



**S\_AHR\_61016509**

**Work Instruction**

## **Display Vacant Positions (S\_AHR\_61016509)**

### **Purpose**

Use this procedure to view the Vacant Positions Report.

### **Trigger**

Perform this procedure when information about vacant positions is needed for an organizational unit.

### **Prerequisites**

Existing positions with Vacancy infotype (1007) saved and set to "Open."

### **Menu Path**

Use the following menu path to begin this transaction:

N/A

### **Transaction Code**

S\_AHR\_61016509

### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry
- This report provides positions by organizational unit, and can be executed only for object type "O" (organizational unit)
- This report requires evaluation path PLSTE (Position overview along organizational structure)




## Display Vacant Positions (S\_AHR\_61016509)

### Procedure

1. Start the transaction using the menu path or transaction code. The *Vacant positions* screen displays.

### Vacant positions

2. Click **Object ID** field  .
3. Click **Object ID** matchcode  . The *Choose Organizational unit* dialog box displays.





Multiple organizational units can be selected via the **Multiple Selection** button, if the organizational unit IDs are known.



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### Choose Organizational unit

Name	ID	Code	Valid from	Valid to
Organizational structure				
▶ <input type="checkbox"/> City of Portland	O 20000001	COP	01/01/1900	Unlimite

4. Click **City of Portland** tree item   City of Portland . The tree expands.
5. Click **Commissioner #1 (Public U** tree item   Commissioner #1 (Public U . The tree expands.
6. Select **Office of Transportation** check box   Office of Transportation .
7. Click **Select All** button  . The *Choose Organizational unit* dialog box updates.
8. Click **Enter (continue)** button  .





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The system returns the message, "XXXX objects were selected".

### Vacant positions

The screenshot shows the SAP 'Vacant positions' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is titled 'Vacant positions' and contains several input fields and buttons. The 'Objects' section includes fields for Plan version (01), Object type (0), Object ID (20000051), Search Term, and Object status (All existing). There are buttons for 'Data status' and 'Set structure conditions'. The 'Reporting key date' section has a 'Key date' field. The 'Structure parameters' section includes 'Evaluation Path' (PLSTE), 'Status vector', 'Display depth', and a checkbox for 'Status overlap'. The status bar at the bottom shows the transaction code S\_AHR\_61016509 and user information.

9. Click **Execute** button  . The screen updates.
10. Select **UW II - FTRG** line item  . The row highlights.
11. Click **Details** button  . The *Details* dialog box displays.





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### Details

Group description	Cell Content
ID of organizational unit	20000051
Organizational unit	Office of Transportation
Abbreviation of org. unit	PDOT
Position	UW II - FTRG
vacant from/to	01/01/2007-12/31/9999
ID of position	40008781
Staffing status	Unoccupied since 01/01/2
Abbr. of position	UW II

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



### Display Vacant Positions (S\_AHR\_61016509)

#### Vacant positions

The screenshot shows the SAP 'Vacant positions' report. The key date is 01/12/2009. The report lists various positions across different organizational units, all of which are currently unoccupied.

Organizational unit	Position	vacant from/to	Staffing status
Office of Transportation	UW II - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	UW II - FTRG	01/12/2009-12/31/9999	Unoccupied since 01/01/2007
	Engrg Tc I - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Engrg Tc I - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Eng-TRAF - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Eng-CIV - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Program Mg - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Cmt Out Ast - FTDB	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Cap PM II - FTLT	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Cap PM II - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	xCommunity Service Aide II	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Pkg Cd En Of - FTDB	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	EA,S-CIV - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Eng-CIV - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
Transportation Administration	OSS III - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	OSS III - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
Maintenance-Environmental/Operational Sy	PW Dv Mg - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	PW Dv Mg - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
Business Services Operations	Adm Sp, S - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Adm Sp, S - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	Adm Sp, S - FTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
Business Services Info Mgmt Mapping&GIS	GIS Tc I - PTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	GIS Tc I - PTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	GIS Tc I - PTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007
	GIS Tc I - PTRG	01/01/2007-12/31/9999	Unoccupied since 01/01/2007

13. Click Exit button  .



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### **Result**

You have executed the Vacant Positions report.