

Display Position

SAP Transaction
PO13D

Purpose
PO13D displays HR data on a position.

Terminology:

Infotype-similar group of information (relationships, vacancy, planned compensation, account assignment, employee group/subgroup, cost distribution).

Dates are reflected as begin and end. Budget Development uses the end date 12/31/9999-which indicates the “permanent” information.

Infotypes:**Relationships:**

- Holders-persons who have held the position and the dates that they have the position
- Organization-what organization the position belongs to
- Master Cost Center – The master cost center for the position
- Description – What job describes the position

Planned Compensation:

- The maximum amount that the position is budgeted to be paid. This amount is determined at the time the position was created or from the amount the last person who held the position was paid.

Vacancy:

- Open (Vacant) means the position is vacant; there is no holder
- Filled/On Hold means the position is held by someone OR the encumbrances for the position has been released for that time frame. The Budget Office will periodically change the status to release the encumbrance so the budget can be available for other uses, but they only do this for the fiscal year for which the budget is encumbered.

Account Assignment:

- Personnel Area-Division to which the position belongs
- Personnel Subarea-whether the position is fulltime or part-time and whether it is benefits eligible

Employee Group/Subgroup:

- Employee Group indicates whether the position is Faculty, staff, student, etc.
- Employee Subgroup indicates whether the position is for 12 month or less than 12 month appointments and whether exempt or non-exempt.

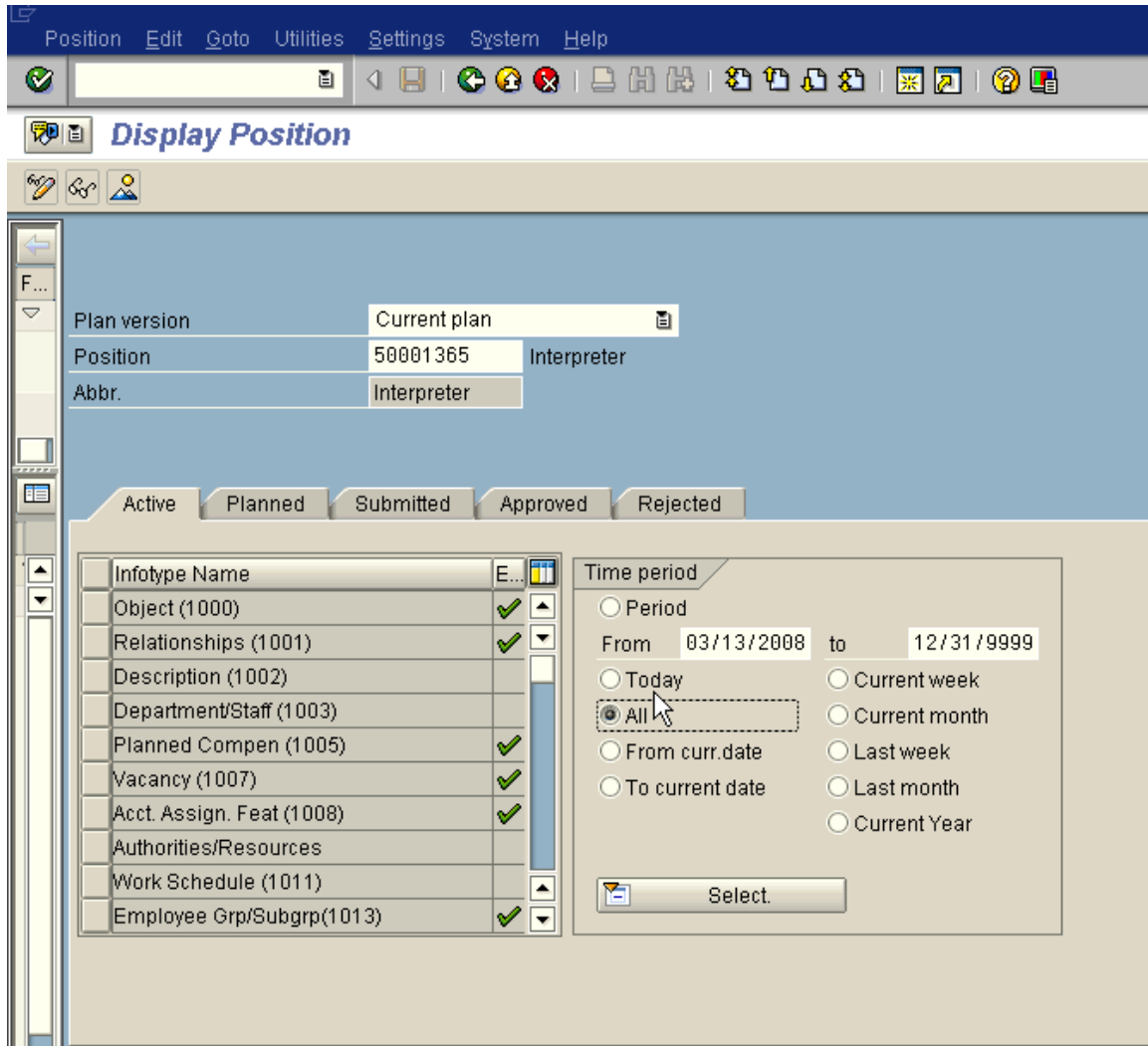
Cost Distribution:

- Indicates from where the position is budgeted to be paid. Generally, this is the same as the person, with the primary exceptions being individuals paid from grants.

