



Position Control Summary - Report Instructions

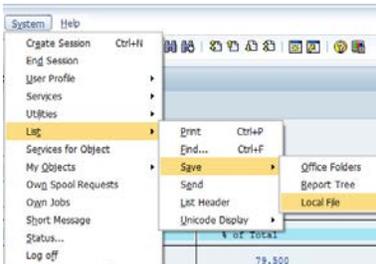


Use this report to display a summary of statistics for an Organizational Unit.

1. From the main screen, type transaction code: **zomr010_pos**.
2. Click the **Enter** button or press **Enter** to continue.
3. **Organization Object ID** – Enter the Org Unit.
4. (Optional) You may narrow the search by entering Positions, Jobs, or Persons.
5. Choose one of the following options:
FLSA Status
Position Filled/Vacant
Racial/Male, Female
Employee Status on Position
6. Click the **Execute** button or press **F8** to execute.
7. The report displays.
8. Click the **Print** button .

Export to Excel

- From the menu bar choose:
System → List → Save → Local File



- Choose Text with Tabs.
- Choose the file location and type the file name.
- Click **Generate**.

9. Click the **Back** button .

The screenshot shows the SAP Position Control Summary input screen. The 'Organization Object Id' field is populated with '10105890'. There are empty fields for 'Position', 'Job', and 'Person'. The 'FLSA Status' section has three radio button options: 'Position Filled / Vacant' (selected), 'Racial / Male, Female', and 'Employee Status on Position'. There are also fields for 'to' with arrows indicating range selection.

FLSA

Organization	Org Text	Cabinet	Department	Divis
10105890	Personnel Administration Branch	55	793	01

FLSA	Total	% of Total
Exempt	00001	14.300
Non-Exempt	00006	85.700
Total	00007	100.000

Position Filled/Vacant

Organization	Org Text	Cabinet	Department	Divis
10105890	Personnel Administration Branch	55	793	01

Position Merit Status									
Filled									
Pos-Status	Full	% of Tot	Part	% of Tot	Interim	% of Tot	Total	Full	% of Tot
Classified	00007	100.00	00000	0.00	00000	0.00	00007	00000	0.00
Unclassified	00000	0.00	00000	0.00	00000	0.00	00000	00000	0.00

Racial/Male, Female

SAP

Position Control Summary

Organization	Org Text	Cabinet	Department	Division	B
10105890	Personnel Administration Branch	55	793	01	

Race / Sex Status				
Race	Male		Female	
	Total	%	Total	%
White	00000	0.00	00005	100.00
Black/African Amer	00001	50.00	00001	50.00
Hispanic/Latino	00000	0.00	00000	0.00
Asian	00000	0.00	00000	0.00
Amer Ind/ Alask Nat	00000	0.00	00000	0.00
Nat Haw/ Oth Pac Is	00000	0.00	00000	0.00
Two or More Races	00000	0.00	00000	0.00
Other	00000	0.00	00000	0.00
Unknown	00000	0.00	00000	0.00
Total	00001	14.00	00006	86.00

Employee Status on Position

SAP

Position Control Summary

Organization	Org Text	Cabinet	Department	Division	B
10105890	Personnel Administration Branch	55	793	01	

	Full	Part	Interim	Total
Initial Probation	00000	00000	00000	00000
Status	00007	00000	00000	00007
Federally Funded Time Limit	00000	00000	00000	00000
Grant Funded Time Limited	00000	00000	00000	00000
Probation Due to Promotion	00000	00000	00000	00000
Unclassified Serving Six Month Period	00000	00000	00000	00000
Unclassified	00000	00000	00000	00000
Interim	00000	00000	00000	00000
Co-op	00000	00000	00000	00000
Total	00007	00000	00000	00007