

Work Instruction

General Search for Position (Document)

**ZPHRRECORD
000,
ZPPOSITION00
0, PO13**

Purpose

Use this procedure to search for a position number in an HR transaction.

Trigger

Perform this procedure when you do not know the position number that you need to complete an HR transaction.

Prerequisites

You will need to know all or part of the cost center number or cost center name for the organizational unit to which the position that you are searching for belongs.

Transaction Code

ZPHRRECORD000, ZPPOSITION000, PO13

Helpful Hints

This procedure may be used to locate a specific position in many HR transactions. It is demonstrated in this document using the **ZPHRRECORD000 – Record a Friend/Pending Employee/Guest Traveler** transaction. Other HR transactions where this procedure might be useful include **ZPPOSITION000 – Position Create/Change** and **PO13 – Position** among others.

Procedure

1. The **ZPHRRECORD000 – Record a Friend/Pending Employee/Guest Traveler** transaction will be used to demonstrate how to search for a position number. The *Record a Friend/Pending Employee/Guest Traveler* screen is shown below.



You may use this technique on any HR transaction with a position field.

Record a Friend/Pending Employee/Guest Traveler

Personnel no:
SSN:
Non-Resident Alien: (without SSN)

Actions Workflow History

Type of Relationship

Friend
Effective Date:
Primary Position:

Pending Employee
Effective Date:
Expected Hire Date:
Primary Position:

Guest Traveler
Travel Start Date:
Travel End Date:

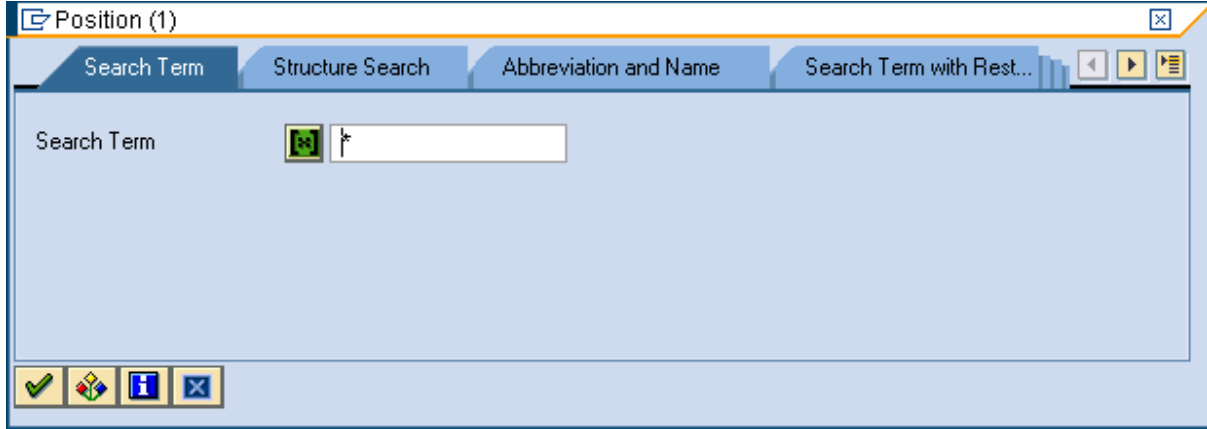
ZPHRRECORD000 qa2app1 INS


2. Click into the position field and click (**Matchcode**). In this example, the field used is *Primary Position* in the *Pending Employee* section.
3. A search window will be displayed. The window will vary depending on the type of search last used in the transaction.

There are numerous ways to search for a position. This example will demonstrate a *Structure Search*.