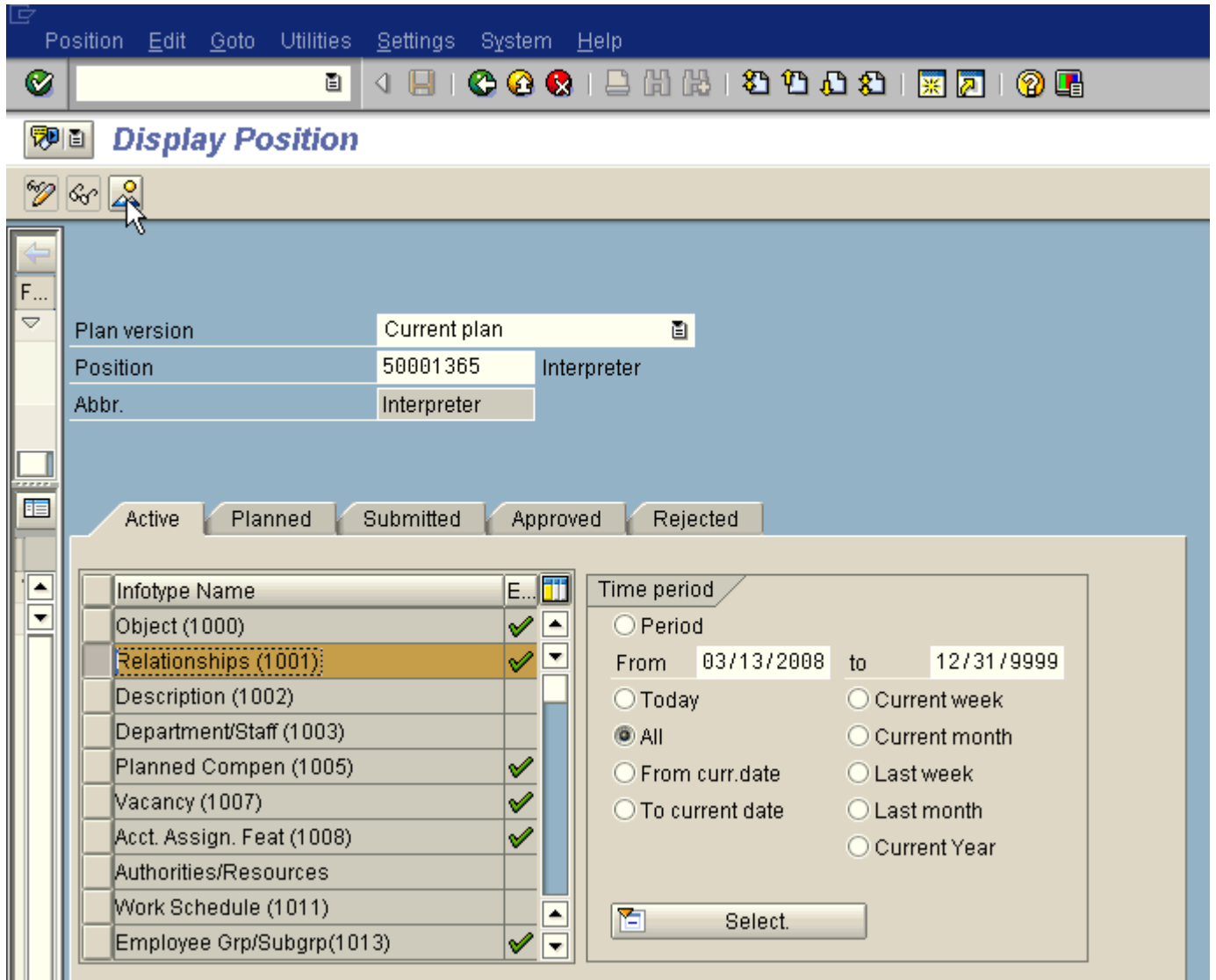
Tips and Tricks:

- Select the “All” radio button on the right side of the screen under “Time period” to see all entries in each infotype
- Select the mountain with the sun to view all the information in the infotype
- After selecting the overall view (previous bullet) select the row that you want to view the detail and click the magnifying glass.

Enter Position number and hit enter. On the right side of the screen, select ALL (radio button).



Select the row of data you want to review:



After selecting the infotype, select the mountain with the sun.

Notice there are dates for the start and end date. Budget Development always looks at 12/31/9999 as the important (or permanent date). You can see that this position reports to position 50002294, belongs to Organization 50000180, has had two holders in the past but currently has no holder, has a master cost center of 1511100000 and is described by job 7232.

