Work Instruction

ZPPOSITION000 - Display Position (Document)

ZPPOSITION000, ZPPOSITION001, ZPPOSITION002

Purpose

Use this procedure to display attributes of a position or to display the workflow history of a position.

Menu Path

Use the following menu path(s) to begin this transaction:

Human Resources ➔ Personnel Management ➔ Administration ➔ HR Master Data ➔ ZPPOSITION000 - Position Create/Change

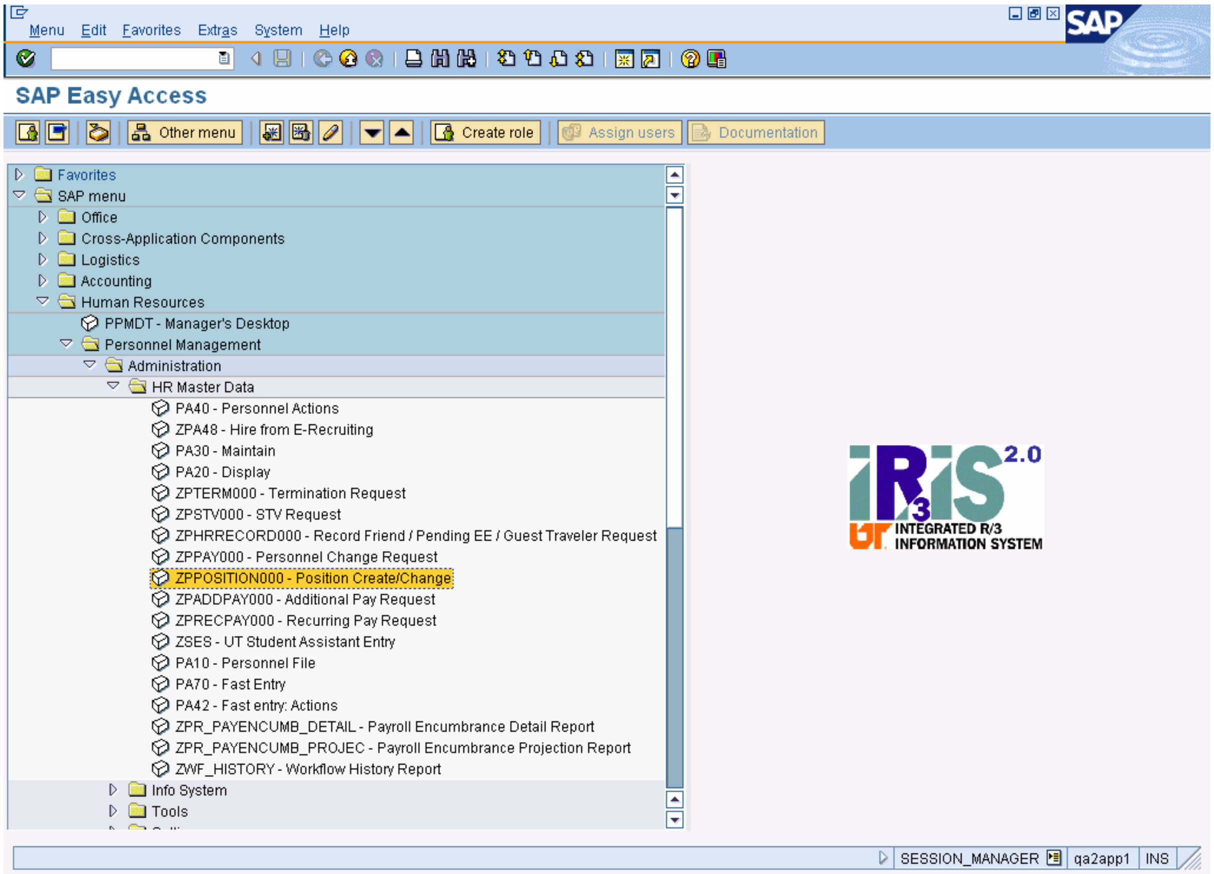
Transaction Code

ZPPOSITION000, ZPPOSITION001, ZPPOSITION002

Procedure

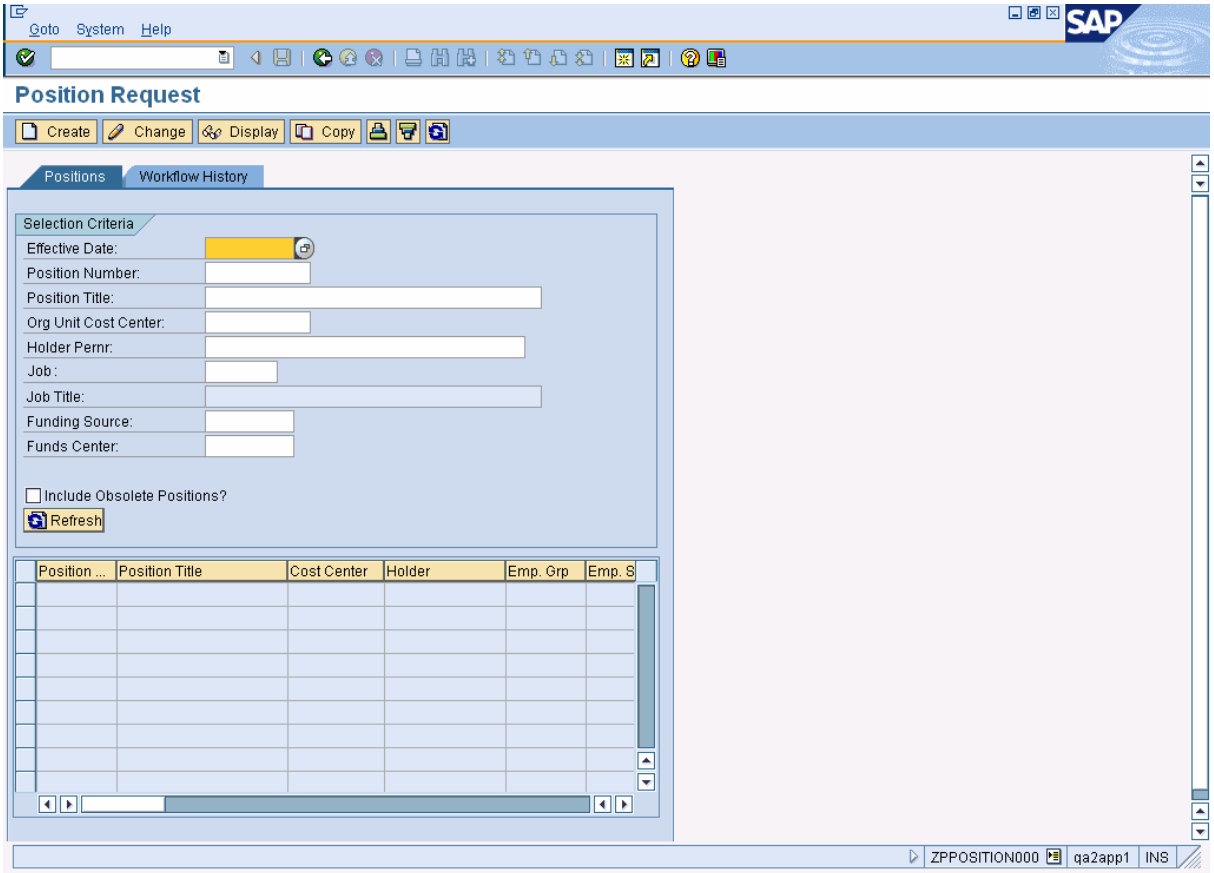
1. Start the transaction using the menu path or transaction code.

