

PP01 Maintain a Position



Process: Use transaction code **PP01** when there is a need to maintain a 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 8 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

Click on the Display icon



DISPLAY OBJECT

Object Abbr. (Abbreviation)

Provides the abbreviation of the position which is derived from the related job

Object Name

Provides the name of the position

Click on the **Back** icon



MAINTAIN DATA

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

Relationships

Click on the Display icon



DISPLAY RELATIONSHIPS

Type of Related Object

This field lists the related object, such as the Organizational Unit, Job, Person, etc.

ID of Related Object

This field lists the IRIS generated number for the related object

Abbreviation

This field lists the abbreviation of the related object

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

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

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

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Name	This field lists the name of the related object
Click on the Back icon	
MAINTAIN DATA	
Click on the Selection icon to the left of the infotype Acct. (Account) Assignment Features	
Click on the Display icon	
DISPLAY ACCT. ASSIGNMENT FEATURES	
Personnel Area	This field lists the personnel area for the position
Personnel Subarea	This field lists the personnel subarea for the position
Click on the Back icon	
MAINTAIN DATA	
Click on the Selection icon to the left of the infotype Employee Group/Subgroup	
Click on the Display icon	
DISPLAY EMPLOYEE GROUP/SUBGROUP	
Employee Group	This field lists the employee group for the position
Employee Subgroup	This field lists the employee subgroup for the position
Click on the Back icon	
MAINTAIN DATA	
Click on the Selection icon to the left of the infotype Cost Distribution	
Click on the Display icon	
DISPLAY COST DISTRIBUTION	
Master Cost Center	This field lists the master cost center for the position

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Cost Distribution – The information below provides information about the cost objects funding the position. 100% of the funding must be covered by at least one account, but it may be covered by several accounts (Cost Centers, Internal Orders, or WBS Elements).

COAr (Controlling Area)	This field lists the controlling area for the position, typically UK00
Cost Ctr/Order/WBS Element	These fields list the cost objects funding the position
Name	This field lists the name of the cost object
Pct. (Percent)	This field lists how much percentage of the funding is covered
Click on the Back icon	

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