



## **Create B017 Relationship (PO03)**

### **Purpose**

Use this procedure to create over, under, lateralfill relationships.

### **Trigger**

Perform this procedure when an employee is over, under or laterally filling a position that is different from the work being carried out.

### **Prerequisites**

Employee, position, and job exist

### **Menu Path**

Use the following menu path to begin this transaction:

N/A

### **Transaction Code**

PO03

### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- This work instruction and simulation shows three transactions: **PO03**, **PA20** and **PA40**.
  - **PO03** - Create B017 relationship: performed by the OM Position Administrator
  - **PA20** - Display B017 relationship in Organizational Assignment (0001) infotype: Operating Bureau Personnel Administrator
  - **PA40** - Enter Temporary Appointment action after B017 relationship is created: Operating Bureau Personnel Administrator
- Upon creating the B017 relationship, SAP creates a new Personnel Administration Organizational Assignment (0001) infotype that indicates the position and job the employee holds no longer match.
- In PA20, the new infotype 0001 record shows that the position and job no longer match. In this example, the employee is working at a higher level than the position (overfilling).
- When running the action in PA40, do NOT save the Organizational Assignment (0001) infotype record. The new IT0001 record exists with the appropriate position/job assignments from the creation of the B017 relationship. Please refer to PA20 portion of simulation.
- Select a scale level that provides the employee the appropriate amount of pay increase. For pay grades, enter the appropriate amount in the "Amount" field.




## Create B017 Relationship (PO03)

### Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain Job* screen displays.

### Maintain Job

The screenshot shows the SAP 'Maintain Job' screen. At the top, there is a menu bar with 'Job', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Maintain Job' and contains a toolbar with icons for creating, editing, deleting, and other actions. Below the toolbar, there are input fields for 'Plan version' (set to '01 Current plan'), 'Job', and 'Abbr.'. Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. The 'Active' tab is selected, and a list of infotypes is displayed. The 'Time period' section is also visible, with radio buttons for 'Period', 'Today', 'All', 'From curr. date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is located below the radio buttons. At the bottom right, there is a status bar showing 'QR2 (1) 220', 'sapqr2', 'OVR', and a refresh icon.

2. Click **Job** field  .
3. Click **Job** matchcode  . The *Job (XXXX)* dialog box displays.



### Create B017 Relationship (PO03)

Job (XXXX)

4. As required, complete/review the following fields:

Field	R/O/C	Description
Search Term	R	Alphanumeric string used to search and sort data. <b>Example:</b> cus*

5. Click **Enter (continue)** button .



Search for the job class that the employee is working; underfill, overfill or lateralfill.




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Job (XXXX) YYYY Entries found

The screenshot shows a software window titled "Job (2) 6 Entries found". It has a search bar with three tabs: "Search Term", "Abbreviation and Name", and "Search Term with Restrictions". Below the search bar is a toolbar with icons for checkmark, close, home, refresh, search, print, and copy. The main area contains a table with the following data:

Object ab...	Object name	Start date	End Date
Cus Ac Sp I	Customer Accounts Specialist I	01/01/1900	12/31/9999
Cus Ac Sp II	Customer Accounts Specialist II	01/01/1900	12/31/9999
Cus Sv Mg	Customer Service Manager	01/01/1900	12/31/9999
Cus Sv Spv	Customer Service Supervisor	01/01/1900	12/31/9999
Custodian	Custodian	01/01/1900	12/31/9999
Custodian, L	Custodian, Lead	01/01/1900	12/31/9999

At the bottom of the window, it says "6 Entries found".


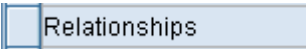


6. Select **Cus Ac Sp II Customer Accounts Specialist II** list item  
| Cus Ac Sp II Customer Accounts Specialist II
7. Click **Enter (continue)** button 



## Create B017 Relationship (PO03)

### Maintain Job

The screenshot shows the SAP 'Maintain Job' interface. At the top, there is a menu bar with 'Job', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Job' and contains a toolbar with icons for creating, editing, deleting, and other actions. Below the toolbar, there are input fields for 'Plan version' (01 Current plan), 'Job' (30000018), and 'Abbr.'. A tabbed interface shows 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected' tabs. The 'Active' tab is selected, displaying a list of infotypes with columns for 'Infotype Name', 'Object', and 'Relationships'. The 'Relationships' column has a dropdown menu. To the right of the list is a 'Time period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select' button is located below the radio buttons. At the bottom right, there is a status bar with 'QR2 (2) 800', 'sapqr2', 'OVR', and a refresh icon.

8. Click **Enter** button  . The *Maintain Job* screen updates.
9. Select **Relationships** record indicator  .  
 **From** date defaults to today's date. Enter the effective date of the action as the date to create the B017 relationship (**From**). Leave the **to** date as 12/31/9999.
10. Click **Create** button  . The *Create Relationships* screen displays.



## Create B017 Relationship (PO03)

### Create Relationships

11. As required, complete/review the following fields:

Field	R/O/C	Description
Relationship type	R	A code that represents a particular type of a relationship between two objects. <b>Example:</b> A

12. Click **relationship** field  .

13. As required, complete/review the following fields:



### Create B017 Relationship (PO03)

Field	R/O/C	Description
relationship	R	A code that represents a particular type of a relationship between two objects.  <b>Example:</b> 017

14. Click **Enter** button  .


15. Click **Type of related object** combo box  .

16. Select **P** list item **P Person** .

17. As required, complete/review the following fields:

Field	R/O/C	Description
ID of related object	R	An 8-digit number that represents an object (an organizational unit, qualification, etc.). This field identifies the second object involved in a relationship (i.e., position numbers assigned to the job.)  <b>Example:</b> 123456

18. Click **Enter** button  . The *Create Relationships* screen updates.

19. Click **Save** button  . The *Maintain Job* screen displays.



## Create B017 Relationship (PO03)

### Maintain Job


The screenshot shows the SAP 'Maintain Job' interface. At the top, there is a menu bar with 'Job', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Job' and contains a form with the following fields:

Plan version	01 Current plan	
Job	30000018	Customer Accounts Specialist II
Abbr.	Cus Ac Sp II	

Below the form are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A central panel displays a list of infotypes with checkboxes and a 'Time period' section. The 'Relationships' infotype is selected and checked. The 'Time period' section is set to 'Period' from 06/02/2009 to 12/31/9999, with radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of the time period section.

At the bottom of the screen, a status bar shows 'Record created' on the left and 'QR2 (2) 800 sapqr2 OVR' on the right.

20. Click **Overview** button  . The *List display with change Relationships* screen displays.

 The system displays the message, "Record created".