SAP Easy Access



2. Double click ZPPOSITION000 - Position Create/Change. The *Position Request* screen is displayed.

Position Request



3. Perform one of the following:

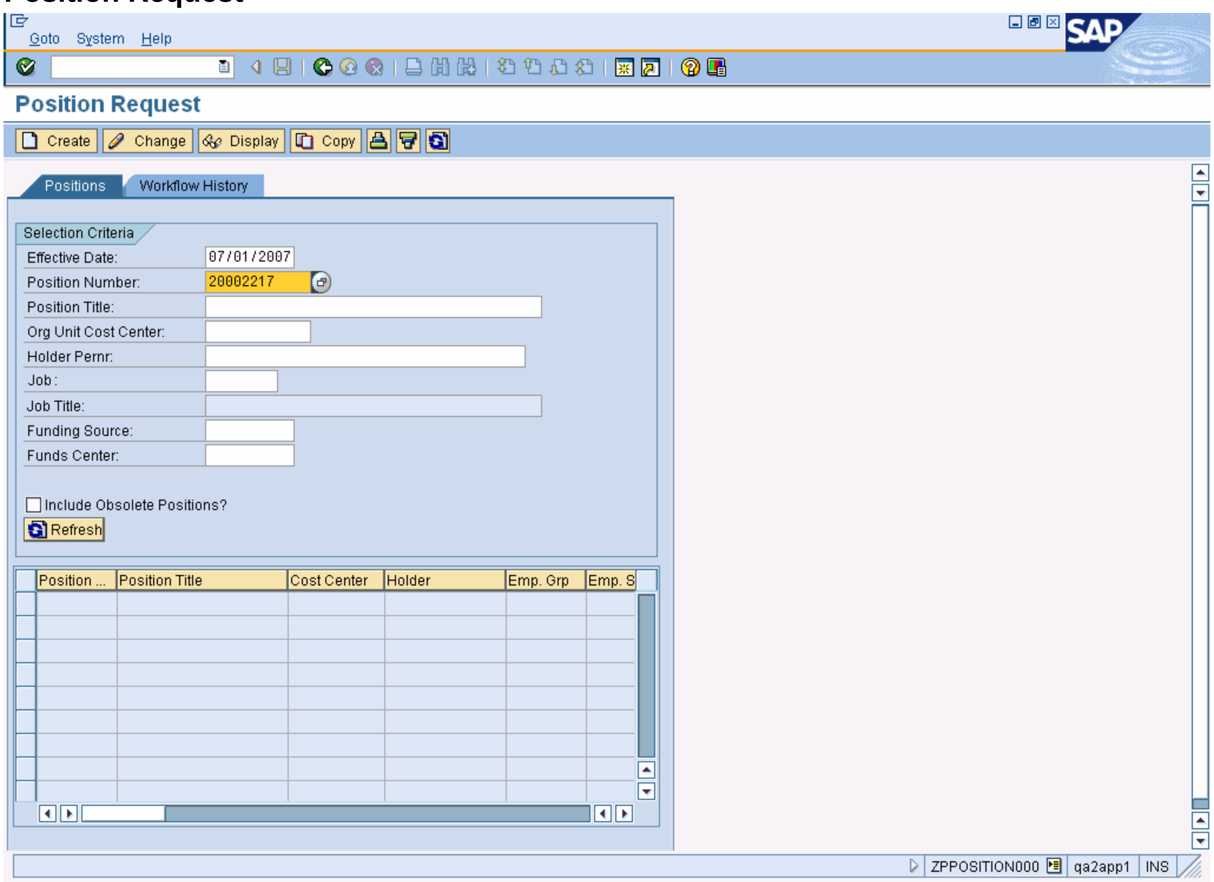
If you want to display the	Go To
Current attributes of a position	Step **4**
Workflow history of a position	Step **5**

4. The following steps demonstrate how to display the current attributes of a position.

4.1 Enter values into the following fields:

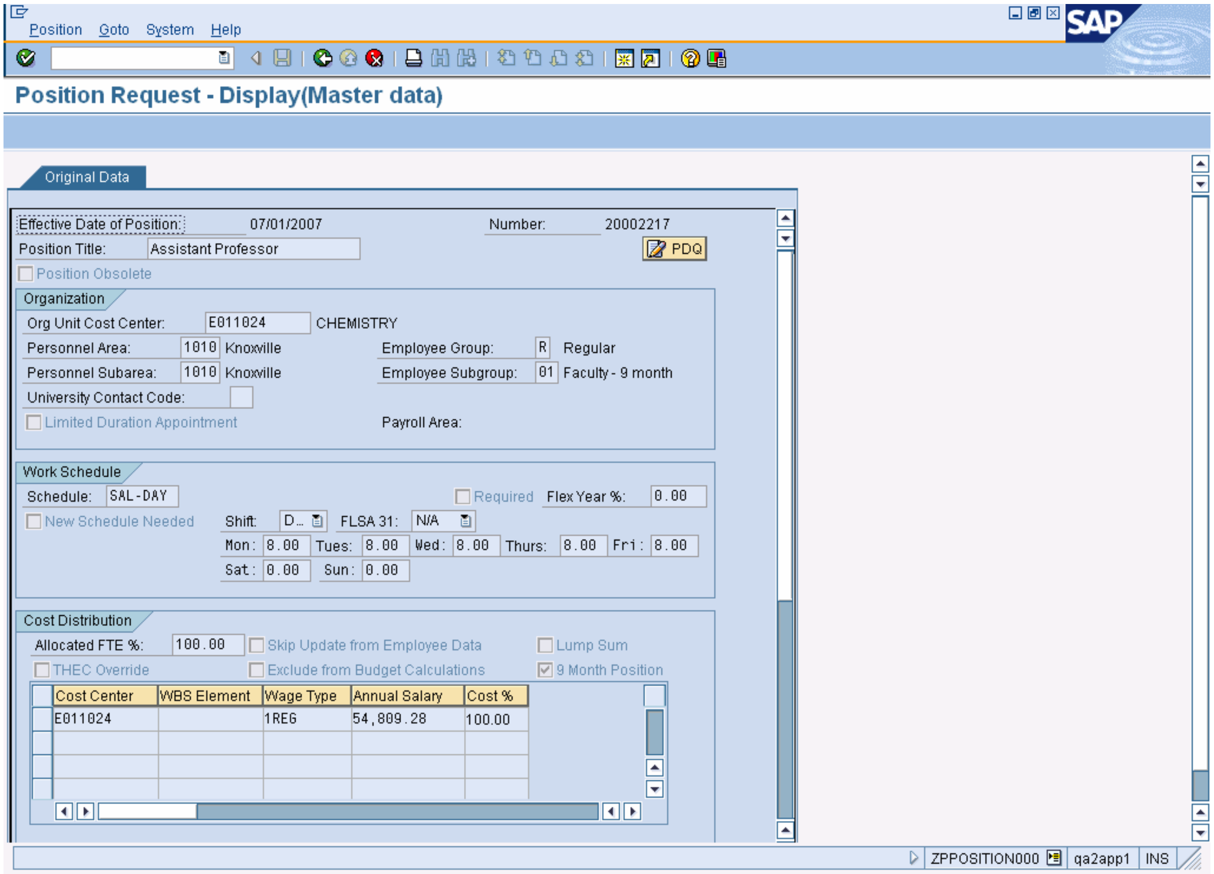
Field Name	R/O/C	Description
Effective Date: (HR2)	R	The date that a change went or will go into effect. **Example:** 07/01/2007
Position Number:	R	An 8-digit number that uniquely identifies a position within IRIS. **Example:** 20002217 For additional information on finding a position number, see the "ZPPOSITION000 – Find a Position" document.

