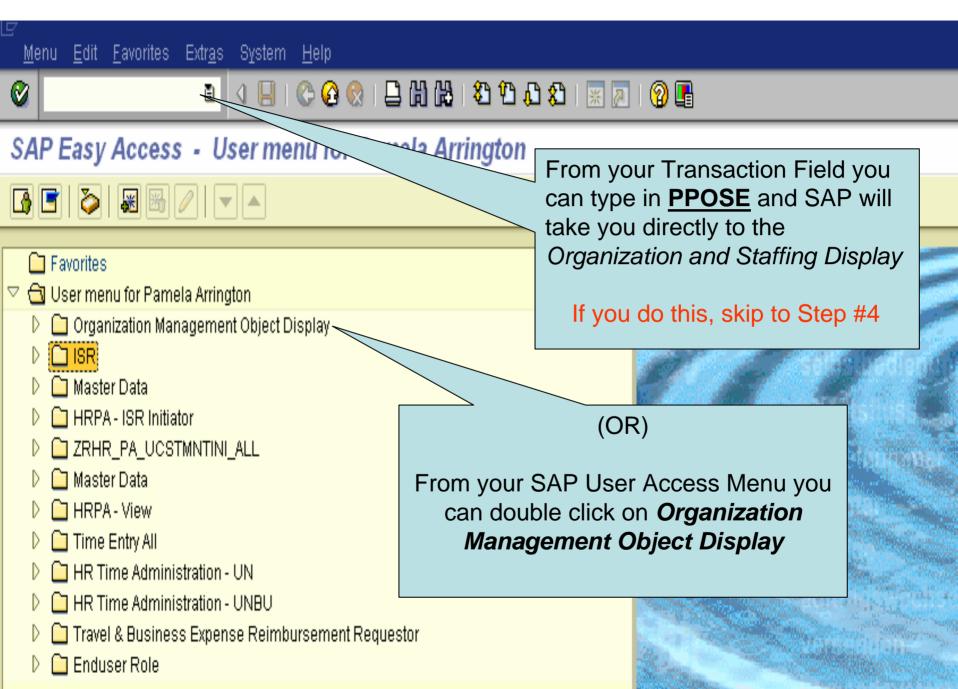
Organization & Staffing Display (PPOSE)

How to Find Positions within Your Organizational Unit

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Step 1 - Selection of Organization Management Object Display Folder from SAP Easy Access Menu



SAP Easy Access -**Step 2** – Available subfolders of Organization Management Object Display folder. Two choices are then Favorites displayed: 📵 User menu for Pamela Arrington □ Organization Management Object Display Display Plan Data (Menu Guided) Display organization and Staffing D 📋 ISR D 🗀 Master Data HRPA - ISR Initiator ZRHR_PA_UCSTMNTINI_ALL Master Data HRPA - View Time Entry All D 🗀 HR Time Administration - UN D 📋 HR Time Administration - UNBU D 📋 Travel & Business Expense Reimbursement Requestor Enduser Role

SAP Easy Access -Step 3 – Selecting the Display Organization and Staffing subfolder to view available positions within a specific organizational unit. Favorites 🔻 📵 User menu for Pamela Arrington 🔽 🔂 Organization Management Object Display | **Double Click Display** organization and Staffing Display Plan Data (Menu Guided) Display organization and Staffing 📋 ISR 🛅 Master Data 🛅 HRPA - ISR Initiator 🛅 ZRHR_PA_UCSTMNTINI_ALL 📋 Master Data 🛅 HRPA - View 🛅 Time Entry All 🛅 HR Time Administration - UN 🛅 HR Time Administration - UNBU 🛅 Travel & Business Expense Reimbursement Requestor 🛅 Enduser Role

Organization and Staffing Display

Step 4 - Initial Organization and Staffing Display Screen



Welcome to Organizational Management!

1/12/2007 + 3 Months

This is the initial screen for the maintenance of your enterprise's organizational plan. Here, you can create your **Organizational structure** and **Staff assignments** for each organizational unit.