### Create B017 Relationship (PO03)

#### List display with change Relationships

Start	End	R	Rel	Relat.text	R	Rel'd object	Abbr.	% Rate
01/01/2007	12/31/9999	A	007	Describes	S	40001228	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001227	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001226	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001225	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001224	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001223	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001222	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001221	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001220	Cus Ac Sp II	0.00
01/01/2007	12/31/9999	A	007	Describes	S	40001219	Cus Ac Sp II	0.00
06/02/2009	12/31/9999	A	017	Is carried	P	00123456	B017 Over fi	0.00
06/02/2009	12/31/9999	A	017	Is carried	P	09999999	b017	0.00
01/01/2007	12/31/9999	A	450	Belongs to	JF	70000024	OS	0.00

Entry 1 of 13

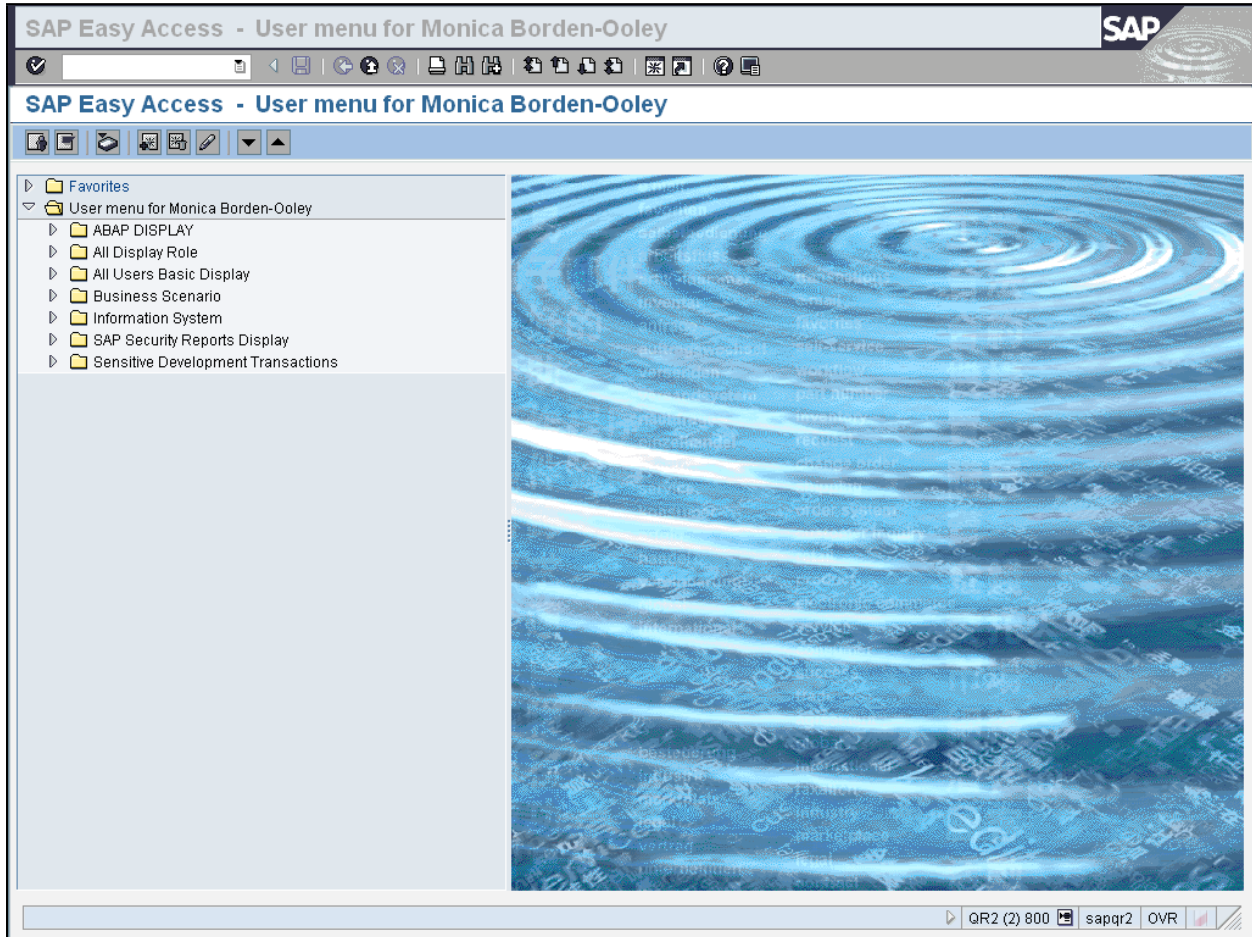
21. Click **Back** button . The SAP Easy Access screen displays.

Ensure the relationship entered is reflected (Customer Accounts Specialist II job to the employee PERNR 123456).



## Create B017 Relationship (PO03)

### SAP Easy Access - User menu for Monica Borden-Ooley



22. As required, complete/review the following fields:

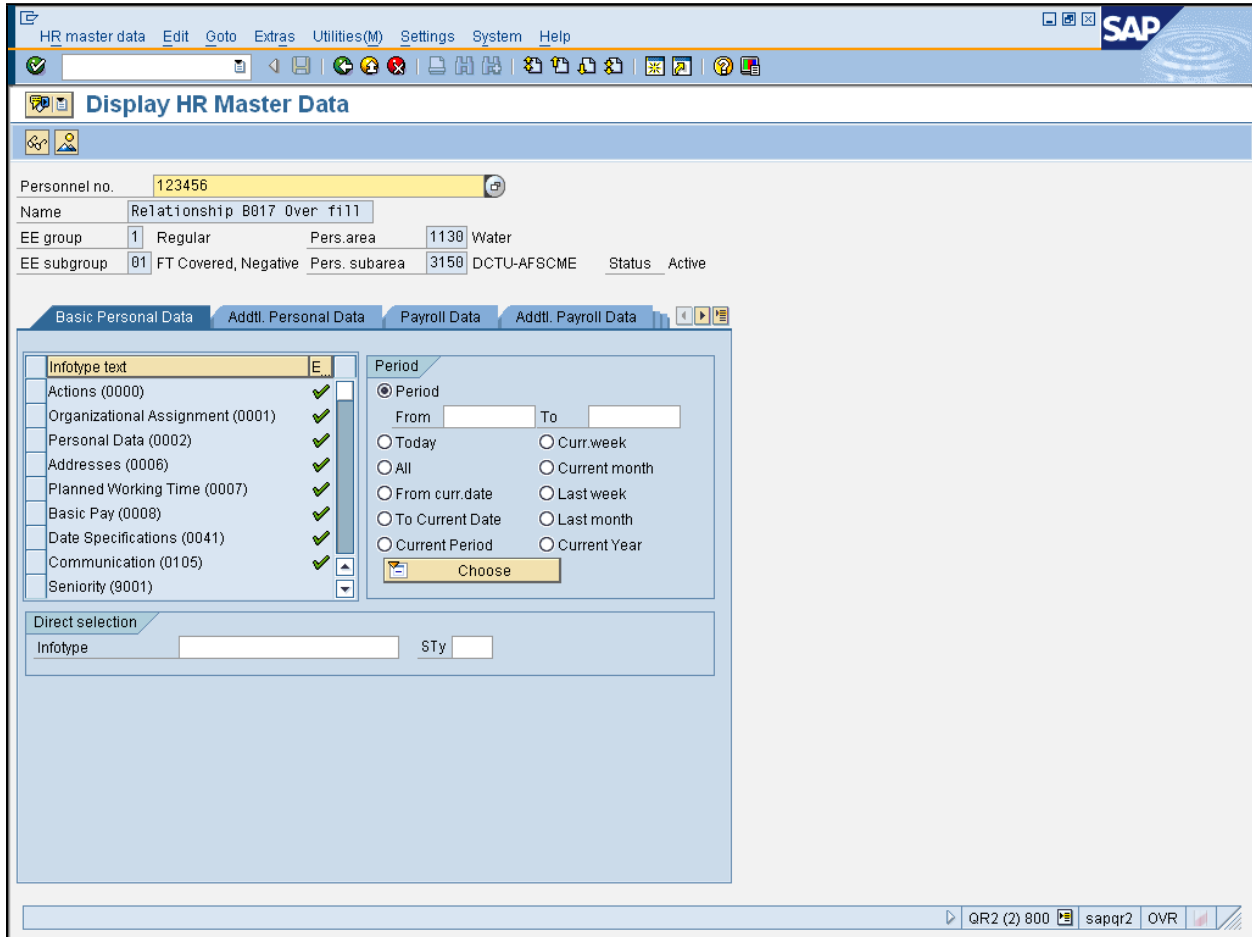
Field	R/O/C	Description
Command	R	Action/transaction to be performed or completed. <b>Example:</b> PA20