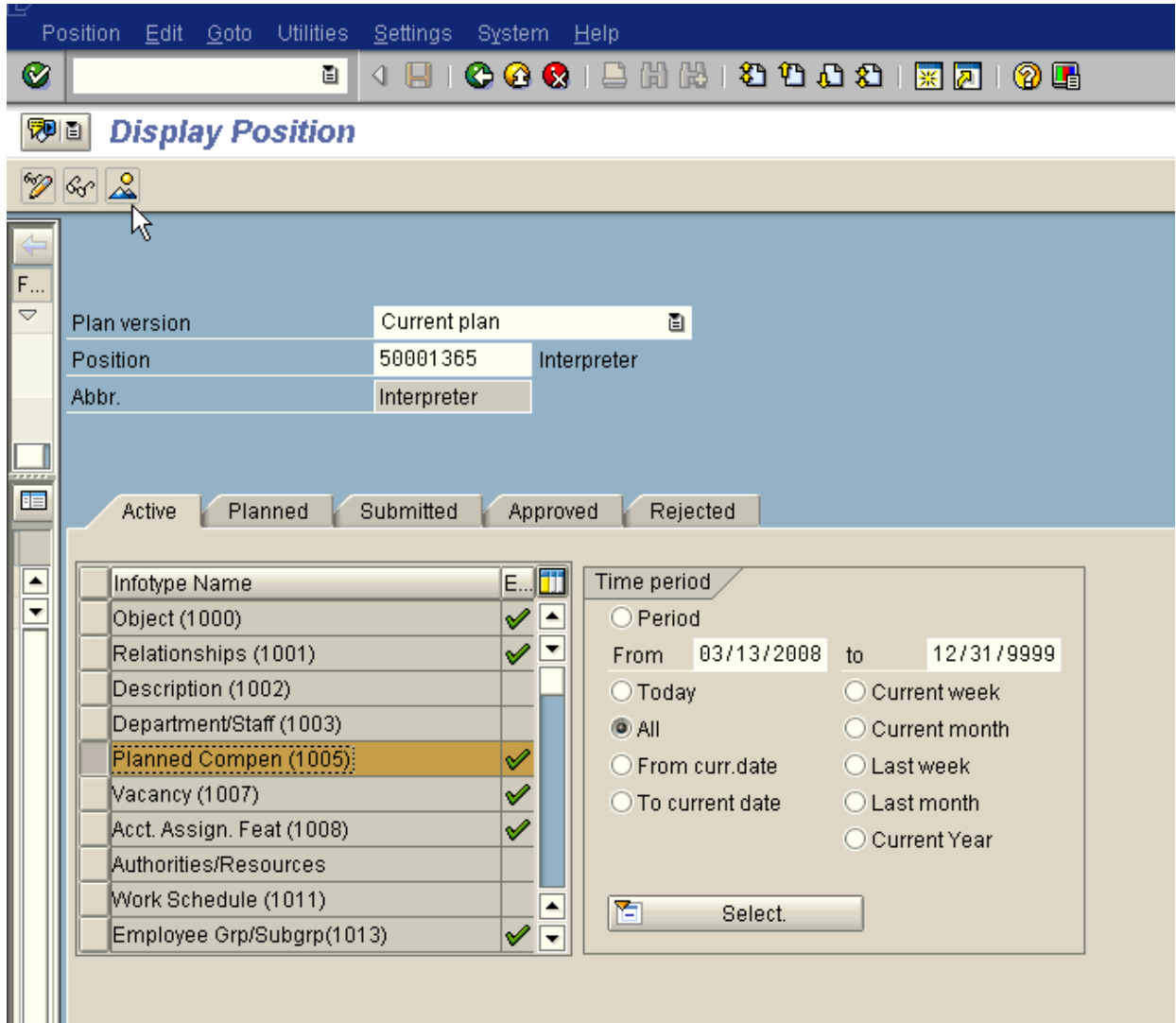
The screenshot shows a software window titled "List Display Relationships (1001)". The window has a menu bar with "Infotype", "Edit", "Goto", "View", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window displays a form with the following fields:

- Position: Interpreter
- Interpreter: Interpreter
- Planning Status: Active
- Relationships (1001): 01 S 50001365 1