The user interface is divided into four areas:

X

- In the Search area on the left of the screen, you can search for individual organizational objects according to search functions. The results of this search are
 displayed in the Selection area.
- These organizational objects can be transferred from here to the central area of the screen, the Overview area, where they are displayed within their organizational environment.
- The bottom area of the screen is the Detail area. Information on individual objects is displayed and can be edited in the detail area.

Getting started:

- . Using Goto -> Change View, decide which view you want to work with.
- If you have already created your enterprise's organizational plan, use one of the search functions to select an organizational object, and then transfer the object to the overview area by double clicking.
- If you have not already created your enterprise's organizational plan, switch to create mode. In the SAP menu, choose Personnel -> Organizational
 Management -> Organizational Plan -> Organization and Staff Assignment -> Create. Beginning with a root organizational unit, create an organizational
 structure and staff assignment plans.

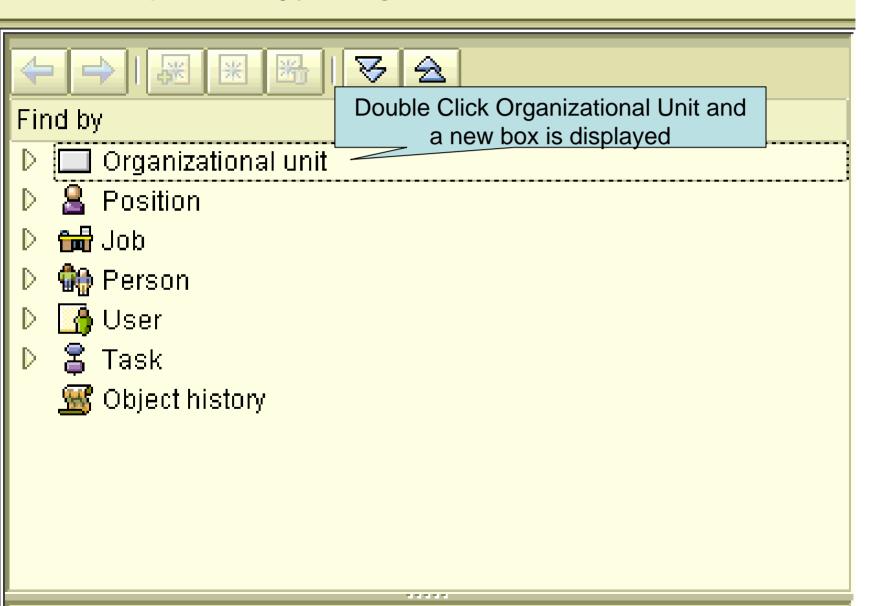
Enjoy!

For complete documentation, choose:

- Help -> Application help (context-related documentation)
- Help -> SAP Library -> Personnel Management -> Organizational management (complete documentation)

