

Purpose

Use this procedure to change a union association for a specific position.

Trigger

Perform this procedure when the paperwork for a change in representation for a position is received.

Prerequisites

- Paperwork confirming terms of labor agreement completed appropriately
- Position number

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PO13

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- This work instruction and simulation has three transactions: PO13, PA40, and PA20
 - PO13 Change Position's Union (Personnel Subarea): performed by the OM Position Administrator
 - PA40 Enter Status Change action: performed by PA BHR Quality Assurance
 - PA20 Display Organizational Assignment (0001): performed by the PA Operating Bureau Personnel Administrator
- Depending on the terms of the labor agreements, the Next increase date field in the Basic Pay (0008) infotype may need to be populated to retain the anniversary date of next increase

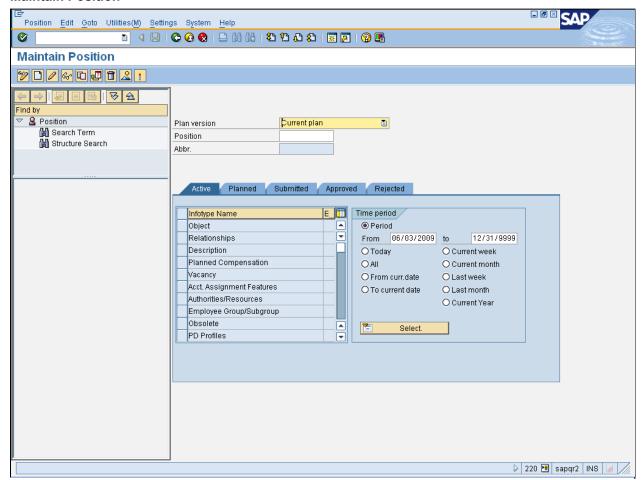
7/28/20113:01 AM Page 1 of 31



Procedure

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

Maintain Position



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

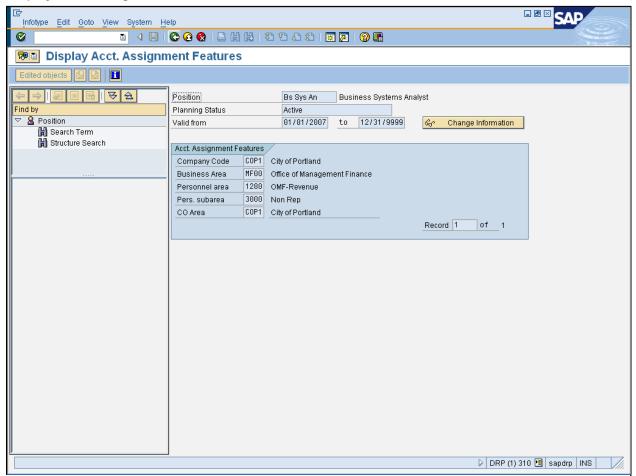
Field	R/O/C	Description
Position		Organizational objects held by employees and assigned to organizational units which may inherit characteristics from its organizational unit or the assigned job.
		Example: 40000249

7/28/20113:01 AM Page 2 of 31



- 4. Click Enter button 2.
- 5. Click **Account Assignment** record indicator . The row highlights.
- 6. Click **Display** button

Display Acct. Assignment Features

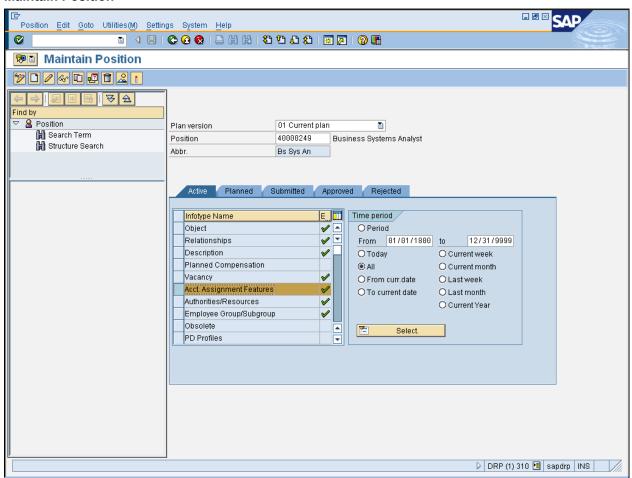


7. Click Back button

7/28/20113:01 AM Page 3 of 31



Maintain Position



- 8. Click **Time Period Period** radio button O Period
- **9.** As required, complete/review the following fields:

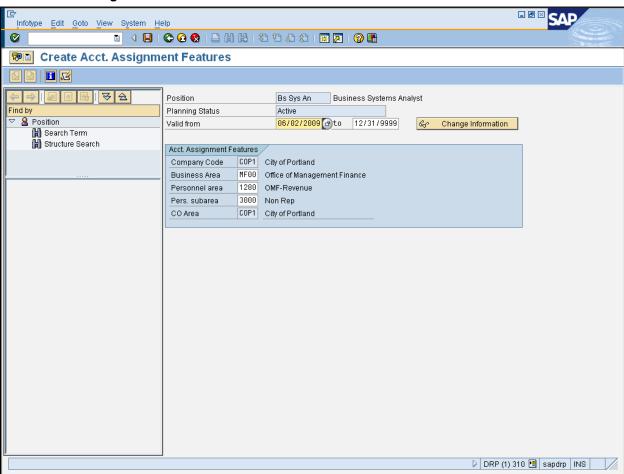
Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range.
		Example: 060209

10. Click Create button

7/28/20113:01 AM Page 4 of 31



Create Acct. Assignment Features

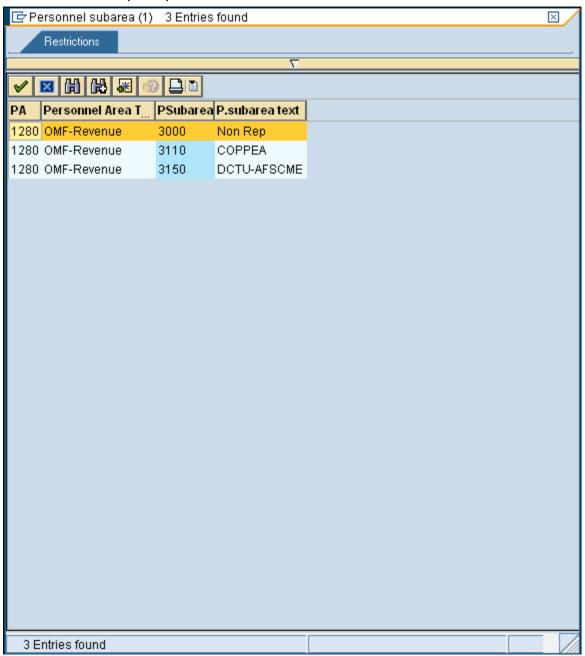


- 11. Click Pers. subarea field 3000
- 12. Click Pers. subarea matchcode . The Personnel subarea (XXXX) dialog box displays.

7/28/20113:01 AM Page 5 of 31



Personnel subarea (XXXX) YYYY Entries found



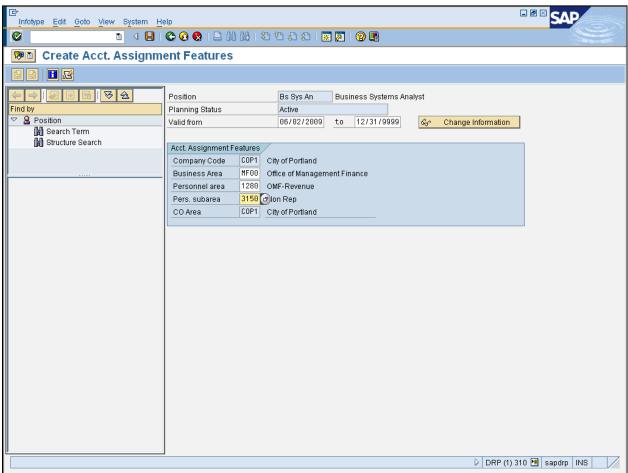
13. Select **3150** list item 3150

7/28/20113:01 AM Page 6 of 31



14. Click Enter (continue) button .

Create Acct. Assignment Features

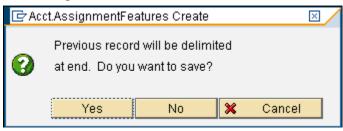


- **15.** Click **Enter** button **t** to validate the entry.
- **16.** Click **Save** button 📙 . The *Acct.Assignment Features Create* dialog box displays.