23. Click **Enter** button  . The *Display HR Master Data* screen displays.



## Create B017 Relationship (PO03)

### Display HR Master Data



24. Select **Organizational Assignment (0001)** record indicator  **Organizational Assignment (0001)** .
25. Click **Overview** button  . The *Overview Organizational Assignment (0001)* screen displays.



### Create B017 Relationship (PO03)

#### Overview Organizational Assignment (0001)

The screenshot shows the SAP 'Overview Organizational Assignment (0001)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- Personnel No: 123456
- Name: Relationship B017 Over fill
- EE group: 1 Regular
- Pers.area: 1130 Water
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3150 DCTU-AFSC Stat Active
- Selection: 01/01/1800 to 12/31/9999

Below the form is a table with the following columns: Start Date, Co., PA, EEGrp, ESgrp, Cost Center, Cost center, Org. Unit, Position, and Job key. The table contains two rows of data:

Start Date	Co.	PA	EEGrp	ESgrp	Cost Center	Cost center	Org. Unit	Position	Job key
06/02/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac
05/01/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac

At the bottom of the screen, there is a status bar with 'Entry 1 of 2' and a taskbar with 'QR2 (2) 800', 'sapqr2', and 'OVR'.

26. Select **05/01/2009** record indicator  .

27. Click **Details** button  . The *Display Organizational Assignment (0001)* screen displays.



### Create B017 Relationship (PO03)

#### Display Organizational Assignment (0001)

The screenshot shows the SAP 'Display Organizational Assignment (0001)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Display Organizational Assignment (0001)' and contains several data fields and sections:

- Org Structure** (selected): Personnel No: 123456, Name: Relationship B017 Over fill, EE group: 1 Regular, Pers.area: 1130 Water, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCM Stat Active, Start: 05/01/2009 to 06/01/2009, Chng: 06/02/2009 HRMONICA.
- Enterprise structure**: CoCode: COP1 City of Portland, Pers.area: 1130 Water, Subarea: 3150 DCTU-AFSCME, Cost Ctr: WACS000007 Billing, Bus. Area: WA00 Bureau of Water Works, Fund: 602000 Water, Grant: NOT-RELEVANT NOT-RELEVANT, Func. Area: PUCSCSGS000000BW Cust Svs General Support.
- Personnel structure**: EE group: 1 Regular, Payr.area: Z1 CoP Bi-Weekly, EE subgroup: 01 FT Covered, Negative, Contract: [empty].
- Organizational plan**: Percentage: 100.00, Position: 40001192 Cus Ac Sp I, Job key: 30000017 Cus Ac Sp I, Exempt: N, Org. Unit: 20001832 Billing.
- Administrator**: Time: [empty], PayrAdmin: [empty].

At the bottom of the screen, a status bar shows 'Data hidden by screen modifications' and system information: 'QR2 (2) 800 sapqr2 OVR'.

28. Click **Back** button . The *Overview Organizational Assignment (0001)* screen displays.

Notice in this infotype record the employee's previous assignment, the position and job, match.

The system displays the message, *"Data hidden by screen modifications"*.



### Create B017 Relationship (PO03)

#### Overview Organizational Assignment (0001)

The screenshot shows the SAP 'Overview Organizational Assignment (0001)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- Personnel No: 123456
- Name: Relationship B017 Over fill
- EE group: 1 Regular
- Pers.area: 1130 Water
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3150 DCTU-AFSC Stat Active
- Selection: 01/01/1800 to 12/31/9999

Below the form is a table with the following columns: Start Date, Co., PA, EEGrp, ESgrp, Cost Center, Cost center, Org. Unit, Position, Job key. The table contains two rows of data:

Start Date	Co.	PA	EEGrp	ESgrp	Cost Center	Cost center	Org. Unit	Position	Job key
06/02/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac
05/01/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac

At the bottom of the screen, there is a status bar with 'Entry 1 of 2' and a taskbar with 'QR2 (2) 800', 'sapqr2', and 'OVR'.

29. Select **06/01/2009** record indicator  .

30. Click **Details** button  . The *Display Organizational Assignment (0001)* screen displays.



### Create B017 Relationship (PO03)

#### Display Organizational Assignment (0001)

The screenshot shows the SAP 'Display Organizational Assignment (0001)' screen. The main data fields are as follows:

Personnel No:	123456	Name:	Relationship B017 Over fill		
EE group:	1 Regular	Pers.area:	1130	Water	
EE subgroup:	01 FT Covered, Negative	Pers. subarea:	3150	DCTU-AFSCM Stat Active	
Start:	06/02/2009	to:	12/31/9999	Chng:	06/02/2009 HRMONICA

**Enterprise structure**

CoCode:	COP1	City of Portland			
Pers.area:	1130	Water	Subarea:	3150	DCTU-AFSCME
Cost Ctr:	WACS000007	Billing	Bus. Area:	WA00	Bureau of Water Works
Grant:	NOT-RELEVANT	NOT-RELEVANT			
Func. Area:	PUCSCSGS000000BW	Cust Svs General Support			
Fund:	602000	Water			

**Personnel structure**

EE group:	1 Regular	Payr.area:	Z1	CoP Bi-Weekly	
EE subgroup:	01 FT Covered, Negative	Contract:			

**Organizational plan**

Percentage:	100.00				
Position:	40001192	Cus Ac Sp I			
Job key:	30000018	Cus Ac Sp I - FTRG			
Exempt:	N	Cus Ac Sp II			
Org. Unit:	20001832	Customer Accounts Sp			
		Billing			
		Customer Service-Billin			

**Administrator**

Time:	<input type="checkbox"/>
PayrAdmin:	<input type="checkbox"/>

At the bottom of the screen, a message reads: "Data hidden by screen modifications". The status bar shows "QR2 (2) 800 sapqr2 OVR".

31. Click **Back** button . The *Overview Organizational Assignment (0001)* screen displays.

The system displays the message, "Data hidden by screen modifications".

The new infotype 0001 shows that the position and job no longer match.



