

Work Instruction

ZPPOSITION000 - Find A Position (Document)

**ZPPOSITION00
0,
ZPPOSITION00
1,
ZPPOSITION00
2**

Purpose

Use this procedure to find a position when using transaction **ZPPOSITION000 - Position Create or Change**.

Trigger

Perform this procedure when you have initiated transaction **ZPPOSITION000** and need to find a position to change, display or copy.

Prerequisites

None

Menu Path

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

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

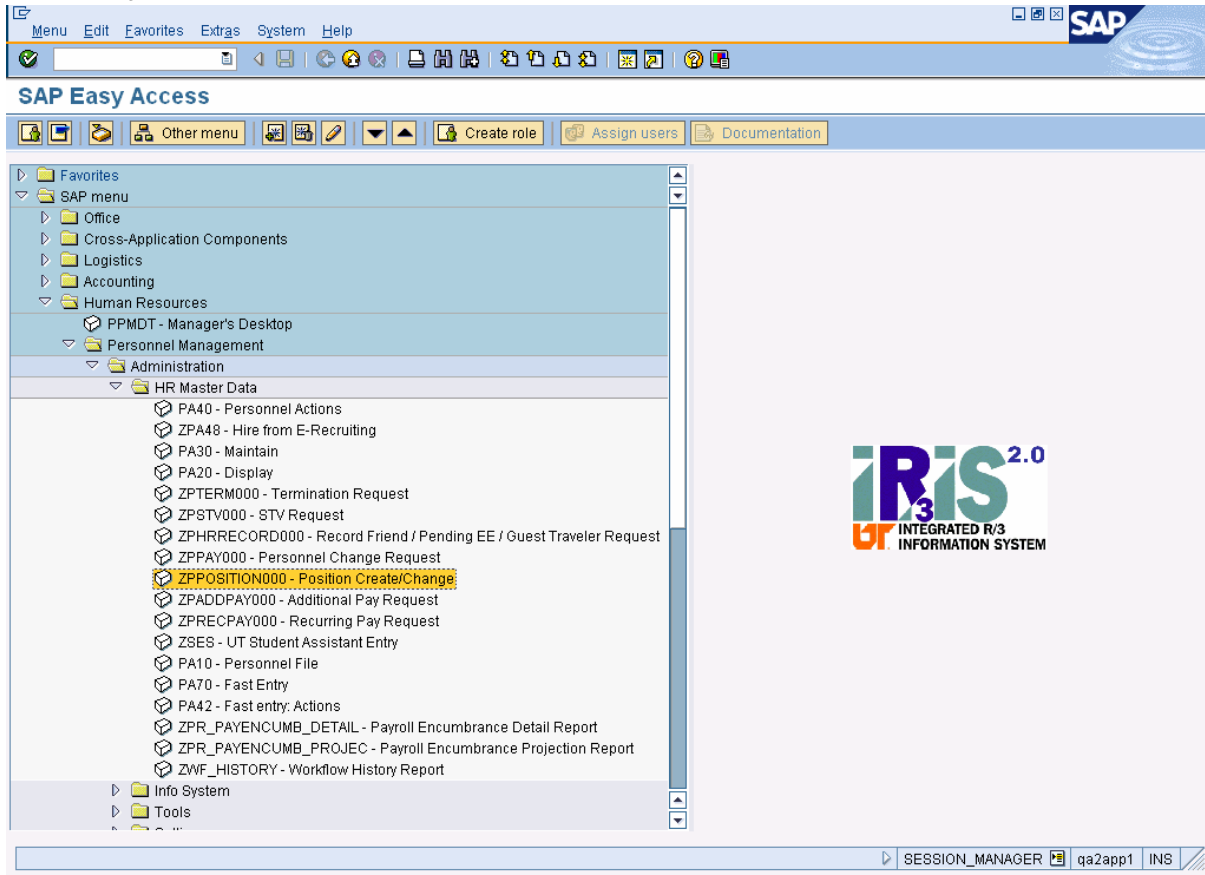
Transaction Code


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. Complete the following field:

Field Name	R/O/C	Description
Effective Date: (HR3)	R	<p>The date used to retrieve data.</p> <p> Records returned to this screen will reflect information valid on the effective date you select. This date will also be used as the effective date for the change, display or copy function that you choose after selecting the position.</p> <p>Example: 07/01/2007</p>

4. After you have entered the *Effective Date*, enter values in one or more of the following additional parameter fields to help you find a specific position.




