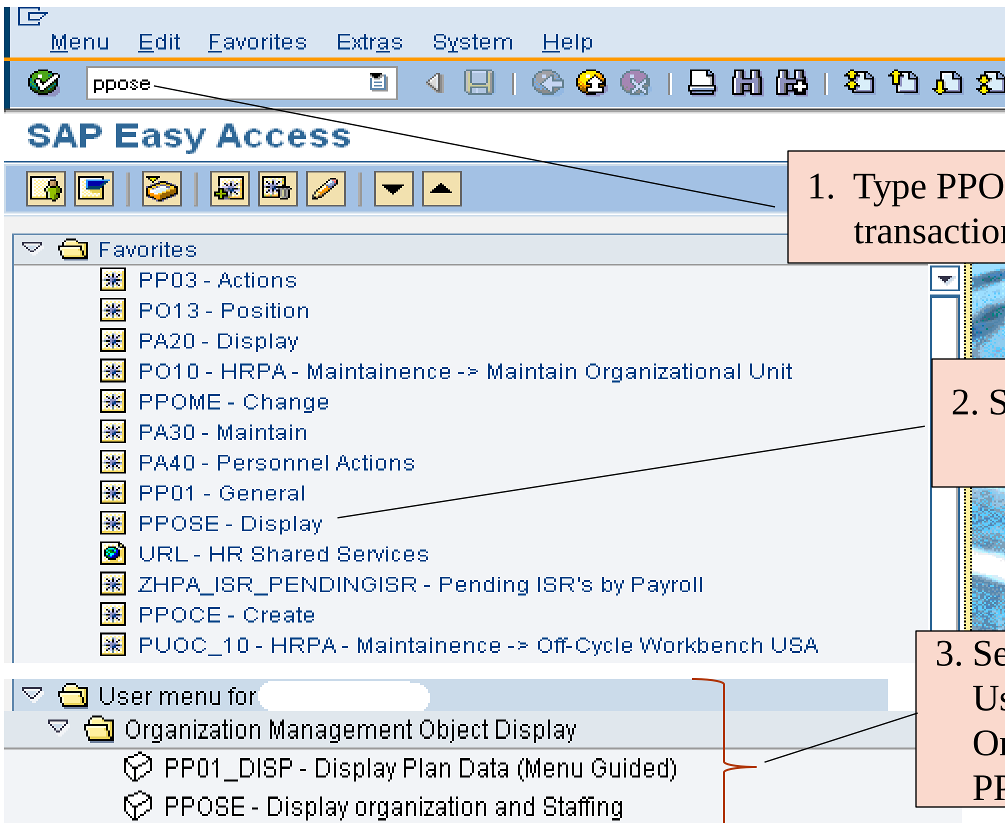
PPOSE
Display Organization & Staffing

- View Organizational Units & Positions
- Search for Vacant Positions
- View Staff Assignment Information

Access PPOSE

Access PPOSE from the SAP Easy Access Menu:



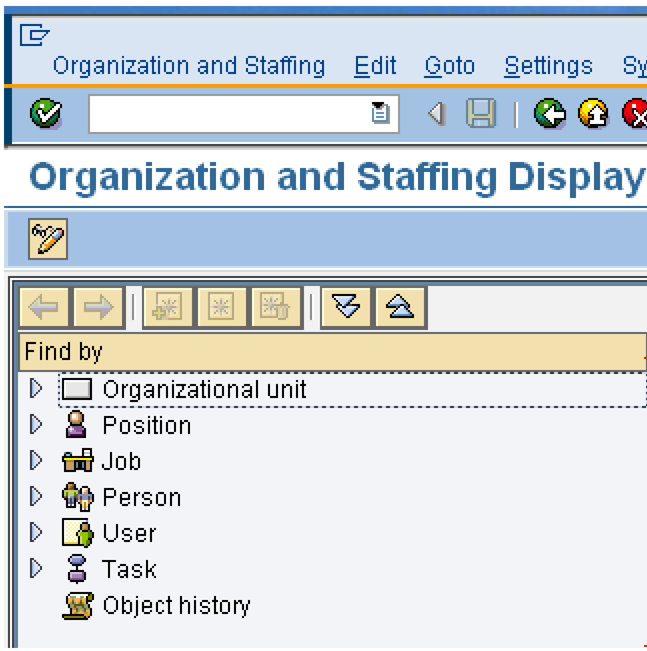
1. Type PPOSE in the transaction window. --OR---

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

3. Select the following:
   User Menu /
   Organization Man Object Display /
   PPOSE

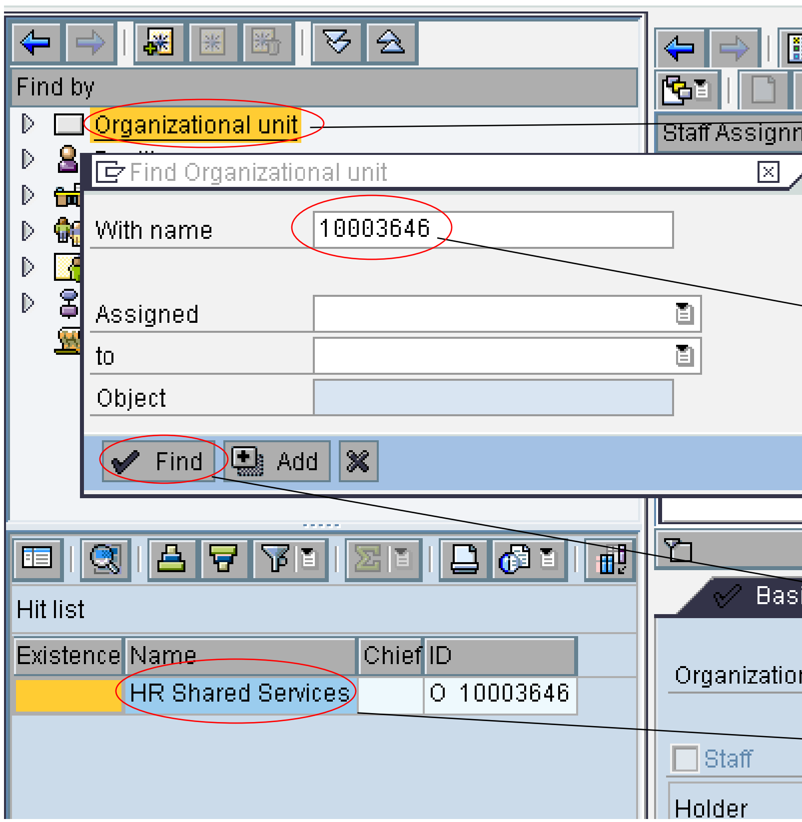
Search Area

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.

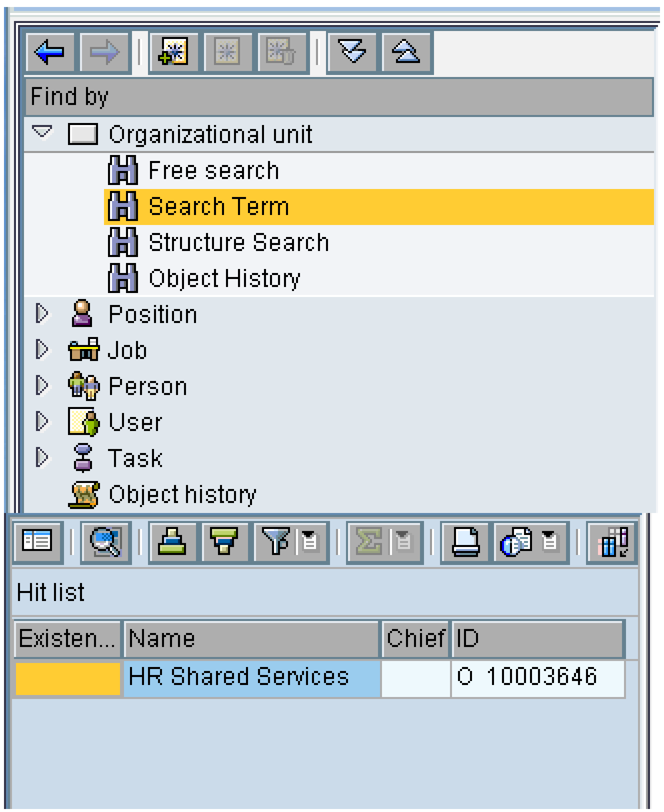
Search for Organizational Unit



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.