7/28/20113:01 AM Page 7 of 31

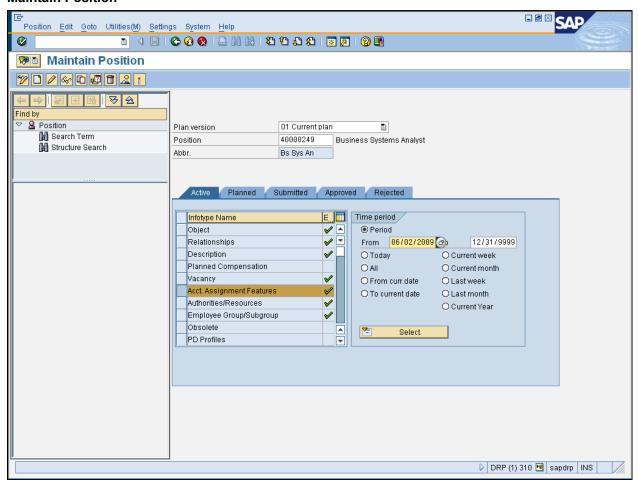


Acct.AssignmentFeatures Create



17. Click **Yes** button Yes . The *Maintain Position* screen displays.

Maintain Position

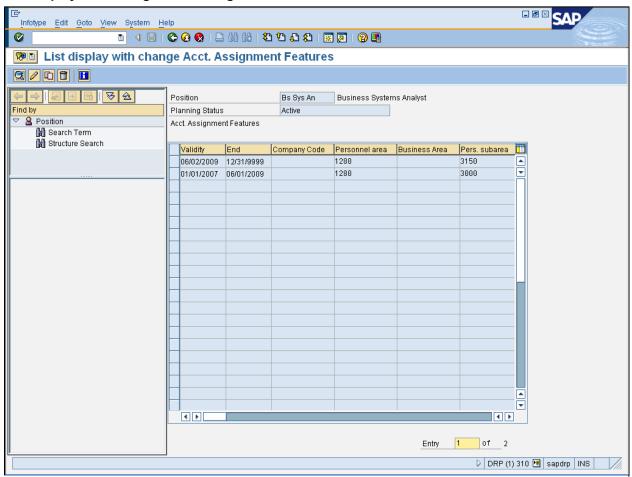


7/28/20113:01 AM Page 8 of 31



- 18. Click Time Period All radio button OAII.
- 19. Click Enter button
- 20. Click Overview button . The List display with change Acct. Assignment Features screen displays.

List display with change Acct. Assignment Features

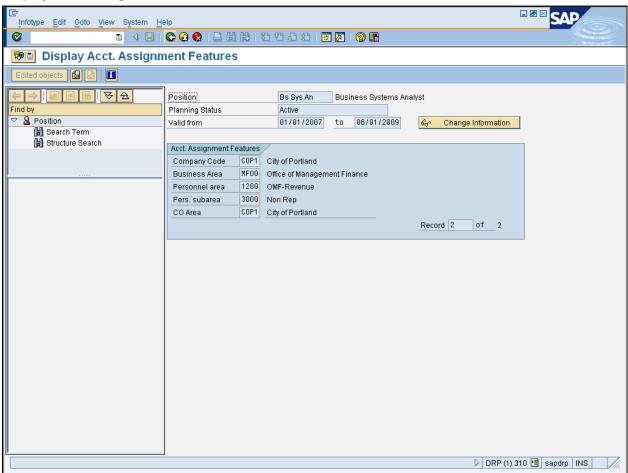


- **21.** Select **01/01/2007 06/01/2009** record indicator **01/01/2007 06/01/2009** . The row highlights.
- 22. Click **Details** button . The *Display Acct. Assignment Features* screen displays.

7/28/20113:01 AM Page 9 of 31



Display Acct. Assignment Features

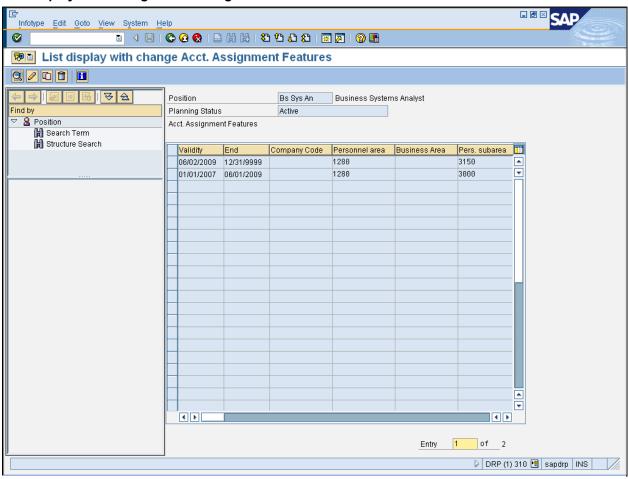


23. Click Back button to the List display with change Acct. Assignment Features screen.

7/28/20113:01 AM Page 10 of 31



List display with change Acct. Assignment Features

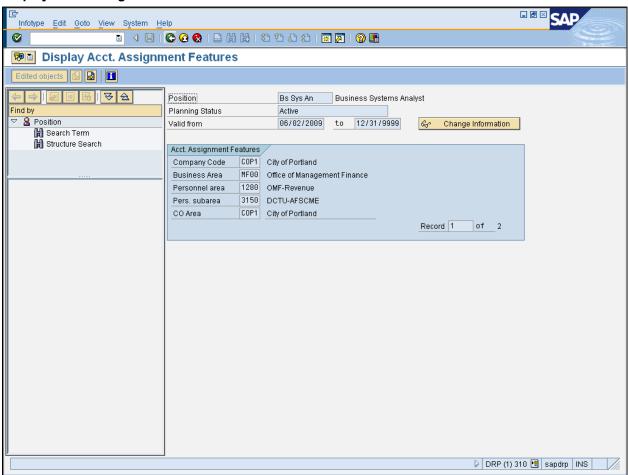


- **24.** Select **06/02/2009 12/31/9999** record indicator 06/02/2009 12/31/9999 . The row highlights.
- 25. Click **Details** button . The *Display Acct. Assignment Features* screen displays.

