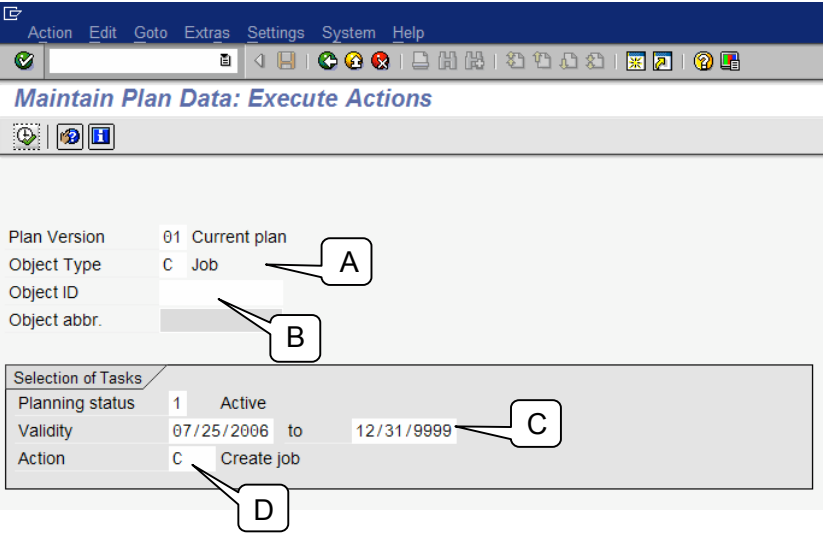


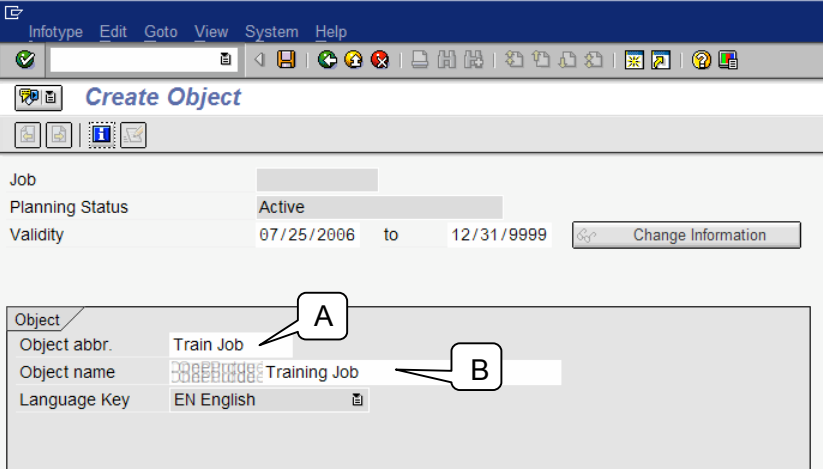
Process

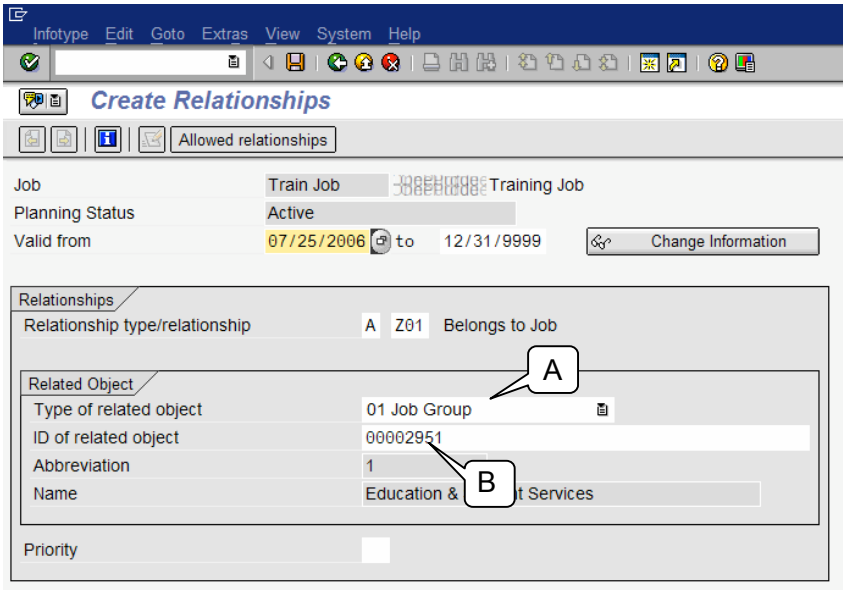
Organizational objects with all their attendant relationships and parameters can be created with the *Actions (PP03)* transaction. This job aid describes the creation of a job with this transaction.

