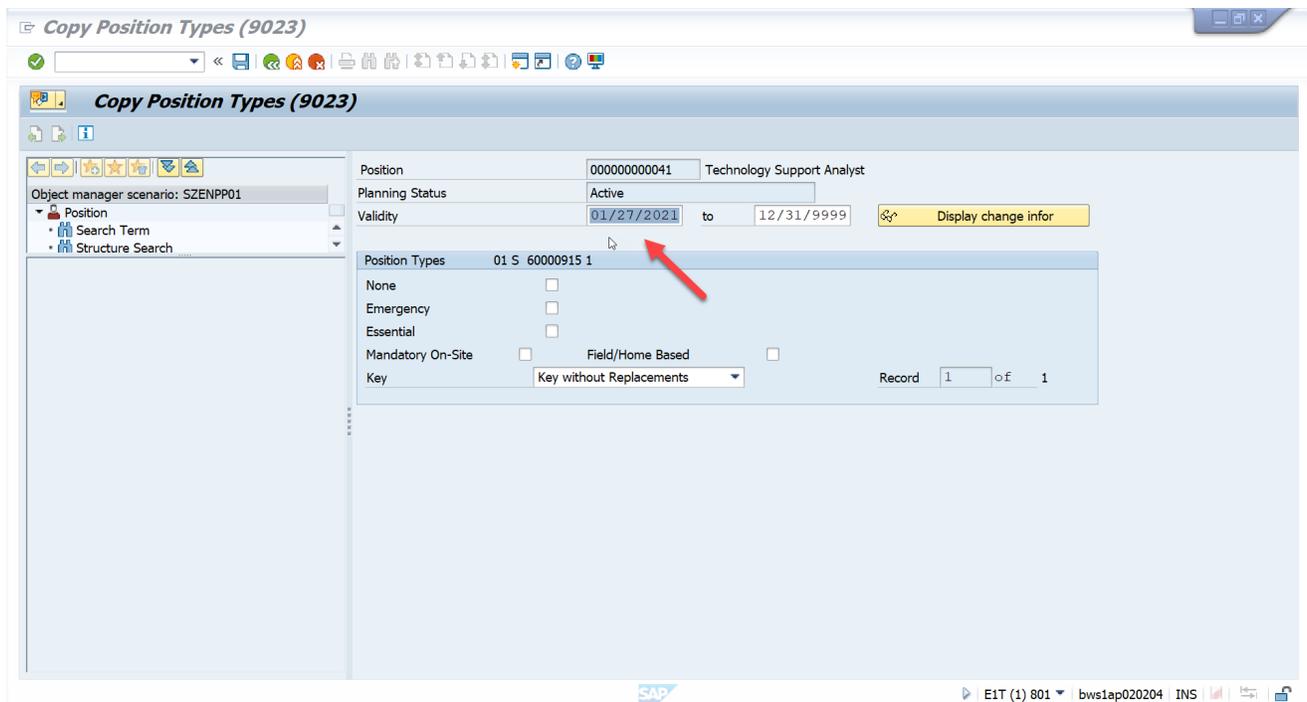
8. Select the appropriate position type(s) that will be effective on the position. More than one position type can be active if necessary, or 'None' can be selected if there are no types applicable (or if removing position types that existed before but should no longer display).

   NOTE: When making a change to this infotype's information, all relevant subtypes must be selected again. For example, if a position was previously Essential and will now be Essential and Mandatory On-Site, when copying the record, the user will choose the effective date and then select both the Essential and Mandatory On-Site designations.
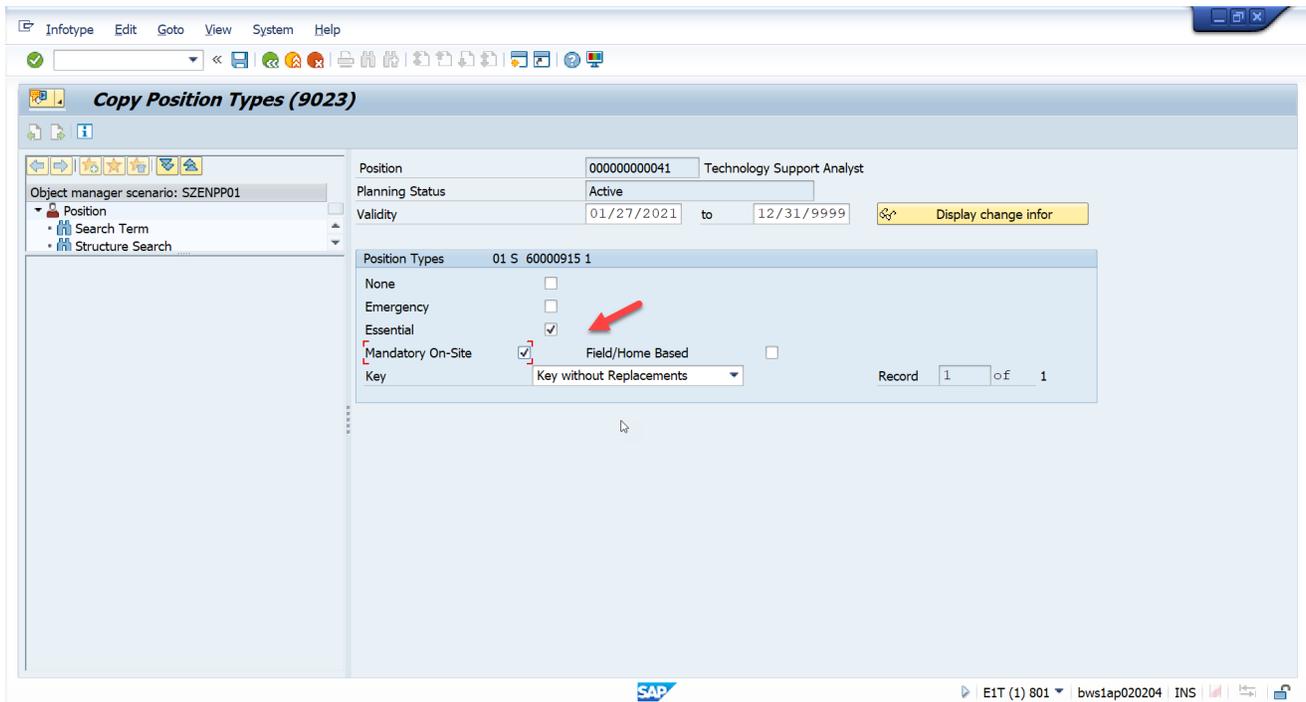
There are five separate designations for critical position types:

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9. Click the **Enter** button.

10. Click the **Save** button.

11. If copying an existing Position Types record, a confirmation box will pop-up asking the user to confirm that the system should delimit the prior record the day before this new record is created; click **Yes** to have the system delimit the prior record:
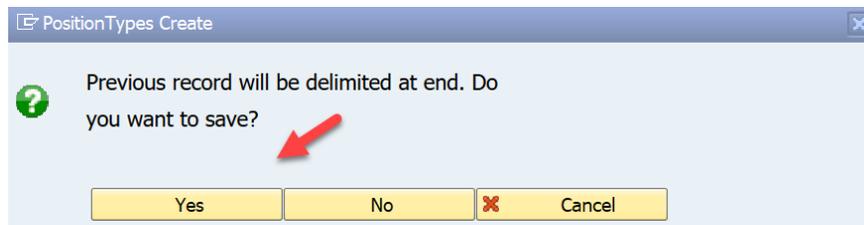
12. To view the record that was created:

- Keep the Position Types infotype selected   Position Types   ✔
- Select the All radio select button ⊙ All in the Time Period selection box
- Click the **Overview** 🏞 button:
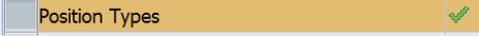
An overview of all Position Type records for this position is displayed:
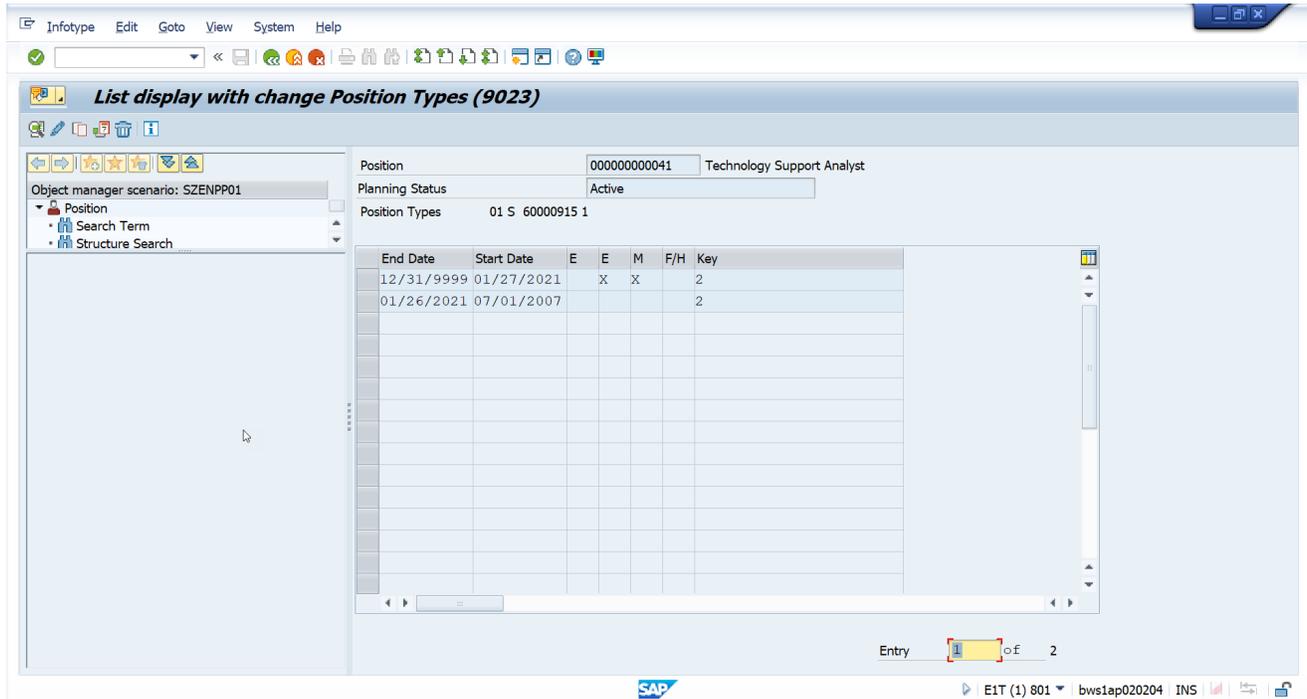
Note the top record is the new record just created and the prior record has been delimited the day before the new record. The user can highlight any of the records and click the

Choose 🔲 button to display the individual record details.

13. Click the **Back** button to return to **PO13 – Maintain Position** screen.

14. Click the **Back** button again to return to the **SAP Easy Access** screen.

This system task is complete.

Change Record

- 2/12/21 – Updated format and assigned reference number – Claire Ennis
- 8/6/21 – Added new position type and description for Field/Home-Based; updated text and screenshots