7/28/20113:01 AM Page 11 of 31



Display Acct. Assignment Features

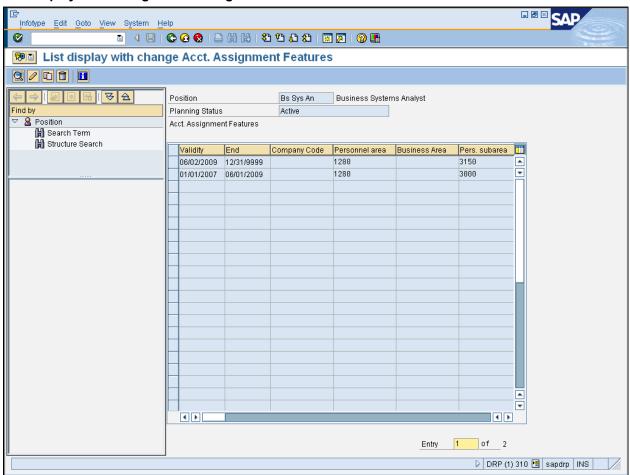


26. Click Back button .

7/28/20113:01 AM Page 12 of 31



List display with change Acct. Assignment Features



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

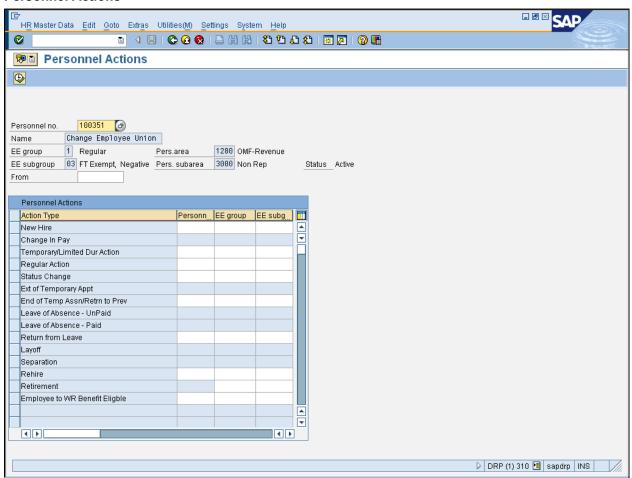
Field	R/O/C	Description
Command	R	Action/transaction to be performed or completed.
		Example: /npa40

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

7/28/20113:01 AM Page 13 of 31



Personnel Actions



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

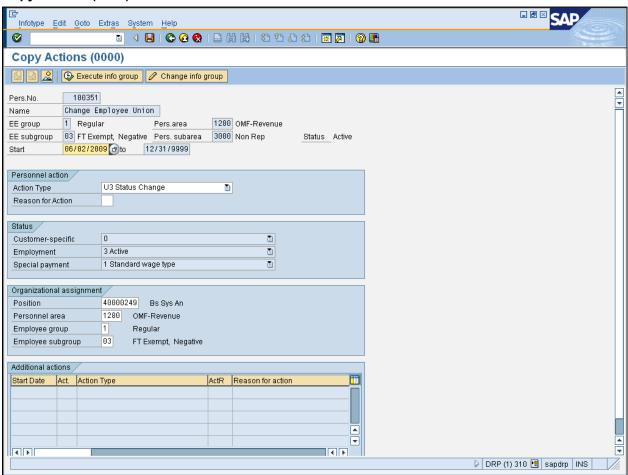
Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range.
		Example: 060209

- **30.** Select **Status Change** record indicator . The row highlights.
- **31.** Click **Execute** button . The *Copy Actions (0000)* screen displays.

7/28/20113:01 AM Page 14 of 31



Copy Actions (0000)

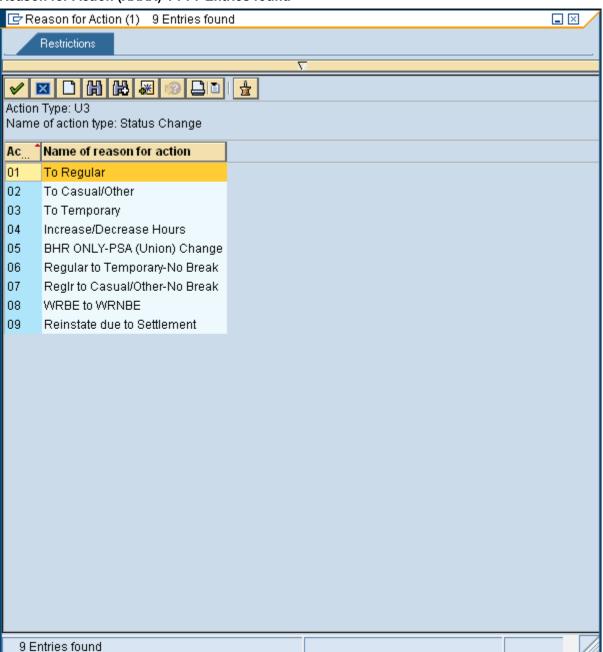


- 32. Click Reason for Action field
- 33. Click Reason for Action matchcode . The Reason for Action (XXXX) dialog box displays.

