



**Title:** Change Position Working Title - IT1000  
**Functional Area:** Human Resources  
**Sub Area:** Organizational Management

Last Update:

02/25/13 3:40 PM

## Change Position Working Title - IT1000

**PO13**

### Publisher Information

**File Name**

r\_PO13\_Change Position Working Title IT1000.doc

**Link 1**

**Link 2**

**Link 3**

**Link 4**

**Job Role**

Agency Position Funding Approver

OSP Position Approver

Insert Job Role rows as necessary.

Transaction	User Data		Description
PO13			Change Position Working Title - IT1000
Client	Language	Doc Type	Job Role
	EN	BPP	Agency Position Funding Approver



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## Change History

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

Date	Name	Change Description
updated 7/16/08		

### Trigger:

The working title of a Position needs to be changed.

#### Business Process Procedure Overview

The working titles for positions were migrated from the Job Class Title in PMIS. This title may not be the best 'working title' for your organization. You may change the text on the Position Title using transaction code [PO13].

An example is a position called Business Analyst Tech, but you would rather the position be called Java Programmer, or HTML Programmer.

### Tips and Tricks

- The Working Title of a Position is held on Infotype 1000 on a Position.
- The security provided to you includes display, copy, and change.
- **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:

<b>Via Menu Path</b>	SAP menu ==> Human Resources ==> Organizational Management ==> Expert Mode ==> PO13 - Position
<b>Via Transaction Code</b>	PO13



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## Procedure:

### SAP Easy Access

The screenshot displays the SAP Easy Access web interface. The browser's address bar contains the text 'P013'. The SAP menu is expanded, showing a tree structure of application components. Under 'Organizational Management', the 'Expert Mode' folder is expanded, and 'PO13 - Position' is selected and highlighted in yellow. Other visible items in the menu include 'Organizational Unit', 'Job', 'Work center', 'Task Catalog', and 'General'. To the right of the main menu area, there is a vertical logo for 'TRA' (Texas Real Estate) with the words 'INTEGRITY' and 'CONSISTENCY' and 'Office of the' below it.

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

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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. <b>Example:</b> PO13

2. Click **Enter**  button.



**Information:** You may want to enter this transaction code in your Favorites folder. Choose Favorites ==> Insert Favorites, and type in PO13, then click Enter.

To see the transaction code displayed in front of the link in your favorites, choose Edit ==> Settings, put a check next to Display Technical Name, and click Enter.



### 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. <b>Example:</b> 60008884



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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**

Object manager scenario: SZENPP01

Position

Search Term

Structure Search

Plan version: 01 Current plan

Position: 60008884 Business And Technology Applic Analyst

Abbr.: 000000000159

Active Planned Submitted Approved Rejected

Infotype Name	E...
Object	✓
Relationships	✓
Description	
Department/Staff	
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Authorities/Resources	
Full Time Equivalent	✓
Employee Group/Subgroup	✓

Time period

Period

From 07/16/2008 to 12/31/9

Today  Current week

All  Current month

From curr.date  Last week

To current date  Last month

Current Year

Select.

5. Select the **Object**  row.

6. Click **Copy infotype (Shift+F9)**  button.



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**Information:** Verify that the position you wish to change the working title on is displayed. Highlight the **Object** infotype by clicking on the gray square to the left of the line item, and click **Copy**.

**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 spelling error corrections. Use Copy for all other working title changes.





### Copy Object

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. <b>Example:</b> 07/16/2008



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Object name	Short description of the object to be created.	R	Enter value in Object name. <b>Example:</b> Java Programmer
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8. Click **Enter**  button.



**Information:** Enter the validity date for the new working title to be active, and enter the new working title. Follow the naming convention of your Agency.



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## Copy Object

Infotype Edit Goto View System Help

Copy Object

Object manager scenario: SZENPP01

Position 000000000159 Business And Technology Applic Analyst  
Planning Status Active  
Validity 07/16/2008 to 12/31/9999 [Change Information](#)

Object 01 S 60008884 1  
Object abbr. 000000000159  
Object name Java Programmer  
Language Key EN English

Record 1 of

! Short name 000000000159 is numerical (confusion with object number)

9. Click **Enter**  button.



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**Information:** Notice the yellow caution message at the bottom of the screen cautioning you about the object abbreviation bring in a number format instead of a letter format. This is ok, click **Enter** past this message.



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## Copy Object

Infotype Edit Goto View System Help

Copy Object

Object manager scenario: SZENPP01

Position 000000000159 Business And Technology Applic Analyst

Planning Status Active

Validity 07/16/2008 to 12/31/9999 [Change Information](#)


Object 01 S 60008884 1

Object abbr. 000000000159

Object name Java Programmer

Language Key EN English

Record 1 of

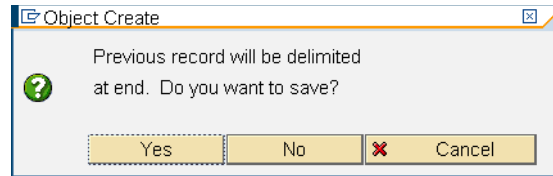
10. Click **Save (Ctrl+S)**  button.



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## Object Create



11. Click **Yes**  button.



**Information:** Click **Yes** to delimit the previous record. This provides the history of what the record used to be, and the end date of that record.



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## Maintain Position

Position Edit Goto Utilities(M) Settings System Help

**Maintain Position**

Object manager scenario: SZENPP01

Position

Search Term

Structure Search

Plan version: 01 Current plan

Position: 60008884 Java Programmer

Abbr.: 000000000159

Active | Planned | Submitted | **Approved** | Rejected

Infotype Name	E...
Object	✓
Relationships	✓
Description	
Department/Staff	
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Authorities/Resources	
Full Time Equivalent	✓
Employee Group/Subgroup	✓

Time period

Period

From 01/01/1800 to 12/31/9

Today  Current week

All  Current month

From curr.date  Last week


To current date  Last month

Current Year

Select.

Please select an infotype

12. Click **All**  All radio button.

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



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**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 Object

Object manager scenario: SZENPP01

Position: 000000000159 Java Programmer  
Planning Status: Active  
Object: 01 S 60008884 1

Lang.	Start date	End date	Abbr.	Object name
EN	07/18/2008	12/31/9999	000000000159	Java Programmer
EN	07/01/2007	07/15/2008	000000000159	Business And Technology Applic An

Entry: 1

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



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**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.



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**Maintain Position**

Object manager scenario: SZENPP01

Plan version: 01 Current plan  
Position: 60008884 Java Programmer  
Abbr.: 000000000159

Active | Planned | Submitted | Approved | Rejected

Infotype Name	E...
Object	✓
Relationships	✓
Description	
Department/Staff	
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Authorities/Resources	
Full Time Equivalent	✓
Employee Group/Subgroup	✓

Time period  
From 07/16/2008 to 12/31/9  
 Today  Current week  
 All  Current month  
 From curr.date  Last week  
 To current date  Last month  
 Current Year

Select.

Record created

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

16. The system task is complete.

## Launch WEB HELP

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