

PP01 Delimit Position



Process: Use transaction code **PP01** when there is a need to delimit a position. Delimiting a position stops the validity of the position as of the specified date, so only delimit positions that will not be used after the end validity date. Be sure to check all the relationships of the position to all other objects, including employees holding the position. The position can be marked as "historical", which will preserve the records associated with the position.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code

PP01

MAINTAIN OBJECT

Plan Version

Plan version 01 Current plan

Should default to Current Plan, if not, choose it

Object Type

Object type S Position

Enter Position or use the Drop-Down list to choose it

Object ID

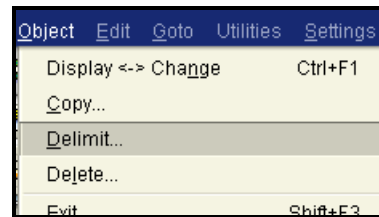
Object ID 51000076 Graduate Assistant I

Enter the Position Number or use the Possible Entries icon to search

Click on the Selection icon to the left of the infotype **Object**



Using the Application Menu Bar, choose **Object** → **Delimit**



MAINTAIN PLAN DATA: DELIMIT OBJECT

Delimit Date

Enter the last date the position will be valid

Historical Rec. (Record)

Leave blank

Click on the **Delimit** icon



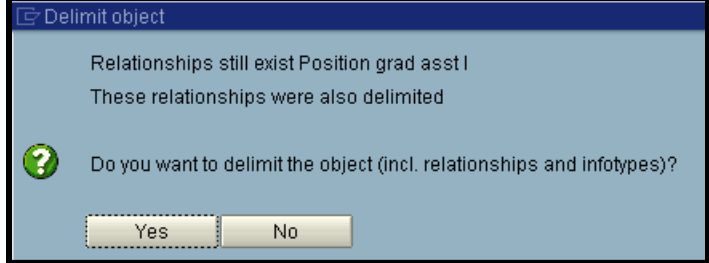
The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

DELIMIT OBJECT

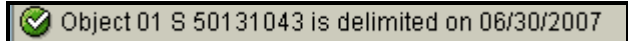
The **Delimit object** screen displays



Click on the **Yes** button



The following system message displays



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