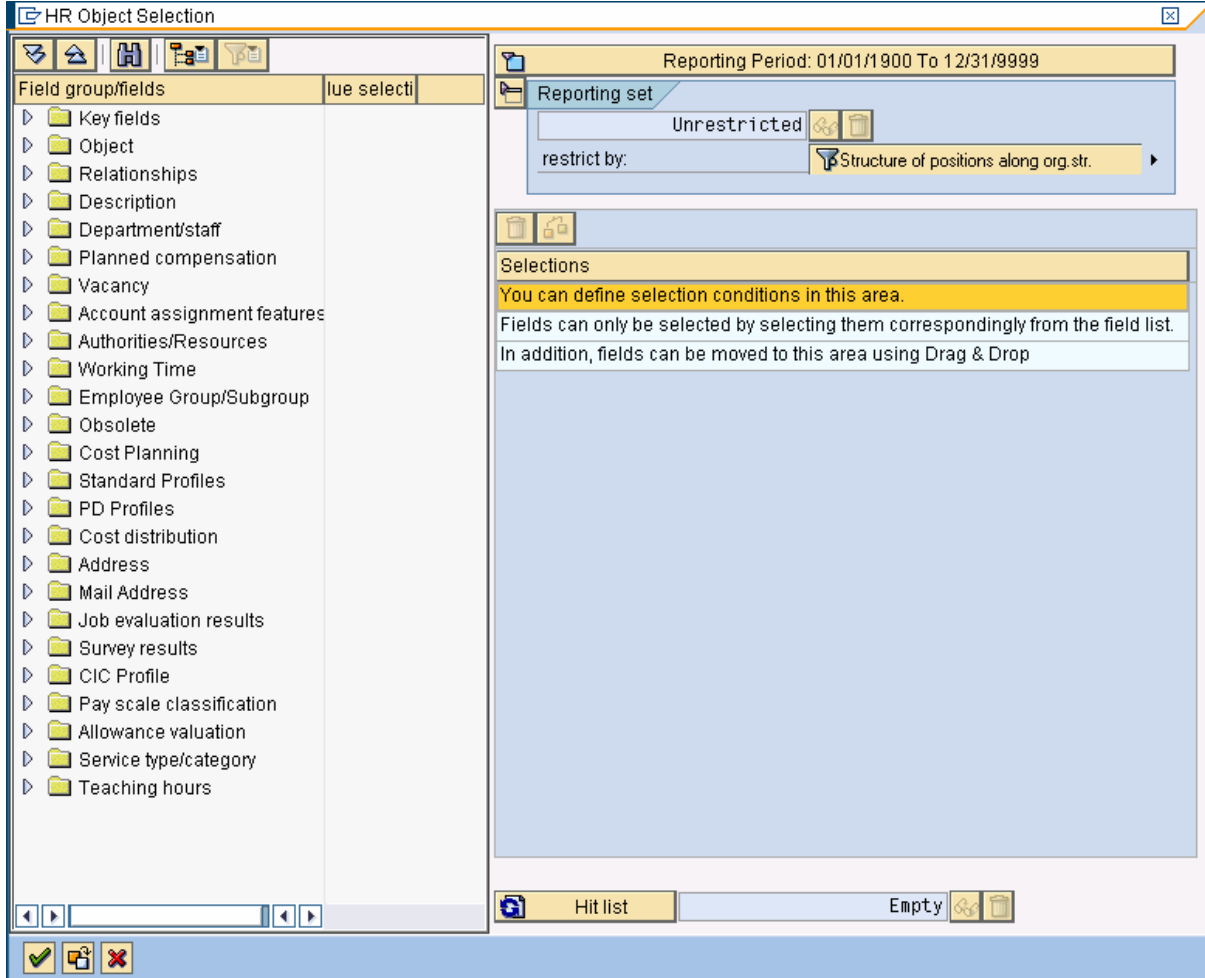
- 3.1** If you see the *Position (1)* screen, as shown below, click the **Structure Search** tab to access the *Choose Position* screen.


Position (1)



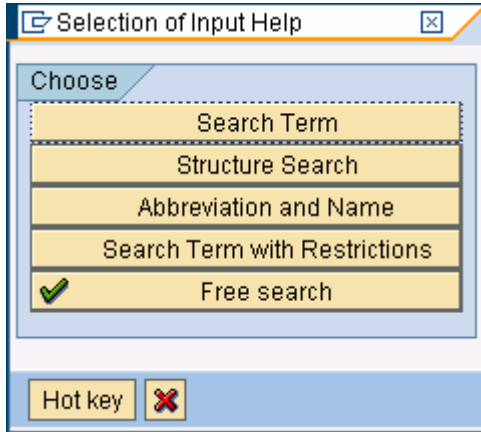
3.2 If you see the *HR Object Select* screen, as shown below, click  (**More Search Help**) at the bottom of the screen.

