

Work Instruction

ZPPOSITION000 - Change a Position (Document)

**ZPPOSITION000,
ZPPOSITION001,
ZPPOSITION002**

Purpose

Use this procedure to request a change to an existing position in the Human Resources organizational structure of IRIS.

Trigger

Some examples of when to perform this procedure include when:

- A non-exempt position switches between payroll areas, i.e. between the biweekly and monthly payroll. This document demonstrates this type of change. In this example, the payroll area must be changed along with the work schedule and the wage type.
- A position changes from term (T) to regular (R) after the period for which an employee may remain a term employee expires.
- A change is needed in the position title.
- A position is affected by a job reclassification due to a change in job code, pay grade, or PDQ.
- A position is involved in a re-organization, e.g. the position is moving to a different department or the department is assigned to a different cost center.
- A position becomes obsolete.

Menu Path

Use the following menu path to begin this transaction:

- Select **Human Resources → Personnel Management → Administration → HR Master Data → ZPPOSITION000 Position – Create/Change** to go to the *Position Request* screen.

Transaction Code

ZPPOSITION000, ZPPOSITION001, ZPPOSITION002

Overview of Process

The following steps are required to complete the e-form process:

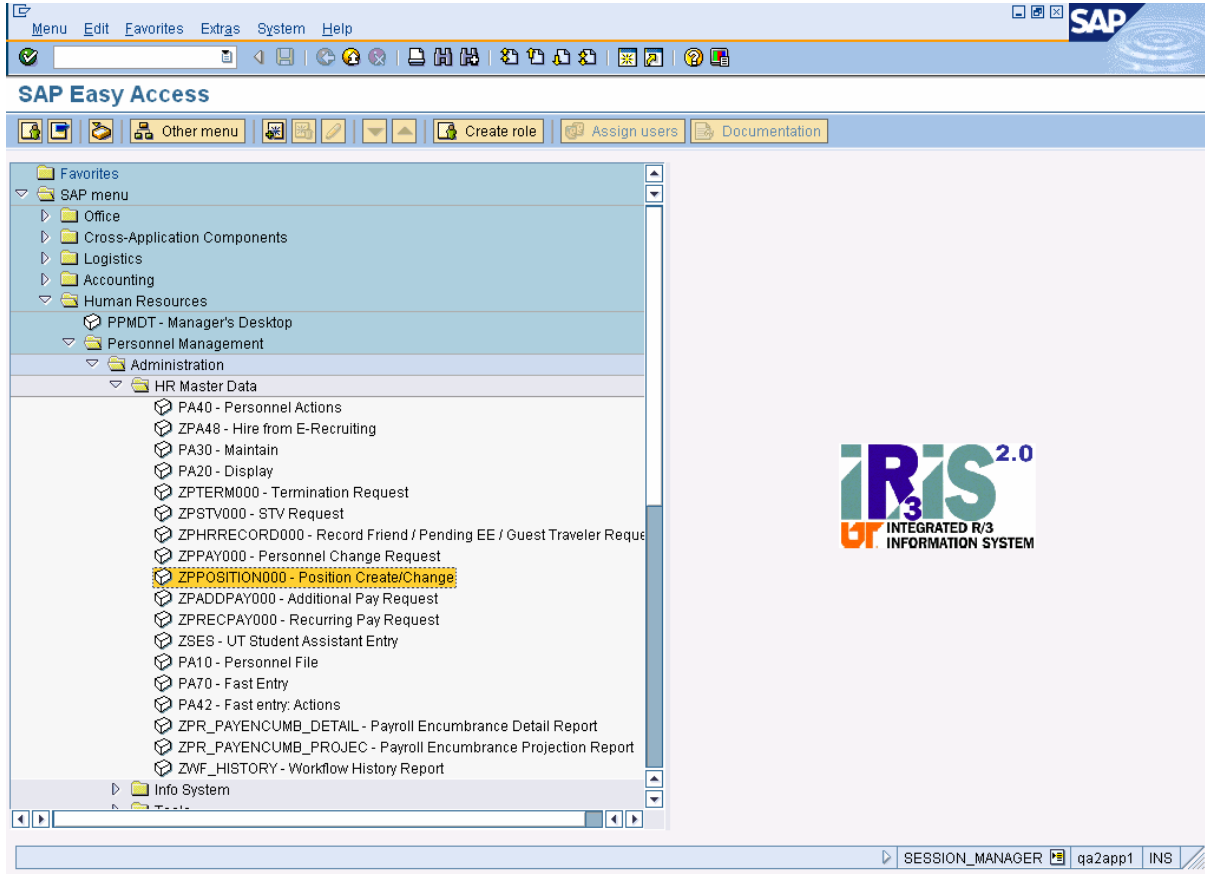
- 1) Originator completes the online e-form using transaction **ZPPOSITION000**.
- 2) Originator submits the completed e-form to workflow for electronic.
- 3) Each reviewer/approver on the workflow route reviews/approves the request.
- 4) At the final destination on the workflow path (usually the Human Resources Compensation Office), the position request is reviewed before final processing.


- 5) Originator receives an email that the process has been completed and the changed position is now ready for use in IRIS.

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 as shown below.

Position Request

3. The following steps demonstrate how to select an existing position to be changed.

3.1 Complete the following fields on the *Position Request* screen as needed to locate the desired position(s) to be changed:

Field Name	R/O/C	Description
Effective Date:	R	The date that a change went or will go into effect. Example: 07/01/2007
Position Number:	O	An 8-digit number that uniquely identifies a position within IRIS. Example: 50038428  For instructions on how to search for a position, see the "ZPPOSITION000 Find A Position" document.

In the example shown below, the values for *Effective Date* and *Org Unit Cost Center* were entered.

