

Reclass a Vacant/Filled Position

In this guide:

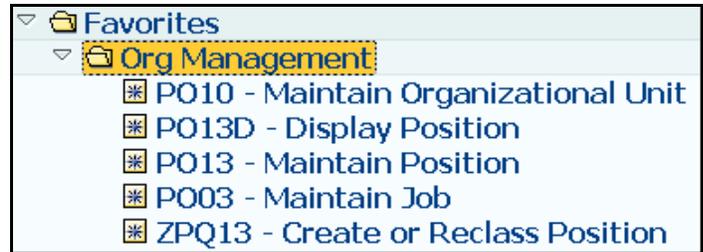
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ZSR—Reclass

Once you have completed the Pre-Transaction Checklist and reviewed the PAR carefully, you are ready to reclassify the position. **Remember:** if the position is currently filled, you will also need to perform an action on the employee after the position is reclassified. **NOTE: If the job is Centralized an OA Control # must be provided on the PAR. If one is not return the PAR to the agency to have them obtain an OA Control #.**

1

On the home screen of SAP, under the Org Management folder, select **ZPQ13—Create or Reclass Position.**



2

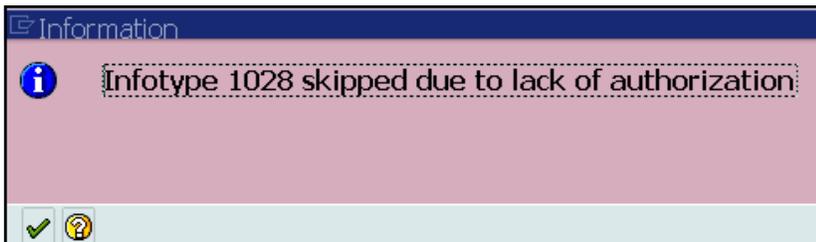
Enter the position number and the effective date from the PAR.

Plan Version	01	Current plan
Position	00219903	Aide Trn
Object name	30001	
Selection Criteria		
Infotype status	1	Active
Validity	08/11/2012	to 12/31/9999
Action	ZSR	Reclass Position

Type **ZSR** in the *Action* field.

Click Execute

Pop-up: if this message box appears:



Click

3

Enter the new job code in the *Object Abbreviation* field.

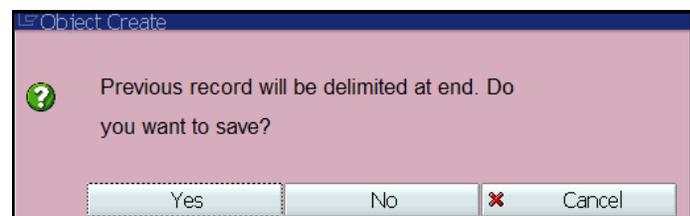
Remove the old job name from the *Object Name* field.

Click Enter
Save

Position	30001	Aide Trn
Planning Status	Active	
Validity	08/11/2012	to 12/31/9999
Object 01 S 00219903 1		
Object abbr.	31421	
Object name		
Language Key	English	

You will be asked to delimit the previous record.

Click



4

Enter the new 5-digit job code with an asterisk in the *ID of Related Object* field.

Click Enter 
Save 

The new job name will now be populated.

Position	31421
Planning Status	Active
Valid from	08/11/2012 to 12/31/9999
Relationships 01 S 00219903 1	
Relationship type/relationship	B 007 Is described by
Related Object	
Type of related object	Job
ID of related object	00314201
Abbreviation	31421
Name	Rsdntl Srvs Aide Mr

5

You will be asked to delimit the previous record.

Click

Object Create

Previous record will be delimited at end. Do you want to save?

6

Confirm or update the information on this screen per the PAR.

Wage (WW) positions require a **prospective** Position Expiration Date; salary and recruitment positions do not require a date in this field at all.

Remember: if crossing fiscal years, the previous record should be ended on 6/30 of the previous year, and the new record should begin on 7/1 of the current year.

Copy Complement Control

Position 00230 Ck Typst 3
 Planning Status Active
 Start date 02/21/2013 to 12/31/9999 Change Information

Complement Control 01 S 00025567 1

Complement Control Attributes

Work Contract SS Salary
 Business Area 74 Drug and Alcohol Programs
 Budget Fund 2038112000 State Stores Fund Transfer

Budgeting

Budget Fund Center 7449111000 Division of Program Monitoring
 Position Exp Date
 Budget Period 2013

The **Budget Period** cannot be populated. It will default to current year on this info-type.

Click Enter 
Save 

7

You will be asked to delimit the previous record.

Click

Object Create

Previous record will be delimited at end. Do you want to save?

