

# Johns Hopkins

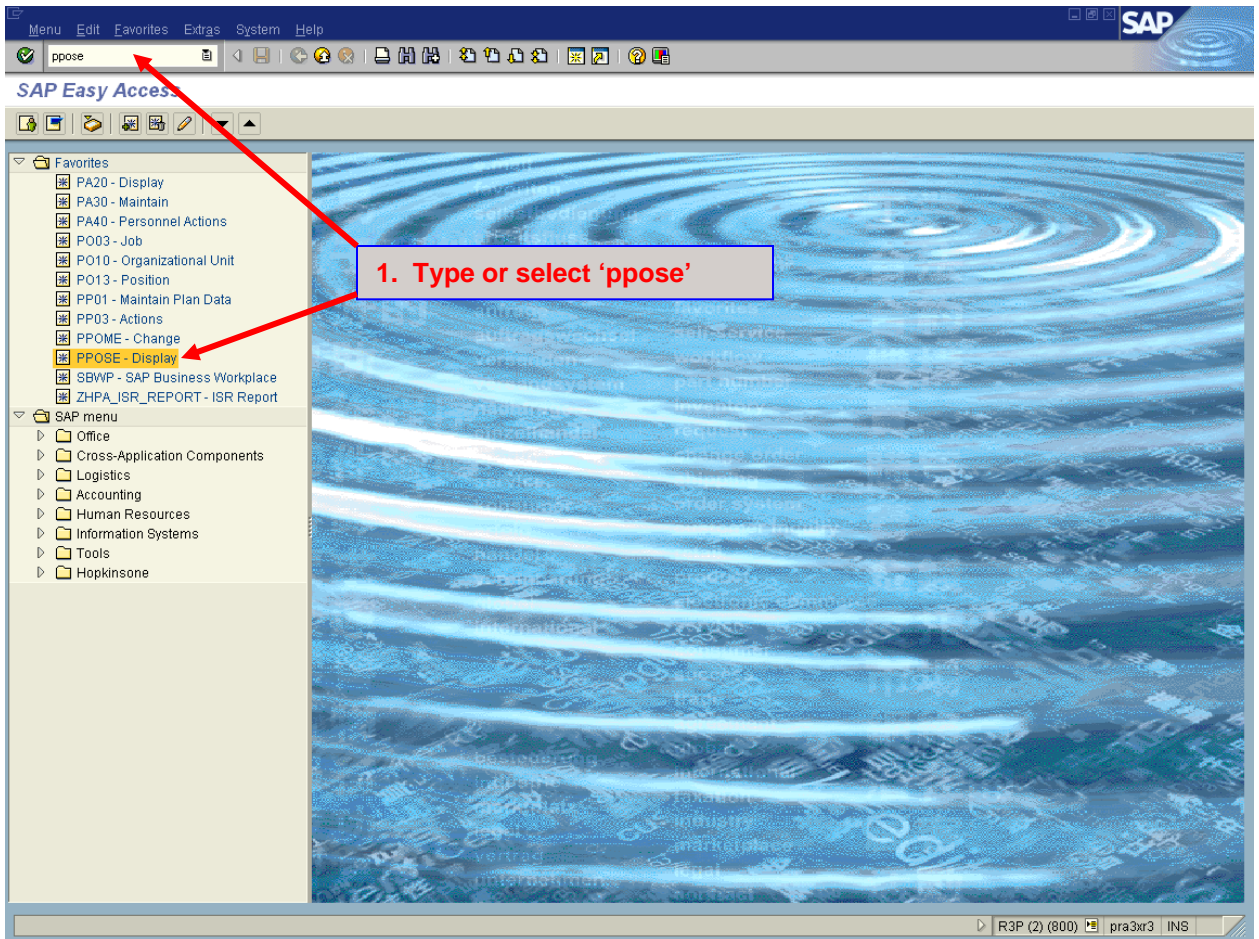
## HR Shared Services



**PPOSE: OM Display  
for Organizational  
Units and Positions**

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From the SAP Easy Access screen type 'ppose' in the transaction window. Or, if you have set it up already, select it from your Favorites folder.