HR Object Selection



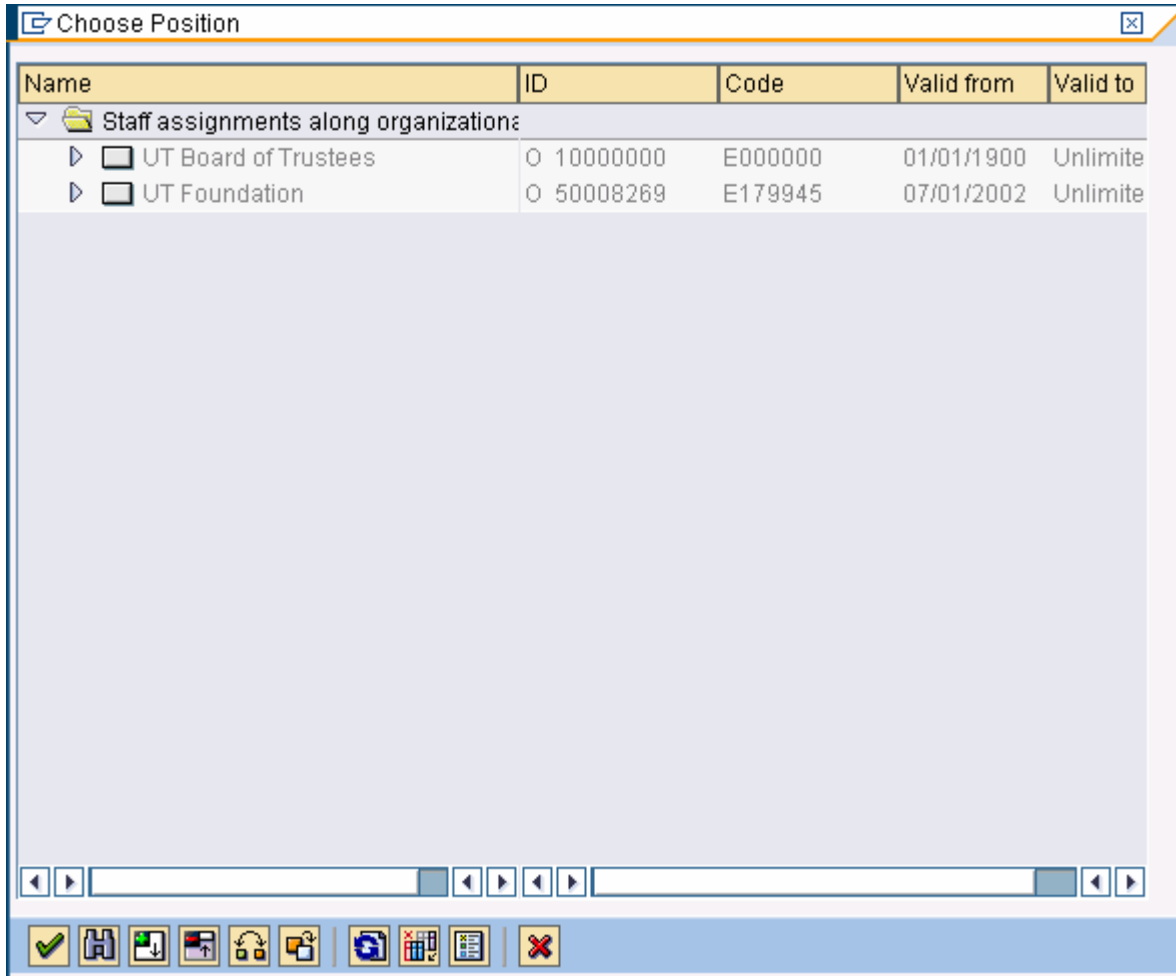
Click  on the *Selection of Input Help* screen to access the *Choose Position* screen.

Selection on Input Help




- 3.3 If the *Choose Position* screen appears, as shown below, please continue to the next step.

Choose Position



4. The *Choose Position* window will be displayed. You may click the arrows next to the organizational units to manually navigate to the position that you are looking for.

However, it is much faster to click  (**Find**) at the bottom of the window to search for the position. The *Object type (1)* window will appear, as shown below.

