

## Introduction

Use this procedure to request the maintenance of a position within SAP and to process the request.

## Process

This task is a part of the Organizational Management process.

## Trigger

Perform this procedure when an existing needs to be changed.

## Prerequisites

- The position must already exist in SAP.

## Menu Path

Use the following menu path to begin this transaction:

- To initiate the request: **BUworks Central → Manager Self-Service → Organization → Organization Management Actions**
- To track the request: **BUworks Central → Manager Self-Service → Organization Team**
- To validate and approve the request: **BUworks Central → Worklist**

## Transaction Code

None

## Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Review the position you need to maintain using your Organizational Profile, obtain the ID of the position (8 digit number), understand the current attributes, and impacts of the change.
- Initiators may alter the same information they entered in the *Create Position Form* and propose a stipend if the position is filled. Therefore, if you would like to request the change of an attribute handled by Compensation, Organizational Management, or Budget, you enter your request in the provided **Comment** field.
- As this is a new process, provide details of your request in the comment section.
- If a data correction needs to be made on the position, contact Human Resources to address the correction. A maintain position request does not need to be submitted.
- There is no save feature for this form, If you exit the form or the form times out, you will lose the entered data.
- Note the effective date. This is when the position change will become active. Until then you will not be able to see the changes on the position in the org profile or hire someone into the position (if a posting indicator is requested).
- Also included in this procedure is a portion of the workflow involved and the results once they are approved.

## Reports

None

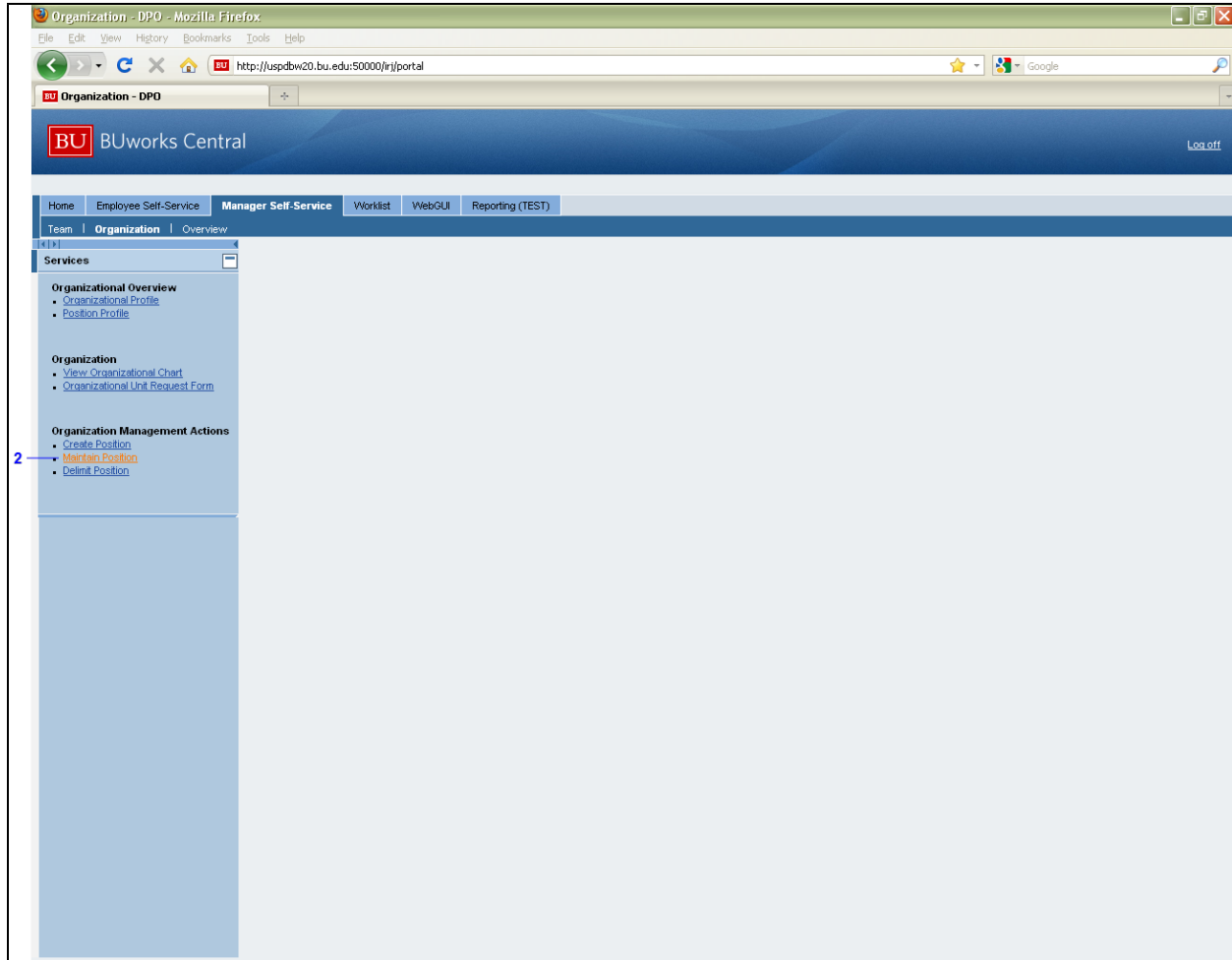


For this demonstration, the position of 50002343 (Assistant to Dean) will change from staff exempt full-time, to staff exempt part-time.

## Procedure

1. Start the transaction using the appropriate form name, portal, or transaction code.

### Manager Self-Service



2. Click the **Maintain Position** link to go to the *Maintain Position* screen.

## Maintain Position

Maintain Position - DPO - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://uspdhw20.bu.edu:50000/irj/portal

BU Maintain Position - DPO

BU BUworks Central Log off

Home Employee Self-Service **Manager Self-Service** Worklist WebGUI Reporting (TEST)

Team **Organization** Overview

**Maintain Position**

Maintain Position

Position:  [Select Position](#)

3. Click in the **Position** field.

## Maintain Position

4. As required, complete/review the following fields:

Field	R/O/C	Description
Position	Required	Describes the specific duties and requirements for which an employee is responsible.  <b>Example:</b> 50002343

## Maintain Position

Maintain Position - DPO - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://uspbw20.bu.edu:50000/irj/portal

BU Maintain Position - DPO

BU BUworks Central Log off

Home Employee Self-Service **Manager Self-Service** Worklist WebGUI Reporting (TEST)

Team **Organization** Overview


**Maintain Position**

Maintain Position

Position: 50002343 **Select Position**

5. Click the **Select Position** button **Select Position** to open the position form.

## Maintain Position

6. Click the **Additional Tabs** button  to view a list of all of the available tabbed regions.



All current information on the position is presented in tabs. The tabs contain the same data as the tabs in the *Create Position Form*. To navigate the tabs use the left/right arrow keys.



