

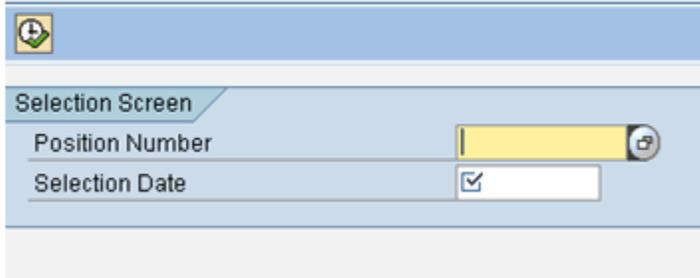
POSITION OVERVIEW SCREEN

The Position Overview screen is a “snapshot” of a position’s information. This is a brief overview of the ZPOS transaction.

The transaction is initiated by entering a position number and a date to define what time frame a HR user needs to view a particular position.

1. Enter **ZPOS** in the Command field on the Easy Access screen and press the Enter key or click the Enter button .

OM Position Overview



2. Enter a Position Number. You can enter the 8-digit position number or click the matchcode to perform a search for the position using the organizational structure.
3. The current date defaults into the Selection Date field. The HR user has the option to enter any date that the position has data in the system **and** for which the user has security access. If you enter a date that is not valid, you receive the message ‘No Information for the date Entered’. If you are not authorized, you will receive a message indicating that you do not have authorization.
4. Click the Execute button  to perform the transaction.

The Position Overview screen will display as of the selection date you entered on the first screen. The Run Date is the current date. The other fields are pulled from existing infotypes. (See examples on subsequent pages.)

NOTE: The data below is not real data.

Position Overview As Of:11/03/2009 Run Date:11/03/2009

Position Data

Position: 60049999-Social Worker III
 Org Unit: 20009999-HHS SO AL SB AD SSFS Area 1
 Holder: 01009999-Barney T Rubble **Posted**
 Supervisor: 60049999-Fred S Flinstone
 Business Area: 2X00-DHHS-Main
 Pers Area: 2001-Health Human Services
 Pers Subarea: 7day Norm
 EE Group: A -SPA Employees
 EE Subgroup: B1-FT S-FLSAOT Perm
 SOC: 21-1020-SOCIAL WORKERS
 County: Haywood
 PMIS Ref No: 4450-0114-1100-716
 Emergency: Yes
 Essential: Yes
 Key Position: Non-Key Position
 Ex Pol Making: No
 Main Address: 2601 Mail Service Center
 Raleigh , NC 27699
 Supv Pos: N
 Most Recent Workflow Action:11/03/2009-Reallocation Up

Job Data

Job: 30001888-Social Worker III
 Job Branch: 80000021-Social Work
 Job Family: 90000002-Human Services
 Pay Grade Type: 01-Graded
 Pay Grade Area: 01-Annual Salaries
 Pay Grade: 69
 Pay Grade Level: 6R
 Pay Grade Range: \$36,685.00-\$58,897.00
 EEO Category: 02-Professional

Time Data

Hours/Week: 40.00
 OT Comp: Y 365 Holiday Payout: Y 060
 Extended Duty: N 0.00 Holiday Premium: 50%
 Callback: N 0.00 EV Premium: N 00%
 On-Call: N 0.00 WK Premium: Y 10%
 Gap Hrs: N 000 NS Premium: Y 10%

Fund Data

Budgeted Salary:\$42,192.00

CostCenter:	Order:	NCASFinanncialKey:	Fund:	Percentage
2614110000	100000002555	260114101411Q844	261410001	7.81
2614110000	100000002558	260114101411Q850	261410001	5.20
2614110000	100000002555	260114101411Q844	261410005	7.20
2614110000	100000002558	260114101411Q850	261410005	4.80
2614110000	100000002555	260114101411Q844	261410004	45.00
2614110000	100000002558	260114101411Q850	261410004	29.99

Disclaimer: Not for Public Information

An example of a graded position with split funding that is 'POSTED'.

Position Overview		As Of:10/01/2009	Run Date:11/03/2009
Position Data			
Position:	60019999-General Utility Worker		
Org Unit:	20019999-Agr SF Operations Facility Maint		
Holder:	VACANT		
Supervisor:	60019999-Mickey Mouse		
Business Area:	1000-Agriculture and Consumer Serv.		
Pers Area:	1001-Agriculture Consumer Services		
Pers Subarea:	7day Norm		
EE Group:	A -SPA Employees		
EE Subgroup:	B1-FT S-FLSAOT Perm		
SOC:	49-9042-MAINTENANCE AND REPAIR WORKERS, GENERAL		
County:	Wake		
PMIS Ref No:	3790-5110-0040-815		
Emergency:	No		
Essential:	No		
Key Position:	Non-Key Position		
Ex Pol Making:	No		
Main Address:	1010 Mail Service Center Ral , NC 27699		
Supv Pos:	N		
Most Recent Workflow Action:11/03/2009-Reallocation Up			
Job Data			
Job:	30003368-General Utility Worker		
Job Branch:	80000037-Building Environmental		
Job Family:	90000005-Institutional Services		
Pay Grade Type:	02-Banded		
Pay Grade Area:	06-Career Banding		
Pay Grade:	N/A		
Pay Grade Level:	J		
Pay Grade Range:	\$28,484.00-\$64,269.00		
EEO Category:	08-Service and Maintenance		
Time Data			
Hours/Week:	40.00		
OT Comp:	Y	030	Holiday Payout: Y 365
Extended Duty:	N	0.00	Holiday Premium: 50%
Callback:	N	0.00	EV Premium: Y 10%
On-Call:	N	0.00	WK Premium: N 00%
Gap Hrs:	N	000	NS Premium: Y 10%
Fund Data			
Budgeted Salary:\$23,167.00			
CostCenter:	Order:	NCASFinancialKey:	Fund: Percentage
1A51100000	100000001110	1A055110	1A5110005 100.00
Disclaimer: Not for Public Information			

An example of a banded position that is 'VACANT'. The position is not posted. The "As Of" date and "Run Date" differ.

Position Overview Screen: Key Points

Position Data

- 1. Holder: This field contains sensitive information.
- 2. Holder: If the position is filled, the employee’s PERNR and name will display. If the position is currently **not** filled, ‘VACANT’ will display.
NOTE: The Holder field will display up to two PERNRs and two employee names. If a position has 3 or more holders, ‘MULTIPLE HOLDERS’ will display. You may use transaction code PO13, Maintain Positions and infotype Relationships (1001) to see all holders.
- 3. Holder: If the position is listed on the OSP website for recruitment purposes, then ‘POSTED’ will display.
- 4. Most Recent Workflow Action: This field contains the effective date and the most recent position workflow action. (i.e. PCR action)

Job Data

- 1. Pay Grade: If position is graded, this field will be populated with the graded number. If the position is banded, this field will display ‘N/A’.
- 2. Pay Grade Level: If the position is graded, this field displays ‘GR’. If the position is banded, this field will display the applicable career banding level (i.e. contributing, journey or advanced).
- 3. Pay Grade Range: The minimum and maximum pay ranges will display for both graded and banded positions.

Fund Data

- 1. Budgeted Salary: This field contains sensitive information.
- 2. Budgeted Salary: This field can display up to twelve funding sources.

Position Overview Screen: Security Access Roles

HR Master Data Maintainer	OM Position Approver	Display for HR Directors	Payroll Approvers
HR Master Data Approver	OM Position Requestor	Position Fund Approvers	