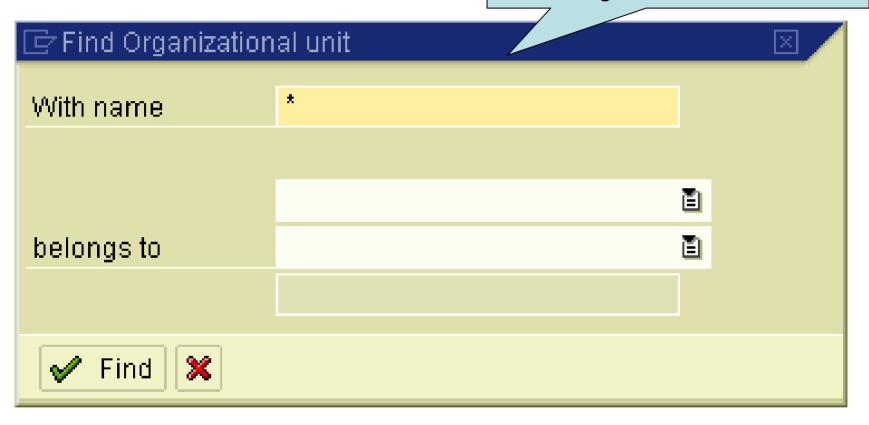
Organization and Staffing Display

Step 5 – Finding your *Organizational Unit – Search Box*



Step 6 – Find Organizational Unit

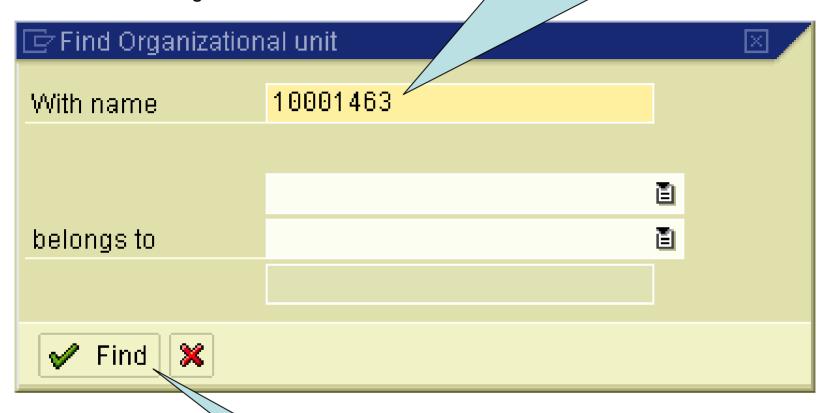
New Box that will allow you to search by your specific organizational unit.



Step 7 – Entering your

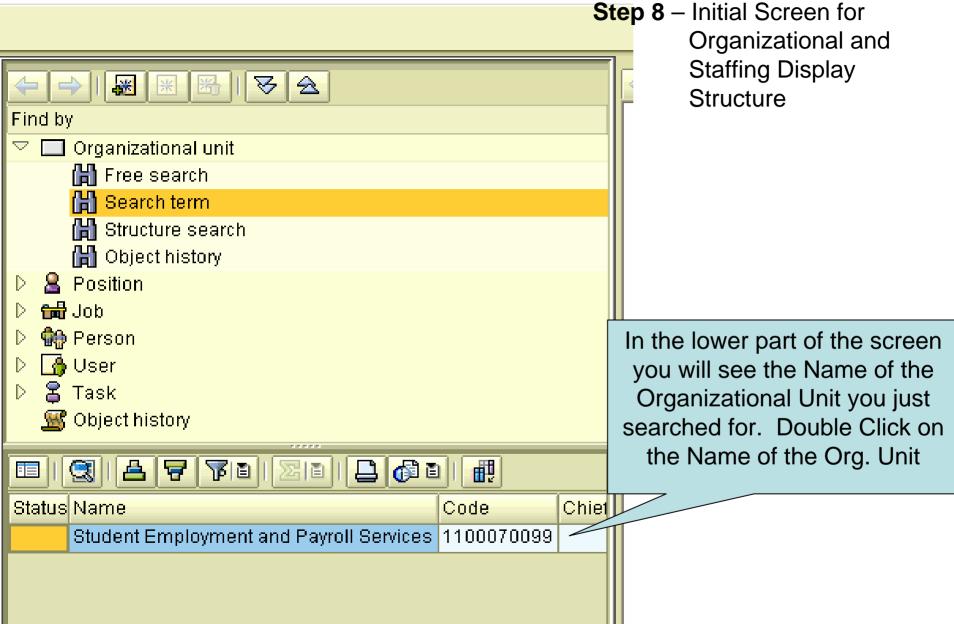
Organizational Unit in the Search Engine

Remove the asterisk and type in your organizational unit.