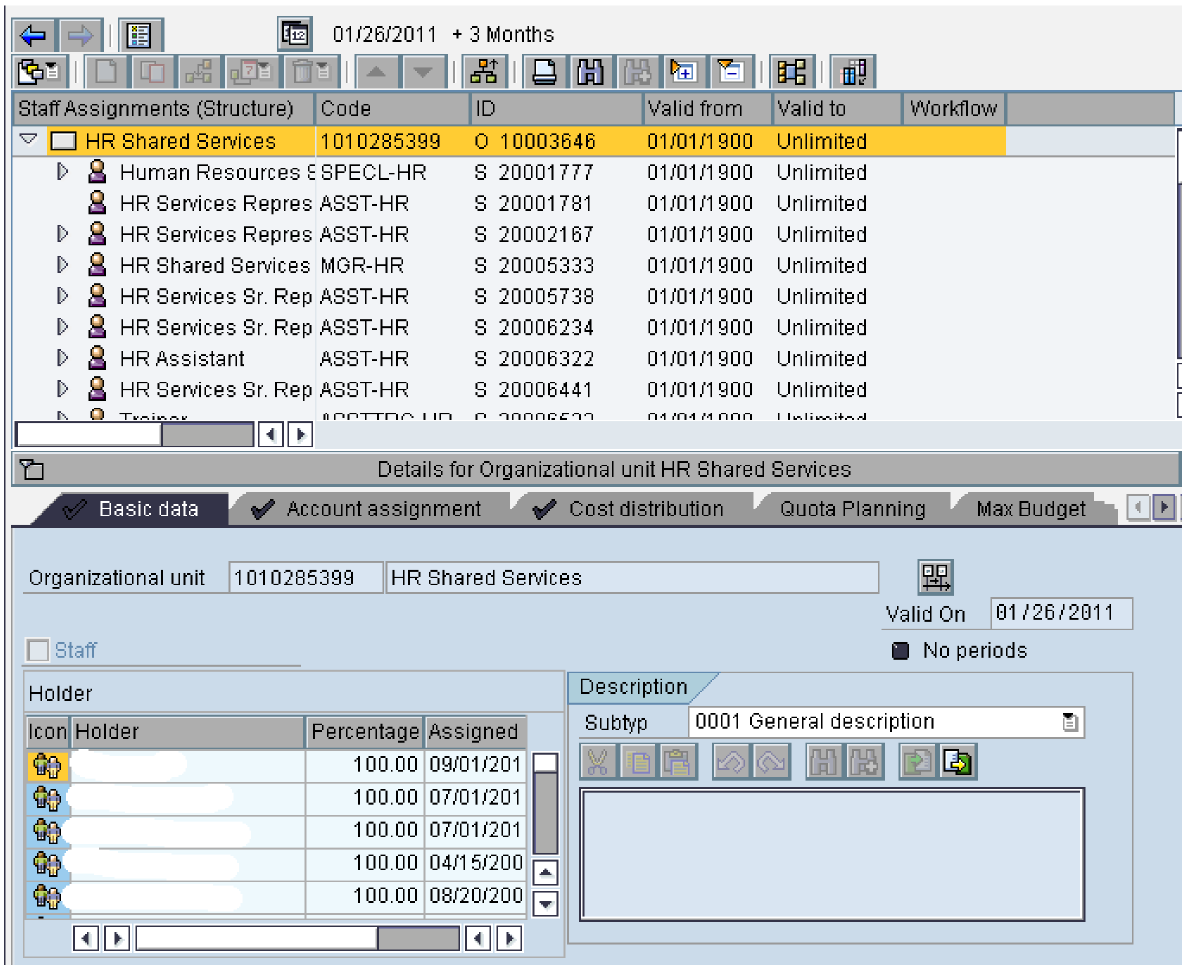
Selection Area

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.

Overview & Detail Area



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.

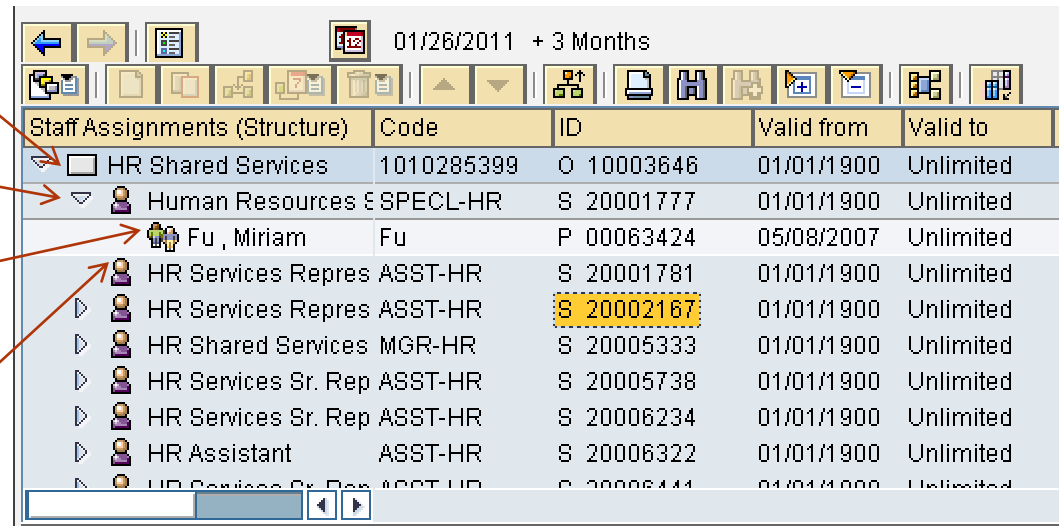
Overview Area

The white square represents an Org Unit.

The person diagram represents a Position.