The main header of the Form contains the current view, Position ID, Position Title, and the validity date. The sub-headings divide the Form into the current position details (left) and the new position details(Right).

## Maintain Position

The screenshot displays the 'Maintain Position' web application in a Mozilla Firefox browser. The application is titled 'Maintain Position - DPO' and is part of the 'BUworks Central' system. The interface is divided into two main sections: 'Current Position Data' and 'New Position Data'. Both sections have a tabbed interface with tabs for 'Overview', 'Position Details', 'Cost Distribution', 'Description Details', and 'Essential Functions'. The 'Position Details' tab is selected in both sections. The 'Current Position Data' section shows details for a position titled 'Assistant to the Dean' with a maximum salary of 78,000.00. The 'New Position Data' section shows a form for entering new position details, including organizational unit, job, and position long name. A blue line with the number '7' points to the 'Position Details' tab in the 'Current Position Data' section.

7. Select the appropriate tabbed region from the list.



You can review other information related to this position by clicking the appropriate tab.

For this scenario, you will view the current tabbed region of *Position Details*.



## Maintain Position - DPO

**Maintain Position - DPO**

Home Employee Self-Service **Manager Self-Service** Worklist WebGUI Reporting (TEST)

Team Organization Overview

**Maintain Position**

Maintain Position: Department View - 50002343 - ASSISTANT TO DEAN - Start: 01/01/1900 End: 12/31/9999

**Current Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Position Detail**

Organizational Unit: 10000543 052050 Office of Dean of Students  
Job: 20050124 WP3\_PA\_ADIR WP3\_PA\_Assistant Director  
Position Long Name: Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position  
☐ Time Administrator Position  
☐ Obsolete Position

Maximum Salary Amount: 78,000.00

Previous Comments:

Comments:

**New Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Position Details**

Effective Date: \*

Organizational Unit: 10000543 Select OrgUnit 052050 Office of Dean of Students  
Job: 20050124 Select Job WP3\_PA\_ADIR WP3\_PA\_Assistant Director  
Position Long Name: Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position?  
☐ Time Administrator Position?  
☐ Obsolete Position

Maximum Salary Amount: 78,000.00

8. Click in the **Effective Date** field.

## Maintain Position

9. As required, complete/review the following fields:

Field	R/O/C	Description
Effective Date	Required	The date the action becomes effective. <b>Example:</b> 6/15/2011

## Maintain Position - DPO

10. Click in the **Maximum Salary Amount** field.

## Maintain Position

11. As required, complete/review the following fields:

Field	R/O/C	Description
Maximum Salary Amount	Required	The maximum salary amount to be paid to the employee in this position. <b>Example:</b> 39,000.00



In the **New Position Data** section, only the tabs with data for which you are allowed to propose a change are presented. The information from the current position defaults into each field.

## Maintain Position

**Maintain Position - DPO - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://uspdw20.bu.edu:50000/irj/portal

**BU** Maintain Position - DPO

**BU** BUworks Central [Log off](#)

Home Employee Self-Service **Manager Self-Service** Worklist WebGUI Reporting (TEST)

Team Organization Overview

**Maintain Position**

**Maintain Position: Department View - 50002343 - ASSISTANT TO DEAN - Start: 01/01/1900 End: 12/31/9999**

**Current Position Data**

**Overview**

Position Details Cost Distribution Description Details Essential Functions

**Position Detail**

Organizational Unit: 10000543 052050 Office of Dean of Students  
Job: 20050124 WP3\_PA\_ADIR WP3\_PA\_Assistant Director  
Position Long Name:  
Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position  
☐ Time Administrator Position  
☐ Obsolete Position

Maximum Salary Amount: 78,000.00

Previous Comments:

Comments:

**New Position Data**

**Overview**

Position Details Cost Distribution Description Details Essential Functions

**Position Details**

Effective Date: 06/15/2011

Organizational Unit: 10000543 [Select OrgUnit](#) 052050 Office of Dean of Students  
Job: 20050124 [Select Job](#) WP3\_PA\_ADIR WP3\_PA\_Assistant Director  
Position Long Name:  
Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position?  
☐ Time Administrator Position?  
☐ Obsolete Position

Maximum Salary Amount: 39,000.00

12

12. As required, complete/review the following fields:

Field	R/O/C	Description
Comments	Required	Explanation or more information related to the transaction. <b>Example:</b> position is part-time 50%. max salary only data change



Entering comments helps speed along the process and ensures subsequent information is updated accordingly.

## Maintain Position

**Maintain Position - DPO - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://uspdhw20.bu.edu:50000/iri/portal

**BU** Maintain Position - DPO

**BU** BUworks Central [Log off](#)

Home Employee Self-Service **Manager Self-Service** Worklist WebGUI Reporting (TEST)

Team Organization Overview

**Maintain Position**

**Position Detail**

Organizational Unit: 10000543 052050 Office of Dean of Students  
Job: 20050124 WP3\_PA\_ADIR WP3\_PA\_Assistant Director  
Position Long Name: Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position  
☐ Time Administrator Position  
☐ Obsolete Position

Maximum Salary Amount: 78,000.00

**Position Details**

Effective Date: 06/15/2011

Organizational Unit: 10000543 [Select OrgUnit](#) 052050 Office of Dean of Students  
Job: 20050124 [Select Job](#) WP3\_PA\_ADIR WP3\_PA\_Assistant Director  
Position Long Name: Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position  
☐ Time Administrator Position  
☐ Obsolete Position

Maximum Salary Amount: 39,000.00

Previous Comments:

Comments:  
position is part-time 50%. max salary only data change

[Submit](#) [Exit](#)