Object type (1) 6 Entries Found

Object Type (1) 6 Entries found


Restrictions

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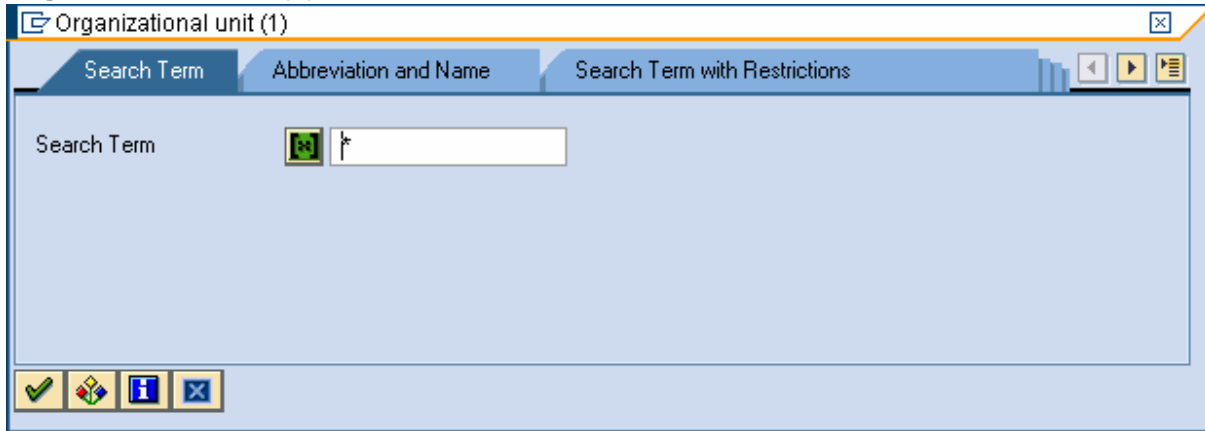
OT	Object type text
BP	Business Partner
CP	Central person
O	Organizational unit
P	Person
S	Position
US	User

6 Entries found

5. Choose a selection criterion from the list shown on the *Object type (1)* window. Since most users know their cost center number and/or name, that information will be specified using the *Organizational Unit* option.

Click **Organizational unit** to select it, and then click  **(Copy)**. The *Organizational unit(1)* window will be displayed as shown below.

Organizational unit (1)



6. . Complete the following field with the known organizational unit information:

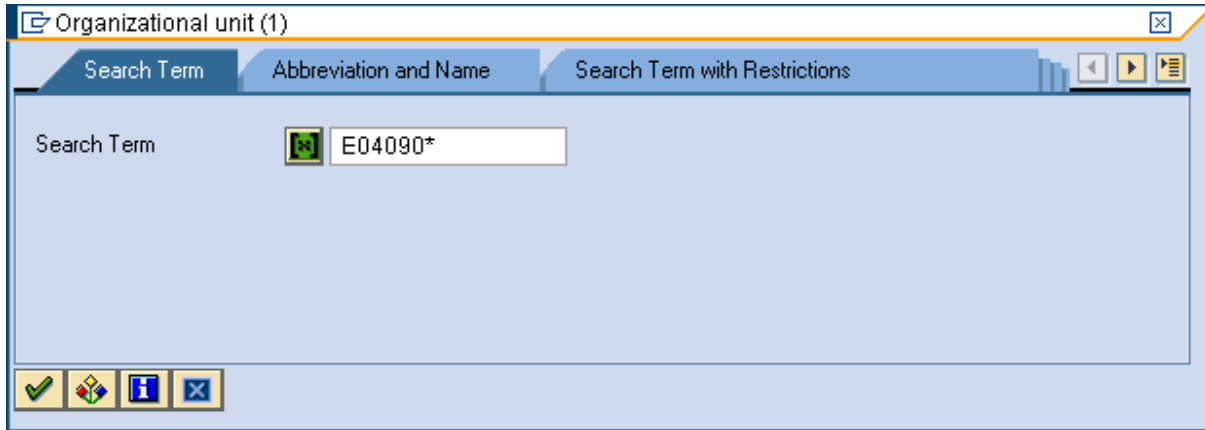
Field Name	R/O/C	Description
Search Term	R	A word, phrase, or pattern match expression used to search data. Example: E04090*


You can type all or part of the cost center's name in the *Search Term* field. In this example, part of a cost center number was entered with the asterisk (*) included as a wildcard character.