2 people represent a Person

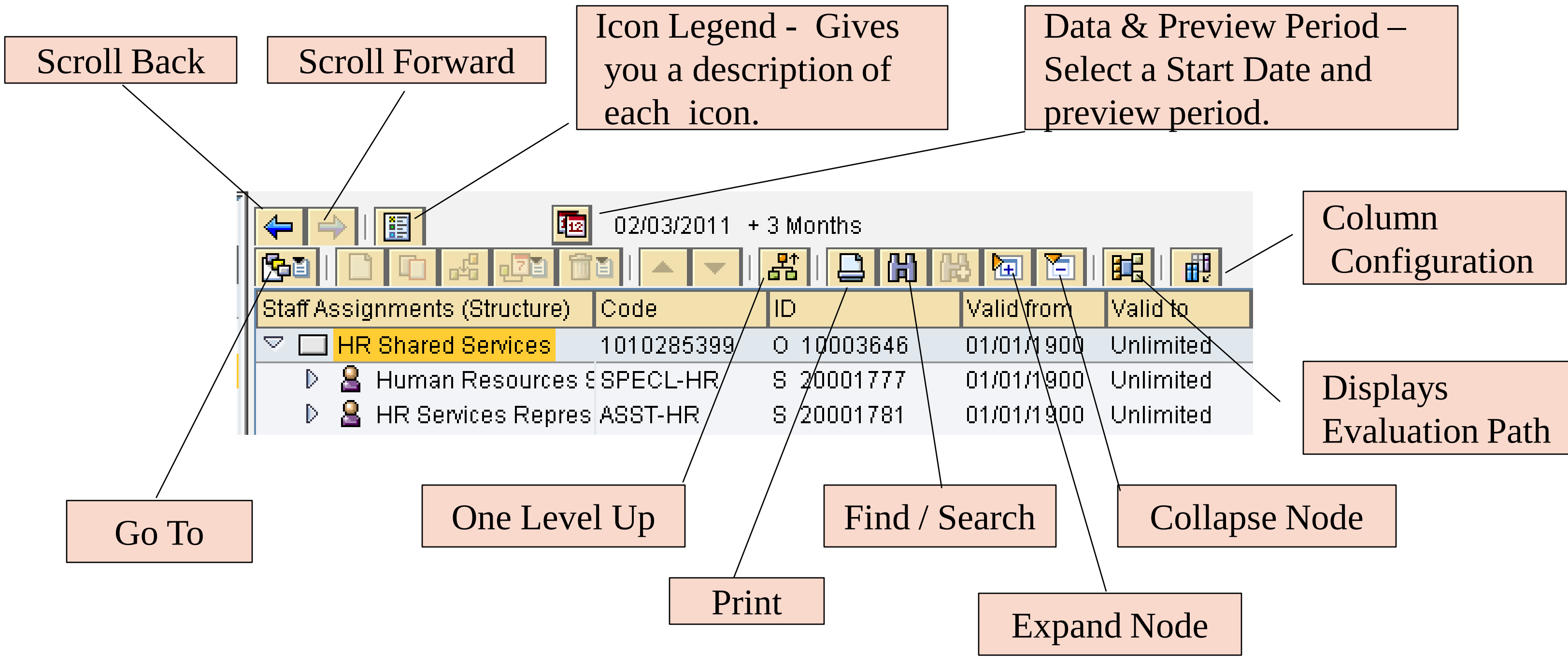
This position is vacant – it does NOT have a white arrow.



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.

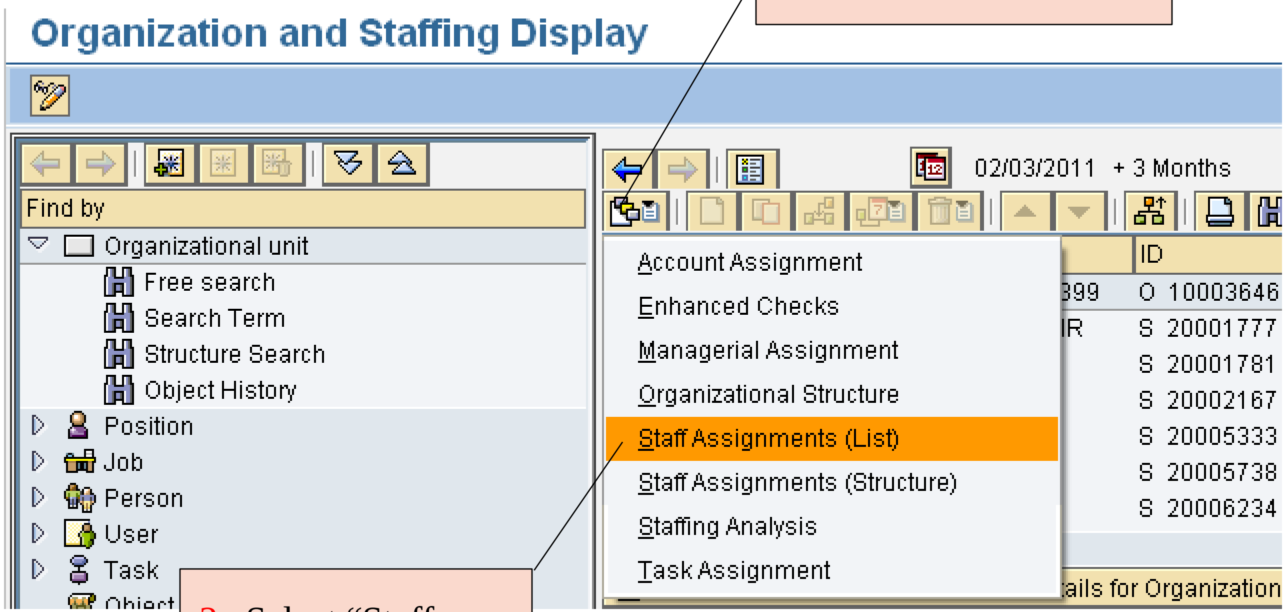
Overview Area - Icons

You have access to all icons that are NOT shaded out:



Overview Area – Staff Assignments

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



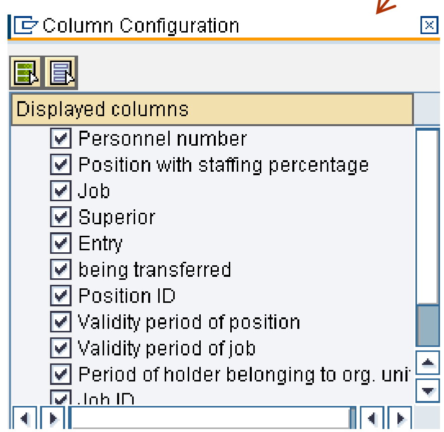
1. Select "Go To" Icon

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.

Select Column Configuration Icon



Check or Uncheck displayed columns to Add or Delete columns.

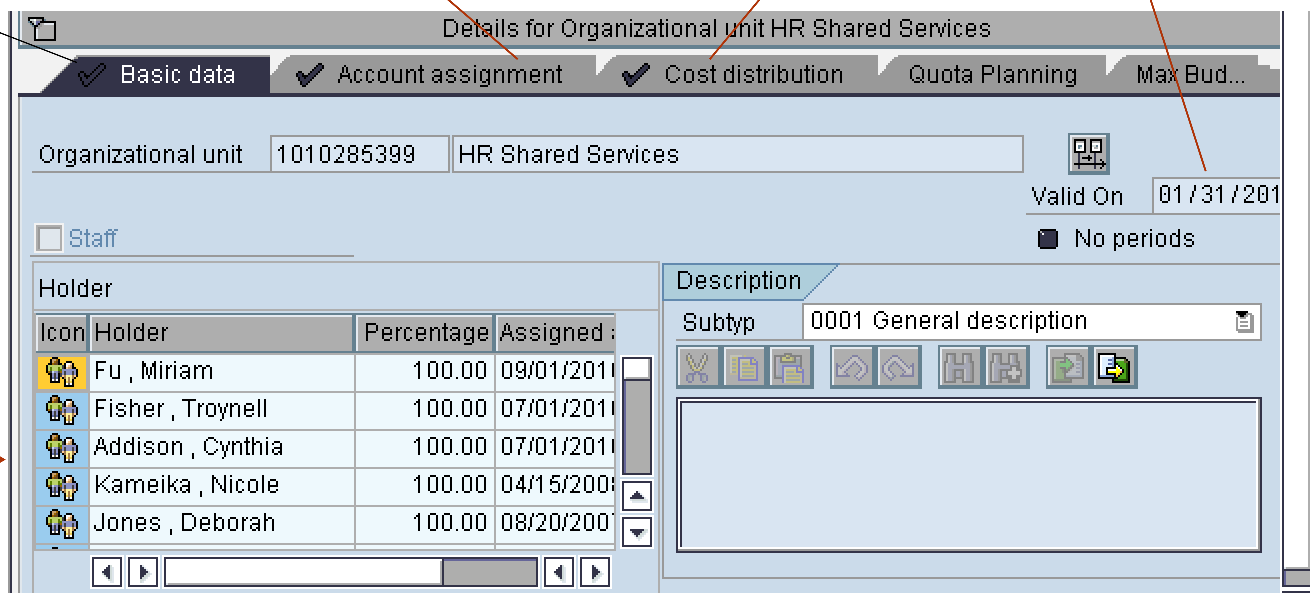
Detail Area for Org Unit

Double Click on the **Org Unit** in the Overview Area.
The following Org Unit Information will appear:

These two tabs provide Cost Center information for the Org Unit.