Position Request

The screenshot shows the SAP Position Request interface. At the top, there is a menu bar with 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Position Request' and contains a 'Selection Criteria' form and a table of positions.

Selection Criteria:

- Effective Date: 07/01/2007
- Position Number: [Empty]
- Position Title: [Empty]
- Org Unit Cost Center: E020115
- Holder Perrn: [Empty]
- Job: [Empty]
- Job Title: [Empty]
- Funding Source: [Empty]
- Funds Center: [Empty]

Include Obsolete Positions?

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
20013900	Administrative Specialist	E020115	MOUSE MINNIE	R	05
20015736	Assistant Vice President	E020115	MOUSE MICKEY	R	10
20020068	Director	E020115		R	10
20025052	Admin Service Asst	E020115	BUNNY BUGS	R	05
50007571	Faculty Consultant	E020115		R	01
50007573	Faculty Consultant	E020115		R	01
50038428	Administrative Specialist	E020115		R	07

- 3.3** Click in the selection box to the left of the position number to select the position to be changed. The line will then be highlighted. In the example shown below, the line item for position number 50038428 was selected.

Position Request

Position Request

Creation: Create Change Display Copy

Positions Workflow History

Selection Criteria

Effective Date: 07/01/2007

Position Number:

Position Title:

Org Unit Cost Center: E020115

Holder Perrn.:

Job:

Job Title:

Funding Source:

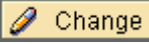
Funds Center:

Include Obsolete Positions?

Refresh

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
20013900	Administrative Specialist	E020115	MOUSE MINNIE	R	05
20015736	Assistant Vice President	E020115	MOUSE MICKEY	R	10
20020068	Director	E020115		R	10
20025052	Admin Service Asst	E020115	BUNNY BUGS	R	05
50007571	Faculty Consultant	E020115		R	01
50007573	Faculty Consultant	E020115		R	01
50038428	Administrative Specialist	E020115		R	07

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4. Click  **Change**. The *Position Request – Change* screen is displayed. It contains the current values of the selected position.



Click the **Original Data** tab to see the original value for a field at any time – even after changes have been made.

Position Request - Change

Submit for Approval

Requested Change Original Data Workflow Notes

Effective Date of Position: 07/01/2007 Number: 50038428

Position Title: Administrative Specialist

Position Obsolete

Organization

Org Unit Cost Center: E020115 SPACE INSTITUTE RESEARCH AD...

Personnel Area: 1020 Space Institute Employee Group: R Regular

Personnel Subarea: 1020 Space Institute Employee Subgroup: 07 Staff-Hourly NoInput

University Contact Code:

Limited Duration Appointment Payroll Area: M1

Job Reclassification

Work Schedule

Schedule: SAL-DAY Required Flex Year %:

New Schedule Needed Shift: D... FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum

THEC Override Exclude from Budget Calculations 9 Month Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E020115		1REG	22,000.00	100.00

ZPPOSITION000 qa2app1 INS

5. At the top of the **Requested Change** tab, you may:

- Edit the *Position Title* field.
- Click to add a PDQ or edit the existing PDQ.
- Check/uncheck the *Position Obsolete* box as needed.

For this example, no changes were made in this section.

6. In the *Organization* section of the **Requested Change** tab, change values in the following fields as needed.



The entries in the R/O/C column for the fields listed in the table below merely indicate whether or not a value is required for that field. They do **not** indicate whether or not changes must be made in that field.

Field Name	R/O/C	Description
Org Unit Cost Center:	R	The cost center associated with the organizational unit of the position. Example: E020115
Personnel Area:	R	A unit in the organizational hierarchy of the university such as Memphis, Chattanooga, and the Institute of Agriculture. Example: 1020
Employee Group:	R	A category of employees or positions such as regular, term, student, or friend. Example: R
Personnel Subarea:	R	A unit in the organizational hierarchy of the university that allows for subdividing a personnel area, such as the "Family Practice, Knoxville" and "Family Practice, Memphis" personnel subareas within the "Memphis" personnel area. Example: 1020
Employee Subgroup:	R	Sub-category of employee group. Examples are faculty 9-month, faculty 12-month, staff professional, staff hourly input, student hourly input, etc. Example: 07
University Contact Code:	O	A position-level indicator for the purpose of identifying employees who should receive certain types of administrative correspondence. Example: 55
Limited Duration Appointment	C	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. Example: This box should be checked if the position is to be a limited duration appointment.
Job Reclassification	C	If checked, this field indicates to Human Resources that additional steps are to be taken to process the reclassification.

In this example, the non-exempt position is being changed from a monthly payroll area (M1) to a biweekly hourly payroll area (B1). *Employee Subgroup* was changed from **07 Staff: Hourly NoInput** to **05 Staff: Hourly Input**.

Position Request - Change

The screenshot shows the SAP 'Position Request - Change' interface. The 'Requested Change' tab is active, displaying the following information:


- Effective Date of Position:** 07/01/2007
- Number:** 50038428
- Position Title:** Administrative Specialist
- Position Obsolete
- Organization:**
 - Org Unit Cost Center:** E020115 SPACE INSTITUTE RESEARCH AD.
 - Personnel Area:** 1020 Space Institute
 - Personnel Subarea:** 1020 Space Institute
 - Employee Group:** R Regular
 - Employee Subgroup:** 05 Staff: Hourly Input
 - Payroll Area:** B1
- Work Schedule:**
 - Schedule:** SAL-DAY
 - New Schedule Needed
 - Shift:** D...
 - FLSA 31:** N/A
 - Required
 - Flex Year %:** []
 - Hours:** Mon: 8.00, Tues: 8.00, Wed: 8.00, Thurs: 8.00, Fri: 8.00, Sat: 0.00, Sun: 0.00
- Cost Distribution:**
 - Allocated FTE %:** 100.00
 - THEC Override
 - Skip Update from Employee Data
 - Exclude from Budget Calculations
 - Lump Sum
 - 9 Month Position


Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E020115		1REG	22,000.00	100.00

The bottom status bar shows: ZPPOSITION000 qa2app1 INS

7. In the *Work Schedule* section of the **Requested Change** tab, change the work schedule information as needed:

7.1 Click in the *Schedule* field.

Field Name	R/O/C	Description
Schedule:	C	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. Examples: SAL-DAY or HOUR-DAY  Check the existing schedules before requesting that a new schedule be created.