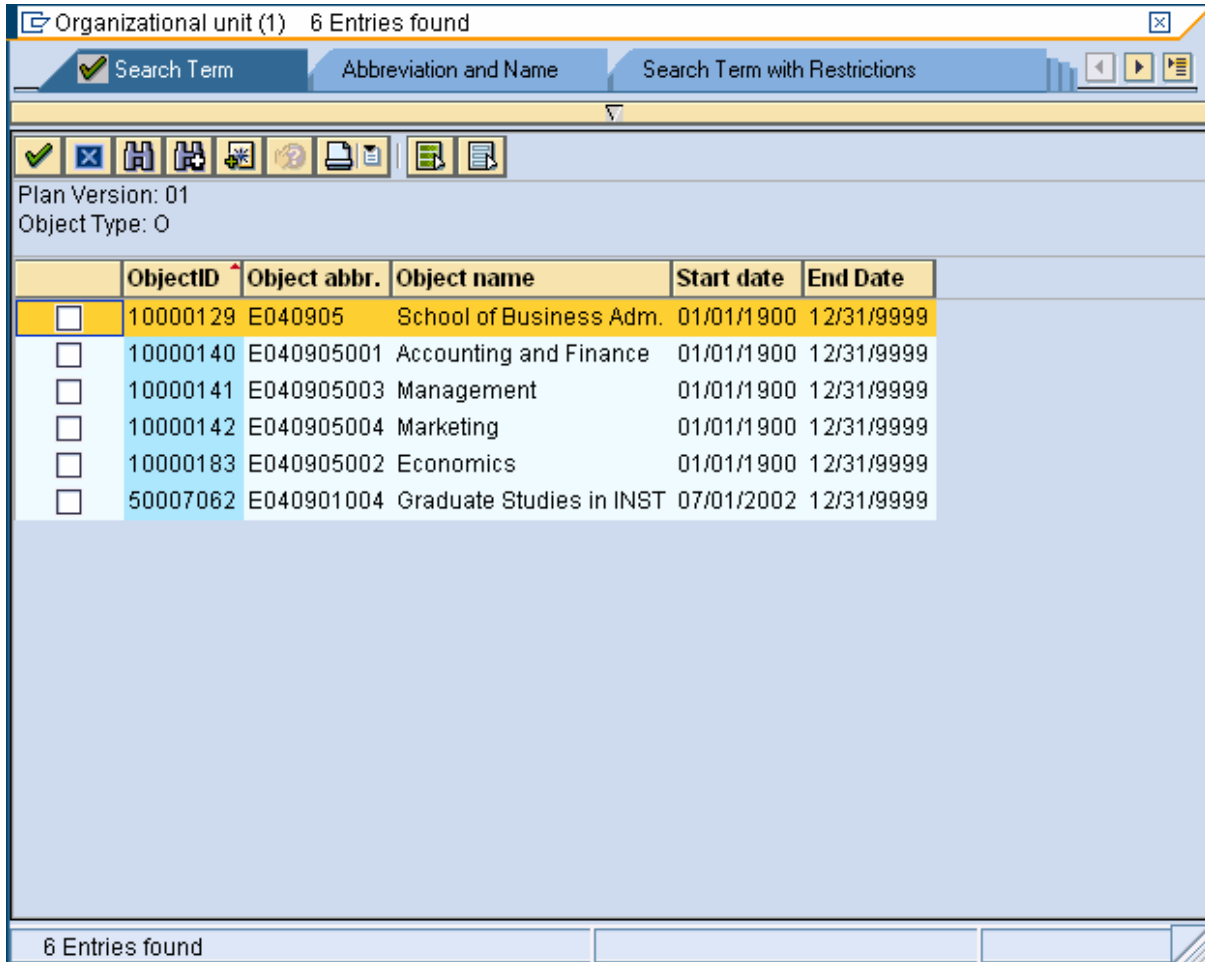
Use the asterisk (*) as a wildcard character when you do not know the exact information for your search. It may be used at the beginning or end of the search term. For instance, *market* would return all organizational units with "market" anywhere in the name. This field is not case-sensitive.

Organizational unit (1)



7. Click  (**Start Search**). The results of your search are shown below. All entries matching your search criteria have been returned.