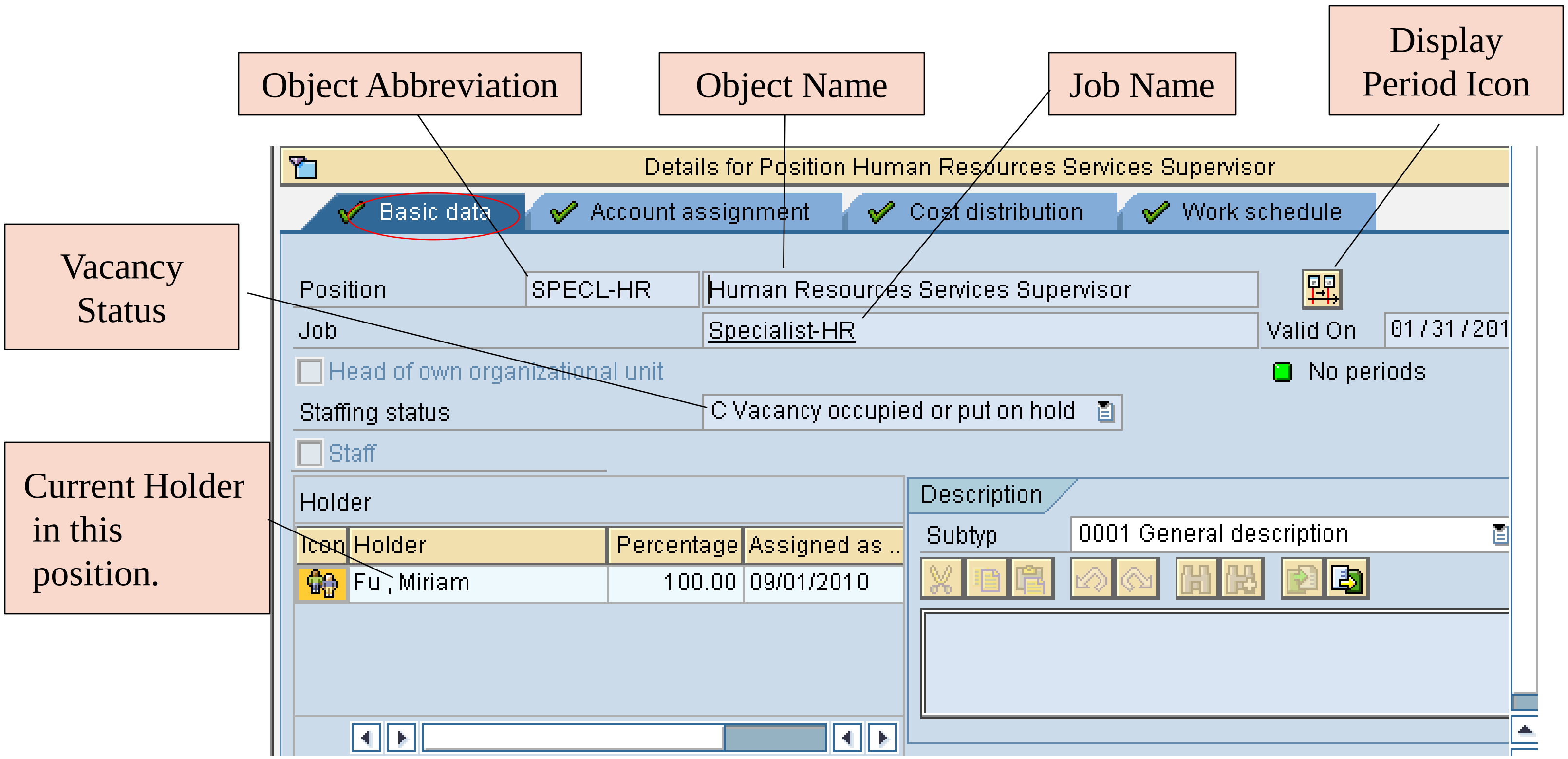
Current Date

The Basic data tab lists everyone in the Org Unit.



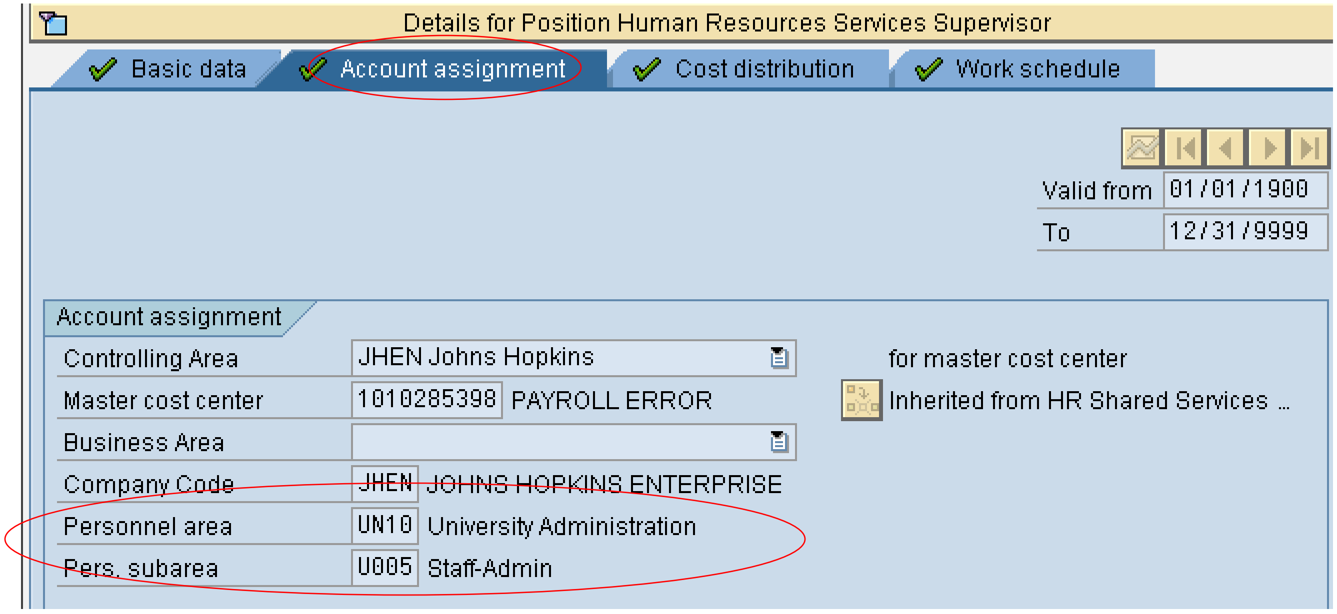
Detail Area for Position

Double Click on the Position in the Overview Area.
The following **Position** Information appears under the Basic Tab:



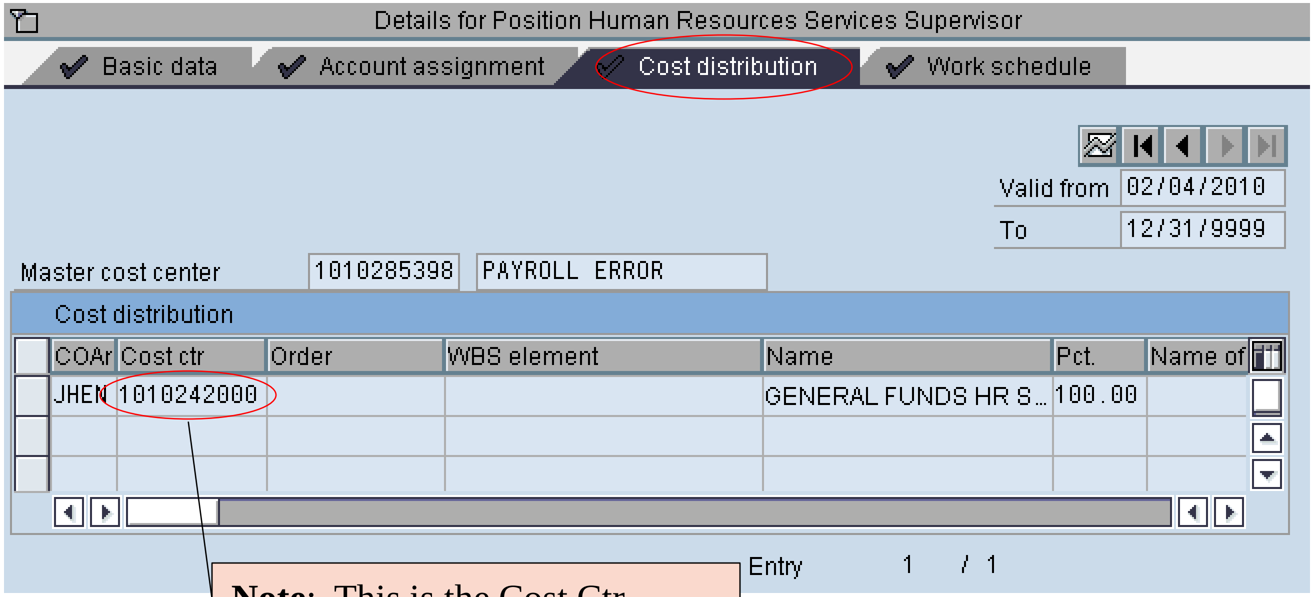
Detail Area for Position

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



Detail Area for Position

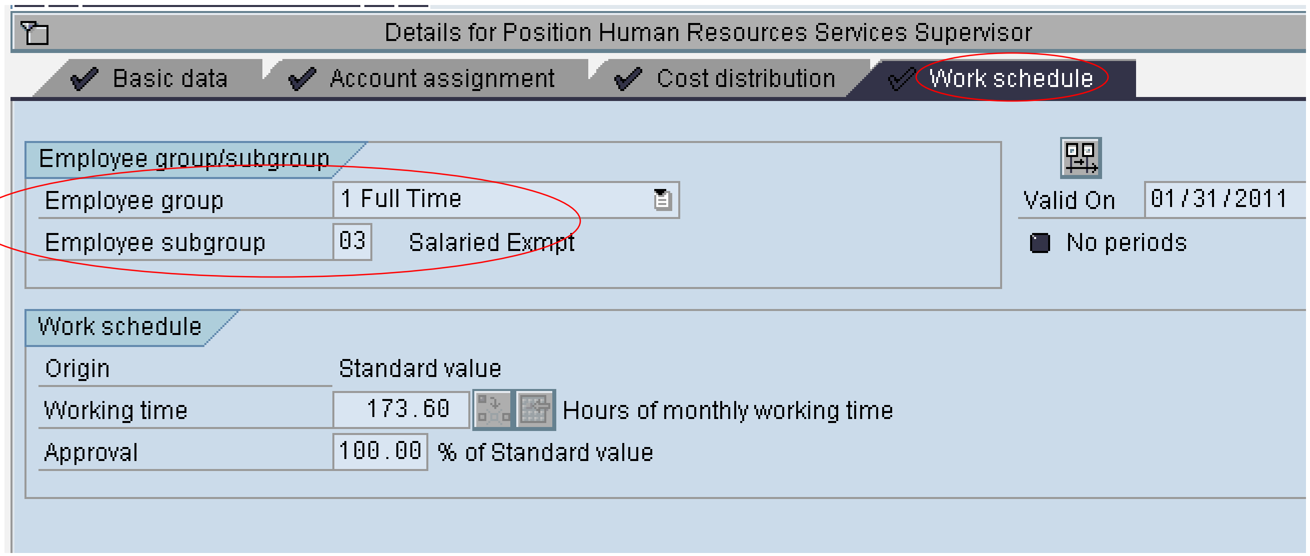
Double Click on the **Position** in the Overview Area.
The following Position Information appears under the Cost Distribution Tab:



Note: This is the Cost Ctr Number found on the position.

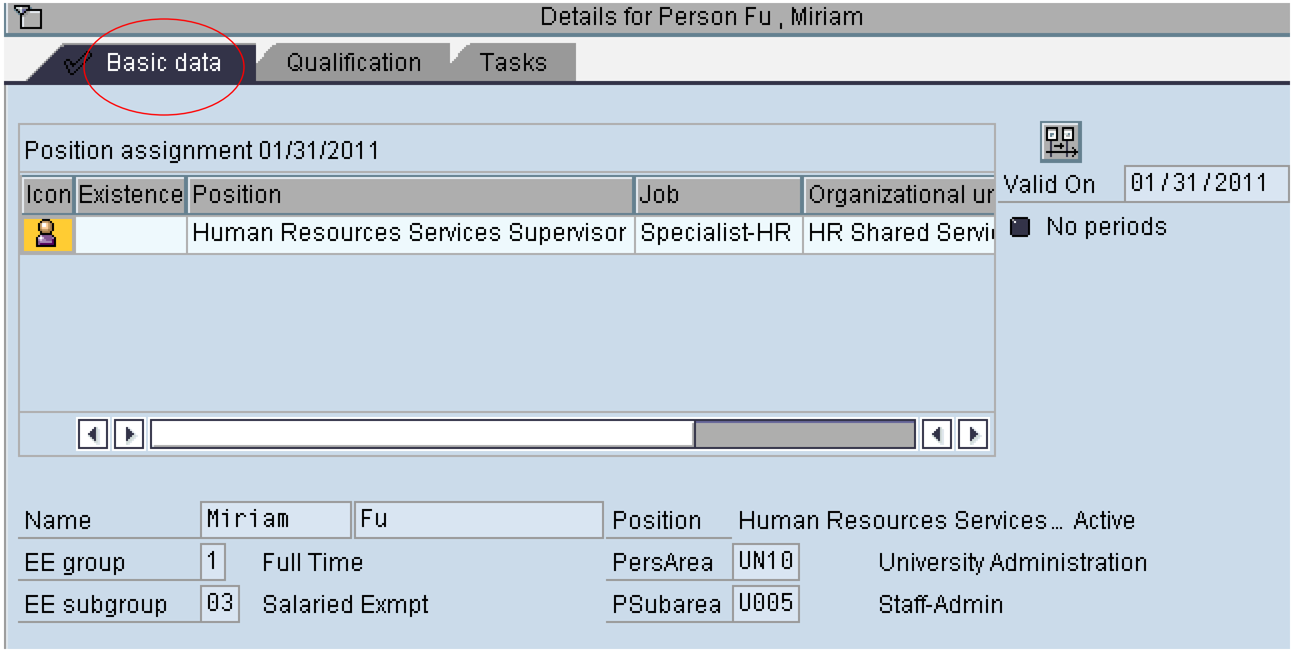
Detail Area for Position

Double Click on the **Position** in the Overview Area.
The following Position Information appears under the Work Schedule Tab:



Detail Area for Person

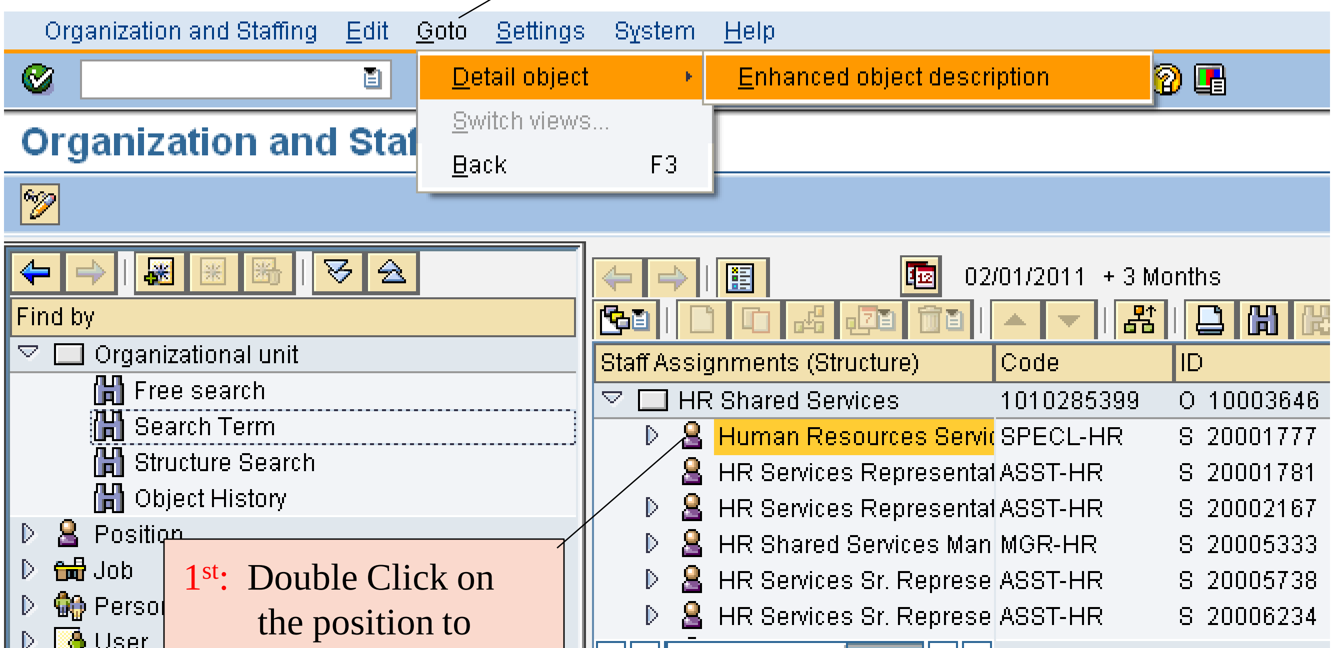
Double Click on the **Person** in the Overview Area.
The following Person Information appears under the Basic Tab:



Position Information – "Goto" Option

Another way to obtain position information is to use the "Go To" Option.

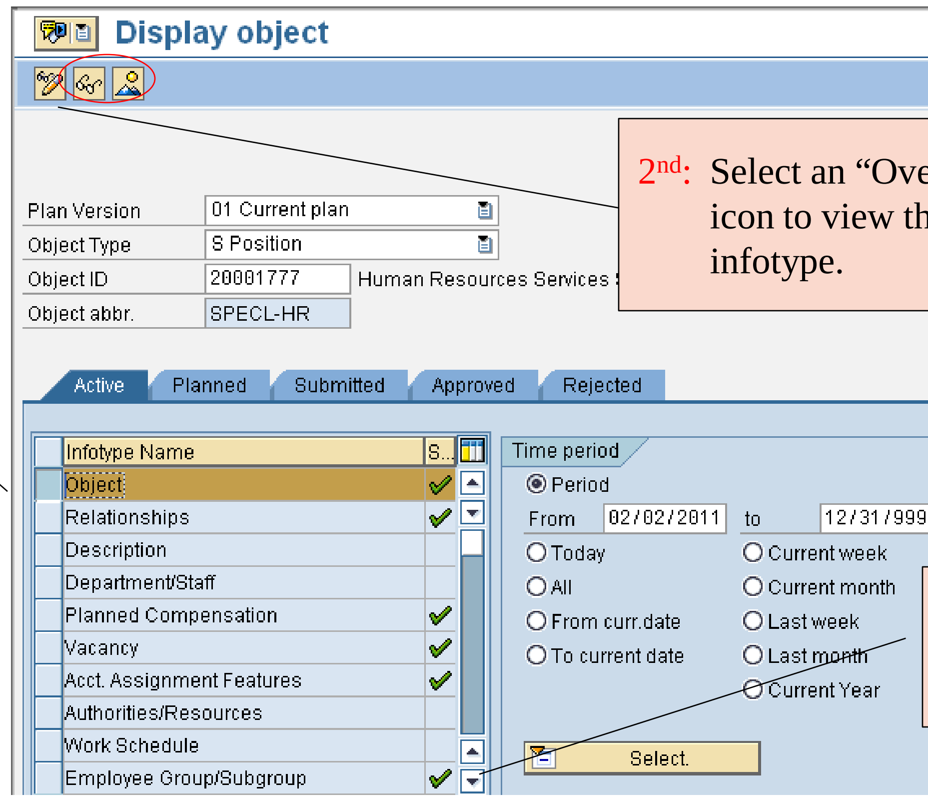
2nd: Select "Goto" / "Detail object" / "Enhanced object description".



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

Position Information – “Goto” Option

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.

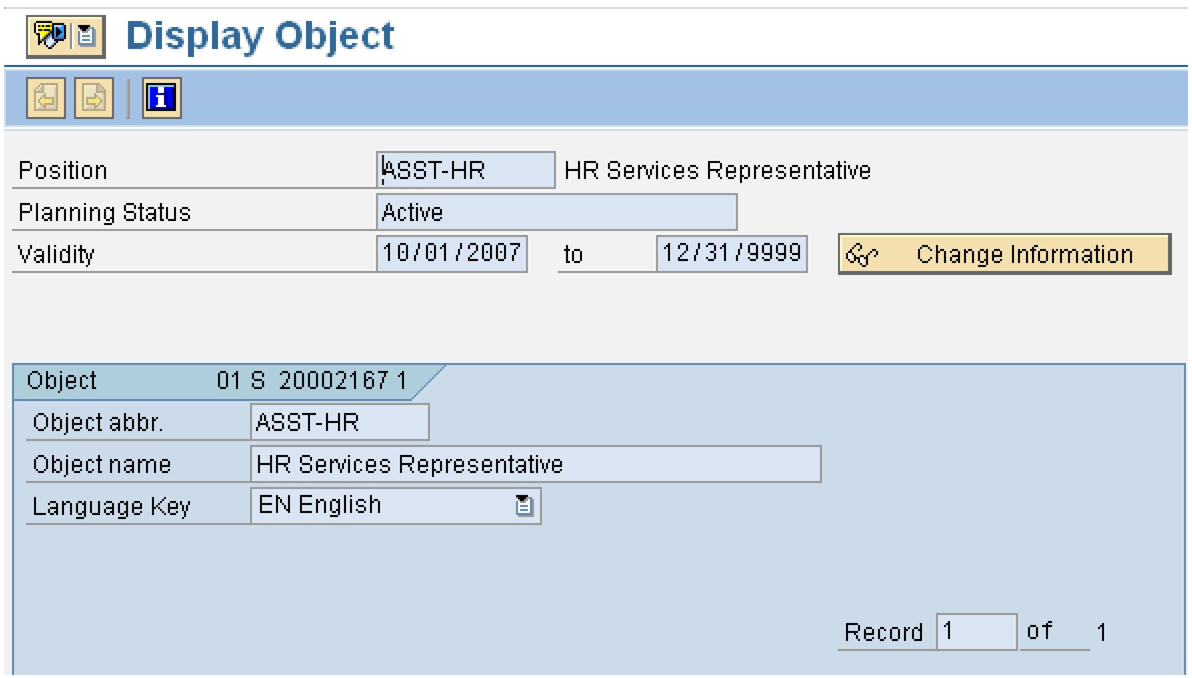
2nd: Select an “Overview icon to view the infotype.