Position Request



4.2 Click Display on the application toolbar. The *Position Request – Display(Master data)* screen appears with the *Original Data* tab displayed. Note that all of the fields are grayed out. No changes can be made on this screen.

Position Request - Display(Master data)



You will need to scroll down the *Position Request – Display(Master data)* screen to see all of the fields.

4.3 The following attributes of the position are shown:

Field Name	Description
Position Title:	The textual description of a specific position. **Example:** Assistant Professor
Position Obsolete	If checked, the position is obsolete and will no longer be considered an active position.

Field Name	Description
Personnel Area:	A unit in the organizational hierarchy of the University such as Memphis, Chattanooga, and the Institute of Agriculture. **Example:** 1010
Personnel Subarea:	A unit in the organizational hierarchy of the University that allows for subdividing a personnel area, such as the "Family Practice, Memphis" and "Family Practice, Knoxville" personnel subareas within the "Memphis" personnel area. **Example:** 1010
Employee Group:	A category of employees or positions such as regular, term, student, or friend. **Example:** R
Employee Subgroup:	Sub-category of employee group. Examples are faculty 9-month, faculty 12-month, staff professional, staff hourly input, student hourly input, etc. **Example:** 10
University Contact Code:	A position-level indicator for the purpose of identifying employees who should receive certain types of administrative correspondence. **Example:** 50
Limited Duration Appointment	If checked, this position and/or the holder's relationship to this position is intended to be valid for a limited period of time. An LDA is a form of regular employment for a specific project or for a limited period of time. An LDA may be established for up to one year with an option to renew the appointment annually for a maximum of three years.
Schedule:	The default work schedule for this position or employee. It indicates hourly versus salaried status and shift worked. It also includes a flex year indicator, if applicable. **Example:** SAL-DAY
Required	If checked, the work schedule for this position is required for all employees who occupy the position.
Flex Year %:	The percent of the year that the person occupying this position is working. Must be between 75% and 92.34%. The employee will not be working for the remainder of the year but will continue to be paid. **Example:** 80.00
New Schedule Required	If checked, the required work schedule does not exist. A new schedule must be created for this position.
Allocated FTE %:	The percent fulltime allocated to this position. **Example:** 100.00

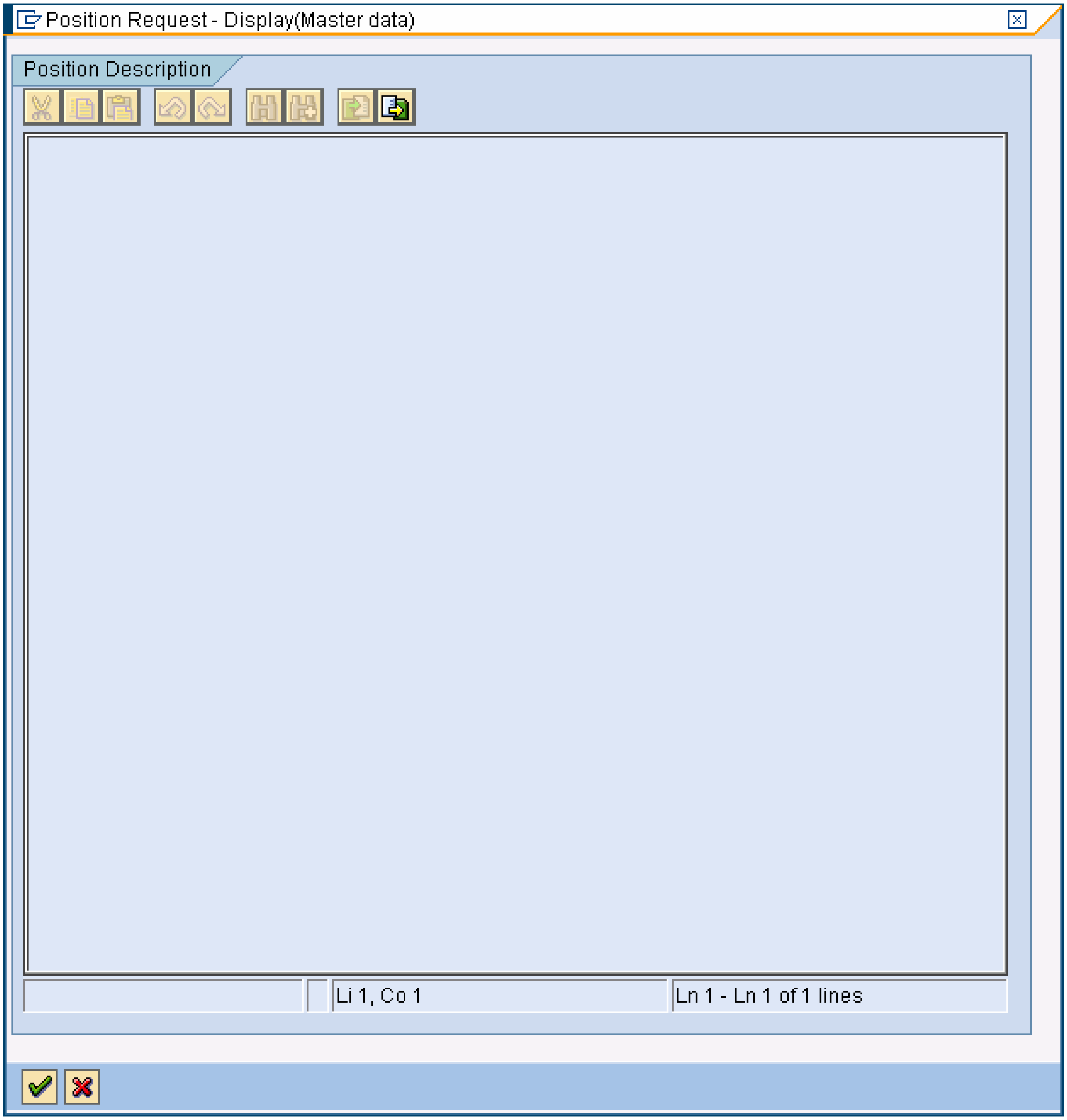
Field Name	Description
Skip Update From Employee Data	If checked, the allocated FTE% and the cost distribution for the position will not be updated automatically during budget processing to reflect the percent fulltime and funding of the employee(s) occupying the position.
Lump Sum	If checked, this is a lump sum position. Such positions are used primarily to store salary dollars for such things as clerical overtime, etc. Employees cannot be hired into lump sum positions.
THEC Override	If checked, this position should be counted in THEC reporting even though it does not meet the normal criteria.
Exclude from Budget Calculations	If checked, this position will not be included in budget calculations.
9 Month Position	If checked, this is a position in which the faculty or student holder works for 9 months (August 1 - May 31) but is paid over 12 months.
Cost Center	A cost center is a cost and revenue collector for permanent activities of the University. Cost center numbers typically start with "E" (for costs) or "I" (for revenues). Each cost center number has a corresponding fund with the same number. **Example:** E011024
WBS Element	A WBS Element (Work Breakdown Structure Element) is a cost and revenue collector for a specialized, often short-term, activity of the University including sponsored projects, gift/endowment funds, and agency funds. WBS Element numbers typically start with "R" or "N". Each WBS Element has a corresponding fund with the same number. **Example:** R011025095
Wage Type	A code used for a particular payroll payment or deduction type. **Example:** 1REG
Annual Salary	The basic pay needed to fund this position for a fiscal year. **Example:** 54,809.54
Cost %	The percentage of the salary amount on the distribution line as compared to the total salary. **Example:** 100.00
Position Abbreviation	The short textual description of a specific position. **Example:** Asc Prf
Job:	A compilation of duties and responsibilities that are assigned to one or many positions. It is identified in IRIS by a unique 8-digit number. **Example:** 30000207
Full-Time Equivalency (FTE)%	The percent full time of the position. **Example:** 100.00