## Create B017 Relationship (PO03)

### Overview Organizational Assignment (0001)

Personnel No 123456 Name Relationship B017 Over fill

EE group 1 Regular Pers.area 1130 Water

EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSC Stat Active

Selection 01/01/1800 to 12/31/9999

Start Date	Co.	PA	EEGrp	ESgrp	Cost Center	Cost center	Org. Unit	Position	Job key
06/02/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac
05/01/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac

Entry 1 of 2

QR2 (2) 800 sapqr2 OVR

32. As required, complete/review the following fields:

Field	R/O/C	Description
Command	R	Action/transaction to be performed or completed. <b>Example:</b> /npa40





### Create B017 Relationship (PO03)

#### Overview Organizational Assignment (0001)

The screenshot shows the SAP 'Overview Organizational Assignment (0001)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- Personnel No: 123456
- Name: Relationship B017 Over fill
- EE group: 1 Regular
- Pers.area: 1130 Water
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3150 DCTU-AFSCM Stat Active
- Selection: 01/01/1800 to 12/31/9999

Below the form is a table with the following columns: Start Date, Co., PA, EEGrp, ESgrp, Cost Center, Cost center, Org. Unit, Position, and Job key. The table contains two rows of data:

Start Date	Co.	PA	EEGrp	ESgrp	Cost Center	Cost center	Org. Unit	Position	Job key
06/02/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac
05/01/2009	COP11130	1	01	01	WACS000007	Billing	Billing	Cus Ac Sp I	Cus Ac

At the bottom of the screen, there is a status bar with 'Entry 1 of 2' and a footer with 'QR2 (2) 800 sapqr2 OVR'.

33. Click **Enter** button  . The *Personnel Actions* screen displays.



## Create B017 Relationship (PO03)

### Personnel Actions

Personnel no. 123456

Name Relationship B017 Over f111

EE group 1 Regular Pers.area 1130 Water

EE subgroup 01 FT Covered, Negative Pers.subarea 3150 DCTU-AFSCME Status Active

From

Action Type	Personn	EE group	EE subg
New Hire			
Change In Pay			
Temporary/Limited Dur Action			
Regular Action			
Status Change			
Ext of Temporary Appt			
End of Temp Assn/Retrn to Prev			
Leave of Absence - UnPaid			
Leave of Absence - Paid			
Return from Leave			
Layoff			
Separation			
Rehire			
Retirement			
Employee to WR Benefit Eligible			

34. Click **From** field  .



The date of the action and the date of the creation of the B017 relationship should match.

35. As required, complete/review the following fields:

Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. <b>Example:</b> 060209



### Create B017 Relationship (PO03)

- 36. Select **Temporary/Limited Dur Action** record indicator
- 37. Click **Execute** button . The *Copy Actions (0000)* screen displays.

#### Copy Actions (0000)

The screenshot shows the SAP 'Copy Actions (0000)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Copy Actions (0000)' and contains several sections:

- Personnel action:** Action Type is set to 'U1 Temporary/Limited Dur Action'. Reason for Action is an empty field.
- Status:** Customer-specific is '0', Employment is '3 Active', and Special payment is '1 Standard wage type'.
- Organizational assignment:** Position is '40001192 Cus Ac Sp I', Personnel area is '1130 Water', Employee group is '1 Regular', and Employee subgroup is '01 FT Covered, Negative'.
- Additional actions:** A table with columns: Start Date, Act, Action Type, ActR, Reason for action.

At the bottom right of the screen, there is a status bar showing 'QR2 (2) 800', 'sapqr2', and 'OVR'.

- 38. Click **Reason for Action** field
- 39. Click **Reason for Action** matchcode . The *Reason for Action (XXXX)* dialog box displays.



### Create B017 Relationship (PO03)

Reason for Action (XXXX) YYYY Entries found

Ac...	Name of reason for action
01	Temporary Appt - Promotion
02	Temporary Appt - Demotion
03	Temporary Appt - Lateral
04	Limited Dur Appt - Promotion
05	Limited Dur Appt - Demotion
06	Limited Dur Appt - Lateral

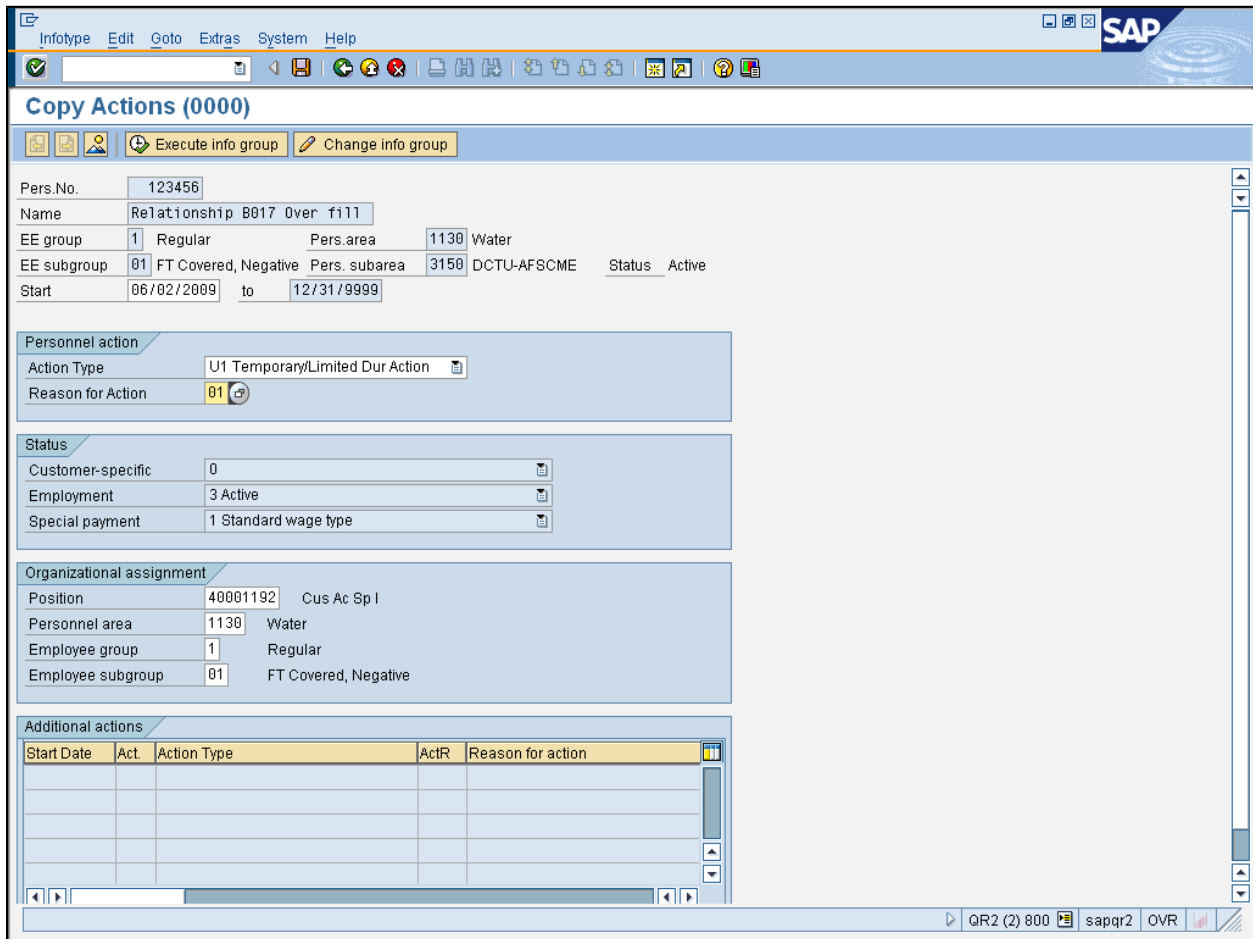
40. Select **01 Temporary Appt - Promotion** list item **01 Temporary Appt - Promotion** .



