

PO13D Quick Reference Guide

Overview

You can view the positions in your organization by using PO13D.

PO13D

Display Position

Plan version: 01 Current plan

Position:

Abbr.:

Active | Planned | Submitted | Approved

Infotype Name	E
Object - IT 1000	▲
Relationships - IT 1001	▼
Description - IT 1002	
Planned Comp - IT 1005	
Vacancy - IT 1007	
Acct. Assignment - IT 1008	
Emp Grp/SubGrp - IT 1013	
Cost Distribution - IT 1018	
Adl Position Info - IT 9101	▲
KY Position Des - IT 9102	▼

After you type in the position number, you will be able to access the infotypes stored against the position.

Each infotype will be explained on the following page of this quick reference guide.

PO13D Infotypes

IT1000 – Object: the initial building block for all other infotypes. Contains the validity period for the object, an abbreviation to represent the object, and a brief description of the object. Defaults for the job being established. For example, Admin Spec III long text will be Admin Spec III; short text will be 96130V010100.

IT1001 – Relationships: indicate that an employee holds a position by creating the relationship infotype record between the employee and the position.

IT1002 – Descriptions: information stored is for reference only and cannot be reported on.

IT1005 – Planned Compensation: allows assignment of salary information to specific position (37.5, 40, or hourly).

IT1007 – Vacancy: used to identify positions that are currently vacant.

IT1008 – Account Assignment: specifies cost center settings for the organizational unit and position.

IT1013 – Employee Group/Subgroup: allows the system to check Personnel Administration and Organizational Management to be sure the employee assignments and work schedules are consistent.

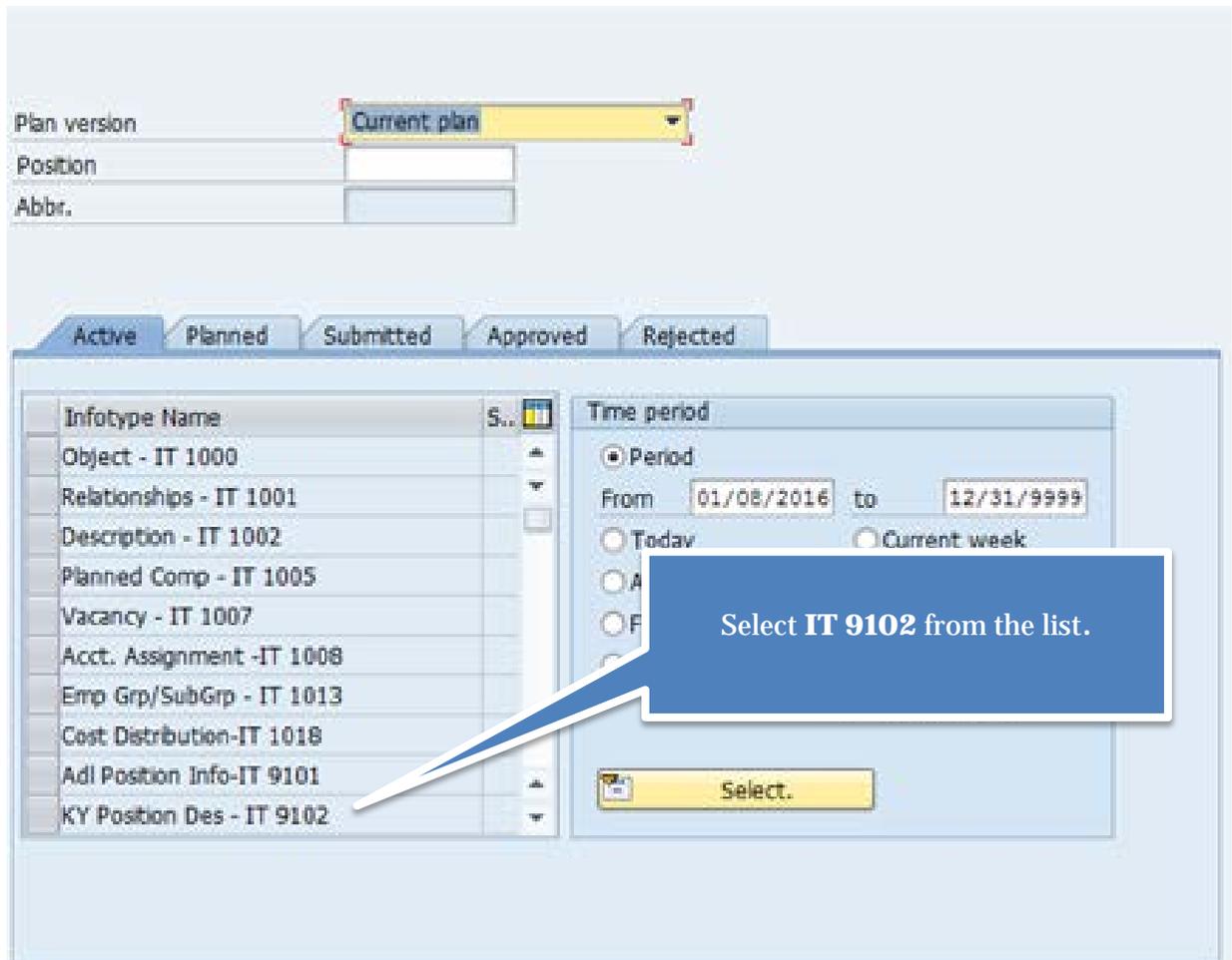
IT1018 – Cost Distribution: allows the distribution of costs across multiple cost centers. The portion of costs to be distributed to the cost center may be entered. If the object is assigned to a master cost center, the leftover share will be written to this cost center.