7/28/20113:01 AM Page 15 of 31



Reason for Action (XXXX) YYYY Entries found



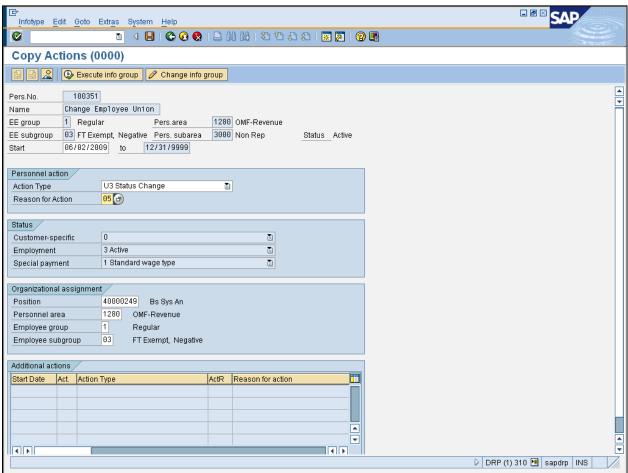
34. Select BHR ONLY-PSA (Union) Change list item BHR ONLY-PSA (Union) Change .

7/28/20113:01 AM Page 16 of 31



35. Click Enter (continue) button .

Copy Actions (0000)

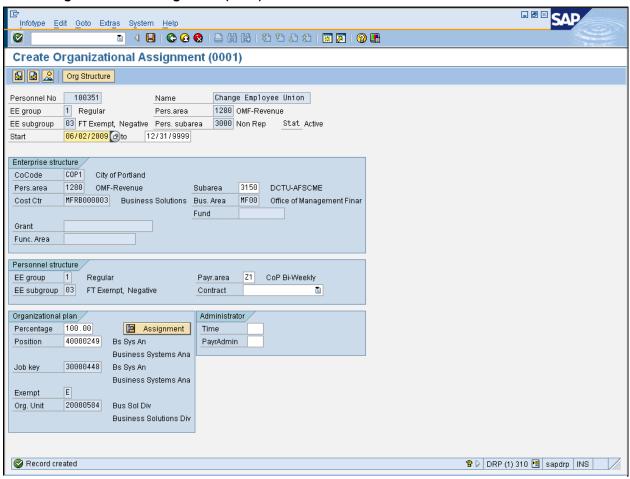


- **36.** Click **Enter** button to validate.
- 37. Click Save button 📙 . The Create Organizational Assignment (0001) screen displays.
 - The system displays the message, "Save your entries".

7/28/20113:01 AM Page 17 of 31



Create Organizational Assignment (0001)

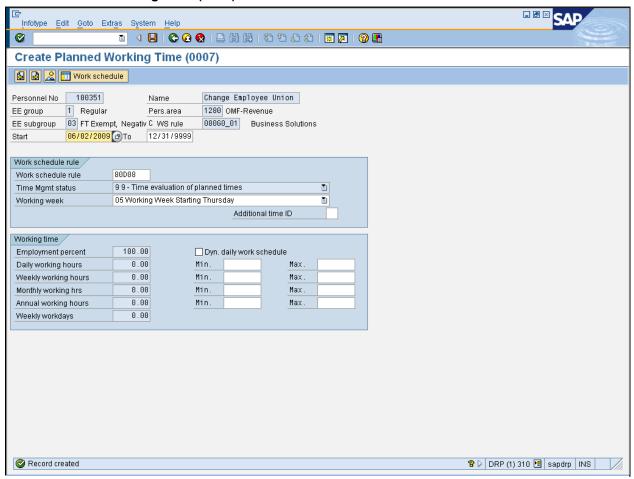


- **38.** Click **Enter** button **t**o validate.
 - The system displays the message, "Record created".
- **39.** Click **Save** button . The *Create Planned Working Time (0007)* screen displays.
 - The system displays the message, "Save your entries".