Organizational unit (1) 6 Entries Found



Organizational unit (1) 6 Entries found

Search Term Abbreviation and Name Search Term with Restrictions

Plan Version: 01
Object Type: 0


	ObjectID	Object abbr.	Object name	Start date	End Date
<input type="checkbox"/>	10000129	E040905	School of Business Adm.	01/01/1900	12/31/9999
<input type="checkbox"/>	10000140	E040905001	Accounting and Finance	01/01/1900	12/31/9999
<input type="checkbox"/>	10000141	E040905003	Management	01/01/1900	12/31/9999
<input type="checkbox"/>	10000142	E040905004	Marketing	01/01/1900	12/31/9999
<input type="checkbox"/>	10000183	E040905002	Economics	01/01/1900	12/31/9999
<input type="checkbox"/>	50007062	E040901004	Graduate Studies in INST	07/01/2002	12/31/9999

6 Entries found

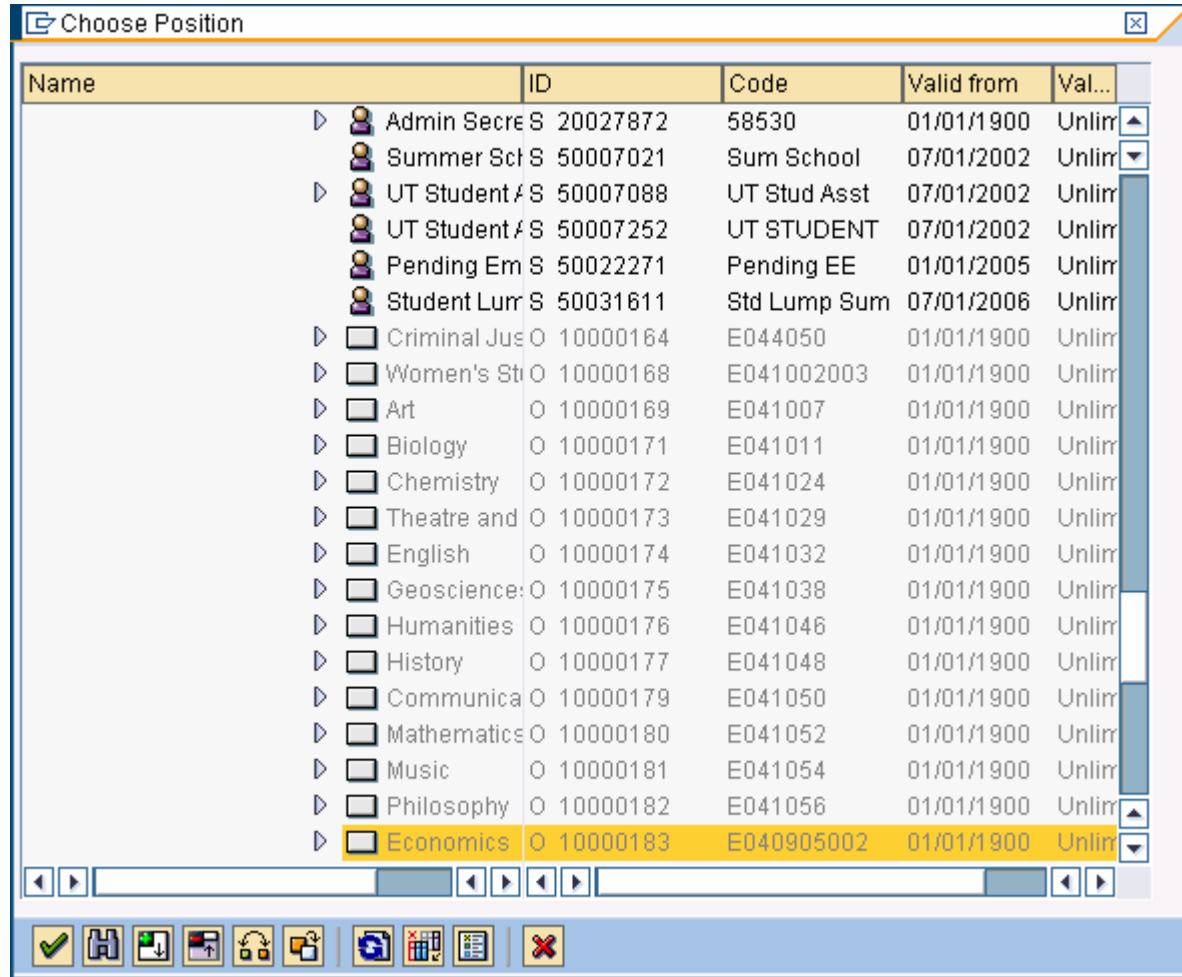
- Click the selection box to the left of the desired organizational unit. In this example, "E040905002 Economics" is selected, as shown below.

