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# Position Creation Practice Guide

## HR\_OM\_320

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This practice guide is optional and not a requirement for completing this course. It is merely an opportunity to practice the various transactions discussed throughout the course.

To complete these exercises, you will need to log into myUK, and then click on the Training Sandbox icon to open the *SAP Easy Access* screen.



Training Sandbox

If you have any questions about this practice guide, please send an e-mail to [IRISTraining@email.uky.edu](mailto:IRISTraining@email.uky.edu).

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## Exercise 1 – Create a Student Position

### Scenario

You need to create one pooled, Student/Non-Work Study position for your Organizational Unit, Biology.

### Required Data




Field	Value
Enter the transaction code ZPOS in the Command Field and press <b>Enter</b>	
<b>Create Position</b>	
<b>Position Info Section</b>	
<b>Short text / Long text</b>	test / test
<b>Position begin date and end date</b>	<i>Leave the default dates</i>
<b>Copy position / Number to create</b>	<i>Leave both fields empty/blank</i>
<b>Pooled position</b>	<i>Click in the checkbox to select</i> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">           Pooled position <input checked="" type="checkbox"/> </div>
<b>Relationship Objects Section</b>	
<b>Position Reports To Pos. Num.</b>	50125567
<b>Organizational unit</b>	Use the <b>Possible Entries</b> icon  to search for Biology
<b>Job key</b>	Use the <b>Possible Entries</b> icon  to search for Student/Non-Work Study
<b>Main cost center / Position FTE</b>	<i>Leave both fields empty/blank</i>
<b>Employee group / subgroup</b>	Students / Student
<b>Personnel area / subarea</b>	Main Campus / Temp PT <.20
<b>Cost Distribution Section</b>	
<b>CtrA / Cost Center / Pct</b>	UK00 / 1011662140 / 100.00
Press <b>Enter</b> to validate your data entry	
Click on the <b>Execute</b> icon	
When the system message “The following position was created successfully: 5xxxxxx” appears in the Status Bar, <b>write down the position number</b> . You will need this in future exercises.	
Exit to the <i>SAP Easy Access</i> window by clicking on the <b>Back</b> icon	

## Exercise 2 – Create Faculty Positions

### Scenario

You need to create two identical, non-pooled, Assistant Professor positions for your Organizational Unit, Biology.

### Required Data









Field	Value
Enter the transaction code ZPOS in the Command Field and press <b>Enter</b>	
<b>Create Position</b>	
<b>Position Info Section</b>	
<b>Short text / Long text</b>	test / Assistant Professor
<b>Position begin date and end date</b>	<i>Leave the default dates</i>
<b>Copy position / Number to create</b>	<i>Click in the checkbox to select / 2</i>
<b>Pooled position</b>	<i>Do NOT click in the checkbox</i>
<b>Relationship Objects Section</b>	
<b>Position Reports To Pos. Num.</b>	50102544
<b>Organizational unit</b>	<i>Use the <b>Possible Entries</b> icon  to search for Biology</i>
<b>Job key</b>	40501713 <i>(for Regular Faculty)</i>
<b>Main cost center</b>	1012550050
<b>Position FTE</b>	100.00
<b>Employee group / subgroup</b>	<i>Faculty / Exempt Monthly</i>
<b>Personnel area / subarea</b>	<i>Main Campus / Reg FT</i>
<b>Cost Distribution Section</b>	
<b>CtrA / Cost Center / Pct</b>	UK00 / 1012550050 / 100.00
Press <b>Enter</b> to validate your data entry	
Click on the <b>Execute</b> icon	
When the system message “The following positions were created successfully: 5xxxxxxx – 5xxxxxxx” appears in the Status Bar, <b>write down the position numbers</b> . You will need these in future exercises.	
Exit to the <i>SAP Easy Access</i> window by clicking on the <b>Back</b> icon	

## Exercise 3 – Change a Position Infotype Record

### Scenario

You placed the Student/Non-Work Study position in an incorrect Organizational Unit, and you entered an incorrect Cost Center in the Cost Distribution section. Both records need correcting.