### Create B017 Relationship (PO03)

- 41. Click **Enter (continue)** button  .




#### Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. Below the menu is a toolbar with various icons. The main content area is titled 'Copy Actions (0000)' and contains several sections:

- Execute info group** and **Change info group** buttons.
- Pers.No.**: 123456
- Name**: Relationship B017 Over f111
- EE group**: 1 Regular, **Pers.area**: 1130 Water
- EE subgroup**: 01 FT Covered, Negative, **Pers. subarea**: 3150 DCTU-AFSCME, **Status**: Active
- Start**: 06/02/2009 to 12/31/9999
- Personnel action**:
  - Action Type**: U1 Temporary/Limited Dur Action
  - Reason for Action**: 01
- Status**:
  - Customer-specific**: 0
  - Employment**: 3 Active
  - Special payment**: 1 Standard wage type
- Organizational assignment**:
  - Position**: 40001192 Cus Ac Sp I
  - Personnel area**: 1130 Water
  - Employee group**: 1 Regular
  - Employee subgroup**: 01 FT Covered, Negative
- Additional actions**: A table with columns: Start Date, Act, Action Type, ActR, Reason for action.

The bottom status bar shows 'QR2 (2) 800', 'sapqr2', 'OVR', and a red arrow icon.

- 42. Click **Enter** button  to validate entries.
- 43. Click **Save** button  . The *Create Organizational Assignment (0001)* screen displays.  
 The system displays the message, "Save your entries".



## Create B017 Relationship (PO03)

### Create Organizational Assignment (0001)

The screenshot shows the SAP 'Create Organizational Assignment (0001)' screen. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help), a toolbar with various icons, and a main data entry area. The data is organized into several sections:

- Personnel Data:** Personnel No: 123456, Name: Relationship B017 Over fill, EE group: 1 Regular, Pers.area: 1130 Water, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCM Stat Active, Start: 06/02/2009 to 12/31/9999.
- Enterprise structure:** CoCode: COP1 City of Portland, Pers.area: 1130 Water, Subarea: 3150 DCTU-AFSCME, Cost Ctr: WACS000007 Billing, Bus. Area: WA00 Bureau of Water Works, Fund: [empty].
- Personnel structure:** EE group: 1 Regular, Payr.area: Z1 CoP Bi-Weekly, EE subgroup: 01 FT Covered, Negative, Contract: [empty].
- Organizational plan:** Percentage: 100.00, Position: 40001192 Cus Ac Sp I, Job key: 30000017 Cus Ac Sp I, Exempt: N, Org. Unit: 20001832 Billing. Includes an 'Assignment' button.
- Administrator:** Time: [empty], PayrAdmin: [empty].

At the bottom, a status bar shows 'Record created' and system information: QR2 (2) 800, sapqr2, OVR.

44. Click **Next Record** button  . The *Exit current screen* dialog box displays.



The system displays the message, "Record created".

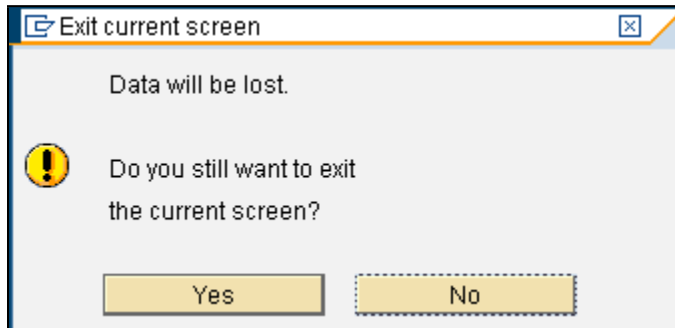


Do NOT save this record. The new IT0001 record exists with the appropriate position/job assignments from the creation of the B017 relationship.



## Create B017 Relationship (PO03)

### Exit current screen



45. Click **Yes** button  . The *Create Planned Working Time (0007)* screen displays.



## Create B017 Relationship (PO03)

### Create Planned Working Time (0007)

Personnel No 123456 Name Relationship B017 Over fill

EE group 1 Regular Pers.area 1130 Water

EE subgroup 01 FT Covered, Negativ C WS rule 08060\_01 Billing

Start 06/02/2009 To 12/31/9999

**Work schedule rule**

Work schedule rule 80D08

Time Mgmt status 99 - Time evaluation of planned times

Working week 05 Working Week Starting Thursday

Additional time ID

**Working time**

Employment percent 100.00  Dyn. daily work schedule

Daily working hours 0.00 Min. Max.

Weekly working hours 0.00 Min. Max.

Monthly working hrs 0.00 Min. Max.

Annual working hours 0.00 Min. Max.