Organizational unit (1) 6 Entries Found

	ObjectID	Object abbr.	Object name	Start date	End Date
<input type="checkbox"/>	10000129	E040905	School of Business Adm.	01/01/1900	12/31/9999
<input type="checkbox"/>	10000140	E040905001	Accounting and Finance	01/01/1900	12/31/9999
<input type="checkbox"/>	10000141	E040905003	Management	01/01/1900	12/31/9999
<input type="checkbox"/>	10000142	E040905004	Marketing	01/01/1900	12/31/9999
<input checked="" type="checkbox"/>	10000183	E040905002	Economics	01/01/1900	12/31/9999
<input type="checkbox"/>	50007062	E040901004	Graduate Studies in INST	07/01/2002	12/31/9999

9. Click  (**Copy**). The *Choose Position* screen expands to display the selected organizational unit. In this example, it is Chattanooga's Economics Department shown near the bottom of the window.

Choose Position



Name	ID	Code	Valid from	Val...
▶ Admin Secre S	20027872	58530	01/01/1900	Unlir
Summer Sch S	50007021	Sum School	07/01/2002	Unlir
▶ UT Student / S	50007088	UT Stud Asst	07/01/2002	Unlir
UT Student / S	50007252	UT STUDENT	07/01/2002	Unlir
Pending Em S	50022271	Pending EE	01/01/2005	Unlir
Student Lurr S	50031611	Std Lump Sum	07/01/2006	Unlir
▶ <input type="checkbox"/> Criminal Jus O	10000164	E044050	01/01/1900	Unlir
▶ <input type="checkbox"/> Women's St O	10000168	E041002003	01/01/1900	Unlir
▶ <input type="checkbox"/> Art O	10000169	E041007	01/01/1900	Unlir
▶ <input type="checkbox"/> Biology O	10000171	E041011	01/01/1900	Unlir
▶ <input type="checkbox"/> Chemistry O	10000172	E041024	01/01/1900	Unlir
▶ <input type="checkbox"/> Theatre and O	10000173	E041029	01/01/1900	Unlir
▶ <input type="checkbox"/> English O	10000174	E041032	01/01/1900	Unlir
▶ <input type="checkbox"/> Geoscience: O	10000175	E041038	01/01/1900	Unlir
▶ <input type="checkbox"/> Humanities O	10000176	E041046	01/01/1900	Unlir
▶ <input type="checkbox"/> History O	10000177	E041048	01/01/1900	Unlir
▶ <input type="checkbox"/> Communica O	10000179	E041050	01/01/1900	Unlir
▶ <input type="checkbox"/> Mathematics O	10000180	E041052	01/01/1900	Unlir
▶ <input type="checkbox"/> Music O	10000181	E041054	01/01/1900	Unlir
▶ <input type="checkbox"/> Philosophy O	10000182	E041056	01/01/1900	Unlir
▶ <input checked="" type="checkbox"/> Economics O	10000183	E040905002	01/01/1900	Unlir

10. Click the arrow to the left of the desired organizational unit to open that folder and display the positions in the organizational unit, as shown below.