For any of these fields, if you do not know the value that you wish to search on, use **(Matchcode)** to find it.

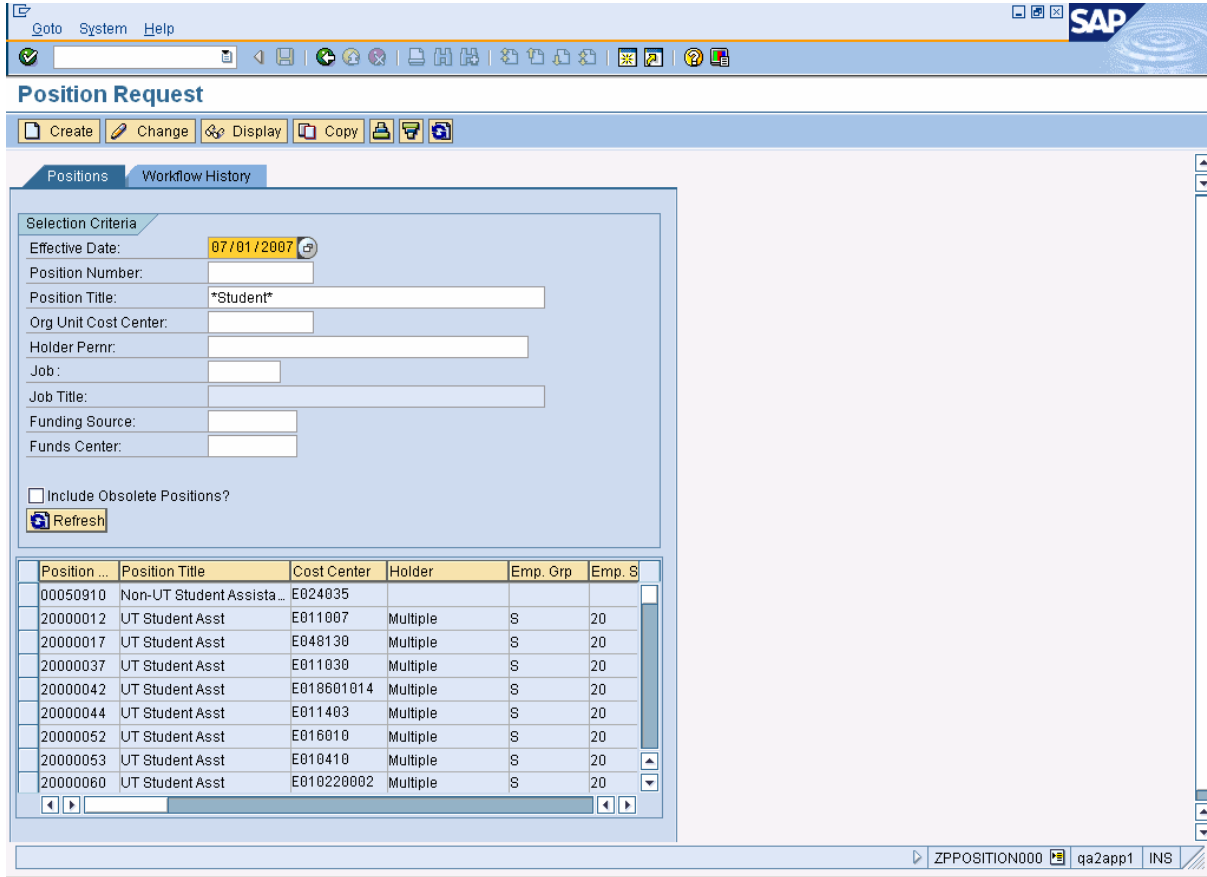


If you want to find a position based on:	Then
Position Number:	Enter the position number, if you already know the position number you want to use. Example: 20002716
Position Title:	Enter the text of the position title. Wildcards are permitted. For example, you could enter Director, Dir* or *Dir*. Each of these would return different results. Example: *Student*
Org Unit Cost Center:	Enter the cost center associated with an organizational unit (department). This is the cost center that is administratively responsible for the position, not necessarily the cost center funding the position. Example: E011701
Holder Pernr:	Enter the personnel number of the employee who occupies the position. The personnel number (referred to here as <i>Holder Pernr</i>) is the unique number assigned to each University employee. Example: 123456
Job:	Enter the job code associated with the position. Example: 3000550
Funding Source:	Enter the cost center or WBS element funding all or part of the position. Example: E011701
Funds Center:	Enter the funds center. Any position partially or totally funded by a cost center or WBS element within the requested funds center will be returned. Example: U013417001

5. Normally, positions that have been marked obsolete on the effective date you requested are not included in the returned list. If you want to include obsolete positions in your search results, click **Include Obsolete Positions?** to select that option.

6. After you have entered the effective date and any additional parameters, click  Refresh. The list of positions that met your selection criteria will be displayed. Below is an example of records returned for 07/01/2007 when *Student* was entered into the *Position Title* field. This list shows all positions that contained the word "Student" in the title as of 07/01/2007.