# Organizational Unit Search

In the top, left area, select 'Organizational Unit'.

The screenshot shows the SAP 'Organization and Staffing Display' interface. On the left, the 'Find by' menu is open, and 'Organizational unit' is selected. A red arrow points from this selection to the main display area. A blue box with the text '1. Select "Organizational Unit"' is overlaid on the main display area. The main display area shows a table of organizational assignments for 'Smith, B'.

| Status | Position       | Job           | Organizational unit      | Percentage | Valid |
|--------|----------------|---------------|--------------------------|------------|-------|
|        | ASSOCIATE P... | Associate ... | Hematologic Malignancies | 100.00     | 12/24 |

Details for Person Smith, B

Position assignment 01/26/2007

| Status | Position       | Job           | Organizational unit      | Percentage | Valid | Valid On   |
|--------|----------------|---------------|--------------------------|------------|-------|------------|
|        | ASSOCIATE P... | Associate ... | Hematologic Malignancies | 100.00     | 12/24 | 01/26/2007 |

Name: B Smith Position: ASSOCIATE PROFESSOR Active

EE group: 1 Full Time PersArea: UN02 School of Medicine

EE subgroup: 03 JH Salaried Exmpt PSubarea: U010 Faculty

On the “Find Organizational Unit” screen, enter the org unit number (step 1). Select the “Find” check mark (step 2). Once the search result appears in the bottom right screen, double-click on it to select the org unit.

The screenshot shows the SAP 'Organization and Staffing Display' interface. On the left, the 'Find by' section is active, with 'Find Organizational unit' selected. The search criteria 'With name' is set to '10003675'. Below this, the 'Find' button is highlighted. A red arrow points from the 'Find' button to a callout box labeled '2. Select "Find"'. Another red arrow points from the search input field to a callout box labeled '1. Enter org unit number'. A third red arrow points from the top row of the search results table to a callout box labeled '3. Double-click on search result'. The search results table lists various organizational units, with the top row being 'Human Resources' (Code: 5509999999, ID: 10001776). Below the table, the 'Details for Organizational unit Human Resources' are displayed, including tabs for 'Basic data', 'Account assignment', 'Pers.Resp.for Financ', and 'Cost distribution'. The 'Basic data' tab is active, showing the organizational unit '5509999999 Human Resources' and a 'Valid On' date of '01/29/2007'. A table below shows the 'Staff' assignment details.

| Code                             | ID                    |
|----------------------------------|-----------------------|
| 5509999999                       | 10001776              |
| 5509999999                       | 10001777              |
| 5509999999                       | 10001786              |
| PROJECT SPECIALIST               | SPECL-HR S 20030940   |
| SST                              | ADMASSTS-A S 20036252 |
| COMPENSATION SPEC                | SPECL-HR S 20041241   |
| COMPENSATION SPEC                | SPECL-HR S 20041964   |
| COMPENSATION SPEC                | SPECL-HR S 20042372   |
| Salary Admin Coordinator         | COORSU-HR S 50002025  |
| Consulting Labor Relations       | 5509999999 O 10001787 |
| EEO Affirmative Action Diversity | 5509999999 O 10001788 |

| Holder | Percentage | Assigned as ... | Assigned                 |
|--------|------------|-----------------|--------------------------|
|        |            |                 | 0001 General description |

The org unit and all of its related departments will appear in the top right screen as shown in step 1. You can scroll down through the various org units, positions, and people to find the object you are interested in viewing. You can also move up one level at a time by selecting the icon in step 2.