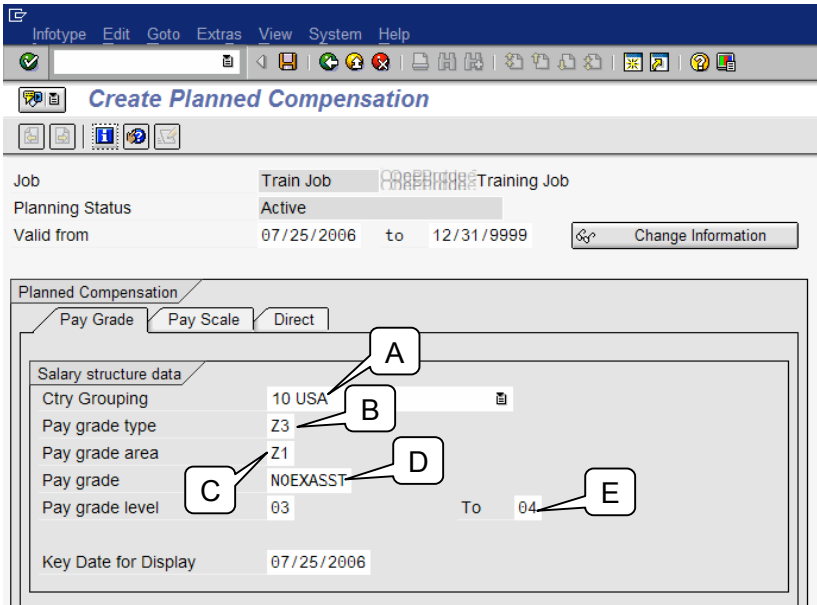
Menu Path

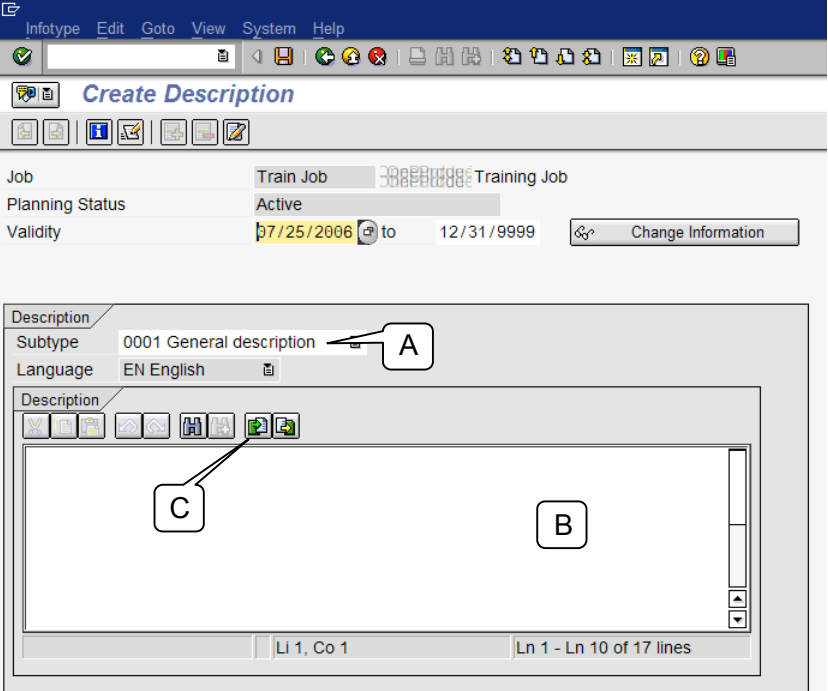
Human Resources > Organizational Management > Tools > Object > **PP03 - Actions**

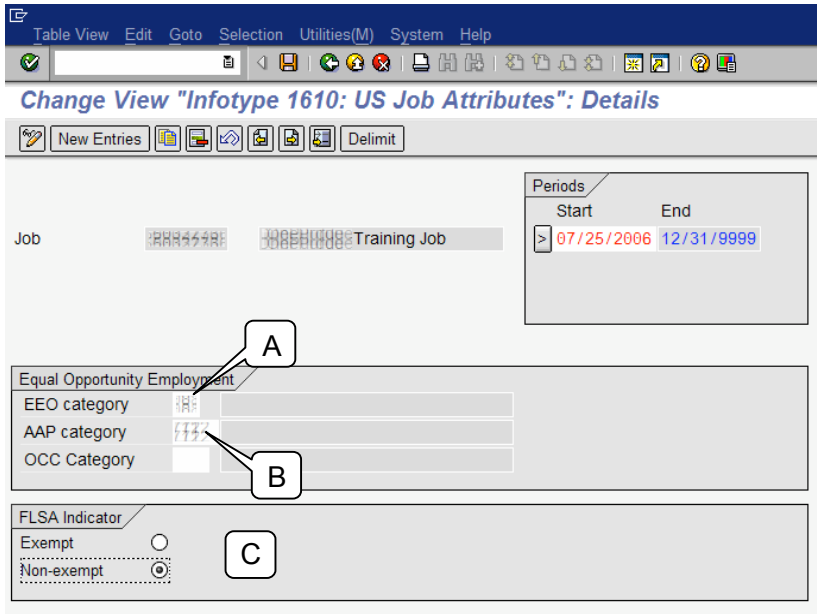
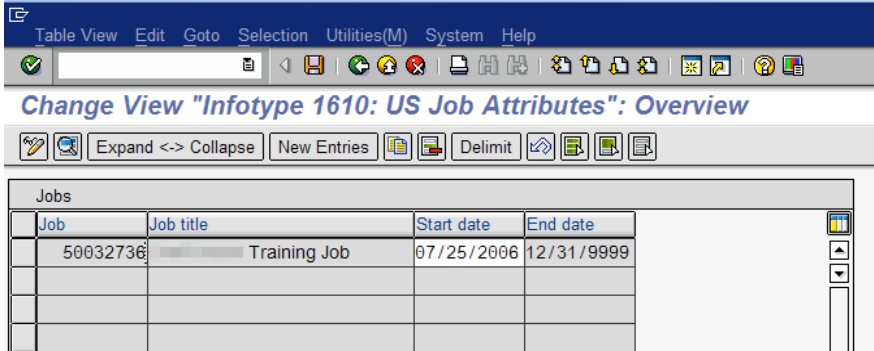
Screen	Follow these steps
SAP Easy Access	Enter the transaction code or follow the menu path.
Maintain Plan Data: Execute Actions	Enter C (for <i>Job</i>) in the Object type field (A). Do not enter any code in the Object ID field (B); if the field is populated with a code (it often displays the code of the last object that was worked with this screen), delete that code. Confirm or change the dates in the Validity fields (C). Enter C (for <i>Create job</i>) in the Action field (D). Click the Execute  button. 