7.2 Click  (**Matchcode**) to view a list of valid schedules for this position. The list of *Work Schedule Rules* will be displayed as shown below.

The *Work Schedule Rules* table shows the list of work schedules valid for this type of position. This list includes information about the work schedules including the employee subgroup grouping, the shift worked (day, 2nd, or 3rd), the percent fulltime for special schedules, and the scheduled hours for each day of the week. The work schedules also indicate FLSA schedules if applicable. FLSA schedules are defined in **Step 7.4** of this document.



The work schedules for biweekly workers show 24 hours per day regardless of shift designation because biweekly workers could theoretically work their hours at any time during a 24-hour day.

Work Schedule Rules (1) 12 Entries found

Work Schedule Rules (1) 12 Entries found									
Restrictions									
WS rule	ESG	Work schedule rule text	Mond...	Tuesday	Wednesd...	Thursd...	Friday	Saturd...	Sunday
F31A-2ND	1	FLSA 31 (40) 2nd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31A-3RD	1	FLSA 31 (40) 3rd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31A-DAY	1	FLSA 31 (40) Day Schedule	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31B-2ND	1	FLSA 31 (43) 2nd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31B-3RD	1	FLSA 31 (43) 3rd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31B-DAY	1	FLSA 31 (43) Day Schedule	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31C-2ND	1	FLSA 31 (45) 2nd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31C-3RD	1	FLSA 31 (45) 3rd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
F31C-DAY	1	FLSA 31 (45) Day Schedule	24.00	24.00	24.00	24.00	24.00	24.00	24.00
HOUR-2ND	1	Hourly - 2nd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
HOUR-3RD	1	Hourly - 3rd Shift	24.00	24.00	24.00	24.00	24.00	24.00	24.00
HOUR-DAY	1	Hourly - Day Schedule	24.00	24.00	24.00	24.00	24.00	24.00	24.00

7.3 Double-click on the desired schedule. In this example, **HOUR-DAY** is selected.



For a monthly position, the standard schedule is SAL-DAY. For a biweekly position, the standard schedule is HOUR-DAY.

Position Request - Change

Actions Goto System Help
SAP

Position Request - Change

Submit for Approval

Requested Change
Original Data
Workflow Notes

Effective Date of Position: 07/01/2007
Number: 50038428

Position Title: Administrative Specialist
PDQ

Position Obsolete

Organization

Org Unit Cost Center: E020115 SPACE INSTITUTE RESEARCH AD...

Personnel Area: 1020 Space Institute
Employee Group: R Regular

Personnel Subarea: 1020 Space Institute
Employee Subgroup: 05 Staff:Hourly Input

University Contact Code:

Limited Duration Appointment
Payroll Area: B1

Job Reclassification

Work Schedule

Schedule: HOUR-DAY
 Required
Flex Year %:

New Schedule Needed

Shift: D...
FLSA 31: N/A

Mon: 24.00
Tues: 24.00
Wed: 24.00
Thurs: 24.00
Fr1: 24.00

Sat: 24.00
Sun: 24.00

Cost Distribution

Allocated FTE %: 100.00
 Skip Update from Employee Data
 Lump Sum

THEC Override

Exclude from Budget Calculations

9 Month Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E020115		1HRL	22,000.00	100.00

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INS

7.4 If you do not find an appropriate work schedule in the *Work Schedule Rules* table, a new schedule must be defined.

- First, clear the existing work schedule information.
- Then, complete the following fields to request that a new schedule be defined:

Field Name	R/O/C	Description
New Schedule Needed	C	If checked, a new schedule needs to be defined for this position.
Shift	C	A code designating whether the work schedule for the person or position is Day, 2nd or 3rd shift. Example: Day
FLSA31	C	Allows for handling of overtime work for agricultural production workers at the Agricultural Experiment Stations who are governed by different Fair Labor Standards Act rules than other University employees. Example: N/A
Mon - Sun	C	Work hours scheduled for this position for each day of the week (Monday through Sunday). Example: To request a work schedule so that the employee in this position would work a 40-hour week by working 12 hours each day Monday through Wednesday and 4 hours on Thursday with Friday through Sunday off, you would enter the following values: <i>Mon 12.00 Tues 12.00 Wed 12.00 Thurs 4.00 Fri 0.00 Sat 0.00 Sun 0.00</i>

7.5 Complete the remaining fields in the *Work Schedule* section of the **Requested Change** tab as needed:




Field Name	R/O/C	Description
Required	C	If checked, the work schedule for this position is required for all employees who occupy the position.
Flex Year %:	O	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

In the example shown below, no new work schedule needs to be requested and no entries are needed in the *Required* field or the *Flex Year %* field.

Position Request - Change

8. In the *Cost Distribution* section of the **Requested Change** tab, complete the following fields as needed:

Field Name	R/O/C	Description
Allocated FTE %:	C	The percent fulltime allocated to this position. Example: 100.00
Skip Update From Employee Data	O	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	O	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.