13. Click the **Submit** button  to move the request forward.

## Maintain Position


The screenshot shows the 'Maintain Position' form in the BUworks Central system. The form is displayed in a Mozilla Firefox browser window. The title bar of the browser is 'Maintain Position - DPO - Mozilla Firefox'. The address bar shows the URL 'http://uspdhw20.bu.edu:50000/iri/portal'. The BUworks Central logo is visible in the top left corner. The navigation bar includes links for Home, Employee Self-Service, Manager Self-Service, Worklist, WebGUI, and Reporting (TEST). The 'Maintain Position' form is the main content area. It contains the following fields and options:

- Position Long Name:** Assistant to the Dean
- Organizational Unit:** 10000543 (Office of Dean of Students)
- Job:** 20050124 (VP3\_PA\_ADR VP3\_PA\_Assistant Director)
- Position Long Name:** Assistant to the Dean
- Maximum Salary Amount:** 78,000.00
- Maximum Salary Amount:** 39,000.00
- Previous Comments:**
- Comments:** position is part-time 50%. max salary only data change
- Checkboxes:**
  - ☐ Managing Position?
  - ☐ Post Position?
  - ☐ Temporary Position
  - ☐ Payroll Coordinator Position
  - ☐ Time Administrator Position
  - ☐ Obsolete Position

At the bottom of the form, there are two green check marks indicating successful submission:

- ☒ The 'Position Request' was routed to the HR/COMP department.
- ☒ Please click EXIT to exit the window.

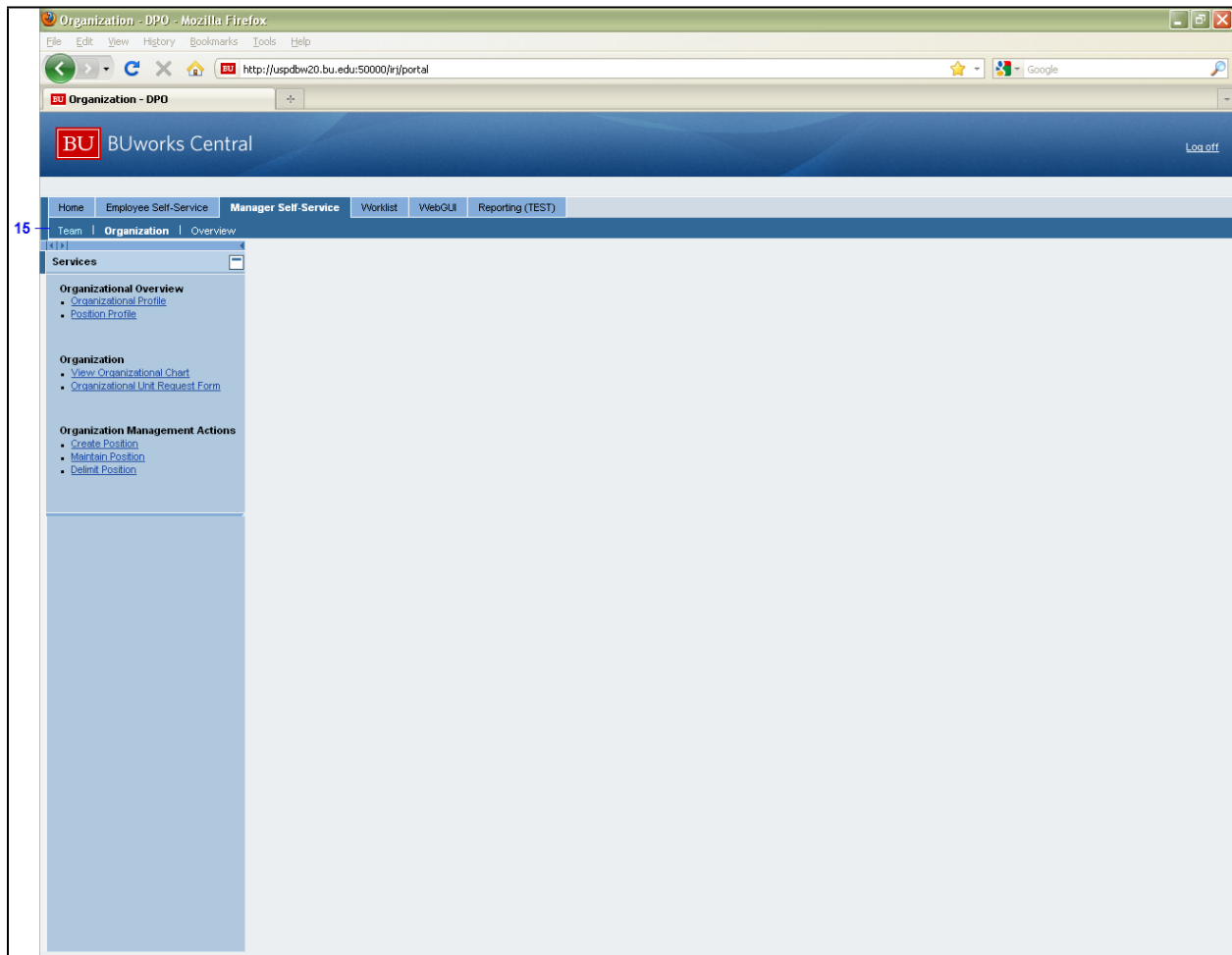
A blue arrow points to the 'Exit' button, which is labeled 'Exit' and has a red 'X' icon.

14. Click the **Exit** button  to close the window.



When the submission is successful, messages appear at the bottom of the screen with green check marks.

## Manager Self-Service



15. Click the **Team** tab **Team** to track the request.



## Team

Team - DPO - Mozilla Firefox

http://uspdw20.bu.edu:50000/irj/portal

BUworks Central

Home Employee Self-Service **Manager Self-Service** Worklist WebGUI Reporting (TEST)

Team Organization Overview

Services

Employee Information  
General Information

Employee Working Times  
Approve Time Sheet Data

Hiring Forms  
Personnel Actions

**Request Tracking**

Tracking Number	Initiator	Request Type	Affected Person/Object	Request Date	Status	Current Agent	Last Action Date	Date Completed
600001397	PAULOMI	Maintain Position	50002343 - ASSISTANT TO DEAN	06/14/2011	Submitted	COMP_RM	06/14/2011	
600001395	PAULOMI	Maintain Position	50051534 - Administrator	06/14/2011	Completed		06/14/2011	06/14/2011
600001394	PAULOMI	Maintain Position	50050989 - Administrative Coordinator	06/14/2011	Completed		06/14/2011	06/14/2011
600001393	PAULOMI	Maintain Position	50050989 - Administrative Coordinator	06/14/2011	Submitted	COMP_RM	06/14/2011	
600001384	PAULOMI	Maintain Position	50050989 - Administrative Coordinator	06/14/2011	Completed		06/14/2011	06/14/2011
600001373	PAULOMI	Create Position	New Position, Name TBD	06/10/2011	Completed		06/10/2011	06/10/2011
600001369	PAULOMI	Maintain Position	50051426 - Human Resources Test Position	06/09/2011	Submitted	BUDGET_RM	06/09/2011	
600001368	PAULOMI	Maintain Position	50051426 - Human Resources Test Position	06/09/2011	Submitted	COMP_RM	06/09/2011	

Display History Display Form Refresh

**Team Calendar**

**Critical Error**

A critical error has occurred. Processing of the service was terminated. Unsaved data has been lost. Contact your system administrator.