IT9101 – Additional Position Info: stores information related to “included in cap,” unclassified status, function group, work county, working title (for unclassified only), position hours, and position fund.

IT 9102 – KY Position Description

Printing a Position Description

IT 9102 – KY Position Description



Plan version: Current plan

Position:

Abbr.:

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S...
Object - IT 1000	
Relationships - IT 1001	
Description - IT 1002	
Planned Comp - IT 1005	
Vacancy - IT 1007	
Acct. Assignment -IT 1008	
Emp Grp/SubGrp - IT 1013	
Cost Distribution-IT 1018	
Adl Position Info-IT 9101	
KY Position Des - IT 9102	

Time period

Period
From: 01/08/2016 to: 12/31/9999

Today Current week

A F

Select.

Select IT 9102 from the list.

Enter position number. Select ALL. Click on KY Position Des – IT9102. Select Overview.

Overview

Plan version: **Current plan**

Position: **1111111** Cabinet Ed & Training Coordinator

Abbr.: **93150V15051**

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S.
Planned Comp - IT 1005	✓
Vacancy - IT 1007	✓
Acct. Assignment -IT 1008	✓
Emp Grp/Sub-Grp - IT 1013	✓
Cost Distribution-IT 1018	✓
Adl Position Info-IT 9101	✓
KY Position Des - IT 9102	✓

Time period

Period

From: **01/01/1800**

Today

All

From curr.date

To current date

Current week

Current month

Last week

Last month

Current Year

Select.

Select Position Description (PD) you would like to view. Click the choose button.

Choose button

93150V15051 Cabinet Ed & Training Coordinator

Active

Find by

- Position
 - Search Term
 - Structure Search

KY Position Des - IT 9102

End Date	Start date	A	A	S	L	F	H	h	P	K	D	V	Additional Field1	A	A
12/31/9999	01/01/2014	X	X						X	X	X				
02/28/2014	12/01/2012	X	X						X	X	X				
11/30/2012	11/13/2012	X	X						X	X	X				

The current record will have an End Date of 12/31/9999

PD content is displayed.

KY Position Des - IT 9102

Statement of Duties: Briefly state the main function of the job.

Organizes, develops and conducts personnel related training programs for the Personnel Cabinet and other duties as assigned.

Li 1, Co 1 Ln 1 - Ln 2 of 2 lines

List up to (7) primary tasks and duties performed by this position. Begin with the most important duty.

Task No:1

Organizes, develops, revises and conducts training courses for KHRIS, COS Information Resources and other specialized personnel programs. Develops and maintains structured training materials to ensure information is up-to-date and technology resources/requirements are met. Meets and works with related functional and business area subject matter experts in the development or revision of

Li 1, Co 1 Ln 1 - Ln 5 of 5 lines

Select print icon to save PD to your computer and view in PDF or print for viewing.