Field Name	Description
Responsible Work Center	Physical locations where people carry out work. Examples are Chattanooga, Martin, KNOX-ORIT. **Example:** 40000016 Knoxville Work Center
Pay Grade Type	Also called job families. Within a pay grade type, the University defines the pay grade groups and levels for each pay grade area. **Example:** 01
Pay Grade Area	Defines the geographical area to which the position is assigned. **Example:** 01
Pay Grade	A criterion used to classify data for job evaluations. Pay grades are assigned by pay grade type and pay grade area. **Example:** 46
Pay Grade Min	Minimum annual salary for the pay grade. **Example:** 46,258.32
Pay Grade Mid	Midpoint or reference annual salary for the pay grade. **Example:** 63,542.76
Pay Grade Max	Maximum annual salary for the pay grade. **Example:** 80,827.20

4.4 If you want to display the Position Data Questionnaire (PDQ), click 

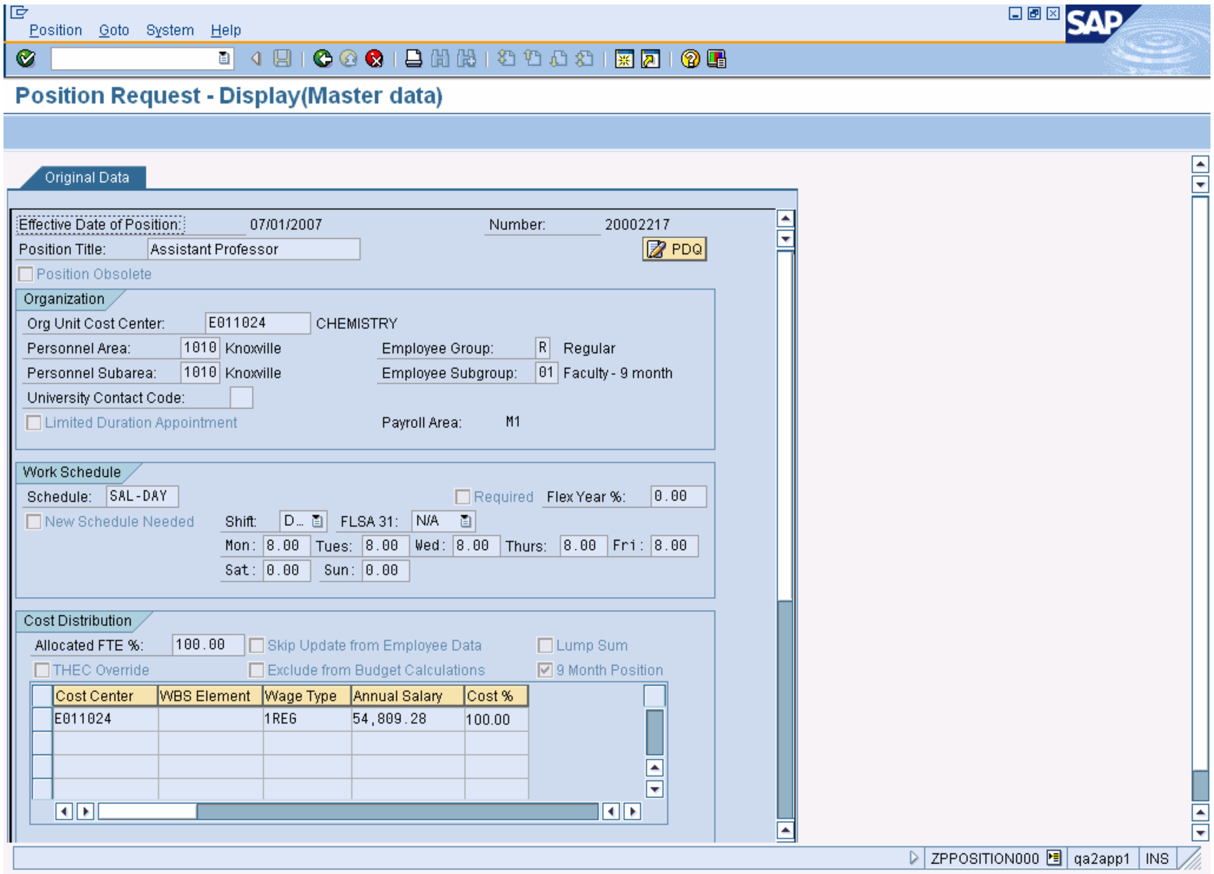
near the top of the *Original Data* tab on the *Position Request – Display(Master data)* screen. The *Position Description* window appears. The PDQ for this position will be displayed in this window if one has been entered.