### Required Data




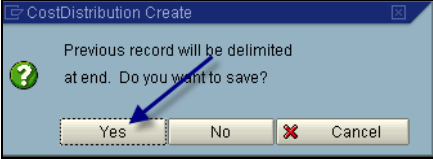

Field	Value
Enter the transaction code PP01 in the Command Field and press <b>Enter</b>	
<b>Maintain object</b>	
<b>Plan Version / Object Type</b>	01 Current plan / S Position
<b>Object ID</b>	<i>Enter the position number from Exercise 1</i>
Press <b>Enter</b> to populate the fields	
Select the <b>Relationships</b> Infotype	
Click on the <b>Change</b> icon	
<b>Change Relationships</b>	
Use the <b>Next record</b> icon  to change to the <b>Organizational Unit</b> relationship type ( <b>A 003 Belongs to</b> )	
<b>ID of Related Object</b>	Use the <b>Possible Entries</b> icon  to search for Microbiology & Immunology
Press <b>Enter</b> to validate your data entry (Tip: Ensure the <b>Name</b> changed also)	
Click on the <b>Save</b> icon	
<b>Maintain object</b>	
Select the <b>Cost Distribution</b> Infotype	
Click on the <b>Change</b> icon	
<b>Change Cost Distribution</b>	
<b>Cost Center</b>	1012084610
Press <b>Enter</b> to validate your data entry	
Click on the <b>Save</b> icon	

## Exercise 4 – Create a New Position Infotype Record

### Scenario

You need to create a new Cost Distribution for the first Assistant Professor position to split the costs between two Cost Centers, beginning the first of next month.

### Required Data




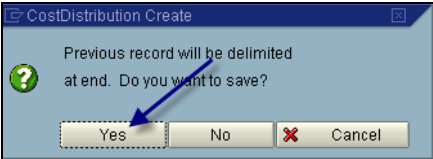
Field	Value
Ensure that you are still in transaction PP01	
<b>Maintain object</b>	
<b>Plan Version / Object Type</b>	01 Current plan / S Position
<b>Object id</b>	<i>Enter the first position number from Exercise 2</i>
Press <b>Enter</b> to populate the fields	
Select the <b>Cost Distribution</b> Infotype	
Click on the <b>Create Infotype</b> icon	
<b>Create Cost Distribution</b>	
<b>Start date</b>	<i>Enter the first day of next month</i>
<b>First Line</b>	
<b>COAr / Cost ctr / Pct.</b>	UK00 / 1012078490 / 70.00
<b>Second Line</b>	
<b>COAr / Cost ctr / Pct.</b>	UK00 / 1012084630 / 30.00
Press <b>Enter</b> to validate your data entry	
Click on the <b>Save</b> icon	
On the <b>Cost Distribution Create</b> dialogue box, click the <b>Yes</b> button	
<b>Maintain object</b>	
Click on the <b>Overview</b> icon if you would like to review both the old and the new infotype records (optional)	

## Exercise 5 – Create a New Position Infotype Record

### Scenario

You need to create a new Cost Distribution for the second Assistant Professor position, beginning the first of next month. You will use the **Copy** icon in this exercise, instead of the **Create** icon.

### Required Data

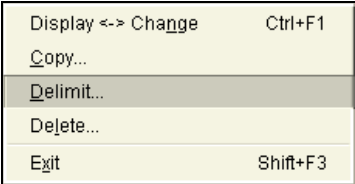

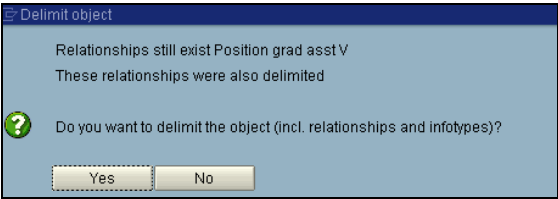

Field	Value
Ensure that you are still in transaction PP01	
<b>Maintain object</b>	
<b>Plan Version / Object Type</b>	01 Current plan / S Position
<b>Object id</b>	<i>Enter the second position number from Exercise 2</i>
Press <b>Enter</b> to populate the fields	
Select the infotype <b>Cost Distribution</b>	
Click on the <b>Copy Infotype</b> icon	
<b>Copy Cost Distribution</b>	
<b>Start date</b>	<i>Enter the first day of next month</i>
<b>First Line</b>	
<b>COAr</b>	<i>Remains the same (UK00)</i>
<b>Cost ctr</b>	<i>Remains the same (1012550050)</i>
<b>Pct.</b>	35.00
<b>Second Line</b>	
<b>COAr / Cost ctr / Pct.</b>	UK00 / 1012084630 / 65.00
Press <b>Enter</b> to validate your data entry	
Click on the <b>Save</b> icon	
On the <b>Cost Distribution Create</b> dialogue box, click the <b>Yes</b> button	


