

PP01 General Navigation



Process: Use transaction code **PP01** when there is a need to maintain a position. The following information is useful in maintaining positions and the infotypes or attributes associated with those objects.

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**

Object

ICONS

Change/Display



This icon switches the screen from Change mode to Display mode and vice versa

Create



This icon is used for the creation of a position; an object should not be created from scratch using this transaction; when using the create icon here, you should be creating a new attribute as of a point in time; this will delimit the previous attribute and create a historical record

Change



This icon is used to change the infotype of the related position

Display



This icon is used to display the infotype of the related position

Copy








This icon is used to copy a specific infotype for an object; it copies only the infotype highlighted



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 	This icon is used to delimit an infotype of a position
Delete 	This icon is used to delete a specific infotype for a position; do NOT use this function until you have consulted with the central IRIS HR team
Overview 	This icon is used to display all the historical records for a specific infotype of the selected position; a screen will be presented that lists the rows of records recorded for the infotype
Activate Infotype 	This icon will not be used in Phase I of IRIS
Services for Object 	This icon is used to attach external documents to the object; example: you can attach a descriptive Word document or IRIS note to the object

SELECTION AREA

Plan version	01 Current plan	
Object type	S Position	
Object ID	50131043	Computer Support Specialist II
Object abbr.	T0027M0	

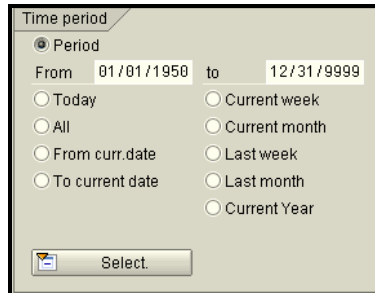
Plan Version	The plan version always will be Current Plan
Object Type	Choose the object type, such as job, position, organizational unit, etc.
Object ID	Enter the specific object IRIS generated number or use the Possible
Object Abbr. (Abbreviation)	After the object number is entered and Enter is pressed, this field will contain the object's abbreviation

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TIME PERIOD



Determines the dates of selection for view of the object and defining infotypes

Period From and To	When you use this choice you will see only the valid records between these dates
Today	This choice will allow you to view records valid for today
All	This choice will allow you to view all valid records
From Curr. (Current) Date	This choice will allow you to view records valid from the current date
To Current Date	This choice will allow you to view records valid up to the current date
Current Week	This choice will allow you to view records valid for the current week
Current Month	This choice will allow you to view records valid for the current month
Last Week	This choice will allow you to view records valid for last week
Last Month	This choice will allow you to view records valid for last month
Current Year	This choice will allow you to view records valid for the current year

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