7/28/20113:01 AM Page 18 of 31



Create Planned Working Time (0007)

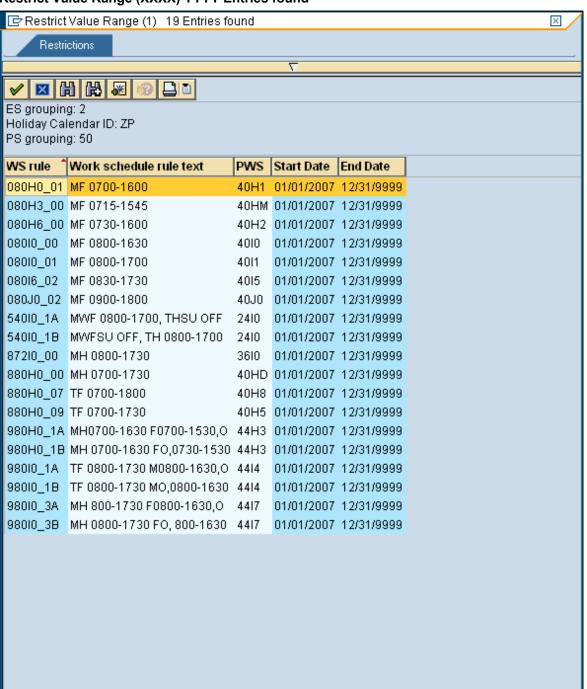


- 40. Click Work schedule rule field 80008
 - The system displays the message, "Record created".
- 41. Click Work schedule rule matchcode . The Restrict Value Range (XXXX) dialog box displays.

7/28/20113:01 AM Page 19 of 31



Restrict Value Range (XXXX) YYYY Entries found

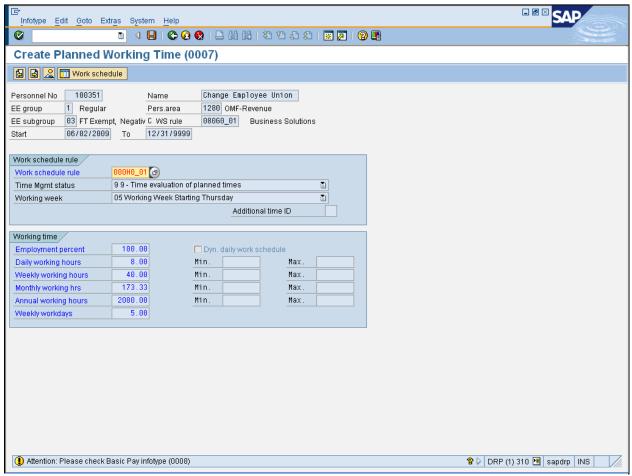


7/28/20113:01 AM Page 20 of 31



42. Double-click **080H0_01** list item **080H0_01**

Create Planned Working Time (0007)



- **43.** Click **Enter** button **t** to validate.
 - The system displays the message, "Attention: Please check Basic Pay infotype (0008)".
- **44.** Click **Enter** button **t** to accept.
 - The system displays the message, "Record valid from XXXX to YYYY delimited at end".
- 45. Click Save button . The Create Basic Pay (0008) screen displays.

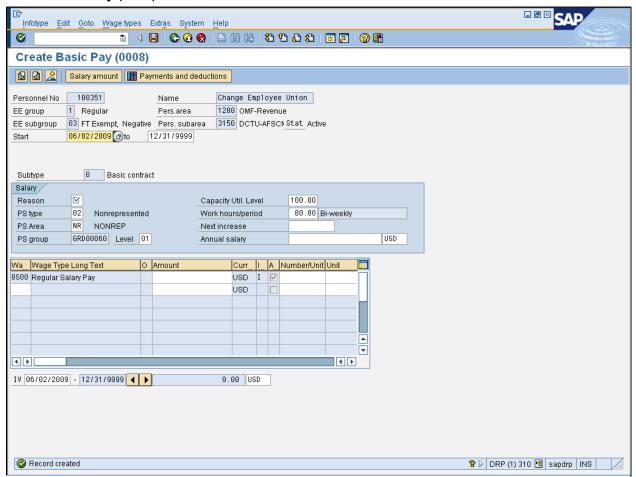
7/28/20113:01 AM Page 21 of 31





The system displays the message, "Save your entries".

Create Basic Pay (0008)

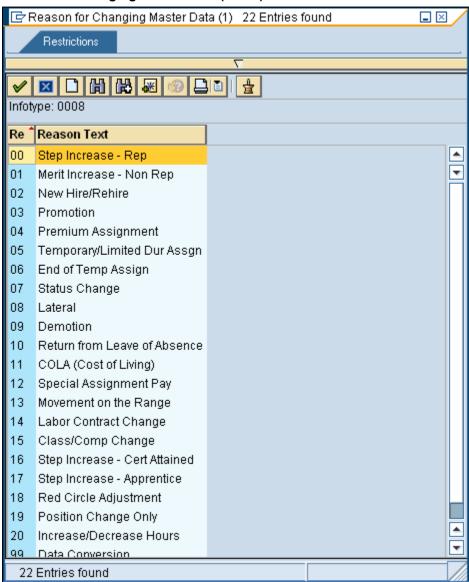


- 46. Click Reason field
 - The system displays the message, "Record created".
- 47. Click Reason matchcode . The Reason for Changing Master Data (XXXX) dialog box displays.