**User PAULOMI does not exist in this period**

User PAULOMI does not exist in this period

```
com.sap.pculgpx.xsrfpm.java.FPMRuntimeException: User PAULOMI does not exist in this period
    at com.sap.pculgpx.xsrfpm.java.MessageManager.raiseException(MessageManager.java:112)
    at com.sap.pculgpx.xsrfpm.java.MessageManager.raiseException(MessageManager.java:122)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeGroupInfo.init(InternalEmployeeGroupInfo.java:140)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeGroupInfo.init(InternalEmployeeGroupInfo.java:183)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeServices.initPernr(FcEmployeeServices.java:270)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeServices.onInit(FcEmployeeServices.java:226)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeServices.onInit(InternalEmployeeServices.java:273)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeServicesInterface.onInit(InternalEmployeeServicesInterface.java:135)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeServicesInterface.onInit(InternalEmployeeServicesInterface.java:198)
    at com.sap.pculgpx.xsrfpm.pernr.wdp.InternalEmployeeServicesInterface.onInit(InternalEmployeeServicesInterface.java:258)
    at com.sap.pculgpx.xsrfpm.wd.FPMComponent$FPM.attachComponentToUsage(FPMComponent.java:922)
    at com.sap.pculgpx.xsrfpm.wd.FPMComponent$FPM.attachComponentToUsage(FPMComponent.java:891)
    at com.sap.pculgpx.xsrfpm.wd.FPMComponent$FPMProxy.attachComponentToUsage(FPMComponent.java:1084)
    at com.sap.xss.ser.tecl.vc.VcTeamCalendarInterface.onInit(VcTeamCalendarInterface.java:206)
    at com.sap.xss.ser.tecl.vc.VcTeamCalendarInterface.onInit(InternalVcTeamCalendarInterface.java:271)
    at com.sap.xss.ser.tecl.vc.VcTeamCalendarInterface.onInit(InternalVcTeamCalendarInterface.java:444)
    at com.sap.pculgpx.xsrfpm.wd.FPMComponent.doProcessEvent(FPMComponent.java:564)
    at com.sap.pculgpx.xsrfpm.wd.FPMComponent.doEventLoop(FPMComponent.java:438)
    at com.sap.pculgpx.xsrfpm.wd.FPMComponent.wdDoInit(FPMComponent.java:196)
    at com.sap.pculgpx.xsrfpm.wd.wdDoInit(FPMComponent.java:110)
    at com.sap.tc.webdynpro.progmodel.generator.DelegatingComponent.doInit(DelegatingComponent.java:108)
    at com.sap.tc.webdynpro.progmodel.controller.Controller.initController(Controller.java:215)
```

16. Click the appropriate tracking number to view additional information.



The *Request Tracking* screen provides you with a tracking number for your request. Note this number if you have any questions for subsequent reviewers. Also, you can refer to the value in the **Current Agent** field to find out which group currently has the request in their queue.

## Worklist

**Worklist - DPO - Mozilla Firefox**

http://uspdw20.bu.edu:50000/iri/portal

**BUworks Central** [Log off](#)

Home Employee Self-Service Manager Self-Service Reporting Procurement **Worklist** WebGUI

An error occurred while trying to connect to the provider [Click for details](#)

Tasks (2 / 2) Alerts Notifications

Show: New and In Progress Tasks (2 / 2) All [Show Filters Hide Preview Refresh](#)

Subject	From	Sent	Due	Status
<a href="#">Edit Form: Maintain Position (ASSISTANT TO DEAN) #600001397</a>	Joshi, Paulomi	Today		New
<a href="#">Edit Form: Maintain Position (Administrative Coordinator) #600001388</a>	MSS_TEST_2,	Today		New

Row 1 of 2

[Cancel Assignment](#) [Manager Substitution](#)

**Edit Form: Maintain Position (Administrative Coordinator) #600001388**

Sent: Today by MSS\_TEST\_2, Status: New  
Priority: Normal

Choose one of the decision options given. This completes the processing of this step.

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also create your own attachments.  
If you choose Cancel, the user decision remains in your inbox for processing.

**Attachments**

Type	Title
	<a href="#">General Notification: Maintain Position</a>



[Launch WebDynpro](#) [Resubmit](#) [Forward](#) [Assign To Me](#)

**You can also:**

- [Display Details in SAP GUI](#)
- [Manage Attachments](#)
- [Create Ad-Hoc Request](#)
- [View History](#)

17. Select the appropriate request link from the **Subject** section to continue processing the request.

## Task

18. Select the **HR Comp Data** tab  from the additional tabs button  to view additional HR information.



Compensation is presented with a similar form as the initiator; however, the **New Position Data** section now includes all the data they are allowed to update.

## Task

19. Select the **Staff-Exempt PT** menu item from the **Employee Group** drop-down menu.



To begin, the comments and data changed by the initiator are reviewed. Then, relevant compensation data is updated.