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' section with the following fields:


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

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

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
00050910	Non-UT Student Assista...	E024035			
20000012	UT Student Asst	E011007	Multiple	S	20
20000017	UT Student Asst	E048130	Multiple	S	20
20000037	UT Student Asst	E011030	Multiple	S	20
20000042	UT Student Asst	E018601014	Multiple	S	20
20000044	UT Student Asst	E011403	Multiple	S	20
20000052	UT Student Asst	E016010	Multiple	S	20
20000053	UT Student Asst	E010410	Multiple	S	20
20000060	UT Student Asst	E010220002	Multiple	S	20

At the bottom of the interface, there is a status bar showing 'ZPPOSITION000', 'qa2app1', and 'INS'.

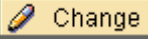
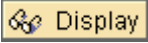

7. The following fields are displayed for each position.


Field Name	Description
Position Number	An 8-digit number that uniquely identifies a position within IRIS. Example: 10000756
Position Title	The textual description of a specific position. Example: Non-UT Student Assistant
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: E070212
Holder	The name of the employee occupying the position.  If <i>Holder</i> contains the word 'Multiple', there is more than one employee occupying this position. If <i>Holder</i> is blank, the position is unfilled. Example: Doe, John
Emp. Grp	A category of employees or positions such as regular, term, student, or friend. Example: T
Emp. SubGrp	Sub-category of employee group. Examples are faculty 9-month, faculty 12-month, staff professional, staff hourly input, student hourly input, etc. Example: 05