Weekly workdays 0.00

46. Click **Work schedule rule** field  .

47. Click **Work schedule rule matchcode**  . The *Restrict Value Range* dialog box displays.







### Create B017 Relationship (PO03)

Restrict Value Range (XXXX) YYYY Entries found

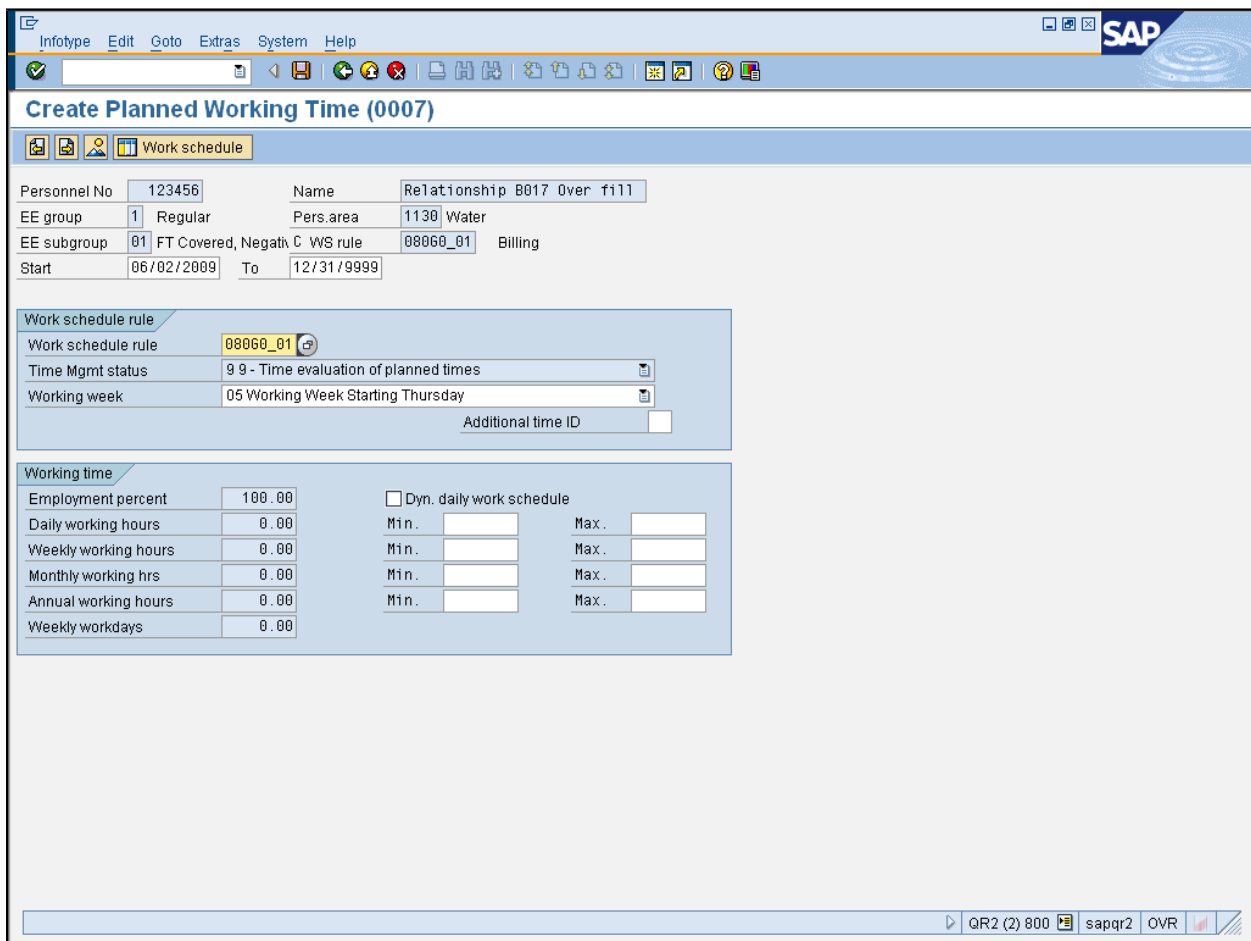
WS rule	Work schedule rule text	PWS	Start Date	End Date
080G0_01	MF 0600-1430	40G0	01/01/2007	12/31/9999
080G6_01	MF 0630-15:00	40G1	01/01/2007	12/31/9999
080H0_00	MF 0700-1530	40H0	01/01/2007	12/31/9999
080H0_01	MF 0700-1600	40H1	01/01/2007	12/31/9999
080H0T05	MT, FU 0700-1515	40HJ	01/01/2007	12/31/9999
080H0T06	SW 0700-1515	40HK	01/01/2007	12/31/9999
080H3_00	MF 0715-1545	40HM	01/01/2007	12/31/9999
080H6_00	MF 0730-1600	40H2	01/01/2007	12/31/9999
080H6_01	MF 0730-1630	40H3	01/01/2007	12/31/9999
080H6_02	MH 0730-1700, F0730-1130	40HV	01/01/2007	12/31/9999
080H9T00	TF 0745-1600	41HG	01/01/2007	12/31/9999
080H9T01	HM 0745-1600	40HZ	01/01/2007	12/31/9999
080H9T02	SW 0745-1600	41H0	01/01/2007	12/31/9999
080H9T03	UH 0745-1600	41H1	01/01/2007	12/31/9999
080H9T04	WU 0745-1600	41H5	01/01/2007	12/31/9999
080H9T05	MF 0745-1600	41H6	01/01/2007	12/31/9999
080H9T06	SW 0745-1600	41H7	01/01/2007	12/31/9999
080H9T07	TS 0745-1600	41H9	01/01/2007	12/31/9999
080I0_00	MF 0800-1630	40I0	01/01/2007	12/31/9999
080I0_01	MF 0800-1700	40I1	01/01/2007	12/31/9999
080I0T04	MF 0800-1615	40IC	01/01/2007	12/31/9999
080I6_01	MF 0830-1700	40I2	01/01/2007	12/31/9999
080I6_02	MF 0830-1730	40I5	01/01/2007	12/31/9999
080J0_01	MF 0900-1730	40J3	01/01/2007	12/31/9999
080J0_02	MF 0900-1800	40J0	01/01/2007	12/31/9999
080K0_00	MF 1000-1830	40K0	01/01/2007	12/31/9999
080K0_01	MF 1000-1900	40K1	01/01/2007	12/31/9999
080K0_02	UH 1000-1830	40K3	01/01/2007	12/31/9999



### Create B017 Relationship (PO03)

- 48. Select **080G0\_01** list item  .
- 49. Click **Enter (continue)** button  .

### Create Planned Working Time (0007)



The screenshot shows the SAP 'Create Planned Working Time (0007)' screen. The top bar includes the SAP logo and menu options: Infotype, Edit, Goto, Extras, System, Help. Below the title bar, there are icons for document, user, and work schedule. The main data area contains the following fields:

Personnel No	123456	Name	Relationship B017 Over f111
EE group	1 Regular	Pers.area	1130 Water
EE subgroup	01 FT Covered, Negativ C	WS rule	080G0_01 Billing
Start	06/02/2009	To	12/31/9999





The 'Work schedule rule' section contains:

Work schedule rule	080G0_01
Time Mgmt status	99 - Time evaluation of planned times
Working week	05 Working Week Starting Thursday
Additional time ID	

The 'Working time' section contains:

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	0.00	Min. <input type="text"/> Max. <input type="text"/>
Weekly working hours	0.00	Min. <input type="text"/> Max. <input type="text"/>
Monthly working hrs	0.00	Min. <input type="text"/> Max. <input type="text"/>
Annual working hours	0.00	Min. <input type="text"/> Max. <input type="text"/>
Weekly workdays	0.00	

The bottom status bar shows: QR2 (2) 800 | sapqr2 | OVR

- 50. Click **Enter** button  .
- 51. Click **Enter** button  to validate.  
 The system displays the message, "Attention: Please check Basic Pay infotype (0008)".
- 52. Click **Save** button  . The *Create Basic Pay (0008)* screen displays.



### Create B017 Relationship (PO03)



The system displays the message, "Record valid from XXXX to YYYY delimited at end".

### Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' transaction. The personnel data includes Personnel No 123456, Name Relationship B017 Over f111, EE group 1 Regular, Pers.area 1130 Water, EE subgroup 01 FT Covered, Negative, Pers. subarea 3150 DCTU-AFSC Stat Active, and Start date 06/02/2009 to 12/31/9999. The subtype is 0 Basic contract. The pay scale section shows Reason checked, Capacity Util. Level 100.00, PS type 01 Represented, Work hours/period 80.00 Bi-weekly, PS Area DT DCTU, Next increase, PS group SCL02255 Level EN, and Annual salary 38,750.40 USD.

Wage Type	Long Text	Amount	Curr.	I.	A.	Number/Unit	Unit
0500	Regular Salary Pay	1,490.40	USD	I	<input checked="" type="checkbox"/>		
			USD		<input type="checkbox"/>		

At the bottom, a summary line shows IV 06/02/2009 - 06/30/2009 with an amount of 1,490.40 USD. A status bar at the bottom indicates 'Record created'.