Choose Position

Name	ID	Code	Valid from	Val...
▷ <input type="checkbox"/> Music	O 10000181	E041054	01/01/1900	Unlir
▷ <input type="checkbox"/> Philosophy	O 10000182	E041056	01/01/1900	Unlir
▽ <input checked="" type="checkbox"/> Economics	O 10000183	E040905002	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20000780	22000	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20000804	22000	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20002427	22000	01/01/1900	Unlir
▷ <input type="checkbox"/> Adjunct Ii S	20003456	25050	01/01/1900	Unlir
▷ <input type="checkbox"/> Adjunct Ii S	20005317	25050	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20006724	Prf & Hd	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20006725	22000	01/01/1900	Unlir
▷ <input type="checkbox"/> Administ S	20014538	AdmSupAstIII	01/01/1900	Unlir
▷ <input type="checkbox"/> UT Studē S	20014562	50900	01/01/1900	Unlir
▷ <input type="checkbox"/> Adjunct Ii S	20024732	25050	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20024839	22000	01/01/1900	Unlir
▷ <input type="checkbox"/> Assoc Pr S	20026599	23000	01/01/1900	Unlir
▷ <input type="checkbox"/> Professc S	20026652	22000	01/01/1900	Unlir
▷ <input type="checkbox"/> Adjunct Ii S	50010753	Adjunct Inst	01/01/2003	Unlir
▷ <input type="checkbox"/> Student / S	50010853	Student Asst	03/01/2003	Unlir
▷ <input type="checkbox"/> Adjunct Ii S	50013105	Adjunct Inst	01/01/2002	Unlir
▷ <input type="checkbox"/> Pending S	50022253	Pending EE	01/01/2005	Unlir
▷ <input type="checkbox"/> Physics and O	10000184	E041060	01/01/1900	Unlir

- Click on the desired position to select it. In this example, we are recording a pending employee so Pending Employee is selected, as shown below.

Choose Position

The screenshot shows a window titled "Choose Position" with a table of position data. The table has columns for Name, ID, Code, Valid from, and Val... (likely Validity). The "Pending S 50022253 Pending EE 01/01/2005 Unlir" row is highlighted in yellow. Below the table is a toolbar with various icons including a checkmark, a folder, a refresh, a search, a print, a help, a close, and a delete icon.

Name	ID	Code	Valid from	Val...
▷ <input type="checkbox"/> Music	O 10000181	E041054	01/01/1900	Unlir
▷ <input type="checkbox"/> Philosophy	O 10000182	E041056	01/01/1900	Unlir
▽ <input type="checkbox"/> Economics	O 10000183	E040905002	01/01/1900	Unlir
▷ Professc S	20000780	22000	01/01/1900	Unlir
▷ Professc S	20000804	22000	01/01/1900	Unlir
▷ Professc S	20002427	22000	01/01/1900	Unlir
▷ Adjunct Ii S	20003456	25050	01/01/1900	Unlir
▷ Adjunct Ii S	20005317	25050	01/01/1900	Unlir
▷ Professc S	20006724	Prf & Hd	01/01/1900	Unlir
Professc S	20006725	22000	01/01/1900	Unlir
▷ Administ S	20014538	AdmSupAstIII	01/01/1900	Unlir
▷ UT Studē S	20014562	50900	01/01/1900	Unlir
▷ Adjunct Ii S	20024732	25050	01/01/1900	Unlir
▷ Professc S	20024839	22000	01/01/1900	Unlir
▷ Assoc Pr S	20026599	23000	01/01/1900	Unlir
▷ Professc S	20026652	22000	01/01/1900	Unlir
Adjunct Ii S	50010753	Adjunct Inst	01/01/2003	Unlir
Student / S	50010853	Student Asst	03/01/2003	Unlir
Adjunct Ii S	50013105	Adjunct Inst	01/01/2002	Unlir
Pending S	50022253	Pending EE	01/01/2005	Unlir
▷ <input type="checkbox"/> Physics and O	10000184	E041060	01/01/1900	Unlir

12. Click (Continue).

Record a Friend/Pending Employee/Guest Traveler

The screenshot shows the SAP HR transaction 'Record a Friend/Pending Employee/Guest Traveler'. At the top, there is a 'Request' button. Below it are input fields for 'Personnel no.', 'SSN:', and a checkbox for 'Non-Resident Alien: (without SSN)'. There are two tabs: 'Actions' and 'Workflow History'. The 'Actions' tab is active, showing a 'Type of Relationship' section with three radio buttons: 'Friend', 'Pending Employee', and 'Guest Traveler'. The 'Pending Employee' option is selected. Under 'Pending Employee', there are fields for 'Effective Date:', 'Expected Hire Date:', and 'Primary Position:'. The 'Primary Position' field contains the value '50022253'. At the bottom right of the window, the status bar shows 'ZPHRRECORD000', 'qa2app1', and 'INS'.

13. The selected position number is now visible in the position field of the HR transaction. You may continue with the transaction.

Result

You have searched for a position number using known organizational unit information.

Comments



For assistance, contact the IRIS Helpdesk at irishelpdesk@tennessee.edu.