Field Name	R/O/C	Description
THEC Override	O	<p>If checked, this position should be counted in THEC reporting even though it does not meet the normal criteria.</p>  <p>The THEC Override indicator should only be checked for an unfilled part-time position that will be filled by a full-time employee.</p>
Exclude from Budget Calculations	O	<p>If checked, this position will not be included in budget calculations.</p>
Cost Center	C	<p>A cost center is a cost and revenue collector for permanent activities of the university. Within HR/Payroll, all cost centers will start with "E". The cost center may refer to the responsible cost center (reporting, etc) or the paying cost center (cost distribution). Each cost center number has a corresponding fund with the same number.</p>  <p>If you enter a cost center in this field, do not enter a WBS element in the next field. One of these fields should contain an entry, but not both.</p> <p>Example: E020115</p>
WBS Element	C	<p>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.</p>  <p>If you enter a WBS element in this field, do not enter a cost center in the previous field. One of these fields should contain an entry, but not both.</p> <p>Example: R011025095</p>
Wage Type	R	<p>A code used for a particular payroll payment or deduction type.</p> <p>Example: 1HRL</p>
Annual Salary	R	<p>The basic pay needed to fund this position for a fiscal year.</p> <p>Example: 22,000.00</p>
Cost %	R	<p>The percentage of the salary amount on the distribution line as compared to the total salary.</p> <p>Example: 100.00</p>

In this example, *Wage Type* was changed from **1REG** to **1HRL**.

The completed screen below shows the changes made for this example to the *Employee Subgroup*, *Schedule*, and *Wage Type* fields.

Position Request - Change

Submit for Approval

Requested Change Original Data Workflow Notes

Effective Date of Position: 07/01/2007 Number: 50038428
Position Title: Administrative Specialist PDQ

Position Obsolete

Organization

Org Unit Cost Center: E020115 SPACE INSTITUTE RESEARCH AD...
Personnel Area: 1020 Space Institute Employee Group: R Regular
Personnel Subarea: 1020 Space Institute Employee Subgroup: 05 Staff-Hourly Input
University Contact Code:
 Limited Duration Appointment Payroll Area: B1
 Job Reclassification

Work Schedule

Schedule: HOUR-DAY Required Flex Year %:
 New Schedule Needed Shift: D... FLSA 31: N/A
Mon: 24.00 Tues: 24.00 Wed: 24.00 Thurs: 24.00 Fri: 24.00
Sat: 24.00 Sun: 24.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum
 THEC Override Exclude from Budget Calculations 9 Month Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E020115		1HRL	22,000.00	100.00

ZPPOSITION000 qa2app1 INS

9. After you have completed your data entry on the Requested Change tab, click (Enter) to check for errors.

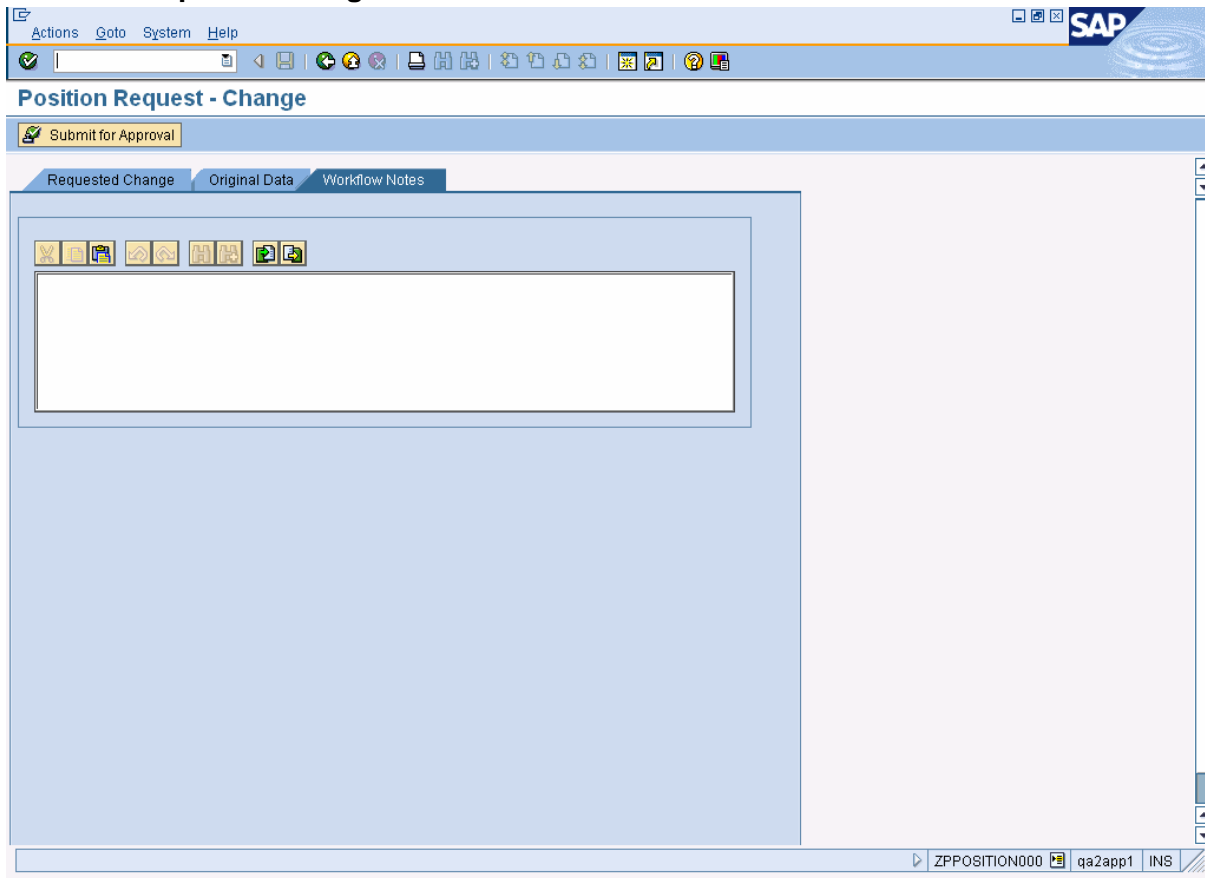


For information on handling errors when requesting a new position or requesting changes in an existing position, refer to the "ZPPOSITION000 – Error Handling in Position Create or Change" document.