7/28/20113:01 AM Page 22 of 31



Reason for Changing Master Data (XXXX) YYYY Entries found

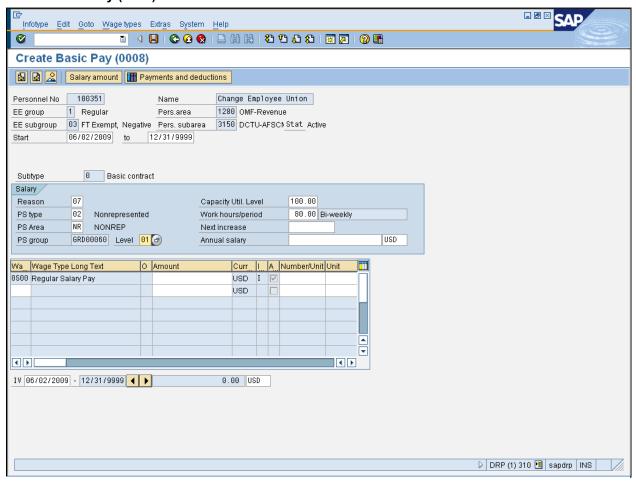


- 48. Select Status Change list item 07 Status Change .
- 49. Click Enter (continue) button

7/28/20113:01 AM Page 23 of 31



Create Basic Pay (0008)



- 50. Click Amount field
 - Check the Pay grade **Level** for minimum and maximum scale amounts.
- **51.** As required, complete/review the following fields:

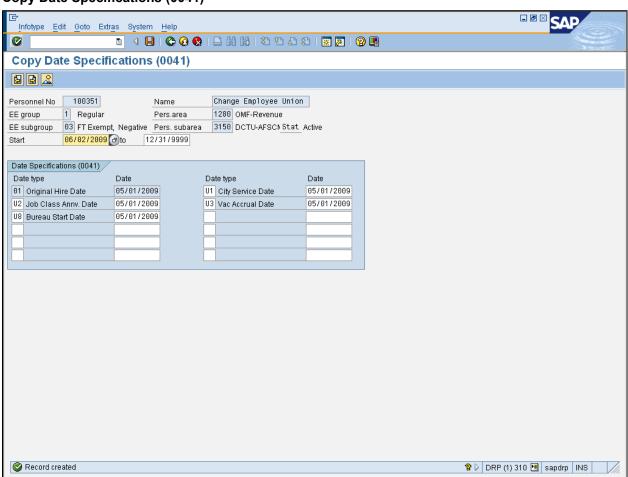
Field	R/O/C	Description
Amount		Figure within the pricing procedure that determines how the system calculates a condition value.
		Example: 2124.00

7/28/20113:01 AM Page 24 of 31



- **52.** Click **Enter** button to validate.
- **53.** Click **Save** button . The *Copy Date Specifications (0041)* screen displays.
 - The system displays the message, "Save your entries".

Copy Date Specifications (0041)



- 54. Click Enter button 🔯 .
 - The system displays the message, "Record created".
- 55. Click Save button . The Create Monitoring of Tasks (0019) screen displays.

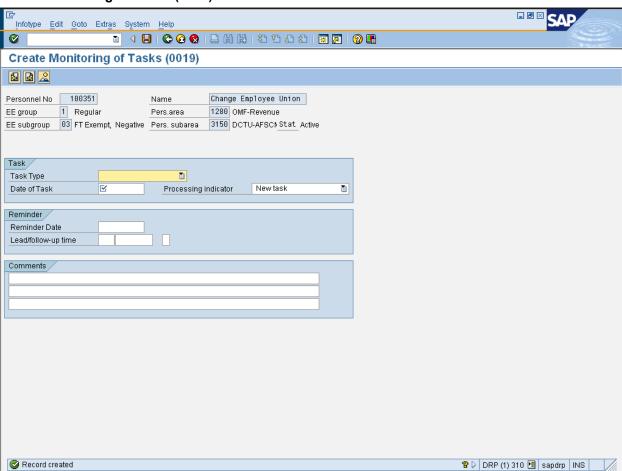
7/28/20113:01 AM Page 25 of 31



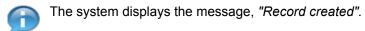


The system displays the message, "Save your entries".