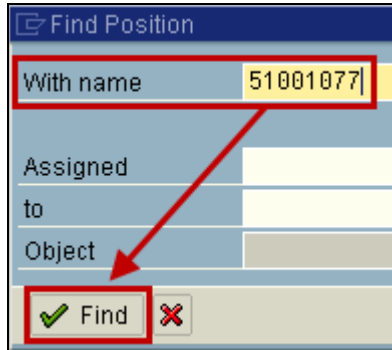
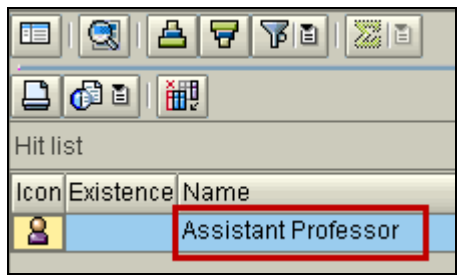
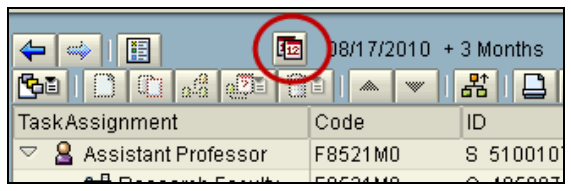

## Exercise 6 – Delimit a Position

### Scenario

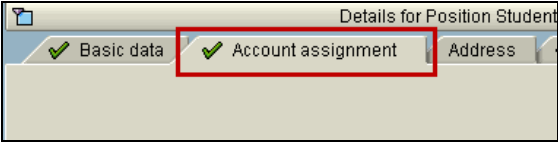
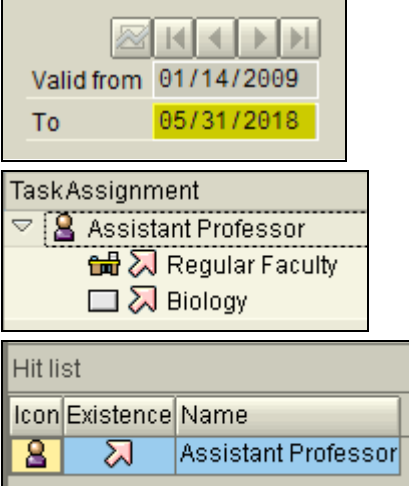






You need to delimit a position based on a change made in the department. The Validity Period is ending earlier than originally planned. You will then check in PPOSE to make sure the position has successfully been delimited as indicated.

### Required Data

Field	Value
Ensure that you are still in transaction PP01	
<b>Maintain object</b>	
<b>Plan Version / Object Type</b>	01 Current plan / S Position
<b>Object id</b>	<i>Enter the first position number from Exercise 2</i>
Press <b>Enter</b> to populate the fields	
In the menu bar select <b>Object → Delimit</b>	
<b>Maintain Plan Data: Delimit Object</b>	
<b>Delimit date</b>	5/31/2018
<b>Historical rec.</b>	<i>Do NOT click in the checkbox</i>
Click on the <b>Delimit</b> icon	
<b>Delimit Object</b>	
Click on the <b>Yes</b> button	
Exit to the <i>SAP Easy Access</i> window by clicking on the <b>Back</b> icon	
<b>Maintain object</b>	
Enter the transaction code PPOSE in the Command Field and press <b>Enter</b>	

Organization and Staffing Display	
<p>Click on <b>Position</b> in the Object Manager on the left side of the screen</p>	
Find Position	
<p>Enter the first faculty position number (from Exercise 2) in the <b>With name</b> field, and then click on the <b>Find</b> button</p>	
Organization and Staffing Display	
<p>Double-click on the <b>Name</b> of the position in the <b>Hit list</b> section of the Object Manager</p>	
<p>Click on the <b>Date and preview period</b> icon at the top of the central screen</p>	
Specify date and preview period	
<p><b>Time period</b></p>	<p>A Complete</p>
<p>Click on the <b>Execute</b> icon</p>	



Organization and Staffing Display							
<p>Click on the <b>Account assignment</b> tab in the <b>Details for Position...</b> section (lower half of the central screen)</p>							
<p>Review the <b>(Valid) To</b> date on the Account assignment screen to verify that it matches the delimit date</p> <p>You should also see the pink arrows next to the position in the upper half of the central screen, as well as next to the name of the position in the Object Manager <b>Hit list</b>.</p>	 <table border="1" style="margin-top: 10px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="text-align: left;">Icon</th> <th style="text-align: left;">Existence</th> <th style="text-align: left;">Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Assistant Professor</td> </tr> </tbody> </table>	Icon	Existence	Name			Assistant Professor
Icon	Existence	Name					
		Assistant Professor					
<p>Exit to the <i>SAP Easy Access</i> window by clicking on the <b>Back</b> icon</p>	