10. Use the Workflow Notes tab to enter comments related to the position create/change request.

- 10.1 Click the Workflow Notes tab to access a text field as shown below.

Position Request - Change



- 10.2** Enter comments related to the position create/change request in the text field on this tab. The information may be typed in the field, uploaded from an existing file, or copied from an existing file and pasted into the field. These comments will be available to approvers and reviewers during the approval process.

The following screen shows the *Workflow Notes* tab for this position after text has been entered.

Position Request - Change

The screenshot shows the SAP 'Position Request - Change' interface. At the top, there is a menu bar with 'Actions', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a 'Submit for Approval' button and three tabs: 'Requested Change', 'Original Data', and 'Workflow Notes'. The 'Requested Change' tab is active, displaying a text box with the following text: 'This non-exempt position is being changed to bi-weekly. The Employee subgroup, schedule and wage type have been changed.' The bottom status bar shows 'ZPPOSITION000', 'qa2app1', and 'INS'.


11. Click the **Requested Change** tab to return to the completed *Position Request – Change* screen.

Position Request - Change

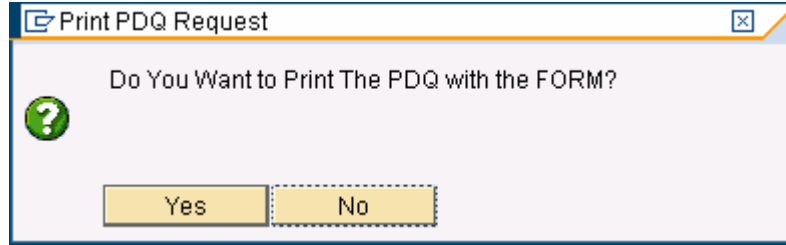
12. Perform one of the following:

If you want to	Go To
Print a hardcopy of this transaction before submitting for approval	Step 13
Submit this transaction for approval without printing a hardcopy	Step 14

13. The following steps demonstrate how to print a hardcopy of the request.

- 13.1 Click  **(Print)** to print this request. The following message will appear **only** if PDQ information exists for this position.

Print PDQ Request



- 13.2** Click the appropriate button to include or exclude the PDQ in the hardcopy output. An image of the hardcopy will be displayed on the screen. There may be multiple screens, as shown on the following pages.

Position Create/Change (page 1)

The screenshot shows the SAP 'Position Create/Change' screen. The header includes the SAP logo and menu options like 'List', 'Edit', 'Goto', 'System', and 'Help'. The main content area is titled 'Position Create/Change' and displays the following information:

- Organization: The University of Tennessee
- Date: 05/17/2007
- Position Create/Change Request
- Effective Date of Change: 07/01/2007
- Department Contact: Debbi Exberger
- Position Number: 50038420

A comparison table of attributes is shown below:

PROPOSED ATTRIBUTES	CURRENT ATTRIBUTES
Org Name: Org Number: Position Title: Job Title: Personnel Area: Personnel SubArea: Employee Group: Employee Subgroup: 05 Staff:Hourly Input Univ Contact Code: LDA:	SPACE INSTITUTE RESEARCH ADMINIST E020115 Administrative Specialist Administrative Specialist I 1020 Space Institute 1020 Space Institute R Regular 07 Staff:Hourly NoInp N
Schedule: HOUR-DAY Required: Flex Year %: New Schedule Needed: Shift: FLSA31: Day/Hours: Mon: 24.00 Tues:24.00 Wed:24.00 Thurs:24.00 Fri: 24.00 Sat:24.00 Sun: 24.00	SAL-DAY N N DAY N/A Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00 Sun:
Cost Distribution Allocated FTE %: Skip Update from Employee Data: Exclude from Budget Calculations: Lump Sum: THEC Override:	100.00 N N N N

The status bar at the bottom shows 'ZPPOSITION000', 'qa2app1', and 'INS'.

Position Create/Change (page 2)

List Edit Goto System Help

Position Create/Change

The University of Tennessee Date: 05/17/2007
 Position Create/Change Request 17:16:47

Department Contact: Debbi Exberger ID:
 Effective Date of Change: 07/01/2007

Position Number: 50038420

PROPOSED ATTRIBUTES				CURRENT ATTRIBUTES			
9 Month Position:				N			

CC/WBS	Wtype	Annual Sal	Cost/Eff %	CC/WBS	Wtype	Annual Sal	Cost/Eff %
E020115	1HRL	22,000.00	100.00	E020115	1REG	22,000.00	100.00

For Hr Use Only	
Position Abbrev:	E020115
Job Number:	30000030
Job Title:	Administrative Specialist I
Full-Time Equiv:	100.00
Resp Work Ctr:	40000019 Space Institute Work Ce
Pay Grade Type:	10 Admin Support
Pay Grade Area:	02 Space Institute
Pay Grade:	35
Pay Grade Min:	19,780.44
Pay Grade Mid:	27,185.04
Pay Grade Max:	34,589.76

ZPPOSITION000 qa2app1 INS

Position Create/Change (page 3)

The University of Tennessee Date: 05/17/2007
Position Create/Change Request 17:16:47


Department Contact: Debbi Exberger ID:
Effective Date of Change: 07/01/2007


Position Number: 50038428

PROPOSED ATTRIBUTES	CURRENT ATTRIBUTES
Job Evaluation Results Last Review Date: Group: Benchmark: Evaluation-Detail Know How: Problem Solving: Accountability:	

Workflow Notes:
This non-exempt position is being changed to bi-weekly. The Employee subgroup, schedule and wage type have been changed.