The screenshot shows the SAP 'Organization and Staffing Display' interface. The main window displays a hierarchical list of organizational units and staff assignments. The 'Human Resources' unit is selected and highlighted in yellow. A red arrow points to a navigation icon (a square with a left-pointing arrow) in the top right corner of the main window, with the callout: "1. Select to move up a level." Another red arrow points to the 'Human Resources' entry in the list, with the callout: "1. Org Unit appears here with all subsequent org units, positions, and people." The list includes various roles such as 'Administration', 'Service Center Benefits', 'Career Services', 'Community Education Projects', 'Compensation', 'COMP PROJECT SPECIALIST', 'STAFF ASST', 'Love, Glenda', 'DIR COMPENSATION', 'Kemp, Sharon', 'COMPENSATION COORD', 'COMPENSATION SPEC', 'Salary Admin Coordinator', 'Consulting Labor Relations', 'HR CONSULTANT', 'DIR HR CONSULTING/LR RELA', 'STAFF ASST', 'Lewis, Constance', 'EEO/AA CONSULTANT', 'EEO Affirmative Action Diversity', 'Organization Development Training', 'Pension', and 'JHHS Terminated Employees'. The table columns are 'Code' and 'ID'.

| Staff assignments (structure)     | Code          | ID         |
|-----------------------------------|---------------|------------|
| Human Resources                   | 5509999999    | O 10001776 |
| Administration                    | 5509999999    | O 10001777 |
| Service Center Benefits           | 5509999999    | O 10001778 |
| Career Services                   | 5509999999    | O 10001781 |
| Community Education Projects      | 5509999999    | O 10001782 |
| Compensation                      | 5509999999    | O 10001786 |
| COMP PROJECT SPECIALIST           | SPECL-HR      | S 20030940 |
| STAFF ASST                        | ADMASSTS-A... | S 20036252 |
| Love, Glenda                      | Love          | P 00038901 |
| DIR COMPENSATION                  | ADMN-HR       | S 20038744 |
| Kemp, Sharon                      | Kemp          | P 00041433 |
| COMPENSATION COORD                | COORSU-HR     | S 20040766 |
| COMPENSATION SPEC                 | SPECL-HR      | S 20041241 |
| COMPENSATION SPEC                 | SPECL-HR      | S 20041964 |
| COMPENSATION SPEC                 | SPECL-HR      | S 20042372 |
| Salary Admin Coordinator          | COORSU-HR     | S 50002025 |
| Consulting Labor Relations        | 5509999999    | O 10001787 |
| HR CONSULTANT                     | SPECL-HR      | S 20028538 |
| DIR HR CONSULTING/LR RELA         | ADMN-HR       | S 20029445 |
| STAFF ASST                        | ADMASSTS-A... | S 20029664 |
| HR CONSULTANT                     | SPECL-HR      | S 20030367 |
| HR CONSULTANT                     | SPECL-HR      | S 20036044 |
| HR CONSULTANT                     | SPECL-HR      | S 20036081 |
| HR CONSULTANT COORD               | COORSU-HR     | S 20037617 |
| Lewis, Constance                  | Lewis         | P 00040293 |
| EEO/AA CONSULTANT                 | SPECL-HR      | S 20041069 |
| HR CONSULTANT                     | SPECL-HR      | S 50000658 |
| EEO Affirmative Action Diversity  | 5509999999    | O 10001788 |
| Organization Development Training | 5509999999    | O 10001789 |
| Pension                           | 5509999999    | O 10001790 |
| JHHS Terminated Employees         | 5509999999    | O 10003667 |

# Position Search

In the top, left area, select 'Position'

The screenshot shows the SAP 'Organization and Staffing Display' interface. The left-hand pane, titled 'Find by', contains a tree view with the following items: Organizational unit, Position, Job, Person, User, Task, and Object history. The 'Position' item is highlighted with a red arrow. A blue box with the text '1. Select "Position"' is overlaid on the arrow. The main area displays the organizational assignment for 'Smith, B' (Code: Smith, ID: P 00005984) under the date '01/26/2007 + 3 Months'. Below this, a table shows the position assignment details for '01/26/2007':

| Status | Position       | Job           | Organizational unit      | Percentage | Valid | Valid On   |
|--------|----------------|---------------|--------------------------|------------|-------|------------|
|        | ASSOCIATE P... | Associate ... | Hematologic Malignancies | 100.00     | 12/24 | 01/26/2007 |

Below the table, the 'Basic data' tab is active, showing details for 'Person Smith, B':

|             |    |                   |          |                     |                    |
|-------------|----|-------------------|----------|---------------------|--------------------|
| Name        | B  | Smith             | Position | ASSOCIATE PROFESSOR | Active             |
| EE group    | 1  | Full Time         | PersArea | UN02                | School of Medicine |
| EE subgroup | 03 | JH Salaried Exmpt | PSubarea | U010                | Faculty            |

The bottom status bar shows 'R3P (2) (800) pra3xr3 INS'.