Position Request - Display(Master data)



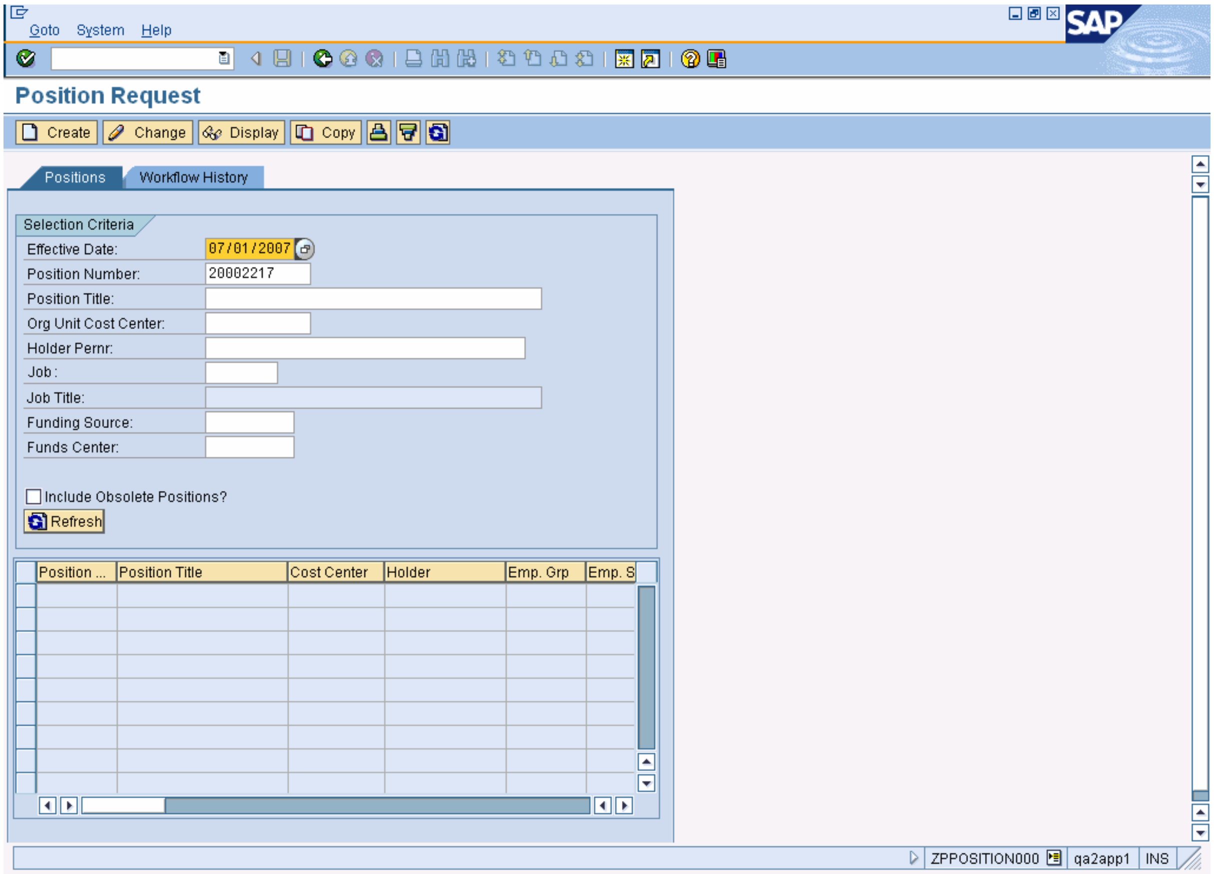
4.5 Click **(Continue)** to return to the *Position Request – Display(Master data)* screen.

Position Request - Display(Master data)