ZPPOSITION000 qa2app1 INS

13.3 Click  **(Print)** a second time to print the hardcopy.

13.4 Click  **(Back)** to return to the *Position Request – Change* screen.

Position Request - Change

Work Schedule

Schedule: **10UR-DAY** Required Flex Year %:

New Schedule Needed Shift: D... FLSA 31: N/A

Mon: 24.00 Tues: 24.00 Wed: 24.00 Thurs: 24.00 Fri: 24.00
 Sat: 24.00 Sun: 24.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum

THEC Override Exclude from Budget Calculations 9 Month Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E020115		1HRL	22,000.00	100.00

For HR Use Only

Position Abbreviation: E020115

Job: 30000030 Administrative Specialist I Full-Time Equivalency (FTE) %: 100.00


Responsible Work Center: 40000019 Space Institute Work Center

Pay Grade Type: 10 Pay Grade Area: 02 Pay Grade: 35

Pay Grade Min: 19,780.44 Mid: 27,185.04 Max: 34,589.76

ZPPOSITION000 qa2app1 INS

14. The following steps demonstrate how to submit the request for approval.

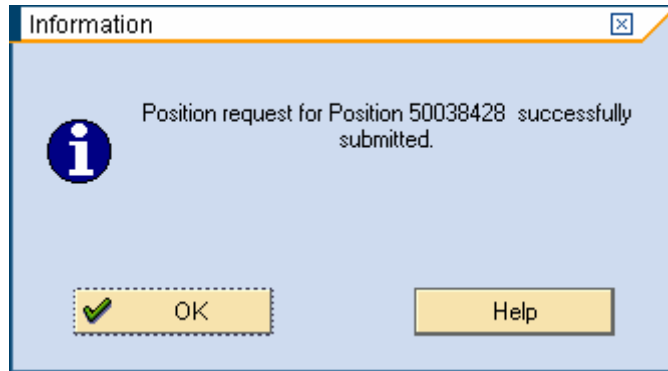
14.1 Click  **Submit for Approval** to check for errors and submit this transaction to Workflow for approval. Fatal errors will prevent the request from being submitted for approval.

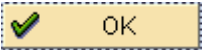


For information on handling errors when requesting a new position or requesting changes in an existing position, refer to the ZPPOSITION000 – Error Handling in: Position Create or Change” document.

14.2 If there are no errors when you submitted this transaction to approval, you will see a message confirming that the request was successfully submitted for approval.

Information



- 14.3** Click  to acknowledge the message. The *Position Request* screen will be displayed as shown below.

Position Request

The screenshot shows the SAP 'Position Request' screen. At the top, there is a menu bar with 'Goto', 'System', and 'Help'. Below that is a toolbar with various icons. The main area is titled 'Position Request' and has a sub-menu with 'Create', 'Change', 'Display', and 'Copy'. There are two tabs: 'Positions' (selected) and 'Workflow History'. The 'Positions' tab contains a 'Selection Criteria' section with the following fields:

- Effective Date: 07/01/2007
- Position Number: (empty)
- Position Title: (empty)
- Org Unit Cost Center: E020115
- Holder Pcmr: (empty)
- Job: (empty)
- Job Title: (empty)
- Funding Source: (empty)
- Funds Center: (empty)

There is a checkbox for 'Include Obsolete Positions?' and a 'Refresh' button. Below the criteria is a table with the following data:

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
20013900	Administrative Specialist I	E020115	MOUSE MINNIE	R	05
20015736	Assistant Vice President	E020115	MOUSE MICKEY	R	10
20020068	Director	E020115		R	10
20025052	Admin Service Asst	E020115	BUNNY BUGS	R	05
50007571	Faculty Consultant	E020115		R	01
50007573	Faculty Consultant	E020115		R	01
50038428	Administrative Specialist	E020115		R	07

At the bottom of the screen, a status bar shows the message 'Position request for Position 50038428 successfully submitted.' and the current session information: 'ZPPOSITION000 qa2app1 INS'.