Print Icon

Des - IT 9102

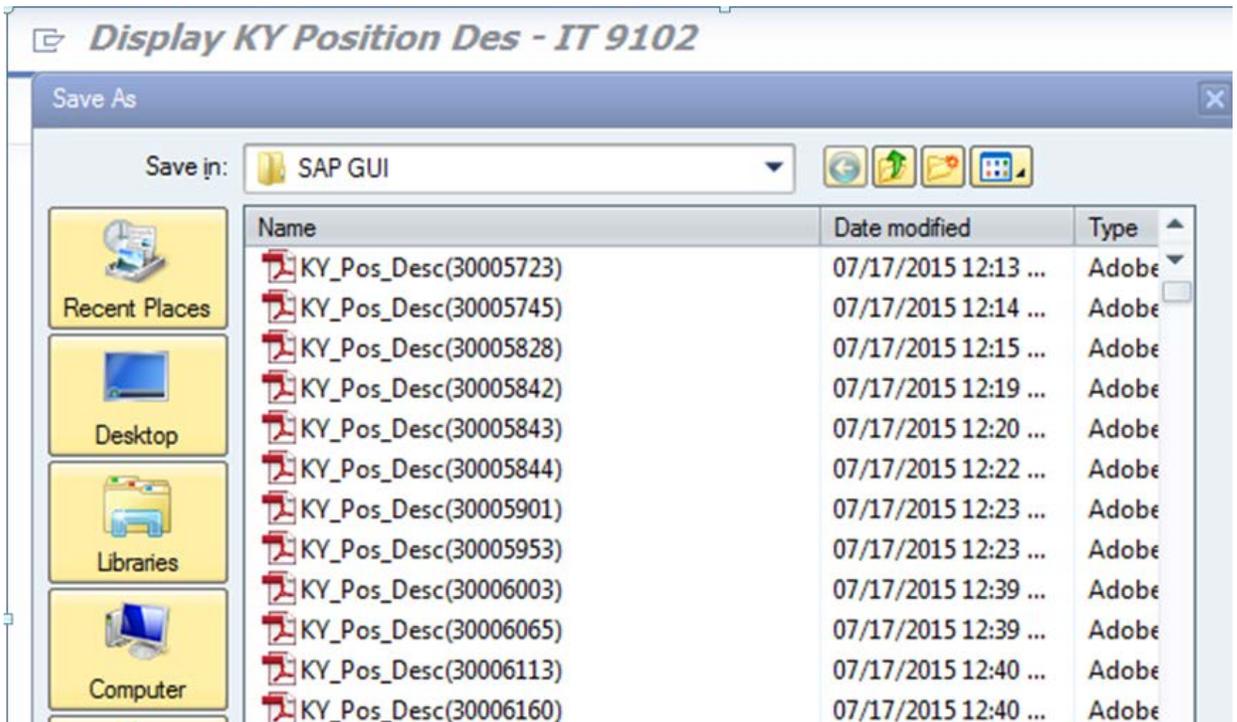
Position	93150V15051 ...	Cabinet Ed & Training Coordinator
Planning Status	Active	
Validity	03/01/2014	to 12/31/9999