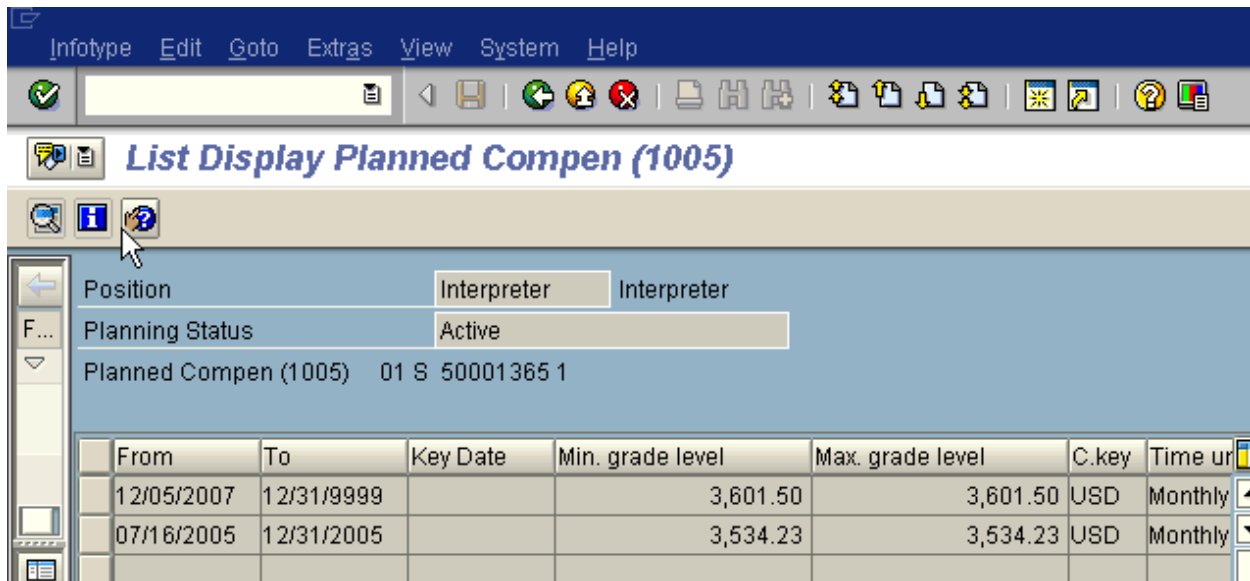
Below the form is a table with the following columns: Start, End, R., Rel..., Relat.text, R., Rel'd objec..., Abbr., and % Rate. The table contains the following data rows:

Start	End	R.	Rel...	Relat.text	R.	Rel'd objec...	Abbr.	% Rate
11/30/2004	12/31/9999	A	002	Reports (I	S	50002294	Dir, Disab S	0.00
11/30/2004	12/31/9999	A	003	Belongs to	O	50000180	1511100000	0.00
01/01/2006	12/04/2007	A	008	Holder	P	00012349	Sherrerd	100.00
11/30/2004	07/15/2005	A	008	Holder	P	00001243	Dowda	100.00
11/30/2004	12/31/9999	A	011	Cost cente	K	151110000...	Offic/Disabi	0.00
11/30/2004	12/31/9999	B	007	Is describ	C	00007232	Interpreter	0.00

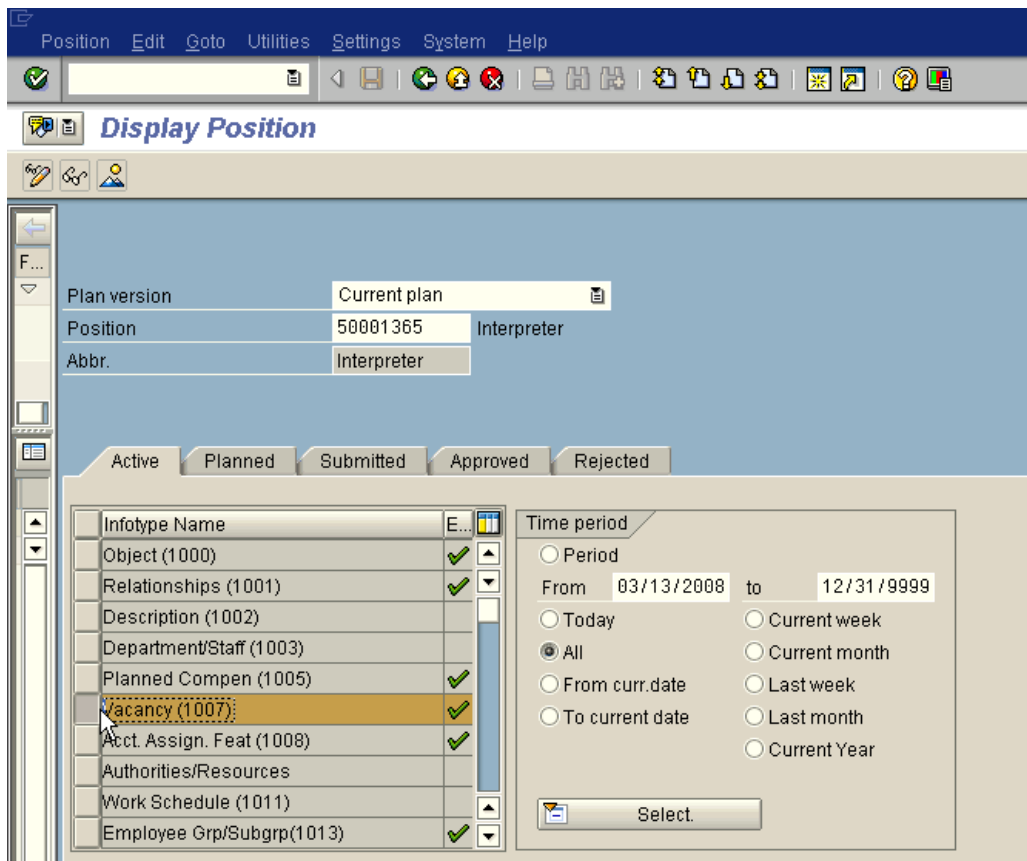
Select planned compensation infotype, click on the mountain with the sun:



Notice there are two entries. Planned compensation is populated when a position is vacant and is normally populated with the base salary of the last person who held that position. In this case, the planned compensation with the date 12/31/9999 is \$3,601.50 monthly.