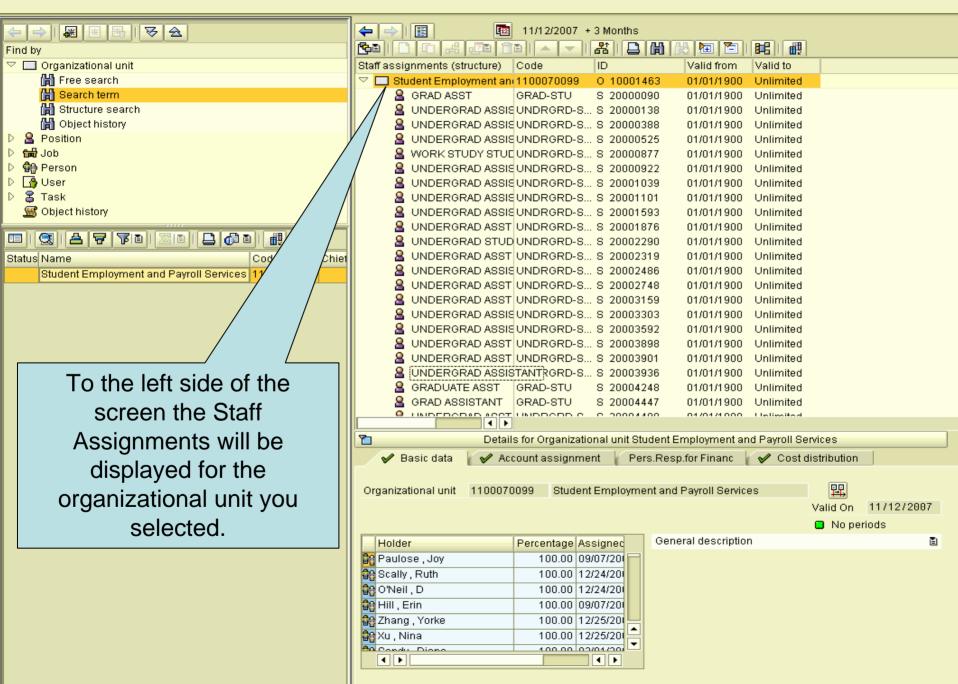


Once you type in your organizational unit click FIND

Organization and Staffing Display

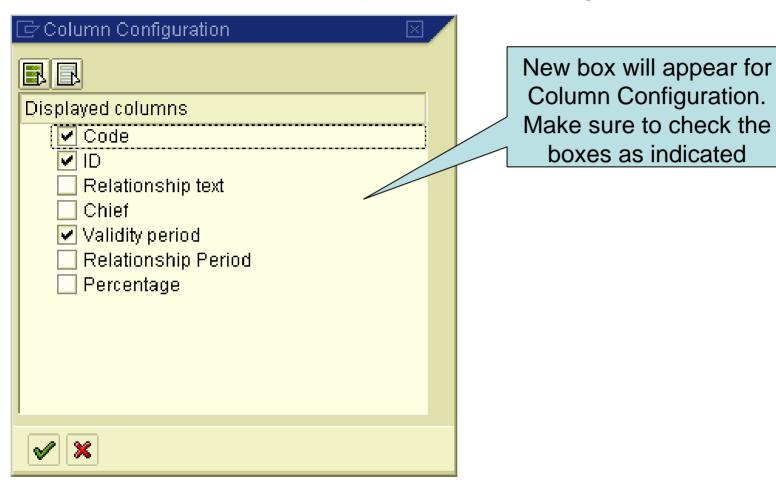


Step 9 – Accessing Staff Assignment Information



Step 10 - Configuring Columns of Staff Assignment Display 11/12/2007 + 3 Months **1** 睛 7 1 ID Valid to Staff assignments (structure) Code Valid from To configure your columns Student Employment ani 1100070099 O 10001463 01/01/1900 Unlimited 🧸 GRAD ASST GRAD-STU 8 20000090 01/01/1900 Unlimited to display the Staff UNDERGRAD ASSISUNDRGRD-S... S 20000138 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20000388 Unlimited 01/01/1900 Assignment, Code, ID and UNDERGRAD ASSISUNDRGRD-S... S 20000525 01/01/1900 Unlimited WORK STUDY STUDUNDRGRD-S... S 20000877 01/01/1900 Unlimited Valid from and to periods UNDERGRAD ASSISUNDRGRD-S... S 20000922 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20001039 01/01/1900 Unlimited double click on this ICON. UNDERGRAD ASSISUNDRGRD-S... S 20001101 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20001593 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20001876 01/01/1900 Unlimited UNDERGRAD STUDIUNDRGRD-S... S 20002290 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20002319 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20002486 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20002748 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003159 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20003303 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... 8 20003592 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003898 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003901 Unlimited 01/01/1900 UNDERGRAD ASSISUNDRGRD-S... S 20003936 01/01/1900 Unlimited GRADUATE ASST GRAD-STU S 20004248 01/01/1900 Unlimited GRAD ASSISTANT GRAD-STU S 20004447 01/01/1900 Unlimited ACCT LINDDODD O 0470474000 Limiteration 8 Details for Organizational unit Student Employment and Payroll Services Basic data Account assignment Pers.Resp.for Financ Cost distribution 煕 Student Employment and Payroll Services Organizational unit 1100070099 Valid On 11/12/2007 No periods General description Ē Percentage Assigned Holder 🔐 Paulose , Joy 100.00 09/07/20 🔐 Scally , Ruth 100.00 12/24/20 🔐 O'Neil , D 100.00 12/24/20 🔐 Hill , Erin 100.00 09/07/20 🔐 Zhang , Yorke 100.00 12/25/20 🔐 Xu , Nina 100.00 12/25/20 Sa Candu Diana 4.00.00 02/04/201 **■ ■**