53. Click Reason field  .



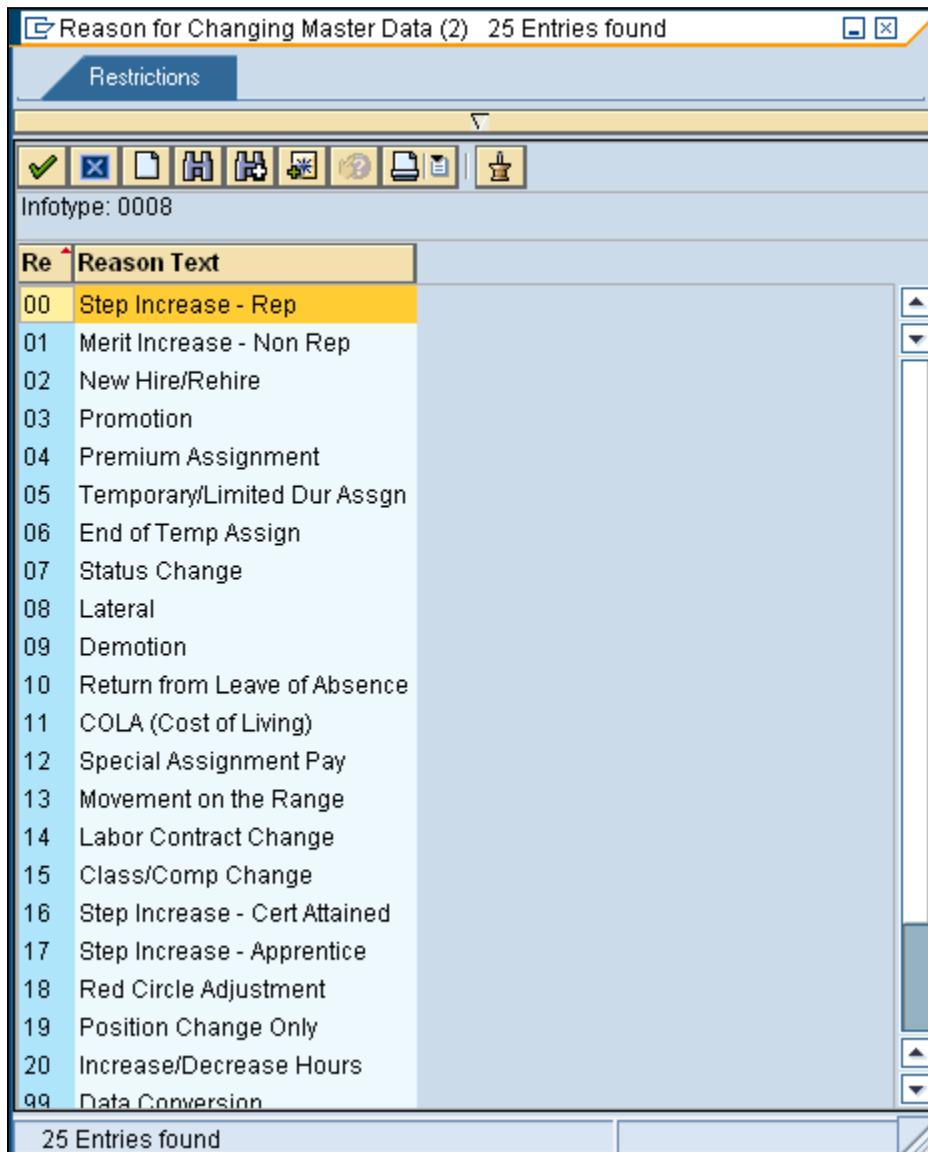
The system displays the message, "Record created".

54. Click Reason matchcode . The Reason for Changing Master Data (XXXX) dialog box displays.



## Create B017 Relationship (PO03)

Reason for Changing Master Data (XXXX) YYYY Entries found



55. Select **05 Temporary/Limited Dur Assgn** list item **05 Temporary/Limited Dur Assgn**

56. Click **Enter (continue)** button 



### Create B017 Relationship (PO03)

#### Create Basic Pay (0008)

Personnel No 123456 Name Relationship B017 Over fill

EE group 1 Regular Pers.area 1130 Water

EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSC Stat Active

Start 06/02/2009 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason 35 Capacity Util. Level 100.00

PS type 01 Represented Work hours/period 80.00 Bi-weekly

PS Area DT DCTU Next increase

PS group SCL02255 Level EN Annual salary 38,750.40 USD

Wage Type Long Text	Amount	Curr.	I.	A.	Number/Unit	Unit
0500 Regular Salary Pay	1,490.40	USD	I	<input checked="" type="checkbox"/>		
		USD		<input type="checkbox"/>		

IV 06/02/2009 - 06/30/2009 1,490.40 USD

57. Click **Enter** button to validate entries.

Select appropriate scale level for employee pay increase. For pay grades, enter the appropriate amount in the **Amount** field.

58. Click **Save** button . The *Copy Date Specifications (0041)* screen displays.

The system displays the message, "Record valid from XXXX to YYYY delimited at end".



### Create B017 Relationship (PO03)

#### Copy Date Specifications (0041)

Personnel No 123456 Name Relationship B017 Over fill

EE group 1 Regular Pers.area 1130 Water

EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSC Stat Active

Start 06/02/2009 to 12/31/9999

Date Specifications (0041)			
Date type	Date	Date type	Date
U1 Original Hire Date	05/01/2009	U1 City Service Date	05/01/2009
U2 Job Class Annv. Date	05/01/2009	U3 Vac Accrual Date	05/01/2009
U8 Bureau Start Date	05/01/2009		

Record created QR2 (2) 800 sapqr2 OVR

59. Click **Bureau Start Date** field  .



The system displays the message, "Record created".



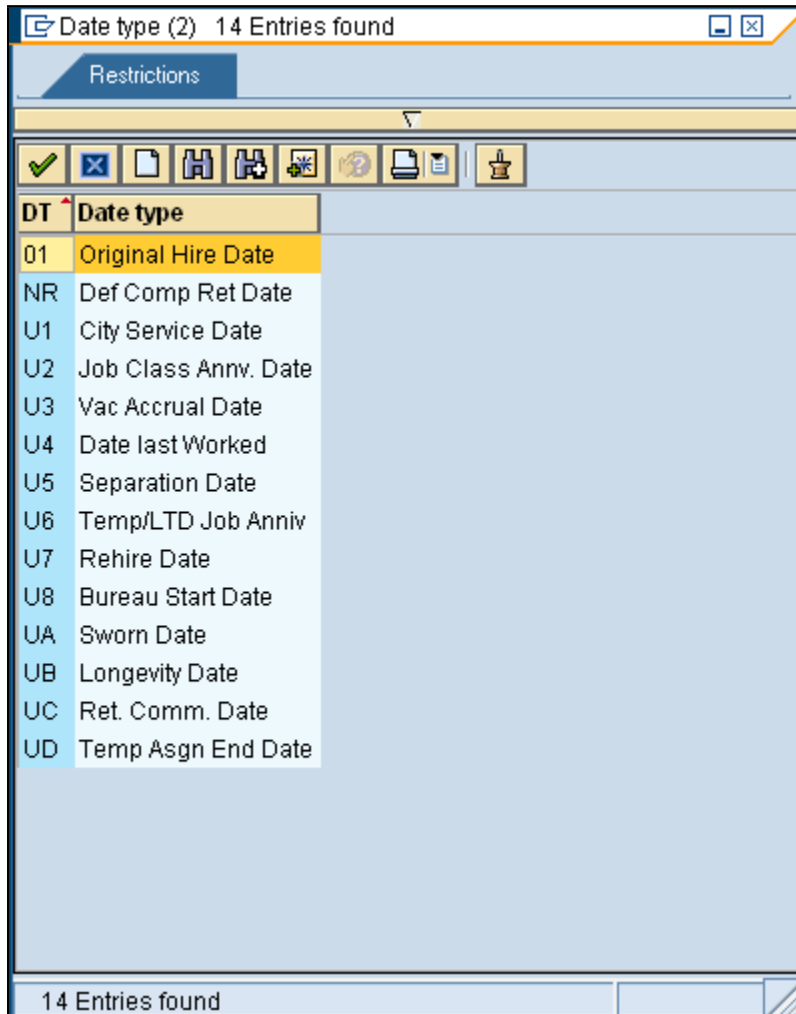
Subtype "U6" should default as part of the Temporary action, if not, complete manually.