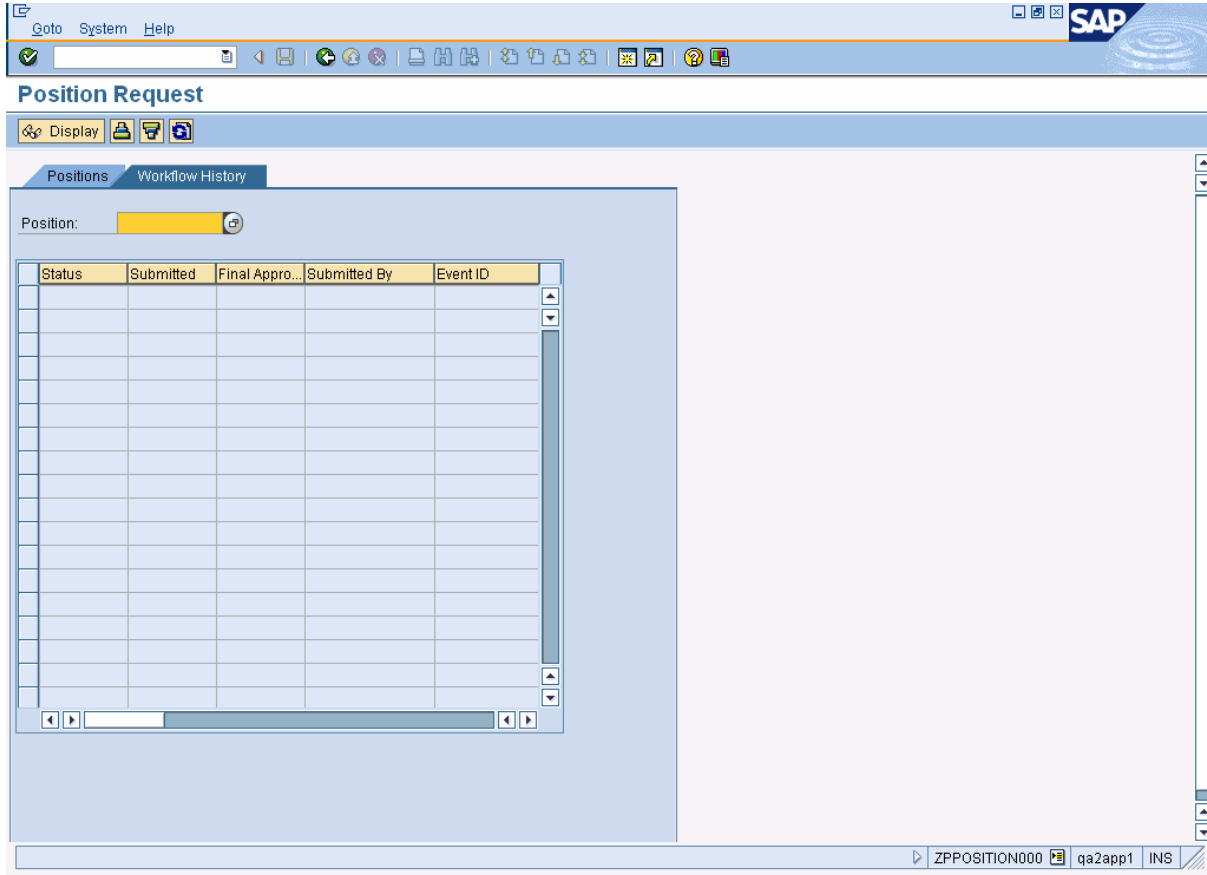


As the originator of this request, you will receive messages in your email as your request progresses through the approval process.

15. The following steps demonstrate how to track the position in workflow.

- 15.1 Click the **Workflow History** tab to see where the request for the position change was routed or to track its progress through the approval process.


Position Request



- 15.2 Enter the position number in the *Position* field.

Position Request

The screenshot shows the SAP Position Request interface. At the top, there is a menu bar with 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Position Request' and has two tabs: 'Positions' and 'Workflow History'. The 'Workflow History' tab is active, showing a table with the following columns: 'Status', 'Submitted', 'Final Appro...', 'Submitted By', and 'Event ID'. The table is currently empty. Below the table, there is a search bar with the text '50038428' and a magnifying glass icon. At the bottom right of the interface, there is a status bar with the text 'ZPPOSITION000', 'qa2app1', and 'INS'.

- 15.3** Click  (**Enter**). The requested position is now listed on the *Workflow History* tab as shown below.

Position Request

The screenshot shows the SAP Position Request interface. At the top, there is a menu bar with 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Position Request' and has a sub-tab 'Positions'. A search box shows 'Position: 50038428'. Below this is a table with the following data:

Status	Submitted	Final Appro...	Submitted By	Event ID
In Process	05/17/2007		DEXBERGE###5	29029089

At the bottom of the window, the status bar shows 'ZPPOSITION000', 'qa2app1', and 'INS'.

15.4 Click on the selection box to the left of the line to highlight it.

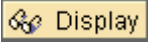
<input type="checkbox"/>	In Process	05/17/2007	DEXBERGE###5	29029089	<input type="button" value="▲"/>
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Position Request

The screenshot shows the SAP Position Request interface. At the top, there is a menu bar with 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Position Request' and contains a 'Display' button. Below the button, there are two tabs: 'Positions' and 'Workflow History'. The 'Positions' tab is active, and it shows a table with the following data:

Status	Submitted	Final Appro...	Submitted By	Event ID
In Process	05/17/2007		DEXBERGE###5	29029089

The table has a scroll bar on the right side. At the bottom of the interface, there is a status bar with the text 'ZPPOSITION000 qa2app1 INS'.

15.5 Click  **Display**. The details of the requested position are displayed.

Position Request - Display(Change)

Position Request - Display(Change)

Requested Change | Original Data | Workflow Notes

Effective Date of Position: 07/01/2007 Number: 50038428
 Position Title: Administrative Specialist PDQ

Position Obsolete

Organization

Org Unit Cost Center: E020115 SPACE INSTITUTE RESEARCH AD...
 Personnel Area: 1020 Space Institute Employee Group: R Regular
 Personnel Subarea: 1020 Space Institute Employee Subgroup: 05 Staff-Hourly Input
 University Contact Code:
 Limited Duration Appointment Payroll Area: B1
 Job Reclassification

Work Schedule

Schedule: HOUR-DAY Required Flex Year %: 0.00
 New Schedule Needed Shift: D... FLSA 31: N/A
 Mon: 24.00 Tues: 24.00 Wed: 24.00 Thurs: 24.00 Fri: 24.00
 Sat: 24.00 Sun: 24.00