4.6 Click **(Back)** to return to the *Position Request* screen.

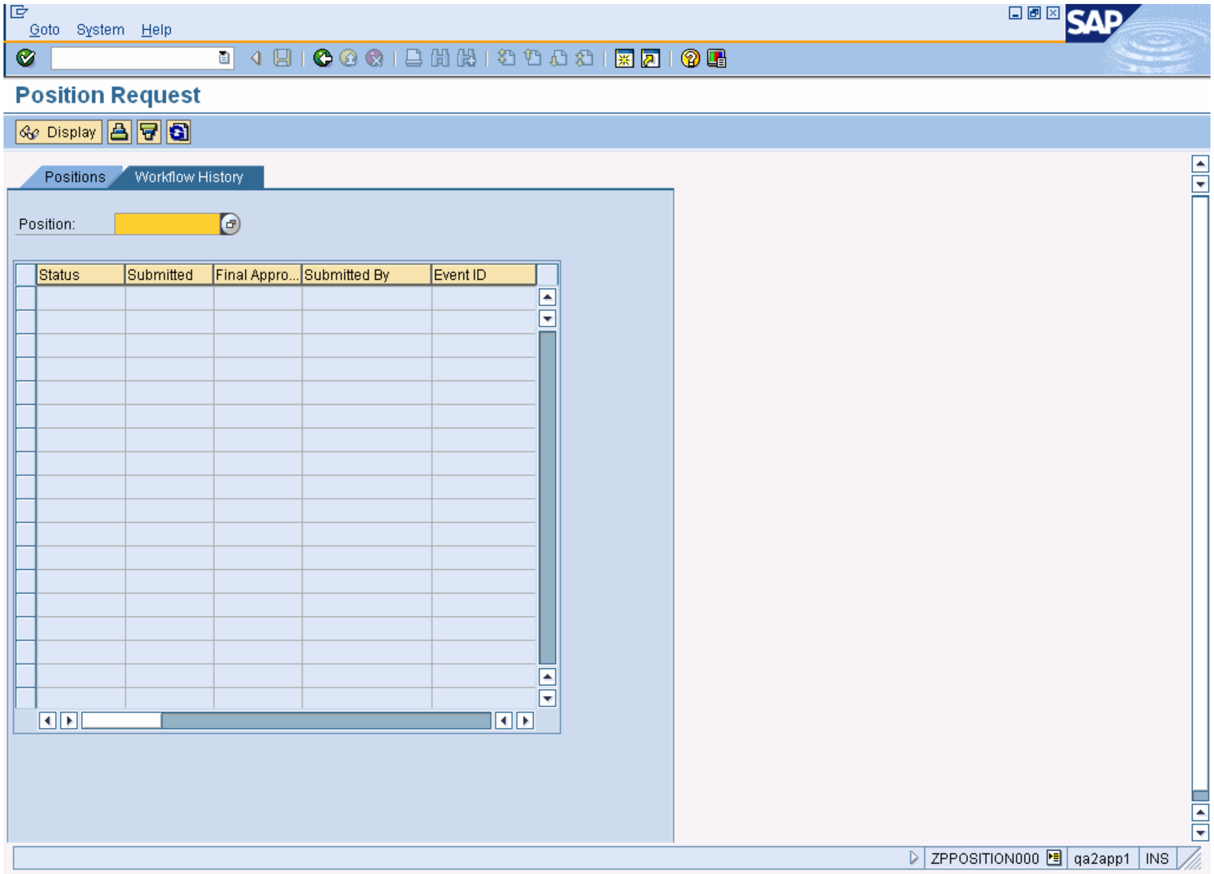
Position Request



5. The following steps demonstrate how to display the workflow history for a position.

5.1 Click the Workflow History tab.

Position Request

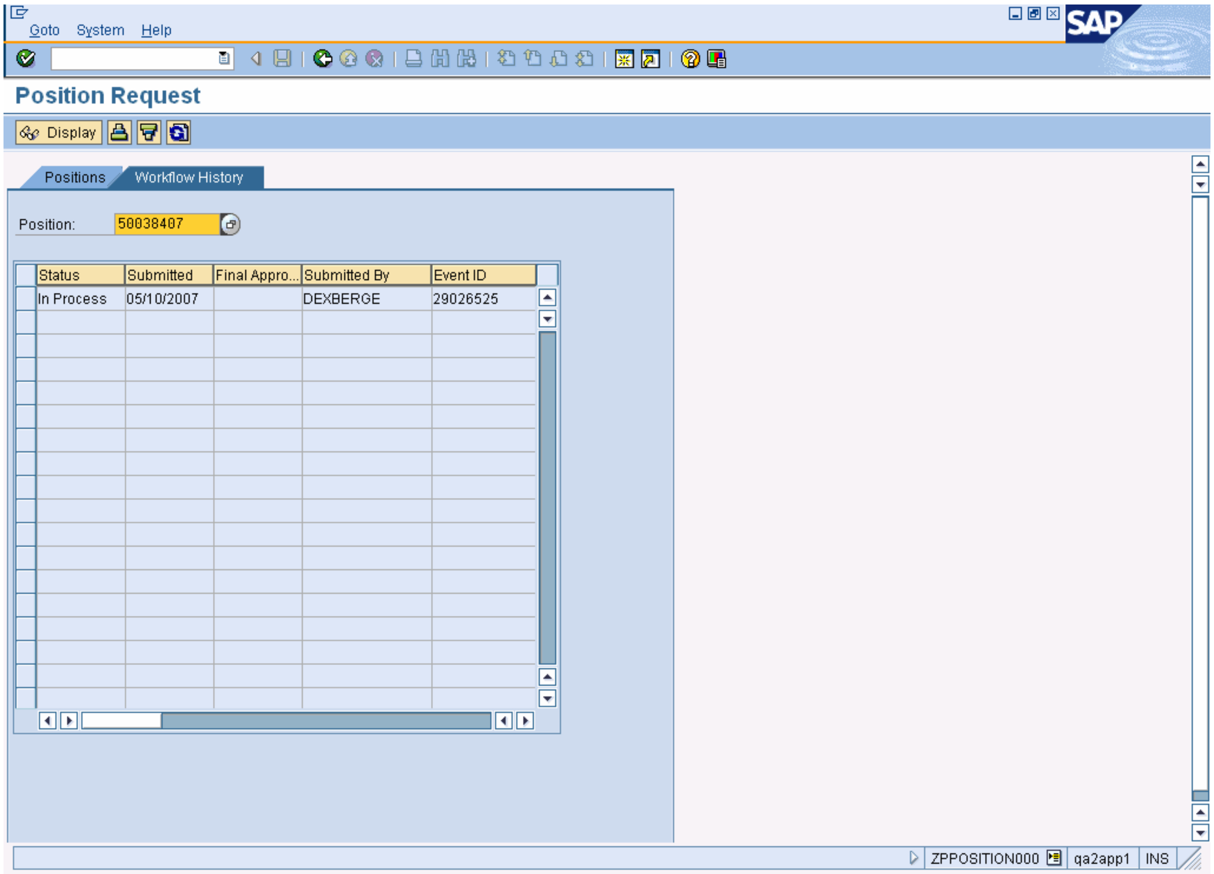


5.2 Enter the position number for which you would like to display the workflow history.

Field Name	R/O/C	Description
Position:	R	A post which can be occupied by a person (employee) in the staff assignments of an organizational unit, e.g. a payroll clerk. It is identified in IRIS by a unique 8-digit number. **Example:** 50038407

5.3 Click **(Enter)**. The workflow history for the position number will be displayed. There may be multiple lines displayed for a position on the *Workflow History* tab. A new line is generated every time the position is changed, and the changes are submitted to workflow for approval.