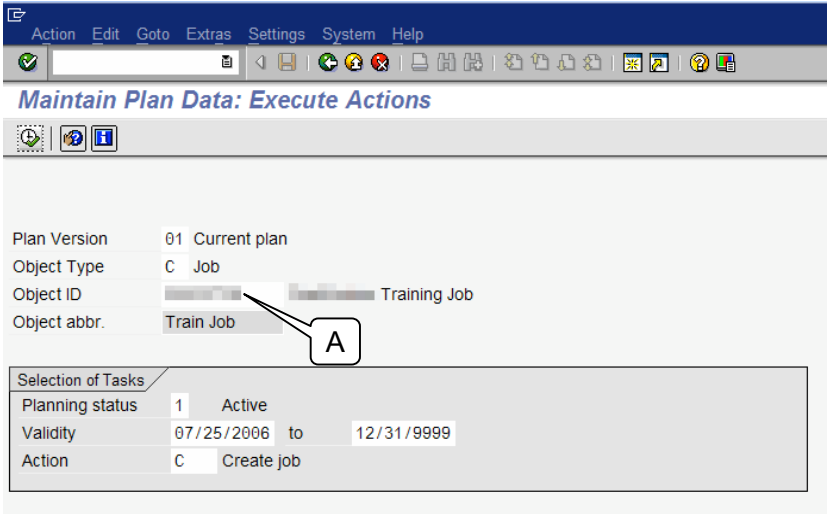
Screen	Follow these steps
Create Object	Enter abbreviated name of new org unit in the Object abbr field (A). Enter the full name of the new org unit in the Object name field (B). Click the Save  button. 

Screen	Follow these steps
Create Relationship	This screen appears six times with a different entry in the Type of related object field (A). For each entry: - Enter a code for a specific object of that type in the ID of related object field (B) - Click the Save  button to go to the next version of the screen For example, the first entry is <i>01 Job Group</i>. We entered the code for the job group <i>Education and Student Services</i> in the ID of related object field. Repeat this step for the next five entries: <i>Job Family</i> <i>Staff Group</i> <i>Census</i> <i>Budget Group</i> <i>Budget Staff Group</i> 

Screen	Follow these steps
Create Planned Compensation	Select <i>10 USA</i> from the drop-down menu of the Ctry Grouping field (A). Enter a code for the pay grade type in the Pay grade type field (B). For this example, we entered <i>Z3</i> (for <i>Hourly</i>). Enter <i>Z1</i> (for <i>Customer</i>) in the Pay grade area field (C). Enter a code to define the general pay range in the Pay grade field (D). Enter codes to define the minimum and maximum pay in the Pay grade level field (E). Click the Save  button. 

Screen	Follow these steps
Create Description	Select a subtype from the drop-down menu of the Subtype field (A), and enter a description of the new position in the text field (B). <i>Note: General description is the default selection for this field.</i> Repeat for other subtypes. You can also upload a <i>Word</i> document into this field by clicking the Load local file  button (C) and following the system prompts. Click the Save  button. 

Screen	Follow these steps
Change View "Infotype 1610: US Job Attributes": Details	Enter a code for the correct equal employment opportunity descriptor in the EEO category field (A). Refer to the Affirmative Action office for more information about the correct codes for jobs. Enter a code for the correct affirmative action planning category in the AAP category field (B). Select either <i>Exempt</i> or <i>Non-exempt</i> in the FLSA Indicator frame (C). Click the Save  button, then click the Back  button. 
Change View "Infotype 1610: US Job Attributes": Overview	No action is required; simply click the Back  button. 

Screen	Follow these steps
Maintain Plan Data: Execute Actions	The initial screen returns; make note of the new position code in the Object ID field (A). 
End of transaction	