## Task

Task - DPO - Mozilla Firefox

http://uspdw20.bu.edu:50000/irj/servlet/prt/portal/prt/eventname/Navigate/prtroot/pcd/3aportal\_content/2fevery\_user/2fgeneral/2fdefaultDesktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: HR/Comp View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

**Overview**

Position Requirements | HR Comp Data | Additional OM Data | Budget Data

**Enterprise Structure Assignment**

Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assigned to Job: 20050124 VWP3\_PA\_ADIR  
VWP3\_PA\_Assistant Director

**Personnel Structure Assignment**

Employee Group: Staff-Exempt FT  
Employee Subgroup: Admin >SG  
Reasonable Assurance:

**Planned Compensation Details**

Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 To: 00  
Maximum Salary Amount: 79,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

**New Position Data**

**Overview**

Position Requirements | HR Comp Data

**Enterprise Structure Assignment**

Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assign Position to a new Job: 20050124 [Select Job](#) VWP3\_PA\_ADIR  
VWP3\_PA\_Assistant Director

**Personnel Structure Assignment**

Employee Group: Staff-Exempt PT  
Employee Subgroup: Admin >SG  
Reasonable Assurance: No

**Planned Compensation Details**

Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 | 75,000.00 - 500,000.00 To: 00 | 75,000.00 - 500,000.00  
Maximum Salary Amount: 39,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

Previous Comments:  
PAULOM (Department)06/14/2011 18:53:29  
position is part-time 50% - max salary only data change

Comments:

[Submit](#) [Exit](#)

20. Click in the **Comments** field.

## Task

Task - DPO - Mozilla Firefox  
http://uspdw20.bu.edu:50000/irj/servlet/prt/portal/prt/eventname/Navigate/prtroot/pcd/3aportal\_content/2fevery\_user/2fgeneral/2fdefaultDesktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: HR/Comp View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

**Overview**

Position Requirements HR Comp Data Additional OM Data Budget Data

**Enterprise Structure Assignment**

Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assigned to Job: 20050124 WIP3\_PA\_ADIR  
WIP3\_PA\_Assistant Director

**Personnel Structure Assignment**

Employee Group: Staff-Exempt FT  
Employee Subgroup: Admin >SG  
Reasonable Assurance:

**Planned Compensation Details**

Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 To: 00  
Maximum Salary Amount: 79,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

**New Position Data**

**Overview**

Position Requirements HR Comp Data

**Enterprise Structure Assignment**

Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assign Position to a new Job: 20050124 [Select Job](#) WIP3\_PA\_ADIR  
WIP3\_PA\_Assistant Director

**Personnel Structure Assignment**

Employee Group: Staff-Exempt PT  
Employee Subgroup: Admin >SG  
Reasonable Assurance: No

**Planned Compensation Details**

Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 | 75,000.00 - 500,000.00 To: 00 | 75,000.00 - 500,000.00  
Maximum Salary Amount: 39,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

Previous Comments:  
PAULOM (Department)06/14/2011 18:53:29  
position is part-time 50% - max salary only data change

Comments:

[Submit](#) [Exit](#)

21. As required, complete/review the following fields:

Field	R/O/C	Description
Comments	Required	Explanation or more information related to the transaction. <b>Example:</b> EG updated

## Task

Task - DPO - Mozilla Firefox

http://uspdw20.bu.edu:50000/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd/3aportal\_content/2fevery\_user/2fgeneral/2fdefaultDesktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: HR/Comp View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

**Overview**

Position Requirements HR Comp Data Additional OM Data Budget Data

**Enterprise Structure Assignment**

Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assigned to Job: 20050124 VWP3\_PA\_ADIR  
VWP3\_PA\_Assistant Director

**Personnel Structure Assignment**

Employee Group: Staff-Exempt FT  
Employee Subgroup: Admin >SG  
Reasonable Assurance: No

**Planned Compensation Details**

Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 To: 00  
Maximum Salary Amount: 79,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

**New Position Data**

**Overview**

Position Requirements HR Comp Data

**Enterprise Structure Assignment**

Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assign Position to a new Job: 20050124 VWP3\_PA\_ADIR  
VWP3\_PA\_Assistant Director

**Personnel Structure Assignment**

Employee Group: Staff-Exempt PT  
Employee Subgroup: Admin >SG  
Reasonable Assurance: No

**Planned Compensation Details**

Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 | 75,000.00 - 500,000.00 To: 00 | 75,000.00 - 500,000.00  
Maximum Salary Amount: 39,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

Previous Comments:

PAULOM (Department)06/14/2011 18:53:29  
position is part-time 50% - max. salary only data change

Comments:

EG updated

22. Click the **Submit** button to move the request forward.



The request can also be cancelled if it should not be moved forward in the workflow.

## Task

Task - DPO - Mozilla Firefox  
http://uspbw20.bu.edu:50000/irj/servlet/prtportal/prtventname/Navigate/prtroot/pcdl3aportal\_content/2fevery\_user/2fgeneral/2fdefaultDesktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: HR/Comp View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview  
Position Requirements HR Comp Data Additional OM Data Budget Data

**Enterprise Structure Assignment**  
Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assigned to Job: 20050124 WIP3\_PA\_ADIR  
WIP3\_PA\_Assistant Director

**Personnel Structure Assignment**  
Employee Group: Staff-Exempt FT  
Employee Subgroup: Admin >SG  
Reasonable Assurance:

**Planned Compensation Details**  
Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 To: 00  
Maximum Salary Amount: 79,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

**New Position Data**

Overview  
Position Requirements HR Comp Data

**Enterprise Structure Assignment**  
Personal Area: Charles River Campus  
Personal Subarea: NREP-Staff  
Assign Position to a new Job: 20050124 Select Job WIP3\_PA\_ADIR  
WIP3\_PA\_Assistant Director

**Personnel Structure Assignment**  
Employee Group: Staff-Exempt PT  
Employee Subgroup: Admin >SG  
Reasonable Assurance: No

**Planned Compensation Details**  
Pay Grade Type: Staff Exempt  
Pay Grade Area: Boston  
Pay Grade: AP89  
Pay Grade Level: 00 | 75,000.00 - 500,000.00 To: 00 | 75,000.00 - 500,000.00  
Maximum Salary Amount: 39,000.00  
Time Unit: Annually  
Salary Amount: 75,000.00 To: 500,000.00

Previous Comments:  
PAULOM (Department)06/14/2011 18:53:29  
position is part-time 50% max salary only data change

Comments:  
EG updated

23 Submit Exit

The 'Position Request' was routed to the HR/OM department.  
Please click EXIT to exit the window.

23. Click the **Exit** button  to close the screen.



A routing message appears at the bottom of the screen. The request is now with Organizational Management.