8. Highlight the position that you were searching for by clicking the selection box to the left of it.

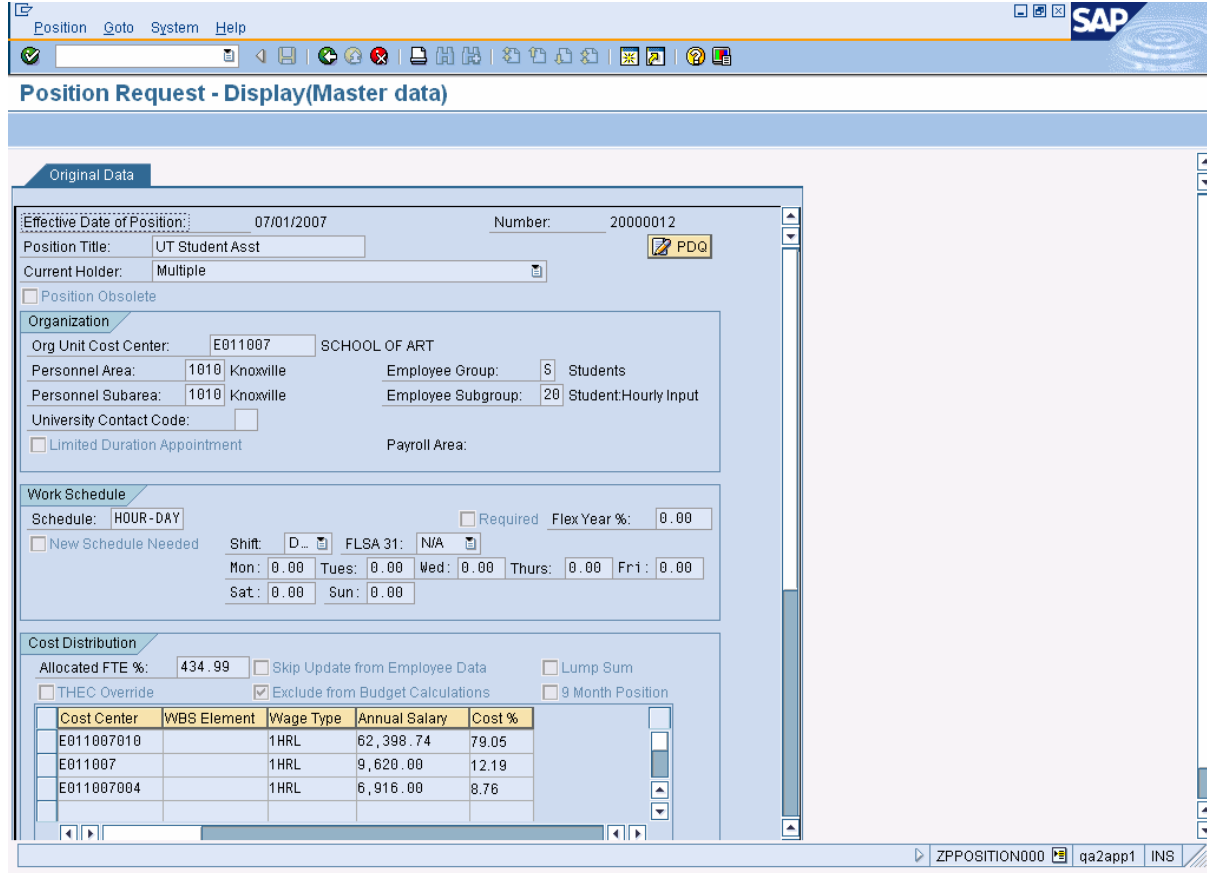
20000012	UT Student Asst	E011007	Multiple	S	20	
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9. Choose the action you wish to perform from the buttons on the application toolbar:

If you want to	Click	You will be able to
Change information on an existing position	 Change	Change the attributes of that position.
Display information on an existing position	 Display	Display the position information. No changes are possible.
Copy information from an existing position as a template for a new position	 Copy	Copy the attributes of that position to use as a template. Make any necessary changes and submit the changes for approval to request a new position.


10. In this example,  was selected. The *Position Request – Display(Master data)* screen appears as shown below.

Position Request - Display(Master data)



Original Data

Effective Date of Position: 07/01/2007 Number: 20000012

Position Title: UT Student Asst 

Current Holder: Multiple

Position Obsolete

Organization

Org Unit Cost Center: E011007 SCHOOL OF ART

Personnel Area: 1010 Knoxville Employee Group: S Students

Personnel Subarea: 1010 Knoxville Employee Subgroup: 20 Student-Hourly Input

University Contact Code:

Limited Duration Appointment Payroll Area:

Work Schedule

Schedule: HOURLY-DAY Required Flex Year %: 0.00

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

Mon: 0.00 Tues: 0.00 Wed: 0.00 Thurs: 0.00 Fri: 0.00

Sat: 0.00 Sun: 0.00



Cost Distribution

Allocated FTE %: 434.99 Skip Update from Employee Data Lump Sum

THEEC Override Exclude from Budget Calculations 9 Month Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E011007010		1HRL	62,398.74	79.05
E011007		1HRL	9,620.00	12.19
E011007004		1HRL	6,916.00	8.76

ZPPOSITION000 qa2app1 INS

11. Click  (**Back**) to return to the *Position Request* screen.
12. Click  (**Back**) to leave this transaction and return to the *SAP Easy Access Menu* screen.
13. You have completed this transaction.

Result

You have found a specific position to change, display or copy.

Comments



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