Scroll down to view more infotypes

Position Info - “Goto” Option Infotypes

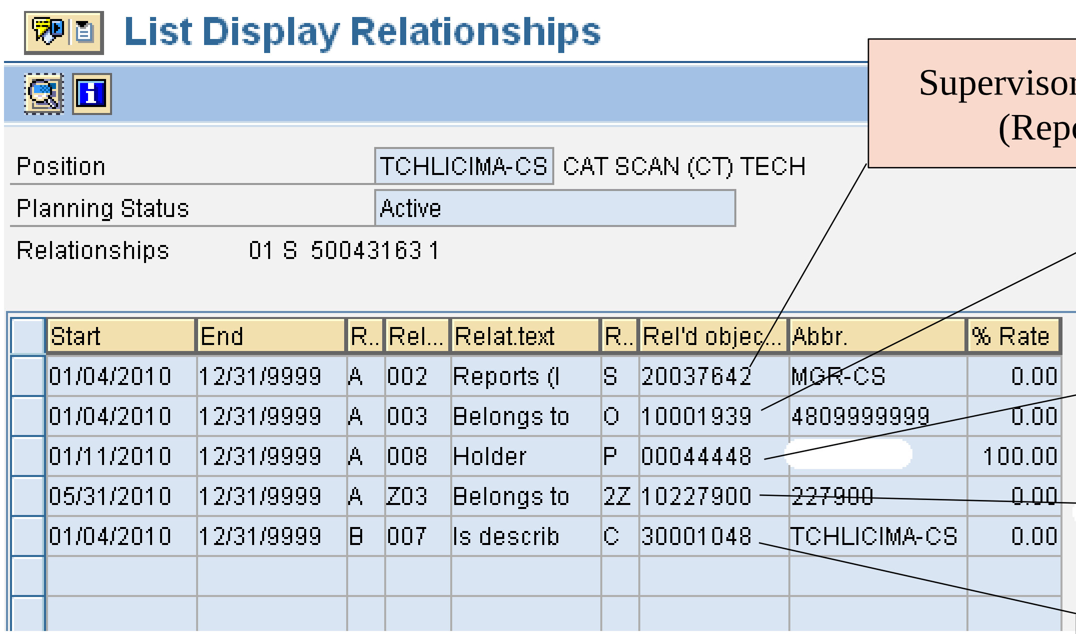
Following are examples of infotype screens and the position information they contain:

Object Infotype: Displays Object Abbreviation and Object Name



Position Info - “Goto” Option Infotypes

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:



Start	End	R..	Rel...	Relat.text	R..	Rel'd objec...	Abbr.	% Rate
01/04/2010	12/31/9999	A	002	Reports (I	S	20037642	MGR-CS	0.00
01/04/2010	12/31/9999	A	003	Belongs to	O	10001939	4809999999	0.00
01/11/2010	12/31/9999	A	008	Holder	P	00044448		100.00
05/31/2010	12/31/9999	A	Z03	Belongs to	2Z	10227900	227900	0.00
01/04/2010	12/31/9999	B	007	Is describ	C	30001048	TCHLICIMA-CS	0.00

Supervisor’s Position #
(Reports To)

Organizational Unit #

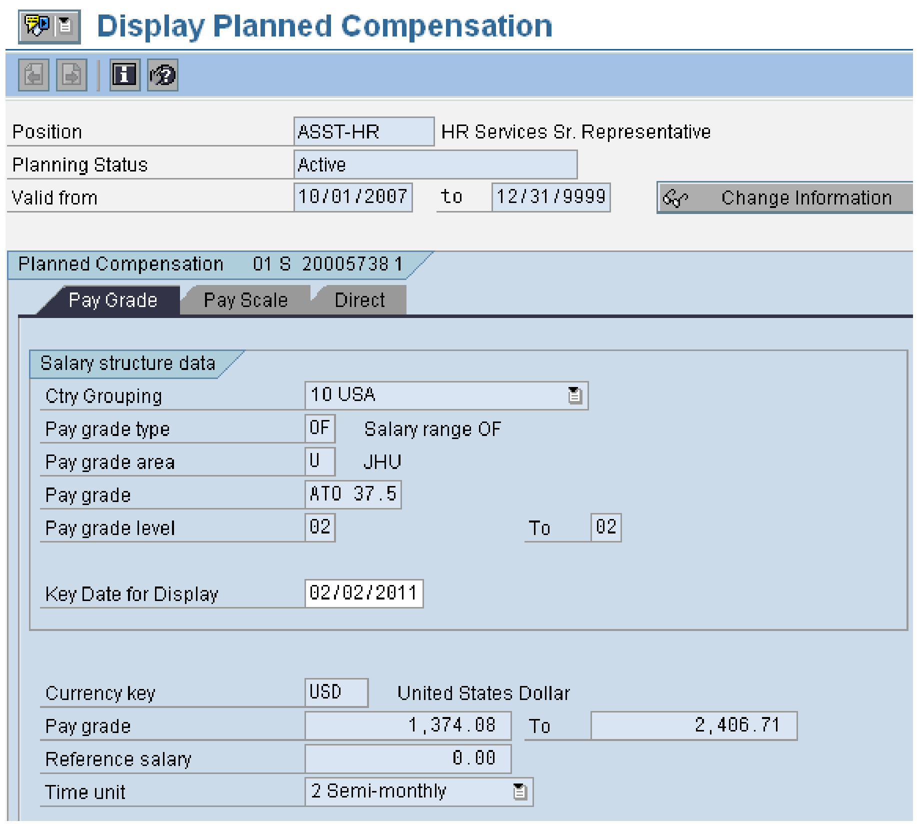
Pernr #

DSM Code
(Health System Only)

Job Number

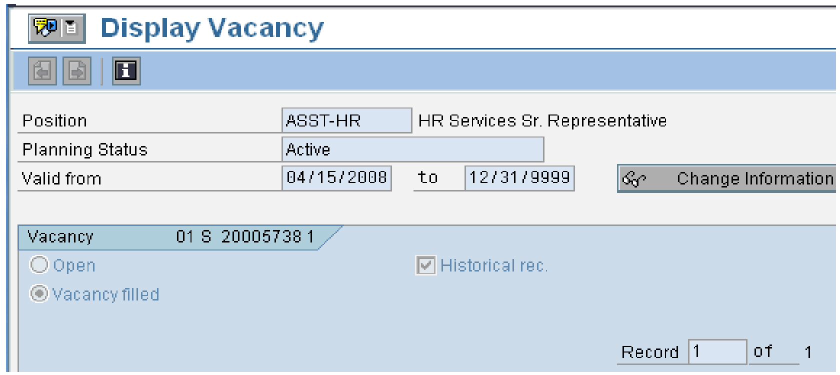
Position Info - “Goto” Option Infotypes

Planned Compensation Infotype: Displays Pay Grade Type, Pay Grade Area, Pay Grade, and Pay Grade Level.