8

Enter the Org in the *ID of Related Object* field.

Click Enter 
Save 

Position	31421
Planning Status	Active
Valid from	08/11/2012 to 12/31/9999
Relationships 01 S 00219903 1	
Relationship type/relationship	A 003 Belongs to
Related Object	
Type of related object	Organizational unit
ID of related object	00213330
Abbreviation	PwSEL3330
Name	SEL Prgm Srvs

9

You will be asked to delimit the previous record.

Click

Object Create

Previous record will be delimited at end. Do you want to save?

10

Enter the Org information as indicated on the PAR. The **Company Code** will always be 'COPA.' For the **Pers Subarea** there are a few exceptions to what the job shows for the **FLSA Code**. If class code is 06590, Intermittent Intake Interviewer, assign "I". If class code is 02050, Intermittent Liquor Store Sales Cashier or 02060, Intermittent Liquor Store Clerk, assign "L". If class code is 44680, Energy Assistance Worker, assign "E".

Position	31421
Planning Status	Active
Valid from	08/11/2012 to 12/31/9999
Object ID	00219903
Acct. Assignment Features 01 S 00219903 1	
Company Code	COPA COMMONWEALTH OF PA
Business Area	21 Public Welfare
Personnel area	2103 Public Welfare Pysl Area 3
Pers. subarea	AN11 AFSCME N1 OT
CO Area	COPA COMMONWEALTH OF PA
FM Area	COPA

Remember: DPW, DOT and L&I each have two (2) pay areas. Be sure to enter the correct Personnel Area.

DPW	Z2	2102
	Z3	2103
DOT	T2	7802
	T3	7803
L&I	Z2	1202
	Z3	1203

Click Enter 
Save 

11

You will be asked to delimit the previous record.

Click

Object Create

Previous record will be delimited at end. Do you want to save?

12

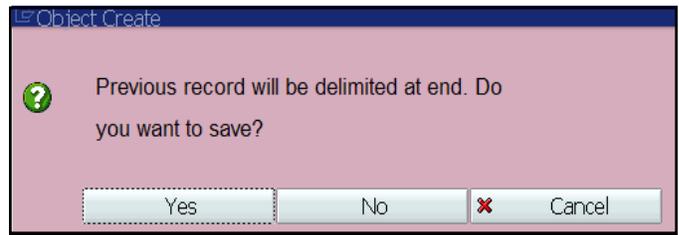
Confirm or update the **Employee Group** and **Subgroup** per the PAR.

Click Enter 
Save 

Position	31421
Planning Status	Active
Valid from	08/11/2012 to 12/31/9999
Employee Group/Subgroup 01 S 00219903 1	
Employee group	Permanent
EE subgroup	F8 Full-time 80

13 You will be asked to delimit the previous record.

Click 



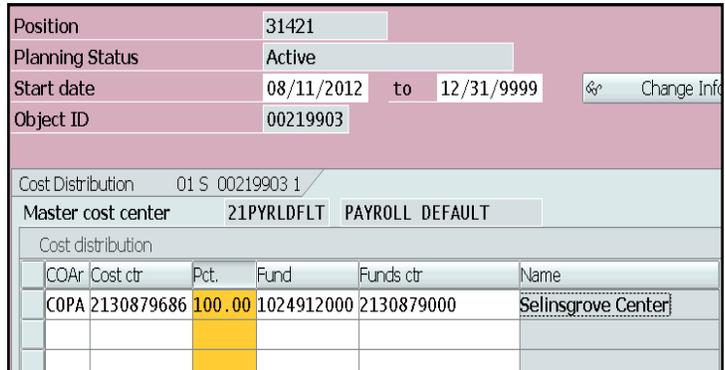
14 Confirm or update the Cost Center, Fund and/or Fund Center per the PAR.

The **COAR** will always be 'COPA.'

The percentage is typically 100%; however the agency may request to split funding among different 'buckets,' so read the PAR comments carefully.

The **Budget Period** will need manually input (**current fiscal year**). Please note the Budget Period **must** be input prior to entering and saving otherwise you won't be able to finish your action.