## Worklist

Worklist - DPO - Mozilla Firefox

http://uspdhw20.bu.edu:50000/iri/portal

BUworks Central

Log off

Home Employee Self-Service Manager Self-Service Reporting Procurement **Worklist** WebGUI

An error occurred while trying to connect to the provider [Click for details](#)

Tasks (2/2) Alerts Notifications

Show: New and In Progress Tasks (2/2) All

Show Filters Hide Preview Refresh

Subject	From	Sent	Due	Status
<a href="#">Edit Form: Maintain Position (ASSISTANT TO DEAN) #600001397</a>		Today		New
<a href="#">Edit Form: Maintain Position (Administrative Coordinator) #600001388</a>	MSS_TEST_2	Today		New

Row 1 of 2

[Cancel Assignment](#) [Manager Substitution](#)

**Edit Form: Maintain Position (Administrative Coordinator) #600001388**

Sent: Today by MSS\_TEST\_2 Status: New

Priority: Normal

Choose one of the decision options given. This completes the processing of this step.

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also create your own attachments.

If you choose Cancel, the user decision remains in your inbox for processing.

**Attachments**

Type	Title
General Notification	Maintain Position


[Launch WebDynpro](#) [Resubmit](#) [Forward](#) [Assign To Me](#)

**You can also:**

- [Display Details in SAP GUI](#)
- [Manage Attachments](#)
- [Create Ad-Hoc Request](#)
- [View History](#)

**24.** Select the appropriate request link from the **Subject** section to continue processing the request.

## Task

- 25.** Select the **Description Details** item from the **Additional Tabs** button  to view additional information.



The form appears the same, except an additional tab appears in the **New Position Data** section.

## Task

Task - DPO - Mozilla Firefox

http://uspdw20.bu.edu:50000/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd/3aportal\_content/2fevery\_user/2fgeneral/2fdefaultDesktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: OM View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Position Description Details**

General Description Blurb: \*

The assistant dean works closely with the dean and senior management to accomplish yearly goals. The assistant dean also works with departments, guiding them as necessary.

**New Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Job Description Details**

General Description Blurb:

**Position Description Details**

General Description Blurb: \*

The assistant dean works closely with the dean and senior management to accomplish yearly goals. The assistant dean also works with departments, guiding them as necessary.

Previous Comments:

PAULOMI (Department)06/14/2011 18:53:29  
position is part-time 50% - max salary only data change

MSS\_TEST\_2 (HRComp)14.06.2011 18:56:23  
EG updated

Comments:

Submit Exit

26. Click in the **Comments** field.



Not all data is available for edit by Organizational Management. For example, the position description cannot be changed.

27. As required, complete/review the following fields:

Field	R/O/C	Description
Comments	Required	Explanation or more information related to the transaction. <b>Example:</b> Short text updated

## Task

28. Click the **Submit** button  to continue processing the request.



The comments and any data for which Organizational Management is responsible are reviewed.

## Task

Task - DPO - Mozilla Firefox

http://uspdbw20.bu.edu:50000/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd/3aportal\_content/2fevery\_user/2fgeneral/2fdefaultDesktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: OM View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview

Position Requirements HR Comp Data Additional OM Data Budget Data

**Additional Position Data**

Position Name: \* 1179329997

Position Abbreviation: \* ASSISTANT TO DEAN

**Previous Comments:**

PAULOM (Department)06/14/2011 18:53:29  
position is part-time 50%. max. salary only data change  
\*  
MSS\_TEST\_2 (HRComp)14.06.2011 18:56:23  
EO updated  
\*

**Comments:**

Short text updated

29

☒ The 'Position Request' was routed to the Budget department.

☒ Please click EXIT to exit the window.

29. Click the **Exit** button .



The form is now routed to Budget.

## Worklist - DPO

**Worklist - DPO - Mozilla Firefox**

http://uspdBW20.bu.edu:50000/iri/portal

**BUworks Central** [Log off](#)

Home Employee Self-Service Manager Self-Service Reporting Procurement **Worklist** WebGUI

An error occurred while trying to connect to the provider [Click for details](#)

Tasks (2 / 2) Alerts Notifications [Show Filters](#) [Hide Preview](#) [Refresh](#)

Show: New and In Progress Tasks (2 / 2) All

Subject	From	Sent	Due	Status
<a href="#">Edit Form: Maintain Position (ASSISTANT TO DEAN) #600001397</a>		Today		New
<a href="#">Edit Form: Maintain Position (Administrative Coordinator) #600001388</a>	MSS_TEST_2,	Today		New

Row 1 of 2

[Cancel Assignment](#) [Manager Substitution](#)

**Edit Form: Maintain Position (Administrative Coordinator) #600001388**

Sent: Today by MSS\_TEST\_2, Status: New  
Priority: Normal

Choose one of the decision options given. This completes the processing of this step.

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also create your own attachments.  
If you choose Cancel, the user decision remains in your inbox for processing.

**Attachments**

Type	Title
	<a href="#">General Notification: Maintain Position</a>

[Launch WebDynpro](#) [Resubmit](#) [Forward](#) [Assign To Me](#)

**You can also:**  
[Display Details in SAP GUI](#)  
[Manage Attachments](#)  
[Create Ad-Hoc Request](#)  
[View History](#)

**30.** Select the appropriate request link from the **Subject** section to continue processing the request.

## Task

Task - DPO - Mozilla Firefox

http://uspdw20.bu.edu:50000/irj/servlet/prt/portal/prt/eventname/Navigate/prtroot/pcdl3aportal\_content/2fevery\_user/2fgeneral/2fdefault/Desktop/2fframeworkPages/2fframeworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: Budget View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Position Detail**

Organizational Unit: 10000543 052050 Office of Dean of Students  
Job: 20050124 WFP3\_PA\_ADIR WFP3\_PA\_Assistant Director  
Position Long Name:  
Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position  
☐ Time Administrator Position  
☐ Obsolete Position

Maximum Salary Amount: 78,000.00

**New Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Position Details**

Effective Date: 15.06.2011

Organizational Unit: 10000543  052050 Office of Dean  
Job: 20050124  WFP3\_PA\_ADIR WFP3\_PA\_  
Position Long Name:  
Assistant to the Dean

☐ Managing Position?  
☐ Post Position?  
☐ Temporary Position  
☐ Payroll Coordinator Position?  
☐ Time Administrator Position?  
☐ Obsolete Position

Maximum Salary Amount: 39,000.00

Previous Comments:

PAULOMI (Department)06/14/2011 18:53:29  
position is part-time 50%. max. salary only data change  
MSS\_TEST\_2 (HR/Comp)14.06.2011 18:56:23  
EG updated

Comments:

31. Select the **Cost Distribution** item from the additional tabs button to view additional information.



The form appears the same, except an additional tab appears in the **New Position Data** section. Budget is limited to updating cost distributions and budget data. All other data in the **New Position Data** section tab is read-only.