60. Click **Bureau Start Date** matchcode . The *Date type (XXXX)* dialog box displays.



## Create B017 Relationship (PO03)

Date type (XXXX) YYYY Entries found



61. Select **U6 Temp/LTD Job Anniv** list item **U6 Temp/LTD Job Anniv** .

62. Click **Enter (continue)** button  .



### Create B017 Relationship (PO03)

#### Copy Date Specifications (0041)

Personnel No 123456 Name Relationship B017 Over fill

EE group 1 Regular Pers.area 1130 Water

EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSC Stat Active

Start 06/02/2009 to 12/31/9999

Date Specifications (0041)			
Date type	Date	Date type	Date
U1 Original Hire Date	05/01/2009	U1 City Service Date	05/01/2009
U2 Job Class Annv. Date	05/01/2009	U3 Vac Accrual Date	05/01/2009
U8 Bureau Start Date	05/01/2009	U6	

63. Click **Bureau Start Date** field  .

64. Click **Enter** button to validate entries.

65. Click **Save** button . The *Create Monitoring of Tasks (0019)* screen displays.

The system displays the message, "Record valid from XXXX to YYYY delimited at end".





## Create B017 Relationship (PO03)

### Create Monitoring of Tasks (0019)

66. Click **Date of Task** field  .






The system displays the message, "Record created".

67. As required, complete/review the following fields:

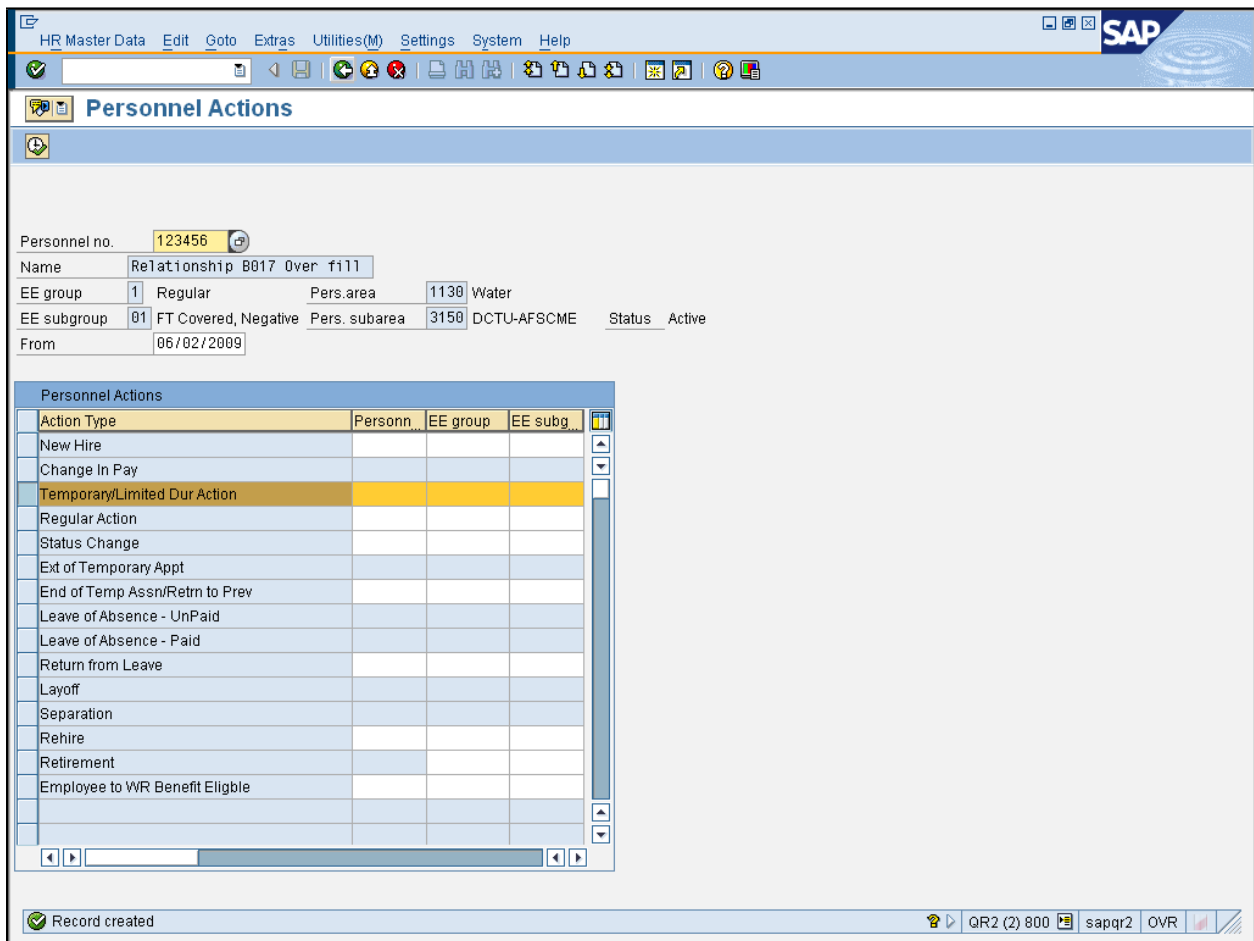
Field	R/O/C	Description
Date of Task	R	Task type effective date. <b>Example:</b> 120209



### Create B017 Relationship (PO03)

- 68. Click **Enter** button  to validate entries.
- 69. Click **Save** button  . The *Personnel Actions* screen displays.  
 The system displays the message, *Save your entries*".

### Personnel Actions





The screenshot shows the SAP HR Master Data 'Personnel Actions' screen. At the top, there is a menu bar with 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the following data:

Personnel no. 123456  
Name Relationship B017 Over f111  
EE group 1 Regular Pers.area 1130 Water  
EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active  
From 06/02/2009

Below this is a table titled 'Personnel Actions' with the following columns: Action Type, Person..., EE group, and EE subg... The table contains the following rows:

Action Type	Person...	EE group	EE subg...
New Hire			
Change In Pay			
Temporary/Limited Dur Action			
Regular Action			
Status Change			
Ext of Temporary Appt			
End of Temp Assn/Retrn to Prev			
Leave of Absence - UnPaid			
Leave of Absence - Paid			
Return from Leave			
Layoff			
Separation			
Rehire			
Retirement			
Employee to WR Benefit Eligible			

At the bottom of the screen, a status bar shows 'Record created' on the left and 'QR2 (2) 800 sapqr2 OVR' on the right.

- 70. Click **Exit** button  .  
 The system displays the message, *"Record created"*.



**PO03**

**Work Instruction**

## **Create B017 Relationship (PO03)**

### **Result**

You have created over, under, lateral fill relationships.