On the 'Find Position' screen, type in the position number you are searching for and select 'Find' or hit the enter key. **NOTE: Remove the asterisk before selecting Find.**

The screenshot shows the SAP 'Organization and Staffing Display' interface. A 'Find Position' dialog box is open, with a red arrow pointing to the 'With name' field and another red arrow pointing to the 'Find' button. A blue box with red text contains the instruction: '1. Enter the position number you desire to view and select 'Find''. Below the dialog box, a list of employees is visible, with 'Smith, B' highlighted. The main display area shows details for 'Person Smith, B', including a position assignment table and various data fields.

| Status | Position       | Job           | Organizational unit      | Percentage | Valid | Valid On   |
|--------|----------------|---------------|--------------------------|------------|-------|------------|
|        | ASSOCIATE P... | Associate ... | Hematologic Malignancies | 100.00     | 12/24 | 01/26/2007 |

Position assignment 01/26/2007

Name: B Smith Position: ASSOCIATE PROFESSOR Active  
EE group: 1 Full Time PersArea: UN02 School of Medicine  
EE subgroup: 03 JH Salaried Exmpt PSubarea: U010 Faculty

**\*\*IMPORTANT: If you do not know the position number for a vacant position (you have no name or personnel number), you will need to use the Organizational Unit search to locate the appropriate Org Unit and then scroll down until you have located the desired position title.**

The search result will appear in the bottom left window. Double-click on the selection (step 1). The position will appear in the top right window. Double-click on the position to confirm your selection (step 2). Select 'Goto' on the top menu bar. Another window will open. Scroll down and select 'Detail object' and then select 'Enhanced Object Description' (step 3). NOTE: This screen will also provide you with the job code, organization unit, and personnel number of the individual.

The screenshot shows the SAP 'Organization and Staffing Change' interface. The top menu bar includes 'Goto', 'Settings', and 'System'. The left sidebar contains search options like 'Free search', 'Search term', 'Structure search', and 'Object history'. The main area displays a 'Task assignment' table with columns for 'Task assignment', 'Code', and 'ID'. The 'ADMIN MANAGER' row is highlighted. Below the table, the 'Details for Position ADMIN MANAGER' section shows fields for 'Position', 'Job', and 'Valid On'. A '0001 General description' window is open at the bottom.

**1. Search result will appear here. Double-click to select.**

**2. Double-click on position to confirm selection.**

**3. Select 'Goto' on menu bar. Scroll down and select 'Detail object' and then select 'Enhanced object description'.**

**NOTE: Can locate org unit#, job code#, position#, and personnel# here.**

| Task assignment | Code       | ID         |
|-----------------|------------|------------|
| ADMIN MANAGER   | MGR-ADM    | S 20006752 |
| Manage-ADM      | MGR-ADM    | C 30000183 |
| Endocrinology   | 1704611899 | O 10002807 |
| Calini, Mary    | Calini     | P 00008213 |

Details for Position ADMIN MANAGER

Position: MGR-ADM ADMIN MANAGER  
 Job: Manager-ADM Valid On: 01/28/2007  
 Head of own organizational unit  
 No periods

0001 General description



The following screen will appear with a listing of the infotypes available for the position. As with HR transactions, only infotypes with a green check mark beside them will contain data. Highlight the infotype you would like to view (Relationships in this example, step 1) and then select the Overview icon (step 2) to see all current relationships.

The screenshot shows the SAP HR transaction 'Display object'. The main window has a menu bar (Object, Edit, Goto, Utilities, Settings, System, Help) and a toolbar. Below the toolbar, the title 'Display object' is displayed. The main area contains a form with the following fields:

|              |                     |
|--------------|---------------------|
| Plan version | Current plan        |
| Object type  | Position            |
| Object ID    | 50000188 specialist |
| Object abbr. | spec-re             |

Below the form are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A dialog box is open, showing a list of infotypes on the left and a 'Time period' selection area on the right. The 'Relationships' infotype is highlighted in the list. The 'Time period' section has a 'Period' radio button selected, with a date range from 01/29/2007 to 12/31/9999. Other options include 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select' button is at the bottom of the dialog.