Click Enter 
Save 



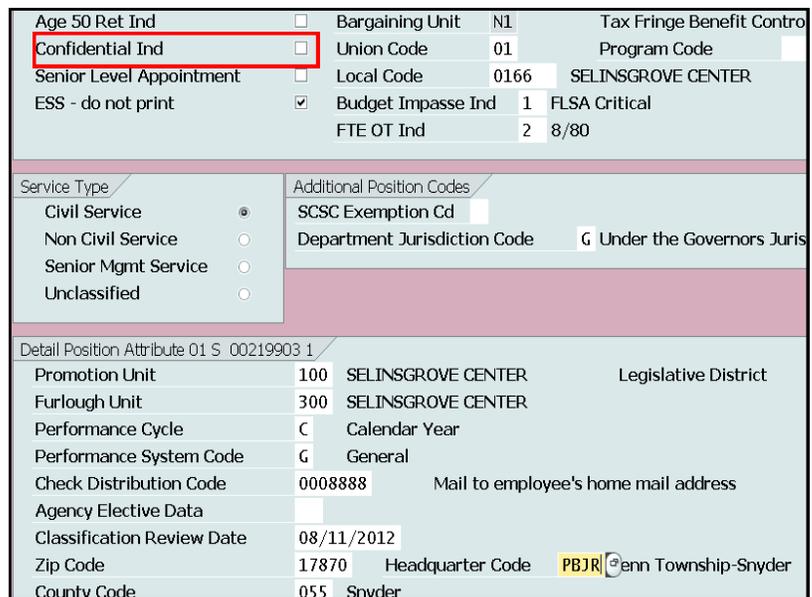
15 Confirm or update the information on this screen per the PAR.

If job is coded as Age 50 the position must be coded as Age 50

BU-covered positions should always have a union, local, promo and furlough code, **unless** the position is confidential. **Confidential positions must have a Management Furlough Unit Code.**

If any information is missing from the PAR, use the supervisor position number—or the position number of a previous holder—to find the missing information. Otherwise, contact the agency.

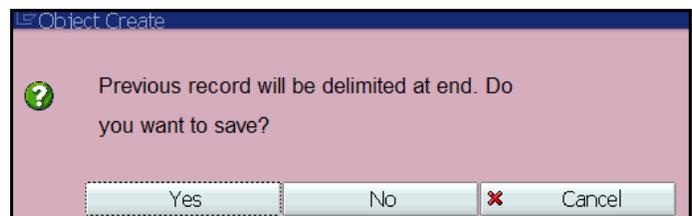
Click Enter 
Save 



Note: management employees do not earn seniority, and therefore should **not** be classified as confidential. Check the position to ensure the confidential box is unchecked.

16 You will be asked to delimit the previous record.

Click 



17

You will be taken back to the first screen.

Click Back  TWICE

Plan Version	01	Current plan
Position	00219903	Aide Trn
Object name	30001	
Selection Criteria		
Infotype status	1	Active
Validity	08/11/2012	to 12/31/9999
Action	ZSR	Reclass Position

This message should appear at the bottom of the screen.



Post-Transaction—PO13/PO13D

Confirm the position was successfully reclassified:

Select **Object**, ALL > OVERVIEW.

Position	00219903	Rsdntl Srvs Aide Mr
Abbr.	31421	
Active Planned Submitted Approved Rejected		
Infotype Name	St.	Time period
Object	✓	From 09/28/2012 to 12/31/9999
Relationships	✓	Today Current week Current month Last week
Description		All From curr. date
Planned Compensation		
Vacancy	✓	

The first record will be the one you just created.

If the record is missing, you've done something wrong and will need to re-execute.

Position	31421	Rsdntl Srvs Aide Mr	
Planning Status	Active		
Object	01 S 00219903 1		
Start date	End date	Abbr.	Object name
08/11/2012	12/31/9999	31421	Rsdntl Srvs Aide Mr
01/14/2012	08/10/2012	30001	Aide Trn
06/21/2008	01/13/2012	31421	Rsdntl Srvs Aide Mr
07/09/2007	06/20/2008	30001	Aide Trn
11/11/2006	07/08/2007	31421	Rsdntl Srvs Aide Mr

If the supervisor position number has changed, go to Relationships, ALL > OVERVIEW:

Select current 'Reports To' record.

Click Copy 

Change the start date to this record to the effective date of the reclass and update position #.

Position	31421	Rsdntl Srvs Aide Mr					
Planning Status	Active						
Relationships	01 S 00219903 1						
Start	End	R	Relat	Relat.text	R	Rel'd object I	Abbr.
05/17/2012	12/31/9999	A	002	Reports (I	S	00044719	31431
01/14/2012	03/16/2012	A	002	Reports (I	S	00079868	43700
01/19/2011	01/13/2012	A	002	Reports (I	S	00044238	31431
12/13/2010	01/18/2011	A	002	Reports (I	S	00108811	31431
11/06/2010	12/12/2010	A	002	Reports (I	S	00087897	31431
06/05/2010	11/05/2010	A	002	Reports (I	S	00047979	31431

Click Enter 
Save 

You will be asked to delimit the previous record; Click

You will also need to create the Description infotype with the OA Control # if the job is Centralized. If the agency doesn't provide one return the PAR back to the agency requesting they obtain an OA Control #.