Cost Distribution

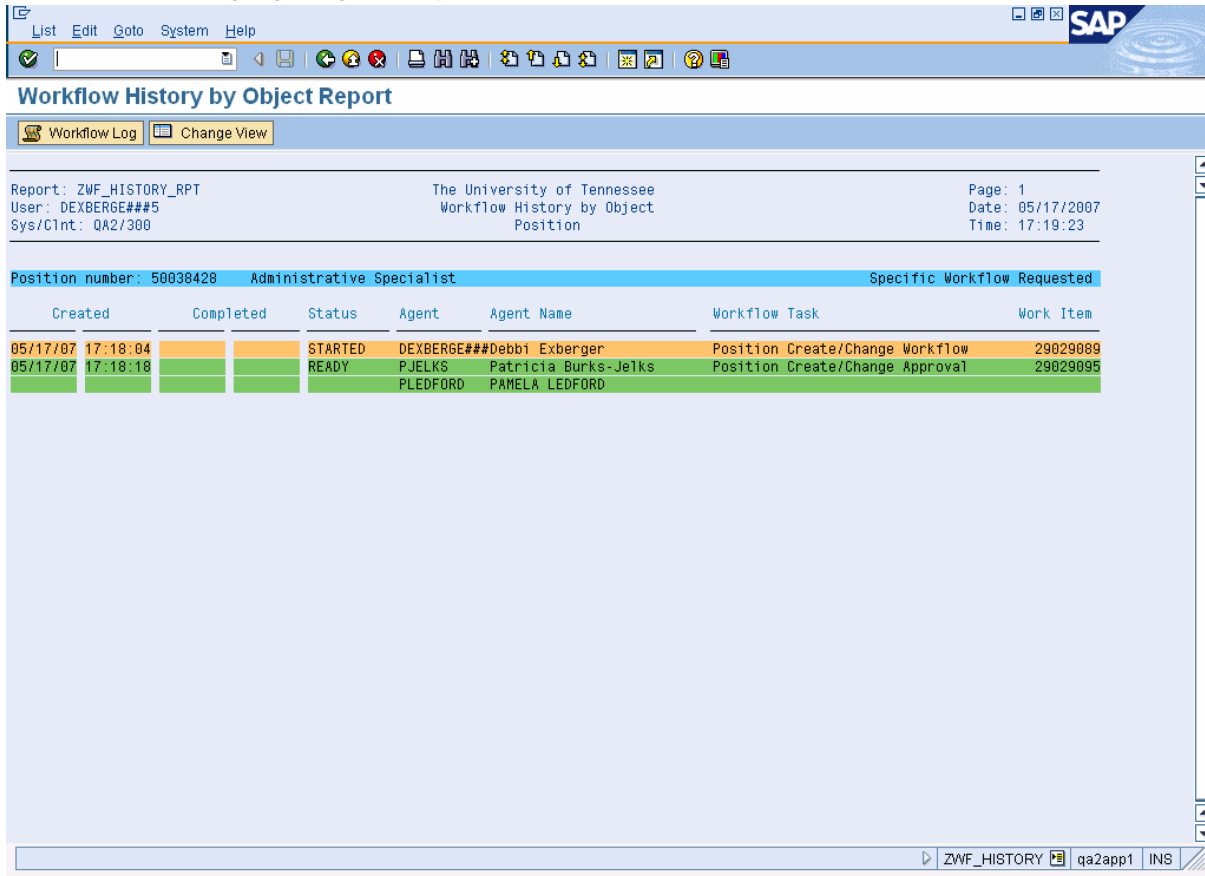
Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum
 THEC Override Exclude from Budget Calculations 9 Month Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E020115		1HRL	22,000.00	100.00

ZPPOSITION000 qa2app1 INS

15.6 Click **Work Item History**. The details of the workflow history are displayed in the **ZWF_HISTORY** report screen shown below.

Workflow History by Object Report



The screenshot shows the SAP interface for the 'Workflow History by Object Report'. The title bar includes 'List Edit Goto System Help' and the SAP logo. Below the title bar, there are buttons for 'Workflow Log' and 'Change View'. The report header displays the following information:

Report: ZWF_HISTORY_RPT	The University of Tennessee	Page: 1
User: DEXBERGE###5	Workflow History by Object	Date: 05/17/2007
Sys/Clnt: QA2/300	Position	Time: 17:19:23




Below the header, the report details are shown for Position number: 50038428, Administrative Specialist. A table lists the workflow tasks:

Created	Completed	Status	Agent	Agent Name	Workflow Task	Work Item
05/17/07 17:18:04		STARTED	DEXBERGE###Debbi Exberger		Position Create/Change Workflow	29029089
05/17/07 17:18:18		READY	PJELKS	Patricia Burks-Jelks	Position Create/Change Approval	29029095
			PLEDFORD	PAMELA LEDFORD		

The status bar at the bottom shows 'ZWF_HISTORY', 'qa2app1', and 'INS'.



For additional instructions on tracking this request through the workflow process, see the "ZWF_HISTORY Workflow History by Object Report" document.

- 15.7 Click  (**Back**) to return to the *Position Request – Display(Change)* screen.
16. Click  (**Back**) to return to the *Position Request* screen.
17. Click  (**Back**) to leave the transaction and return to the *SAP Easy Access* screen.
18. You have completed this transaction.

Result

You have completed the request to change an existing position. The request for the position change has been submitted to workflow and will be routed to the appropriate reviewers and approvers. The position number can be used to track the progress of the request through workflow.

Next Steps

After submitting a request to Human Resources (or Payroll) for information to be added, removed or changed on a position, it is a good practice to verify that the changes to the requested record have been entered correctly into the IRIS system. You should be able to verify the accuracy of most changes to position data using transaction PO13 (Maintain Position) in the IRIS system.

When you use one of the online IRIS transactions to request a change then you may receive an email notifying you when the requested change has been completed, depending on the transaction. Please allow ample time for the central office to enter the changes.

Comments



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