Two red arrows point to specific elements:

- Arrow 1 points to the 'Relationships' infotype in the list, with a callout box: **1. Select object type.**
- Arrow 2 points to the 'Overview' icon (a person icon) in the toolbar, with a callout box: **2. Select 'Overview' icon.**

The status bar at the bottom right shows 'R3P (1) (800) pra2xr3 OVR'.

Overview of relationships. To see the detail on a specific relationship, select the desired choice by clicking on the box to the immediate left of the 'Start' column (step 1). Then select the magnifying glass icon to display the relationship details (step 2).

The screenshot shows the SAP 'List display Relationships' window. The window title is 'List display Relationships'. The menu bar includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu bar, there are icons for search, print, and other functions. The main area contains a form with the following fields:

- Position: spec-re
- Specialist: specialist
- Planning Status: Active

Below the form is a table with the following columns: Start, End, R., Rel..., Relat.text, R., Rel'd objec..., Abbr., and % Rate. The table contains the following data:

| Start      | End        | R. | Rel... | Relat.text | R. | Rel'd objec... | Abbr.      | % Rate |
|------------|------------|----|--------|------------|----|----------------|------------|--------|
| 01/01/2007 | 12/31/9999 | A  | 002    | Reports (l | S  | 20002375       | PROF-FAC   | 0.00   |
| 01/01/2007 | 12/31/9999 | A  | 003    | Belongs to | O  | 10003081       | 1705311599 | 0.00   |
| 01/02/2007 | 12/31/9999 | A  | 008    | Holder     | P  | 00005540       | Bradley    | 100.00 |
| 01/01/2007 | 12/31/9999 | B  | 007    | Is describ | C  | 30000837       | SPECL-RES  | 0.00   |

Two red arrows point to specific elements in the window:

- Arrow 1 points to the first cell of the 'Start' column in the table. A callout box next to it says: "1. Click this box to select the relationship."
- Arrow 2 points to the magnifying glass icon in the top left corner of the main area. A callout box next to it says: "2. Select to display the details."

At the bottom of the window, there is a status bar that says "Entry 1 of 4". The bottom right corner shows the window title "R3P (1) (800) pra2xr3 OVR".

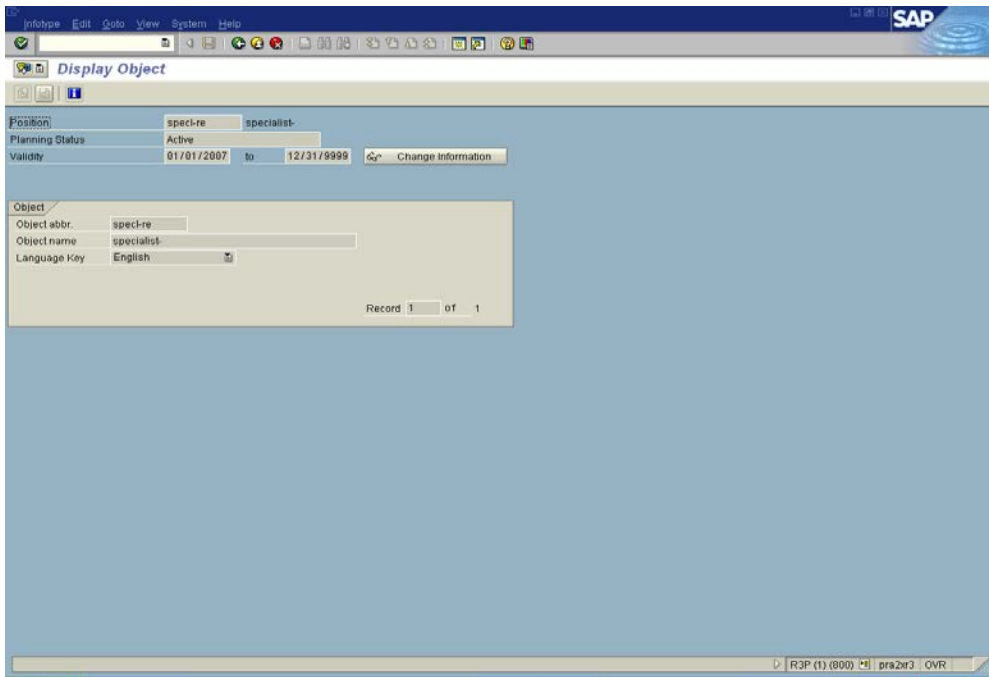
To view the other infotypes, green arrow back from the previous screen and select the infotype you wish to view by clicking on the box to the left of the infotype name (step 1). Then select the 'eyeglasses' icon to view the details on that infotype (step 2). Examples of Infotype screens are on pages 11-13.

