Maintaining Positions
(Transaction PO13)

Description:

Positions in SAP are held by City of Portland employees, described by jobs, and assigned to organizational units. They inherit characteristics of the job, such as the compensation structure, FLSA code, and EEO code, as well as characteristics of the organizational unit, such as the cost center and Personnel area. Positions can be created and delimited in SAP, as well as be assigned specific attributes, such as start and end dates, cost distributions and master cost centers.

Positions are assigned to organizational units in Organizational Management (OM). The position of the supervisor or manager of each organizational unit is designated the "chief position" of each organizational unit.

Positions are assigned "default" values for the Personnel Area (bureau) and Personnel Subarea (bargaining unit) in the Account Assignment Features infotype (1008); Employee Group (type of employee: regular, temp, etc.), and Employee Sub-Group (full-time/part-time, FLSA status) in the Employee Group/Subgroup infotype (1013). However, all but the Personnel Area can be overridden, as needed, at the time of employee appointment in Personnel Administration.

Positions are also assigned a master cost center via the cost assignment relationship (A011) on the position. The master cost center is passed to BRASS for position budgeting purposes. The cost distribution is also maintained for positions in infotype 1018 (Cost Distribution). The cost distribution allows costs to be allocated to multiple cost objects, and can reflect the master cost center, or other cost objects (internal orders, grants, WBS elements).

Positions in SAP:

SAP is the central repository for positions in the City, and provides position data to BRASS, the City's budget software. BRASS is used for budget development and is administered by OMF-Financial Planning Division (OMF-FPD). Employees in City bureaus assigned the Bureau OM Specialist and OM Reporting roles have access to view position-related Organizational Management data in SAP.

Positions are created and modified in SAP centrally in the Bureau of Human Resources by the individual(s) assigned the HR Position Administrator role. Positions which have been approved in the adopted budget but have not yet been classified are added to SAP with a status of "approved." Budgeted classified positions are created in "active" status once classified by HR Classification & Compensation.

SAP position numbers are internally assigned 8-digit numbers (40000000-49999999); infotype delimitation allows the maintenance of position history in SAP from budget approval to activation stages, and includes job reclassifications and other position changes.

All City employees hold authorized positions, and each employee holds no more than one position, including job share, where each employee fills a position assigned the position type "job share" and a relationship is created to link the two positions.

Infotype Maintenance

The following infotypes are maintained on positions in SAP:

- 1000 - Object: Represents the authorized start and end dates of the position and holds the 12- and 40-character position titles (representing the position's job title) and description code (FTLT, FTDB, etc.)
- 1001 - Relationships:
    - A003 – Belongs to (Org Unit)
    - A008 – Holder (Person): Maintained in HCM Personnel Administration
    - A011 – (Master) Cost Center Assignment
    - A012 – Manages (Org Unit): Maintained by OM Administrator (org unit chief position designation)

    - AZ97/BZ97 – JobShare-A/JobShare-B (Position)
    - AZ98/BZ98 – Is doublefilled by/Is doublefilling (Position)
    - B007 – Is described by (Job): Represents classified job of position; is passed to Personnel Administration to represent employee's job UNLESS overridden by B017 relationship between person and job. (This relationship is used in the cases of overfill/underfill/lateralfills, where the classified job and the employee's job differ)
- 1002 - Description
    - Infotypes for HR Classification/Compensation
        - 9007 – "Classification Comments" *(completed by Classification/Compensation)*
        - 9200 – "Comp Notes" *(completed by Classification/Compensation-not viewable by any other role)*
    - 9100 - Detailed Position History - Text field for additional detailed position information.
- 1005 - Planned Compensation - maintained in exceptional cased (See http://saprwd.rose.portland.local/gm/folder-1.11.33513?mode=EU&originalContext=1.11.32941 for more information)
- 1007 - Vacancy - required to designate positions as vacant
- 1008 - Account Assignment Features
- 1010 - Authorities/Resources:
    - 9998 - Position type
        - 010 – Regular
        - 020 – Limited Term
        - 030 – Job Share
        - 040 – Doublefill
        - 050 – Recurring
        - 060 – Casual
- 1014 - Obsolete - to be used when filled positions have been eliminated
- 1013 - Employee Group/Subgroup
- 1018 - Cost Distribution
- 1028 - Addresses - stores position's building address
- 1515 - Monitoring of Tasks

Additional Position Details

The dates on limited term and doublefill positions are delimited to reflect the HR-approved end date, while regular positions reflect the approved starting date and the SAP "end of time" date, 12/31/9999.

Job share employees are assigned to positions with "job share" as the position type (030), a linking A/BZ97relationship, and a title suffixed by "JSRG"; however, each employee holds his/her own position in SAP.

Position Creation, Classification and Approval

Bureaus require Council authorization to create new full-time and part-time permanent, or "regular," positions through the Adopted Budget, or the fall, winter, or spring Budget Monitoring Process (BuMP). HR Classification and Compensation submits ordinances to City Council at any point during the year to create new full-time or part-time regular positions on behalf of the bureau, as well as creates limited term positions without Council approval.

Bureaus submit classification requests to Classification and Compensation to classify new positions, reclassify existing positions, or abolish positions. Positions which have been approved in the adopted budget but not yet classified are in "approved" status in SAP. These positions are not be available for employee appointment until classified and activated by Human Resources.

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Positions for casual and casual-other employee require set-up in OM *prior to* execution of the employee hire action in order to ensure it is placed correctly in the organizational structure. Bureaus need to know the position number in order to correctly hire the employee.

Default Positions

Employees filling delimited positions on the position's end date are moved to a "default position" if the position is not extended and/or they are not moved to a valid position. This position ("99999999") retains the PA0001 infotype (Organizational Assignment) of the previous position, including the organizational unit and master cost center assignment.

Doublefills

Bureaus need to request Human Resources Site Team approval for the appointment of an employee to a "doublefill." HR creates the doublefill position in SAP with the requested starting and ending dates, as well as an A/B Z98 ("Is doublefilling"/"Is doublefilled by") relationship between the doublefill and the original position and the position suffix "FTDB" (full-time doublefill).

Underfill/Overfill/Lateralfill

The OM relationship, A/B 017 ("Carries out"/"Is carried out by") is used to accommodate the City's current practice of filling a position that is budgeted to one job with an employee working in a different job (underfill/overfill/lateralfill). SAP's default job-to-position relationship, B007, is used to reflect the classified/budgeted job of the position. It also needs to be passed to Personnel Administration and represent the employee's job when it is the same as the classified job. When it differs, the B017 relationship is created between the employee and the employee's working job. This relationship is then passed the working job to PA for the organizational assignment and basic pay.

Transfers Between Org Units

Bureaus need to submit a Position Maintenance Form to HR to transfer positions between organizational units within their bureau. HR reviews these requests, contacting bureaus if necessary to discuss and resolve organizational issues, such as organizational units without chief positions or changes to the organizational structure that create questions about position job duties. Bureaus are required to submit a Position Transfer Request to Classification and Compensation to transfer positions between bureaus.