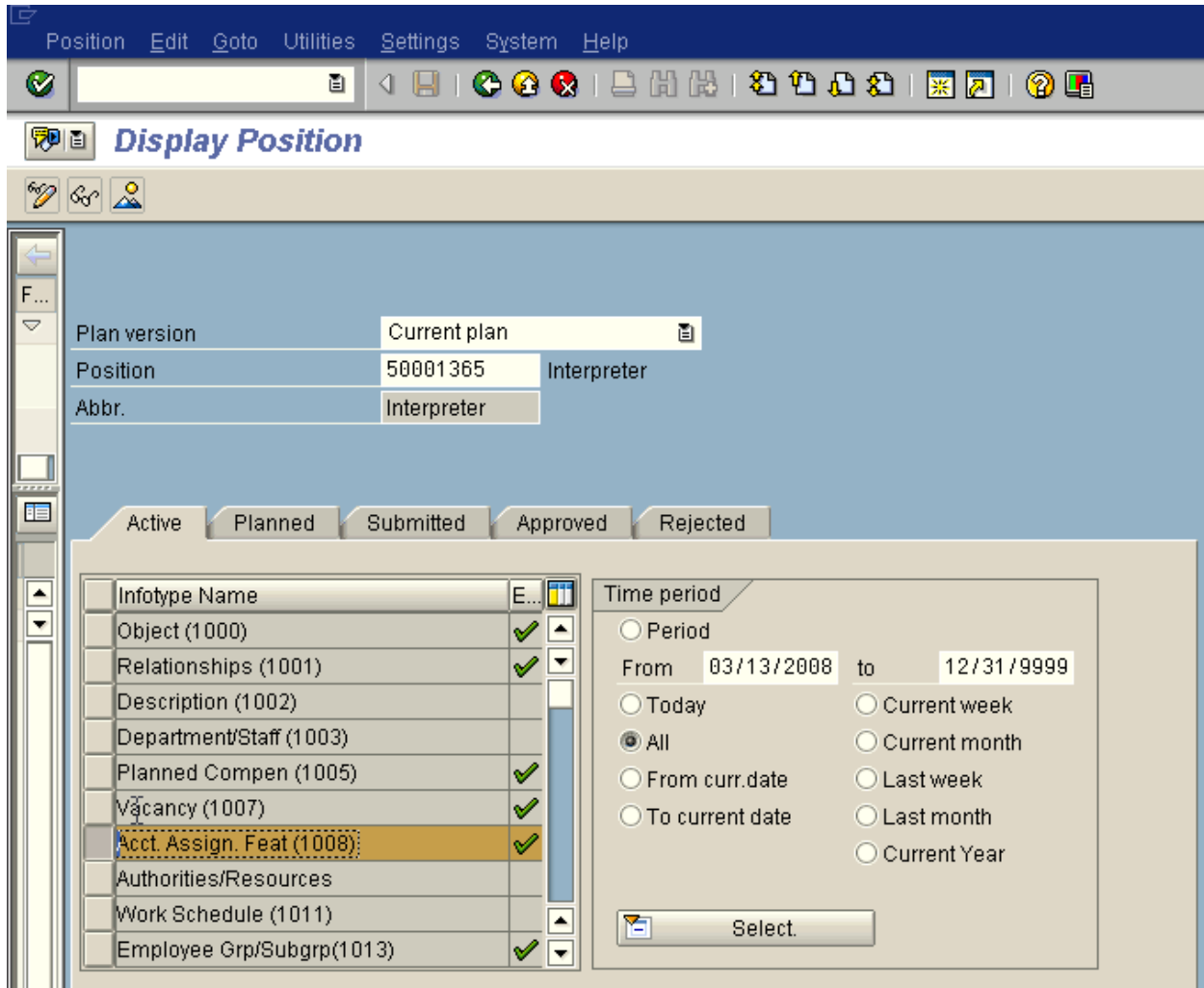
Select the vacancy status infotype and click the mountain with the sun.