Position Request

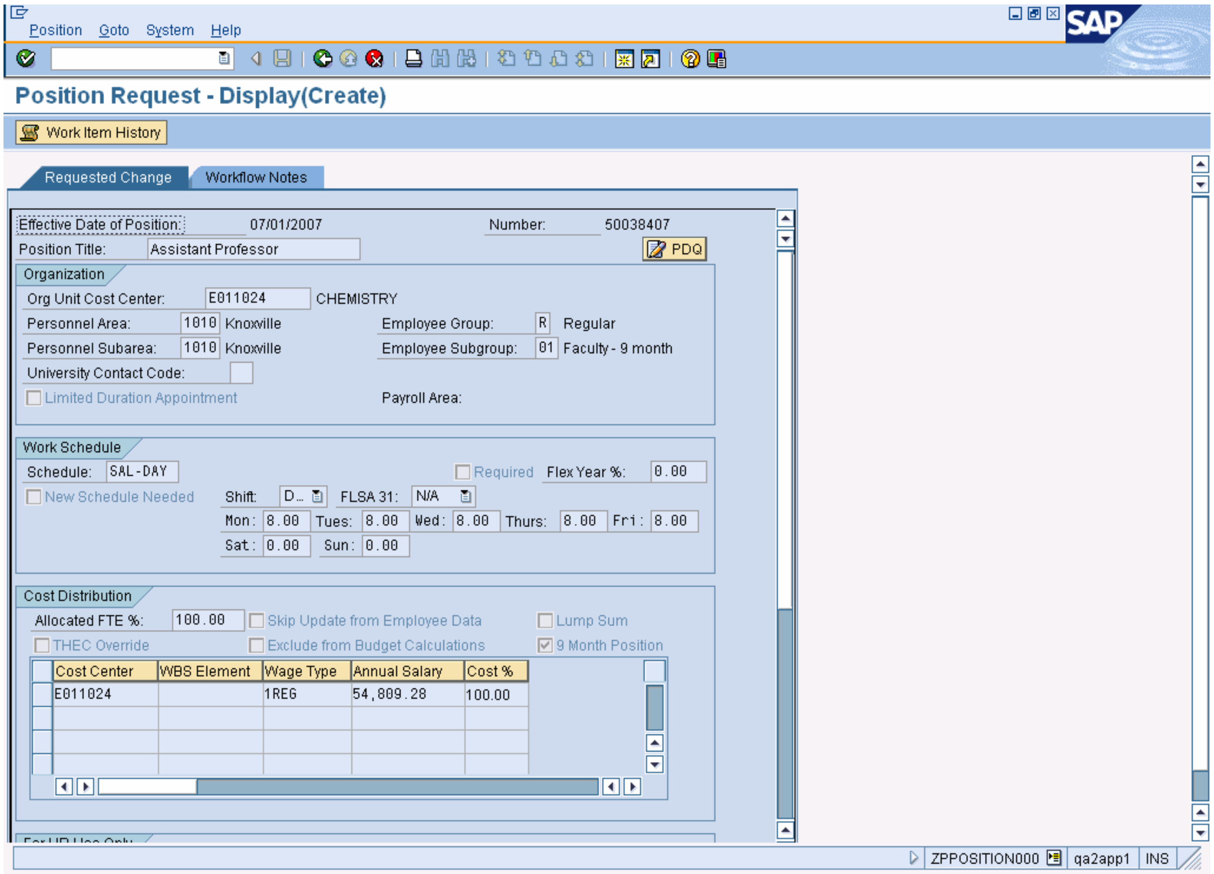


5.4 Click in the selection box to the left of the line that you would like to display. The line will then be highlighted.

5.5 Click 

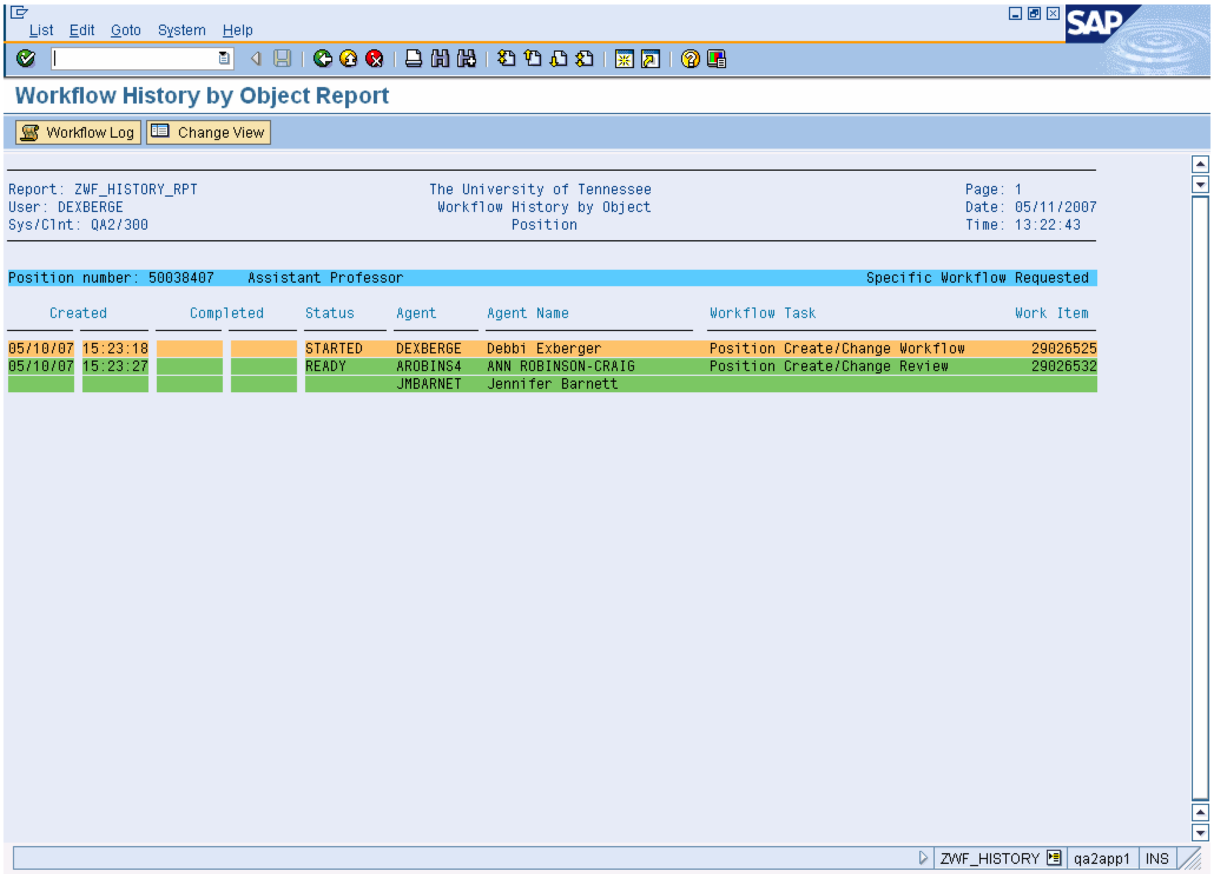
. The *Position Request – Display(Create)* screen is displayed for that transaction.

Position Request - Display(Create)



5.6 Click Work Item History on the application toolbar of the *Position Request – Display(Create)* screen. The *Workflow History by Object Report* is displayed for the transaction.

Workflow History by Object Report



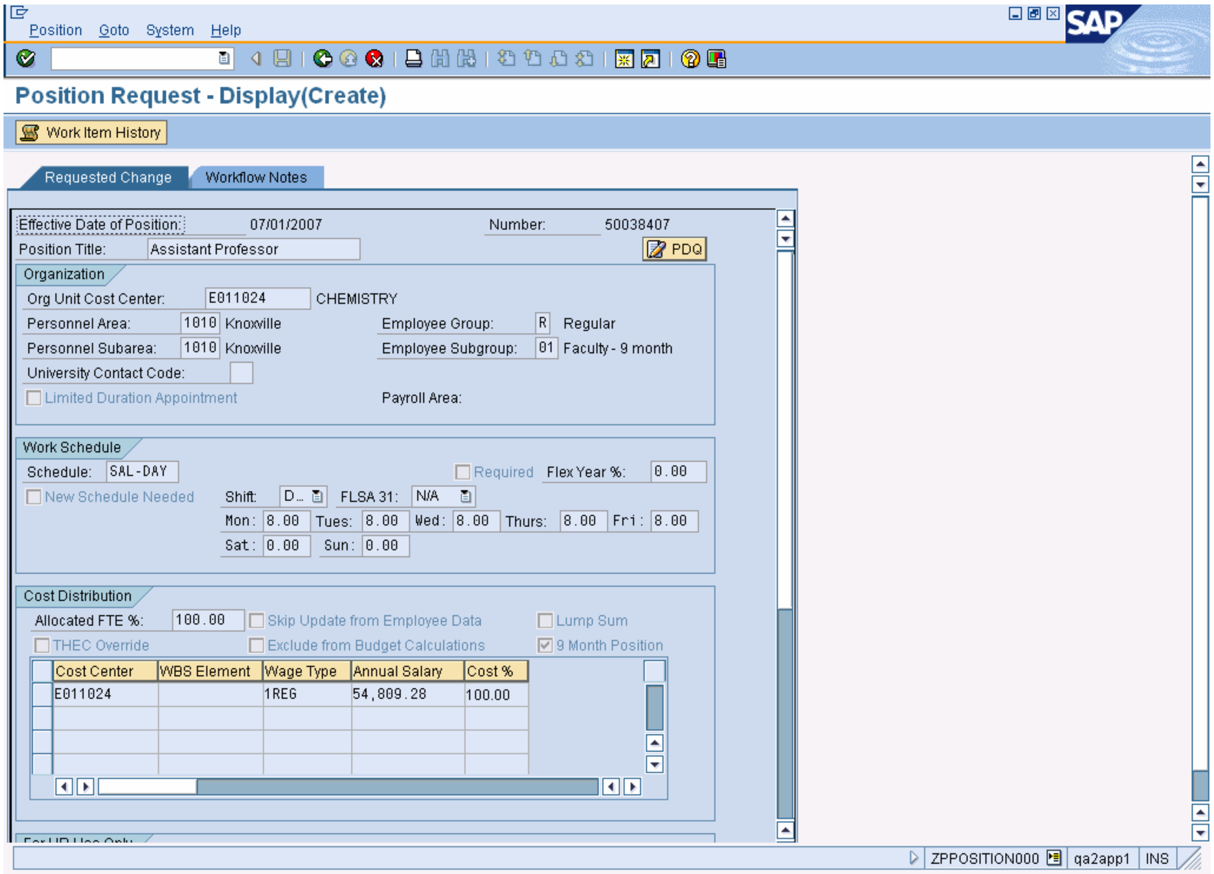
5.7 The following attributes of the workflow path are shown:

Field Name	Description
Created	Date and time that a report, query, or work item was created. **Example:** 05/10/07 15:23:18
Completed	Date and time that a work item was completed. **Example:** 05/11/07 16:40:35
Status	The status of an item in IRIS. In Workflow, if the work item is in "Ready" status, it is currently visible in the agent's business workplace inbox and is ready to be executed by that agent. If the work item is in "Started" status, it is currently visible in the agent's business workplace inbox, has been reserved by that agent, and may not be executed by any other agent until it has been replaced or completed by that agent. If the work item is in "Completed" status, that agent has already approved or rejected the work item. **Example:** READY

Field Name	Description
Agent	The user ID of the employee who the workflow system has identified to act on a work item based on their approver, reviewer, or position responsibilities. **Example:** JSMITH
Agent Name	The name of the employee who the workflow system has determined to be an agent for this work item. **Example:** John Smith
Workflow Task	A textual description of the type of activity a particular step within a workflow involves, e.g. Additional Pay Approval, Requisition Review, etc. **Example:** Position Create/Change Review
Work Item	A task, a step in a workflow, or a piece of work that the workflow system has determined a particular employee (i.e. the agent) needs to perform. It appears as an executable item in the business workplace inbox of its selected agent(s) and, when executed, opens the underlying transaction needed to complete it. **Example:** 29026525

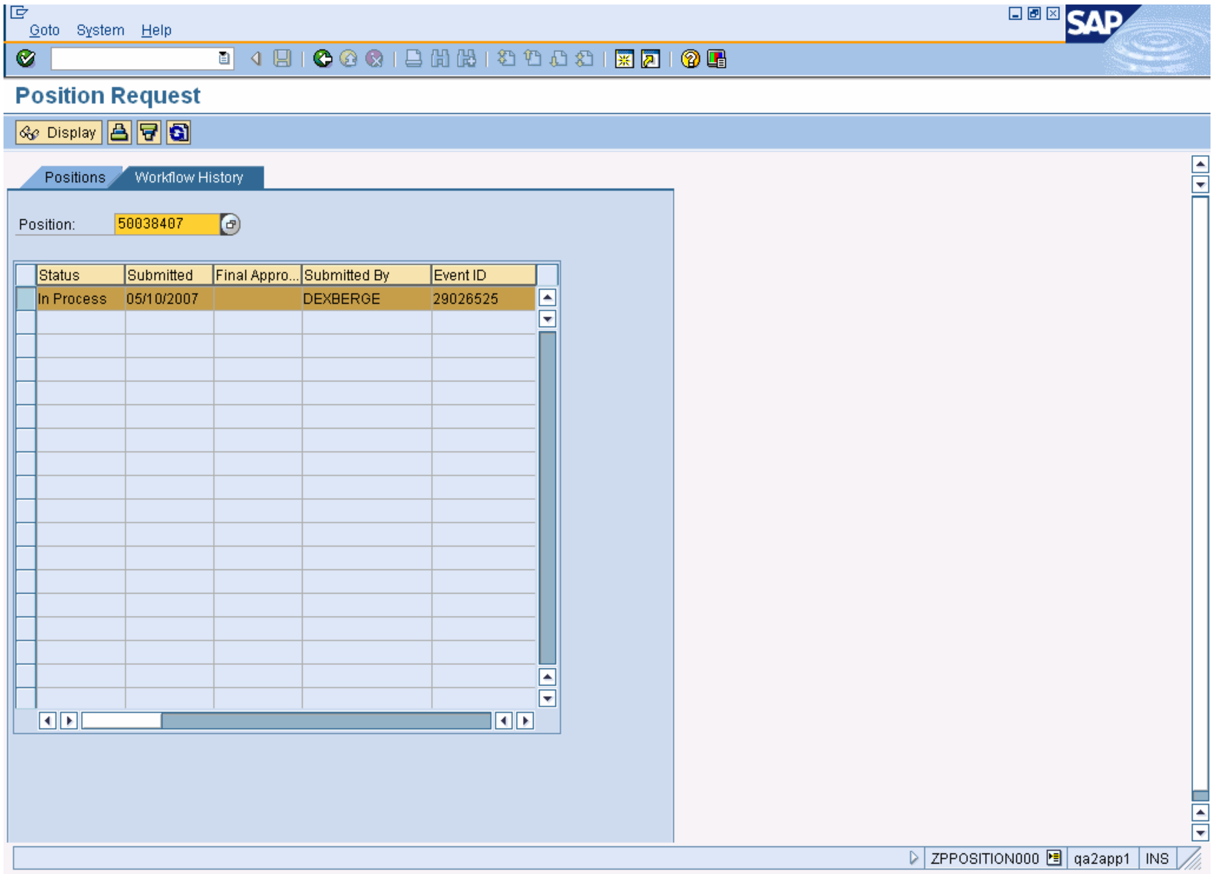
5.8 Click **(Back)** to return to the *Position Request – Display* screen.

Position Request - Display(Create)



5.9 Click **(Back)** to return to the *Position Request* screen.

Position Request



6. Click **(Back)** to leave the transaction and return to the *SAP Easy Access Menu* screen.

7. You have completed this transaction.

Result

You have displayed the attributes and workflow history for a position.

Comments

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