Create Monitoring of Tasks (0019)



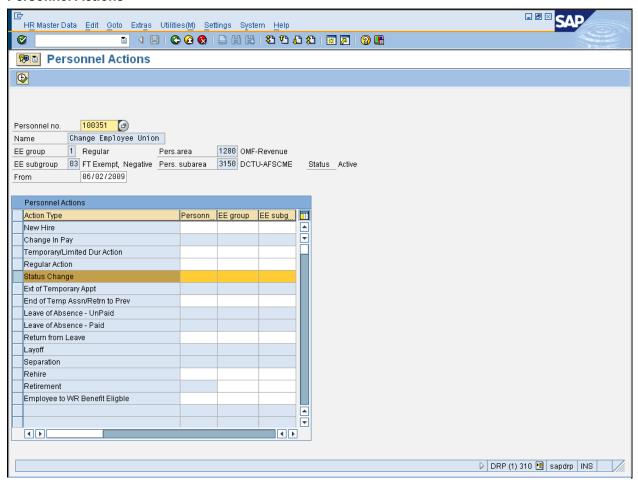
56. Click **Next page** button . The *Personnel Actions* screen displays.



7/28/20113:01 AM Page 26 of 31



Personnel Actions



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

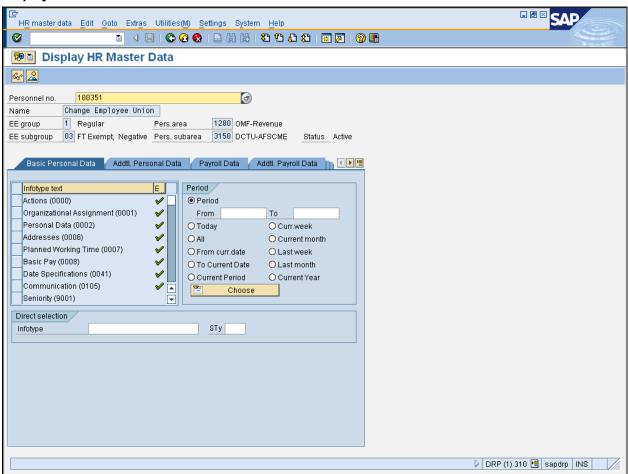
Field	R/O/C	Description
Command	R	Action/transaction to be performed or completed.
		Example: /npa20

58. Click **Enter** button

7/28/20113:01 AM Page 27 of 31



Display HR Master Data

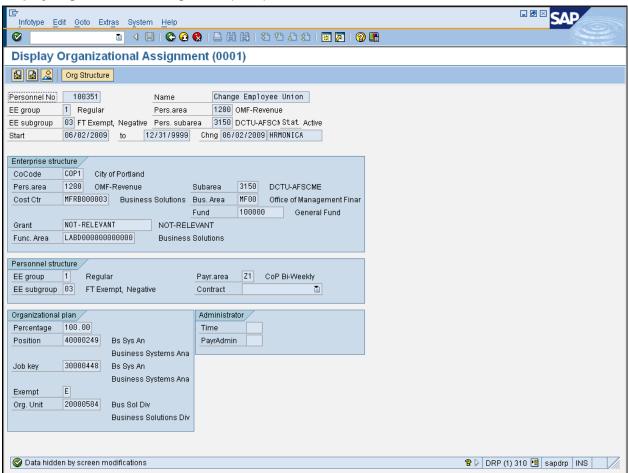


- **59.** Select **Organizational Assignment** record indicator . The row highlights.
- 60. Click Display button

7/28/20113:01 AM Page 28 of 31



Display Organizational Assignment (0001)

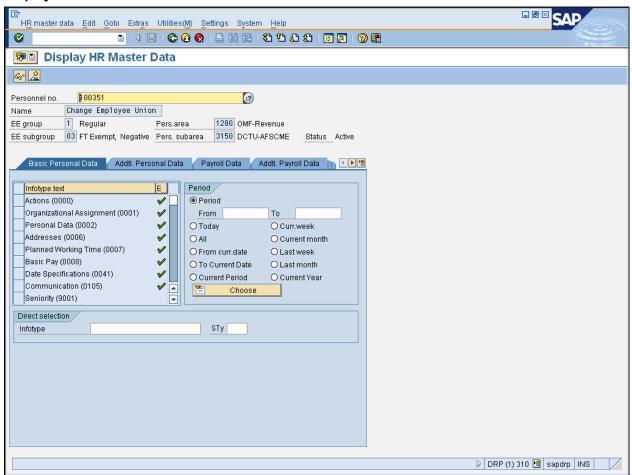


- **61.** Click **Next Record** button . The *Display HR Master Data* screen displays.
 - The system displays the message, "Data hidden by screen modifications".

7/28/20113:01 AM Page 29 of 31



Display HR Master Data



62. Click Exit button .

7/28/20113:01 AM Page 30 of 31



Result

You have successfully changed the bargaining unit for the position and employee.

7/28/20113:01 AM Page 31 of 31