Display

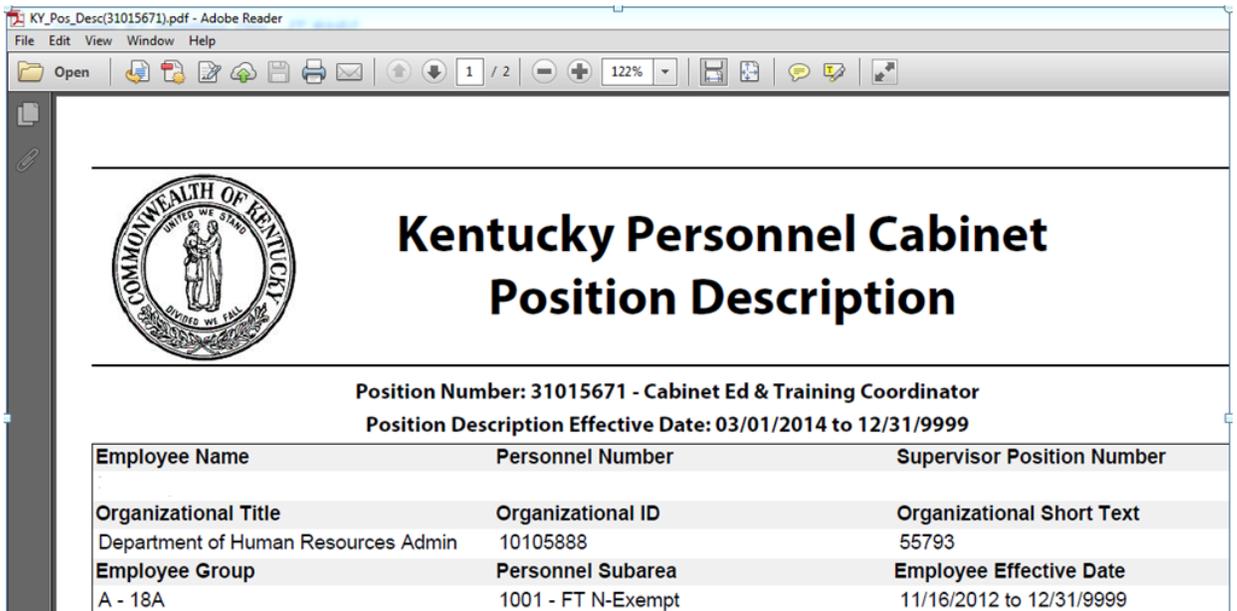
KY Position Des - IT 9102

Statement of Duties: Briefly state the main function of the job.

Select appropriate location to save to your computer. Select Save.

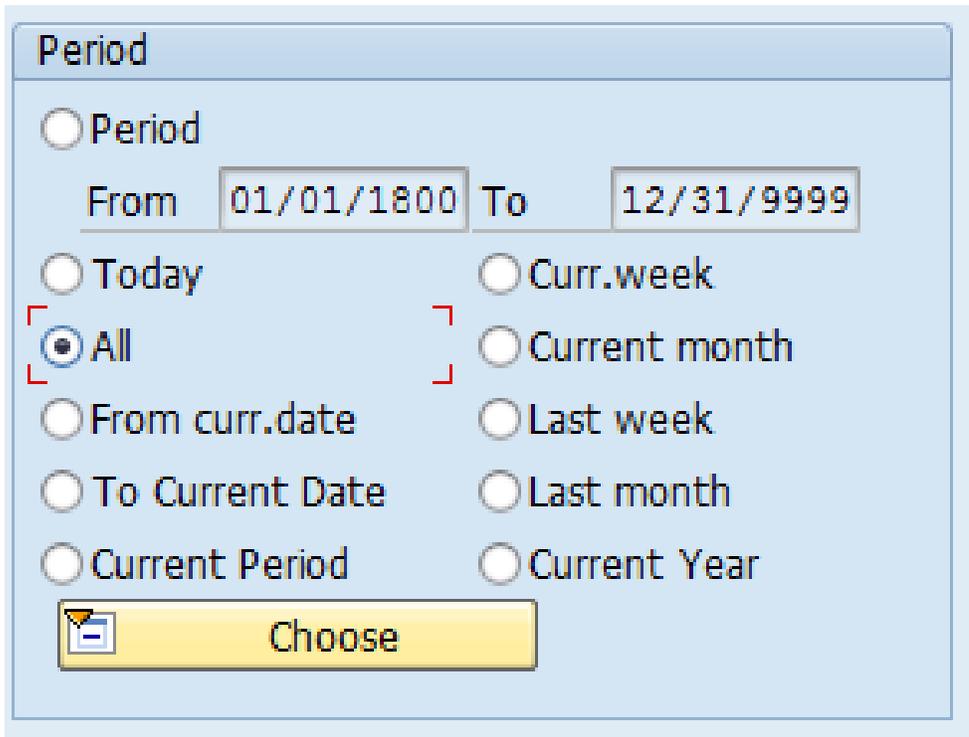


PD will launch in PDF format. You can view electronically, delete, or print from this screen.



Period

There are various options regarding the time frame to use when displaying an infotype. It is important when viewing infotypes to ensure the appropriate time frame is selected. If an infotype does not display, it could be because it was not valid during the time period we selected. Some infotypes only display if the All option has been selected.



The screenshot shows a dialog box titled "Period" with a light blue background. At the top, there is a radio button labeled "Period". Below it are two text input fields: "From" containing "01/01/1800" and "To" containing "12/31/9999". A group of radio buttons is enclosed in a red dashed box. The options in this group are: "Today", "All" (which is selected), "From curr.date", "To Current Date", "Current Period", "Curr.week", "Current month", "Last week", "Last month", and "Current Year". At the bottom of the dialog is a yellow button with a document icon and the text "Choose".