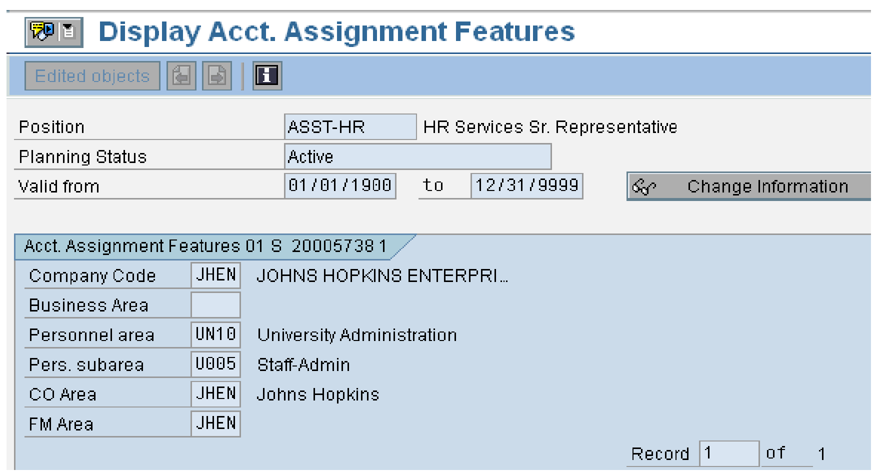


Position Info - “Goto” Option Infotypes

Vacancy Infotype: Displays if position is Open or Filled.

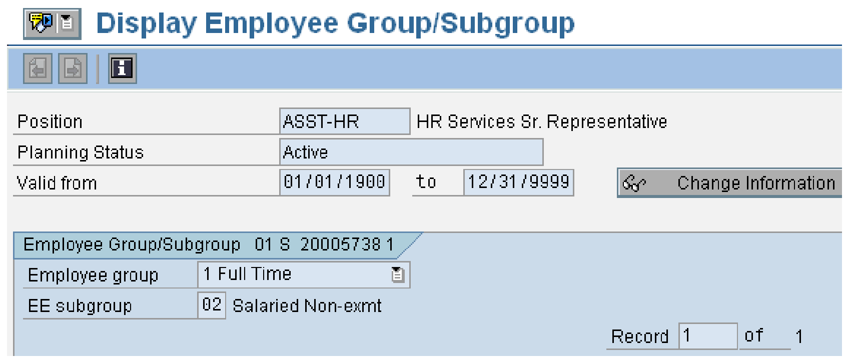


Account Assignment Infotype: Displays Personnel Area and Pers Subarea:

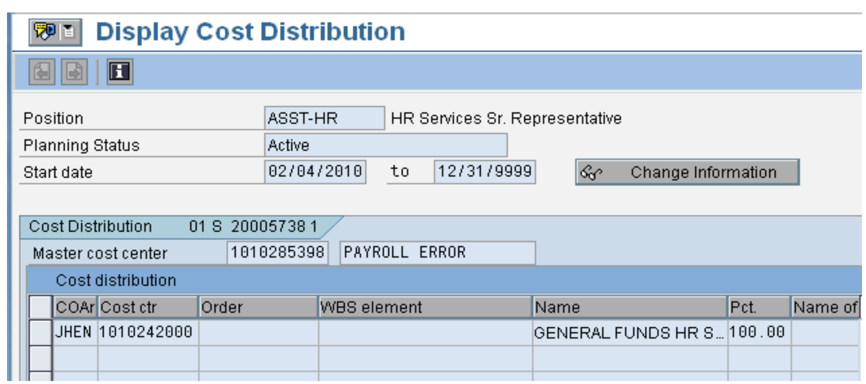


Position Info - “Goto” Option Infotypes

Employee Group/Subgroup Infotype: Displays Employee Group/Subgroup.

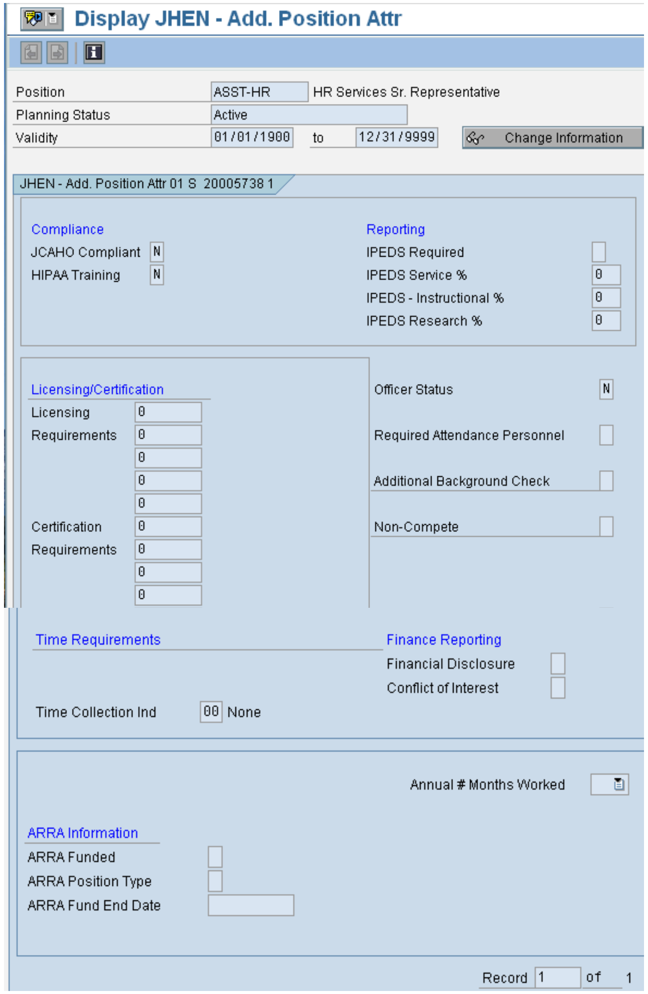


Cost Distribution Infotype: Displays cost center number, fund and percentage.



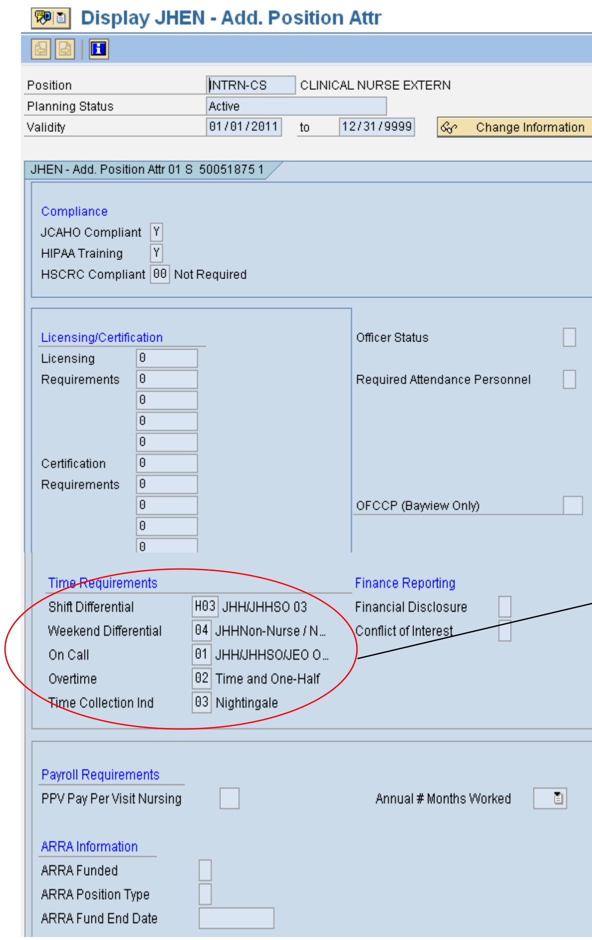
Position Info - “Goto” Option Infotypes

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



Position Info - “Goto” Option Infotypes

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



Health System Information