The screenshot shows the SAP 'Display object' interface. At the top, there is a menu bar with 'Object', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Display object' and contains several fields: 'Plan version' (Current plan), 'Object type' (Position), 'Object ID' (50000108), and 'Object abbr.' (speci-re). Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A list of infotypes is displayed, with 'Relationships:' selected. To the right of the list is a 'Time period' section with radio buttons for 'Today', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select' button is at the bottom of the time period section. Two red arrows point to the 'eyeglasses' icon in the top left and the 'Relationships:' row in the list. Two red callout boxes provide instructions: '2. Select 'eyeglasses' icon.' and '1. Select infotype to view. Remember you can scroll down to view other infotypes.'

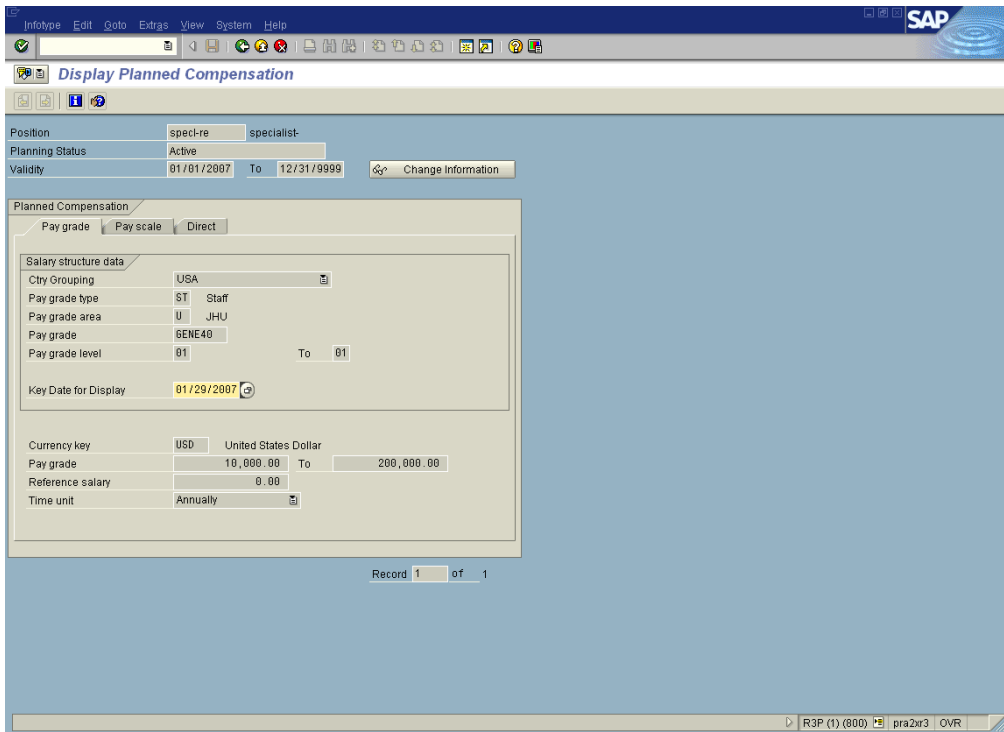
2. Select 'eyeglasses' icon.

