PPOSE
Display Organization & Staffing

• View Organizational Units & Positions
  • Search for Vacant Positions
  • View Staff Assignment Information
Access PPOSE from the SAP Easy Access Menu:

1. Type PPOSE in the transaction window. --OR---

2. Select PPOSE from your Favorites folder. --OR

3. Select the following: User Menu / Organization Man Object Display / PPOSE
The search area can be found on the top left of the screen. These search functions will allow you to find organizational objects. You can search by Org Unit, Position, Job, Person, User or Task.

Double Click on one of these search functions. You can search by Number or Name.
1. Double Click on Org Unit.

2. Remove the asterisk sign and enter the Org Unit Number. OR - You can enter an Org Unit Name.

3. Select “Find”

4. Double Click on the search result.
The Selection Area can be found at the bottom left of the screen. The results of your search are displayed in this area.

This is the Selection Area. Double Click on your search selection. Once you double click – the Overview and Detail Area will display.
This is the “Overview Area”. It displays the Org Units, Positions and People related to the search result.

This is the “Detail Area”. It displays detailed information about the Org Unit, Positions and People related to the search result.
Overview Area

The white square represents an Org Unit.

The person diagram represents a Position.

2 people represent a Person

This position is vacant – it does NOT have a white arrow.

Note: If the white arrow is pointing to the right – you can click on it to go to the next tier. Once the white arrow is pointing down there are no more levels. If there is NOT a white arrow next to an Org. Unit or Position – this means it is Vacant.
You have access to all icons that are NOT shaded out:

- Scroll Back
- Scroll Forward
- Icon Legend - Gives you a description of each icon.
- Data & Preview Period – Select a Start Date and preview period.
- Column Configuration
- Displays Evaluation Path
- Go To
- One Level Up
- Find / Search
- Collapse Node
- Print
- Expand Node
Overview Area – Staff Assignments

Staff Assignments (**Structure**) is the default setting for the Overview area. Select Staff Assignments (**List**) to change the setting.

1. Select “Go To” Icon
2. Select “Staff Assignments (List)”
Overview Area – Staff Assignments (List)

Here is an example of the Staff Assignments (List). Select the “Column Configuration” Icon to add or delete columns.
Double Click on the **Org Unit** in the Overview Area. The following Org Unit Information will appear:

- The Basic data tab lists everyone in the Org Unit.
- These two tabs provide Cost Center information for the Org Unit.
- Current Date: 01/31/2011
Double Click on the Position in the Overview Area.
The following **Position** Information appears under the **Basic Tab**:

- **Object Abbreviation**
- **Object Name**
- **Job Name**
- **Display Period Icon**

**Vacancy Status**

**Current Holder in this position.**
Double Click on the **Position** in the Overview Area. The following Position Information appears under the **Account Assign Tab**:

![Image of Position Information]

- **Controlling Area**: JHEN Johns Hopkins
- **Master cost center**: 1010285398 PAYROLL ERROR
- **Business Area**: 
- **Company Code**: JHEN JOHNS HOPKINS ENTERPRISE
- **Personnel area**: UN10 University Administration
- **Pers_subarea**: U005 Staff-Admin

**Valid from**: 01/01/1900
**To**: 12/31/9999
Double Click on the **Position** in the Overview Area. The following Position Information appears under the **Cost Distribution Tab**:

**Note:** This is the Cost Ctr Number found on the position.
Double Click on the **Position** in the Overview Area. The following Position Information appears under the **Work Schedule Tab**: 

![Work Schedule Details](image)
Double Click on the Person in the Overview Area.
The following Person Information appears under the Basic Tab:
Another way to obtain position information is to use the “Go To” Option.

1st: Double Click on the position to confirm your selection.

2nd: Select “Goto” / “Detail object” / “Enhanced object description”.
The following screen will appear with a listing of the infotypes available for the position. Only infotypes with a green check mark beside them will contain data. Highlight the infotype you would like to view and then select the Glasses or Mountain icons to view.

1st: Highlight an infotype with a green check.

2nd: Select an “Overview icon to view the infotype.

Scroll down to view more infotypes.
Following are examples of infotype screens and the position information they contain:

**Object Infotype**: Displays Object Abbreviation and Object Name
**Relationship Infotype**: Displays Org.Unit (O), Reports To (S), Belongs To Job (C), DSM Code (2Z), Holder (P), Roles (AG).

This example is the “Mountain” overview:

Position Info - “Goto” Option Infotypes

- **Supervisor’s Position #** (Reports To)
- **Organizational Unit #**
- **Pernr #**
- **DSM Code** (Health System Only)
- **Job Number**
Position Info - “Goto” Option Infotypes

**Planned Compensation Infotype:** Displays Pay Grade Type, Pay Grade Area, Pay Grade, and Pay Grade Level.
**Vacancy Infotype:** Displays if position is Open or Filled.

**Account Assignment Infotype:** Displays Personnel Area and Pers Subarea:
Employee Group/Subgroup Infotype: Displays Employee Group/Subgroup.

Cost Distribution Infotype: Displays cost center number, fund and percentage.
**Additional Position Attribute Infotype (JHU)** – Displays compliance requirements, licenses/certifications, ARRA info and time requirements.

![Display JHEN - Add. Position Attr](image)

<table>
<thead>
<tr>
<th>Position</th>
<th>Active HR Personnel Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Status</td>
<td>Active</td>
</tr>
<tr>
<td>Valid</td>
<td>1/1/2018 to 12/31/2019</td>
</tr>
</tbody>
</table>

### Compliance
- JCAHO Compliant: N
- HIPAA Training: N

### Licensing/Certification
- Licensing Requirements: 0
- Certification Requirements: 0

### Time Requirements
- Time Collection Ind: None
- Annual # Months Worked: 0

### ARRA Information
- ARRA Funded: N
- ARRA Position Type: N
- ARRA Fund End Date: 0
Position Info - “Goto” Option Infotypes

Additional Position Attribute Infotype (JHHS) – Displays compliance requirements, licenses/certifications, ARRA info and time requirements.

Health System Information