Step 11 – Column Configuration Indicators



Step 12 – Determining if a position is *OCCUPIED* or *VACANT*

If there is no arrow facing the person then this is a **VACANT** position.

If there is an arrow facing the person than the position is **OCCUPIED**

Student Employment and 1100070099 0.10001463 01/01/1900 Unlimited GRAD ASST GRAD-STU S 20000090 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20000138 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20000388 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20000525 01/01/1900 Unlimited WORK STUDY STUDUNDRGRD-S... S 20000877 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20000922 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20001039 Unlimited 01/01/1900 UNDERGRAD ASSISUNDRGRD-S... S 20001101 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20001593 Unlimited 01/01/1900 UNDERGRAD ASST UNDRGRD-S... S 20001876 01/01/1900 Unlimited UNDERGRAD STUD UNDRGRD-S... S 20002290 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20002319 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20002486 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20002748 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003159 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20003303 01/01/1900 Unlimited 01/01/1900 UNDERGRAD ASSISUNDRGRD-S... S 20003592 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003898 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003901 Unlimited 01/01/1900 UNDERGRAD ASSISUNDRGRD-S... S 20003936 01/01/1900 Unlimited GRADUATE ASST GRAD-STU S 20004248 01/01/1900 Unlimited GRAD ASSISTANT GRAD-STU S 20004447 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20004480 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20005102 01/01/1900 Unlimited UNDERGRADUATE UNDRGRD-S... S 20005143 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20005244 01/01/1900 Unlimited Unlimited STUDENT PAYROLL ASST-ACA S 20005444 01/01/1900 GRADUATE ASSISTAGRAD-STU S 20005841 01/01/1900 Unlimited Programmer Analyst PRGMR-IT 8 20005954 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20007587 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20009466 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20009499 01/01/1900 Unlimited Student Employmen SPECLSS-ACA S 20009866 01/01/1900 Unlimited GRADUATE ASST GRAD-STU S 20009877 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20010372 01/01/1900 Unlimited

Step 13 Expanding the Data fields 12 11/12/2007 + 3 Months Ħ 睛! 器 固 Staff assignments (structure) Code $\Pi \Omega$ Valid from Valid to 10001463 01/01/1900 Unlimited Student Employment an 1100 You can expand the GRADADO 20000090 Unlimited 01/01/1900 node to see who is Unlimited േനRGRD-S S 20000138 01/01/1900 assigned to your ASSISUNDRGRD-S... 01/01/1900 Unlimited 20000388 occupied positions -⊀GRAD ASSISUNDRGRD-S 20000525 01/01/1900 Unlimited by clicking on this WORK STUDY STU⊡UNDRGRD-S... S 20000877 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... 20000922 01/01/1900 Unlimited icon, or you can UNDERGRAD ASSISUNDRGRD-S... S 01/01/1900 Unlimited -20001039 simply double click 20001101 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S on the person icon UNDERGRAD ASSISUNDRGRD-S.... 01/01/1900 Unlimited 20001593 that has the arrow UNDERGRAD ASST UNDRGRD-S... S 20001876 01/01/1900 Unlimited facing it to expand UNDERGRAD STUD UNDRGRD-S... S 20002290 01/01/1900 Unlimited the node of that UNDERGRAD ASST UNDRGRD-S... 20002319 01/01/1900 Unlimited single position. UNDERGRAD ASSISUNDRGRD-S... S Unlimited 20002486 01/01/1900 UNDERGRAD ASST UNDRGRD-S... S 20002748 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... S 20003159 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... S 20003303 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... 20003592 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S. 20003898 01/01/1900 Unlimited UNDERGRAD ASST UNDRGRD-S... 20003901 01/01/1900 Unlimited UNDERGRAD ASSISUNDRGRD-S... 20003936 01/01/1900 Unlimited **GRADUATE ASST** GRAD-STU 20004248 01/01/1900 Unlimited **GRAD ASSISTANT GRAD-STU** 20004447 01/01/1900 Unlimited