1. Select infotype to view. Remember you can scroll down to view other infotypes.

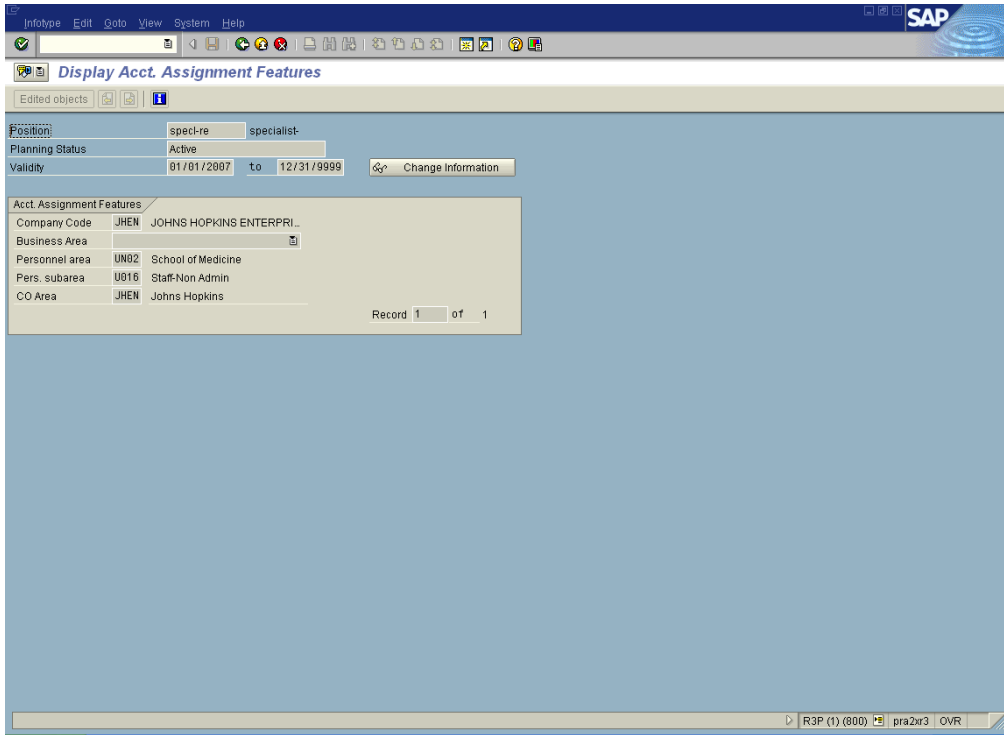
**Object Infotype:** Contains validity date, object abbreviation, and object name.



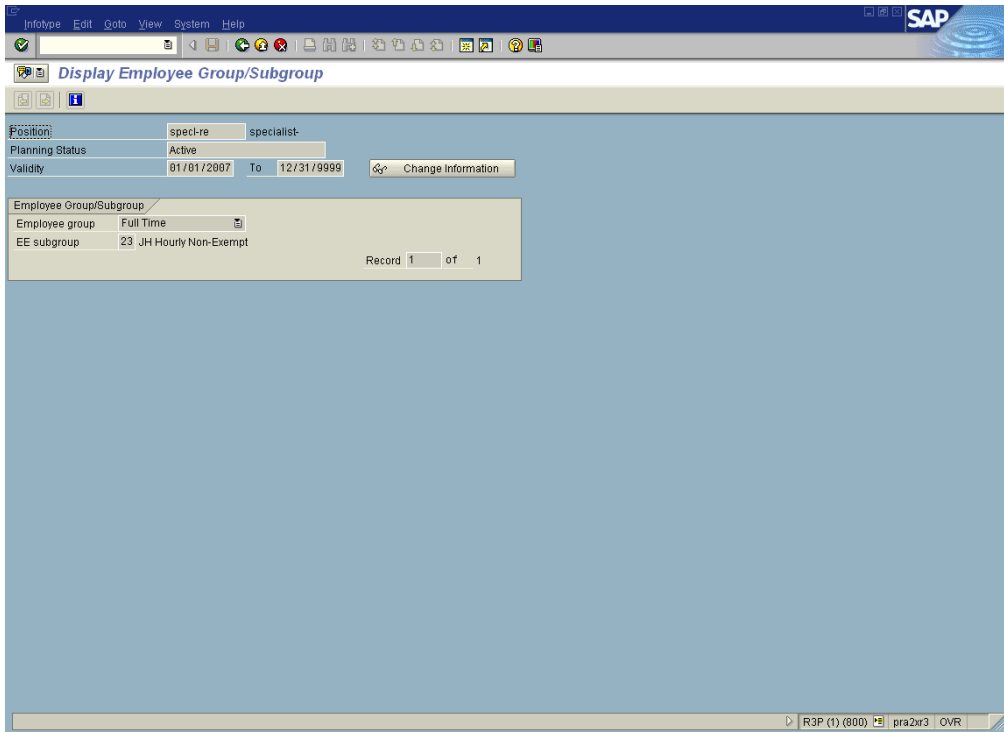
**Planned Compensation Infotype:** Contains pay grade type, pay grade area, pay grade, and pay grade level.