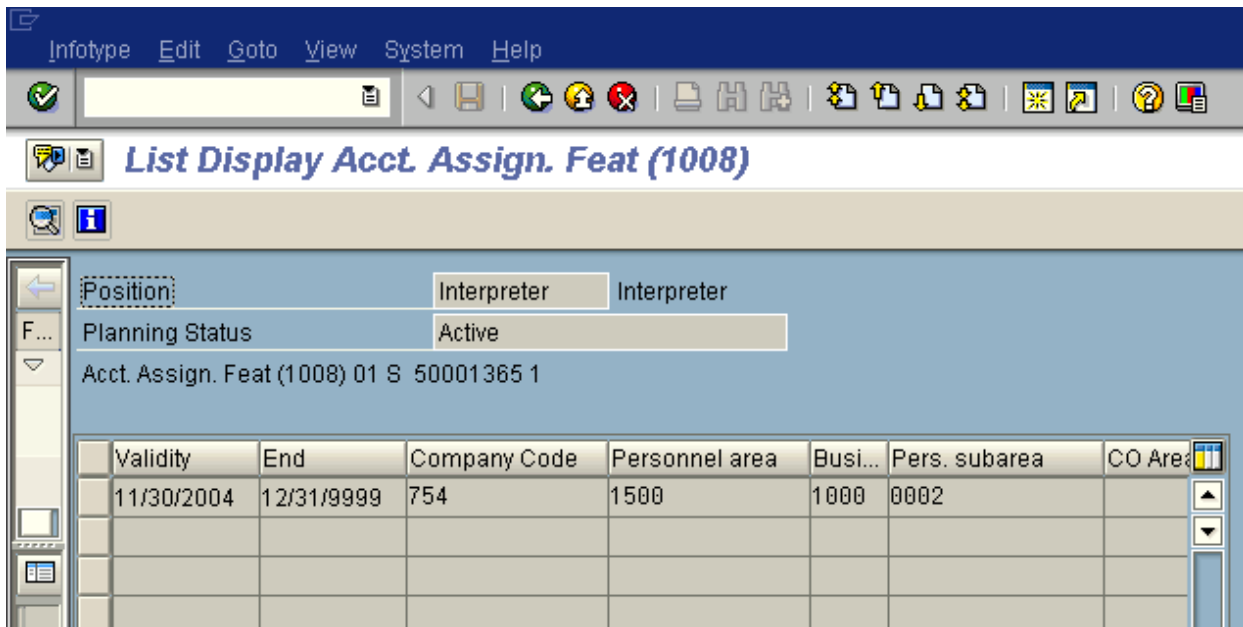
Notice the position has an open (vacant) status until 12/31/9999. This means that the position has been vacant from 12/5/2007 and is still vacant.



Select Acct Assignment Feat and click the mountain with the sun:



Notice that the position belongs to division 1500 and is in the personnel subarea 0002. See next screen shot for description of the personnel subareas:



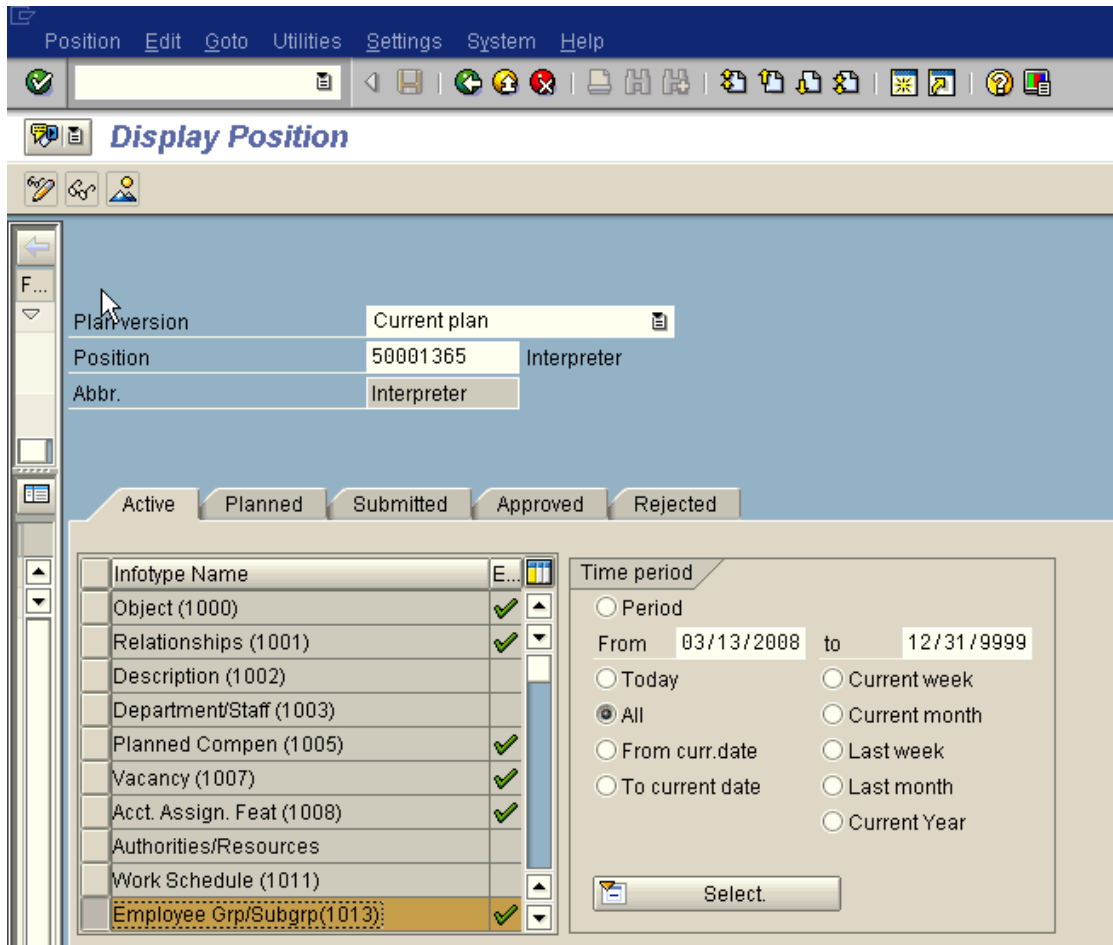
Personnel Subarea (1) 6 Entries

Restrictions

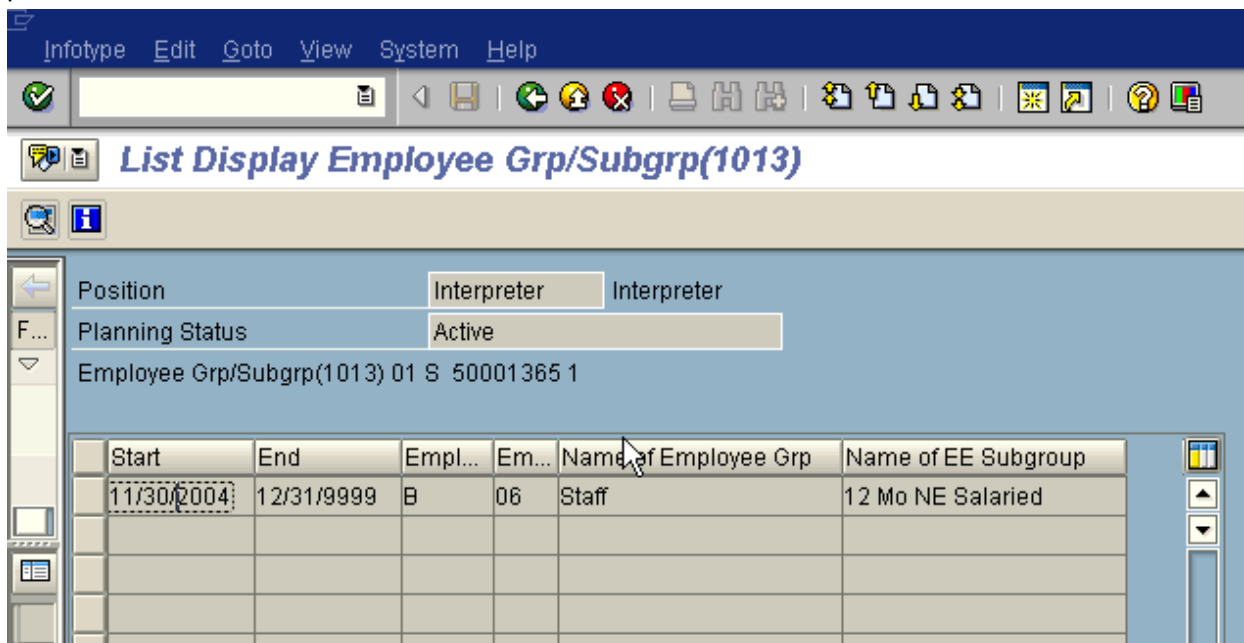
Personnel area: 1500
Personnel Area Text: Student Affairs

PSubarea	P.subarea text
0001	BE PT (20-39)
0002	BE FT (40)
0003	NBE PT (<20)
0004	NBE PT (20-39)
0005	NBE FT (40)
0006	SBE (20-40)