Step 14 – Defining Position Number and Personnel Numbers

This is the Position Number

NTUDE UNDRGRD-S... S 50001186 TEMP PO 12/26/2006 Unlimited TEMP POOL S NE UNDRGRD-S... S 50001187 12/26/2006 Unlimited TEMP POOL STUD NDRGRD-8... S 50001188 12/26/2006 Unlimited TEMP POOL STUDE UN RGRD-S... S 50001190 12/26/2006 Unlimited TEMP POOL STUDE UNDROOD-S... S 50001191 12/26/2006 Unlimited TEMP POOL STUDE UNDRGRD S... S 50001192 12/26/2006 Unlimited Payroll Coordinator COORPYR-FIN S 50001387 01/09/2007 Unlimited 🦬 Arrington , Pam<u>el Arrington</u> 00056294 01/11/2007 Unlimited oudent GRAD-STU 01/01/2007 8 50001587 Unlimited This is the Personnel student assistant GRAD-STU S 50005266 02/01/2007 Unlimited Number of the person student assistant GRAD-STU S 50005398 02/01/2007 Unlimited assigned to the position. student assistant GRAD-STU S 50005479 02/01/2007 Unlimited student assistant GRAD-STU S 50005480 02/01/2007 Unlimited student assistant GRAD-STU S 50005481 02/01/2007 Unlimited student assistant GRAD-STU 8 50005482 02/01/2007 Unlimited

UNDERGRAD ASSISUNDRGRD-S... S 20027531

UNDERGRAD ASST UNDRGRD-S... S 20027538

UNDERGRAD ASSISUNDRGRD-S... S 20027548

UNDERGRAD ASST UNDRGRD-S... S 20027557

UNDERGRAD ASST UNDRGRD-S... S 20027580

UNDERGRAD ASST UNDRGRD-S... S 20027583

UNDERGRAD ASSISUNDRGRD-S... S 20027587

UNDERGRAD ASST UNDRGRD-S... S 20027592

UNDERGRAD ASST UNDRGRD-S... S 20027593

UNDERGRAD ASSISUNDRGRD-S... S 20027594

UNDERGRAD ASSISUNDRGRD-S... S 20027606

UNDERGRADUATE UNDRGRD-S... S 20027652

UNDERGRAD ASST UNDRGRD-S... S 20027659

UNDERGRAD ASSISUNDRGRD-S... S 20027671

STUDENT ASST

GRADUATE ASST

TEMP

D

Temp Pool Student | Student-STU

Administrative Secre SEC ADM

UNDERGRAD ASST UNDRGRD-S... S 20027654

UNDERGRAD ASSISUNDRGRD-S... S 20027663

GRAD-STU

MP POOL STUDE UNDRGRD-S... S 50001132

POOL STUDE UNDRGRD-S... S 50001176

QL STUDE UNDRGRD-S... S 50001185

UNDRGRD-8... S 20027655

S 20027687

8 50000129

\$ 50000199

Unlimited

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01/01/1900

01/01/1900

12/27/2006

01/01/2007

12/26/2006

12/26/2006

12/26/2006

Step 15 Specific Information regarding Person or Position

This section
displays
information
specific to the
person or position