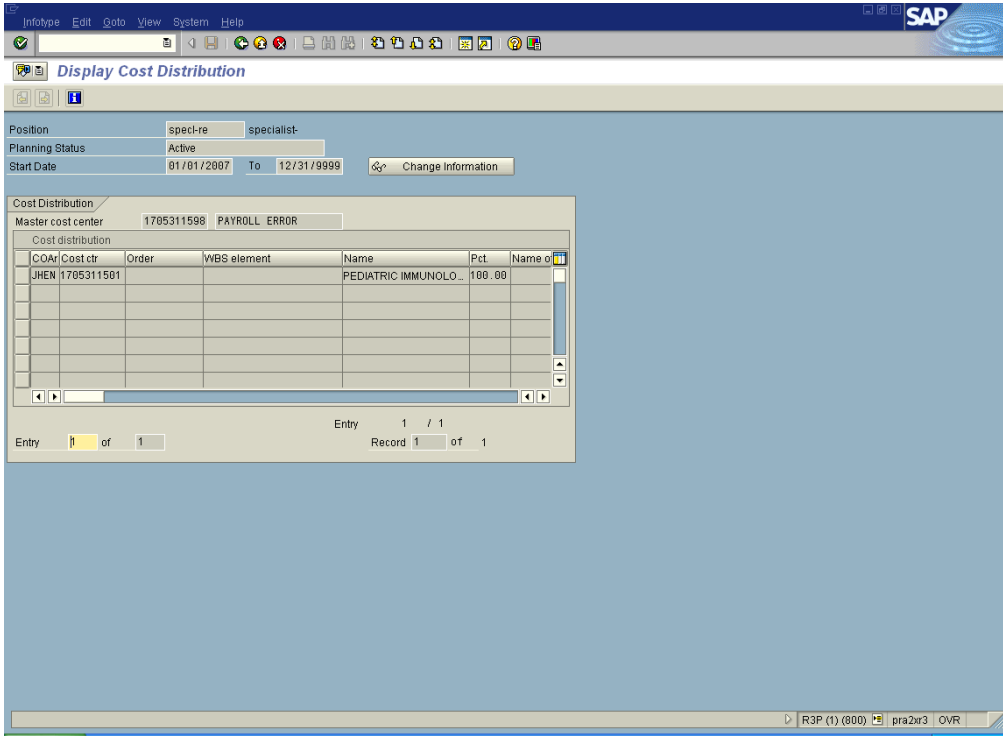
**Account Assignment Infotype:** Contains company code, business area, personnel area, and personnel subarea.



**Employee Group/Subgroup Infotype:** Contains employee group and subgroup.



**Cost Distribution Infotype: Contains cost center, fund, and percentage.**



**Additional Position Attribute Infotype: Contains compliance requirements, licenses and certifications, and time requirements. **IMPORTANT: KRONOS upload for employees is based on PerAdm field found on Organization Assignment tab using the PA20 transaction.****