## Task

Task - DPO - Mozilla Firefox

http://uspdw20.bu.edu:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal\_content/2fevery\_user/2fgeneral/2default/Desktop/2frameworkPages/2frameworkpage/2fcom.sap.portal.innerpage/2fcom.sap.portal.contentarea?Na

**Maintain Position: Budget View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Cost Distribution**

Cost Center	Order	WBS Element	Percentage
1061010000			100,00

**New Position Data**

Overview

Position Details Cost Distribution Description Details Essential Functions

**Cost Distribution**

Cost Center	Order	WBS Element	Percentage
1061010000			100,0

Position Details  
Cost Distribution  
Description Details  
Essential Functions  
Position Requirements  
HR Comp Data  
Additional OM Data  
Budget Data

Previous Comments:

PAULOMI (Department)06/14/2011 18:53:29  
position is part-time 50% max salary only data change  
\*  
MSS\_TEST\_2 (HR/Comp)14.06.2011 18:56:23  
EO updated  
\*

Comments:

Submit Exit

32. Select the **Budget Data** item from the additional tabs button to view additional information.



Comments and information on the 2 budget tabs are reviewed.



## Task - DPO

Task - DPO - Mozilla Firefox

http://uspdbw20.bu.edu:50000/irj/servlet/prt/portal/prtEventname/Navigate/prtroot/pcd13aportal\_content12fevery\_user12general2defaultDesktop12frameworkPages12frameworkpage12fcom.sap.portal.innerpage12fcom.sap.portal.contentarea?Na

**Maintain Position: Budget View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview

Position Requirements HR Comp Data Additional OM Data Budget Data

**Position Budget**

Budget Amount: \* 78,000.00 Max Salary: 78,000.00  
 Max. Base Rate Amount: \* 78,000.00  
 CostCenter: \* 1020110000 EXECUTIVE V.P.'S RESERVE

**New Position Data**

Overview

Position Requirements HR Comp Data Additional OM Data Budget Data

**Position Budget**

Budget Amount: 39,000.00 Max Salary: 39,000.00  
 Max. Base Rate Amount: 78,000.00  
 CostCenter: \* 1020110000 EXECUTIVE V.P.'S RESERVE

Previous Comments:

PAULOMI (Department)06/14/2011 18:53:29  
 position is part-time 50%. max salary only data change  
 \*  
 MSS\_TEST\_2 (HRComp)14.06.2011 18:56:23  
 EG updated  
 \*

Comments:

33

Submit Exit

33. Click in the **Comments** field.

## Task

34. As required, complete/review the following fields:

Field	R/O/C	Description
Comments	Required	Explanation or more information related to the transaction. <b>Example:</b> Budget amount adjusted

35. Click the **Submit** button  to move the request forward.

## Task

Task - DPO - Mozilla Firefox

http://uspdbw20.bu.edu:50000/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd13aportal\_content12fevery\_user12general12defaultDesktop12frameworkPages12frameworkpage12fcom.sap.portal.innerpage12fcom.sap.portal.contentarea?Na

**Maintain Position: Budget View - 50002343 - ASSISTANT TO DEAN - Start: 01.01.1900 End: 31.12.9999**

**Current Position Data**

Overview

Position Requirements HR Comp Data Additional OM Data Budget Data

**Position Budget**

Budget Amount: \* 78,000.00 Max Salary: 78,000.00  
Max. Base Rate Amount: \* 78,000.00  
Cost Center: 1020110000 EXECUTIVE V.P.'S RESERVE

**New Position Data**

Overview

Position Requirements HR Comp Data Additional OM Data Budget Data

**Position Budget**

Budget Amount: 39,000.00 Max Salary: 39,000.00  
Max. Base Rate Amount: 78,000.00  
Cost Center: \* 1020110000 EXECUTIVE V.P.'S RESERVE

Previous Comments:

PAULOMI (Department)06/14/2011 18:53:29  
position is part-time 50% max salary only data change  
\*  
MSS\_TEST\_2 (HRComp)14.06.2011 18:56:23  
EG updated  
\*

Comments:

Budget amount adjusted

36 Submit Exit

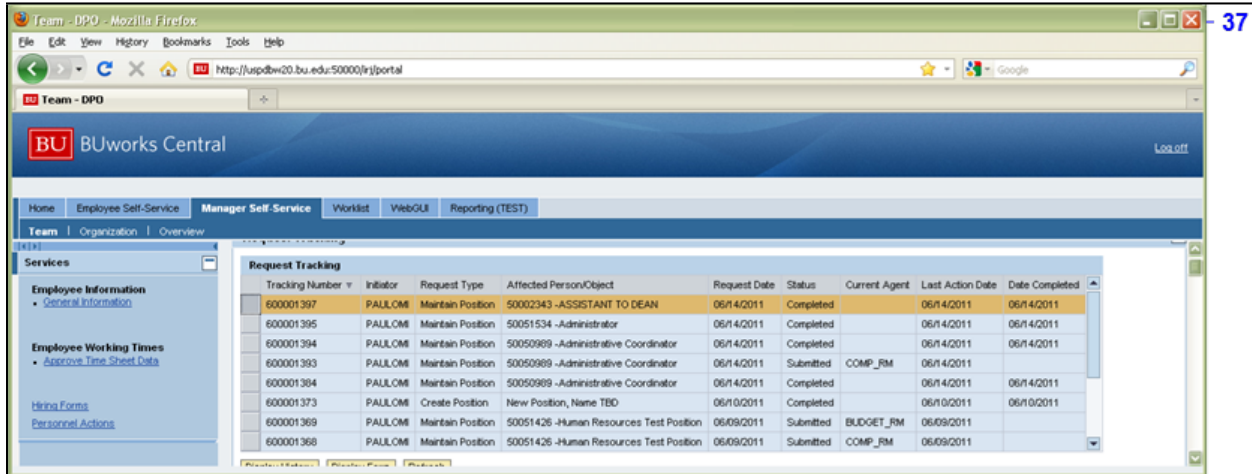
Request has been submitted for Approval.  
Please click EXIT to CLOSE the window.

36. Click the **Exit** button  to close the screen.




After the request is successfully submitted, a routing message appears at the bottom of the screen with green check marks.