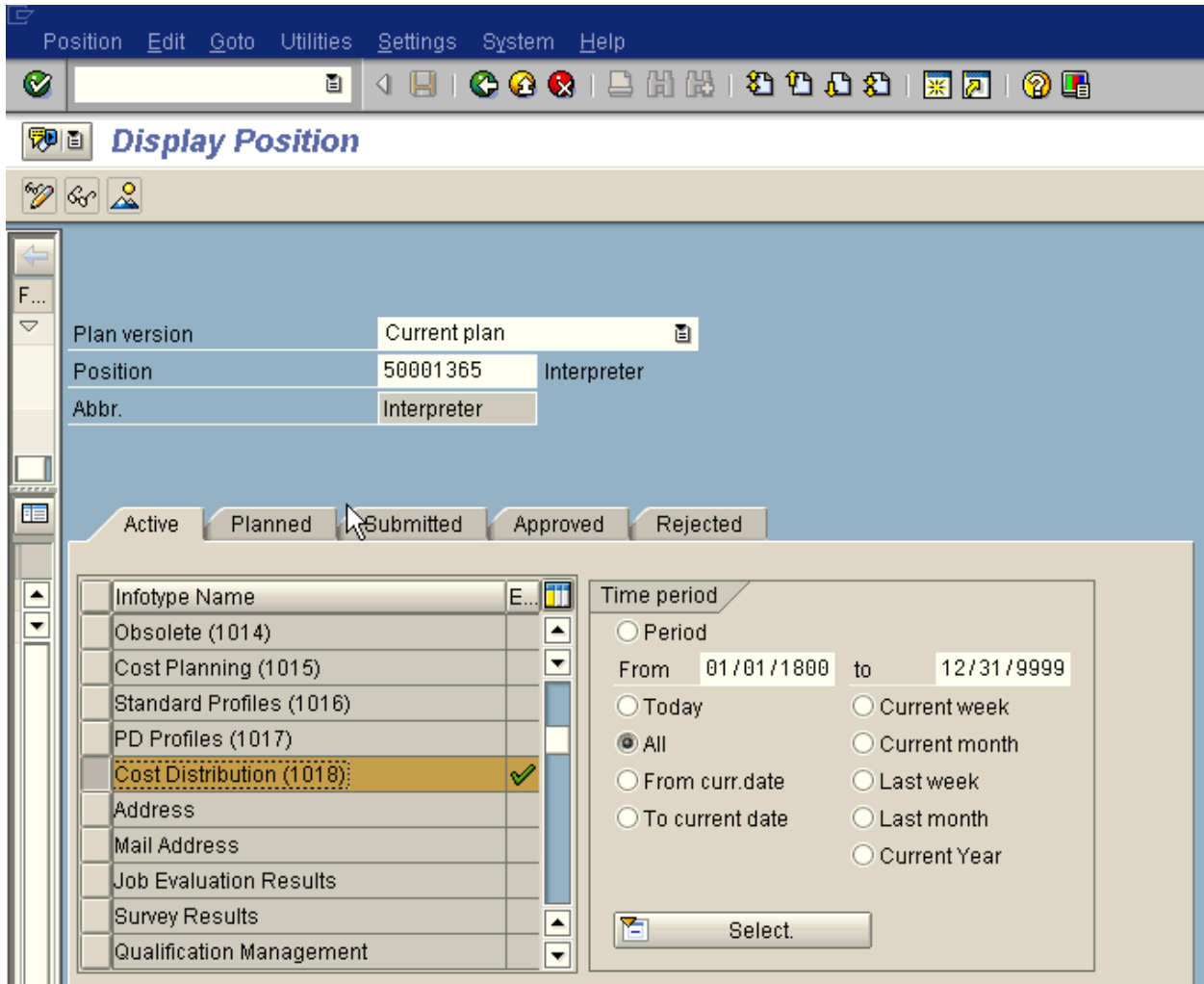
Click on Employee Grp/Subgroup and click the mountain with the sun:



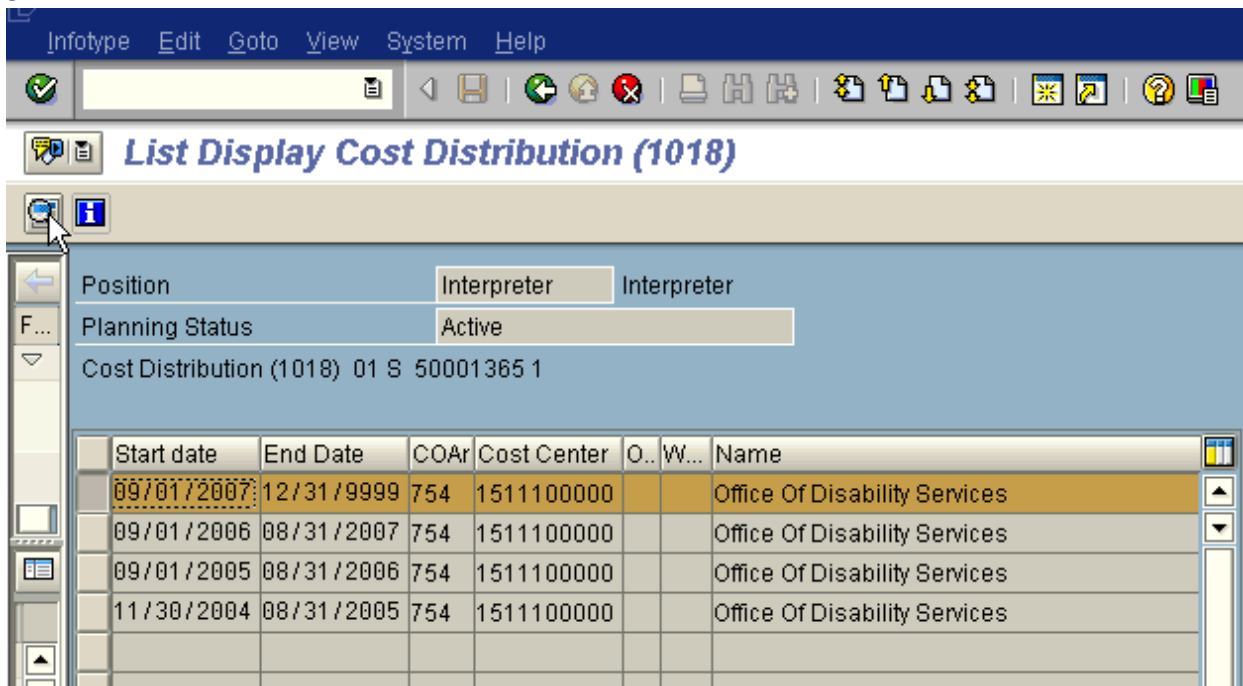
Notice it's a 12 month non exempt staff position:



Select Cost Distribution and click the mountain with the sun:



Notice there are four entries, one for each fiscal year plus the year the position was created. To view the latest detail, select the first row and click the magnifying glass.



This displays the cost distribution in detail with funds center and fund.