## Team



The screenshot shows the BUworks Central interface in a Mozilla Firefox browser. The 'Request Tracking' table is displayed with the following data:

Tracking Number	Initiator	Request Type	Affected Person/Object	Request Date	Status	Current Agent	Last Action Date	Date Completed
600001397	PAULOM	Maintain Position	50002343 - ASSISTANT TO DEAN	06/14/2011	Completed		06/14/2011	06/14/2011
600001395	PAULOM	Maintain Position	50051534 - Administrator	06/14/2011	Completed		06/14/2011	06/14/2011
600001394	PAULOM	Maintain Position	50050989 - Administrative Coordinator	06/14/2011	Completed		06/14/2011	06/14/2011
600001393	PAULOM	Maintain Position	50050989 - Administrative Coordinator	06/14/2011	Submitted	COMP_RM	06/14/2011	
600001394	PAULOM	Maintain Position	50050989 - Administrative Coordinator	06/14/2011	Completed		06/14/2011	06/14/2011
600001373	PAULOM	Create Position	New Position, Name TBD	06/10/2011	Completed		06/10/2011	06/10/2011
600001369	PAULOM	Maintain Position	50051426 - Human Resources Test Position	06/09/2011	Submitted	BUDGET_RM	06/09/2011	
600001368	PAULOM	Maintain Position	50051426 - Human Resources Test Position	06/09/2011	Submitted	COMP_RM	06/09/2011	

37. Click the **Exit** button  to view the updates in the backend system.



After the final approvals are granted, the status changes to **Completed**.

List display with change Employee Group/Subgroup

38

Infotype Edit Goto View System Help

**List display with change Employee Group/Subgroup**

Position Asst Dean ASSISTANT TO DEAN

Planning Status Active

Employee Group/Subgroup 01 S 50002343 1

Start	End	Employee group	Employee subgroup	Name of Employee
06/15/2011	12/31/9999	7	05	Staff-Exempt PT
01/01/1900	06/14/2011	6	05	Staff-Exempt FT

Entry 1 of 2

110 uspdw10 INS

38. Click the **Continue** button  to go to the *List display with change Position Budget Info* screen.



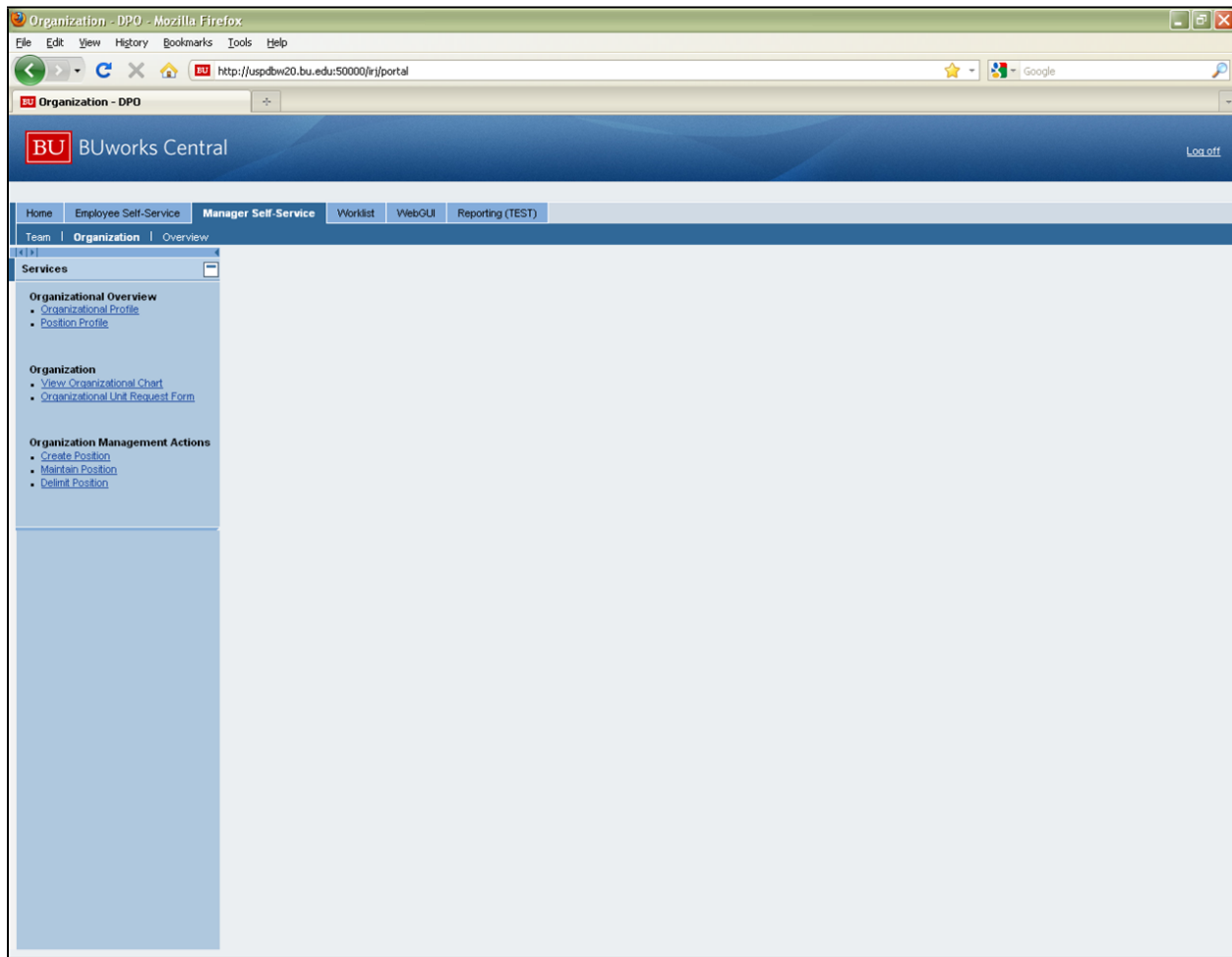
Review the displayed information. For this scenario, the future dated record has been added for Staff-Exempt PT with an effective date of 6/15/2011. The previous record now has an effective date of 6/14/2011.

## 39



Status:Final w/o SME Review  
© Boston University

## BUworks Central



**40.** The transaction is complete.



### Results and Next Steps

You have maintained an existing, active position using the *Maintain Position* form.