Organization & Staffing Display
(PPOSE)

How to Find Positions within
Your Organizational Unit

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Step 1 – Selection of **Organization Management Object Display** Folder from SAP Easy Access Menu

- From your SAP User Access Menu you can double click on **Organization Management Object Display**

- From your Transaction Field you can type in **PPOSE** and SAP will take you directly to the **Organization and Staffing Display**

  If you do this, skip to Step #4

(OR)

- From your SAP User Access Menu you can double click on **Organization Management Object Display**
Two choices are then displayed:

- Display Plan Data (Menu Guided)
- Display organization and Staffing
Step 3 – Selecting the **Display Organization and Staffing** subfolder to view available positions within a specific organizational unit.

Double Click Display organization and Staffing
Welcome to Organizational Management!

This is the initial screen for the maintenance of your enterprise's organizational plan. Here, you can create your Organizational structure and Staff assignments for each organizational unit.

The user interface is divided into four areas:

- In the Search area on the left of the screen, you can search for individual organizational objects according to search functions. The results of this search are displayed in the Selection area.
- These organizational objects can be transferred from here to the central area of the screen, the Overview area, where they are displayed within their organizational environment.
- The bottom area of the screen is the Detail area. Information on individual objects is displayed and can be edited in the detail area.

Getting started:

- Using Goto -> Change View, decide which view you want to work with.
- If you have already created your enterprise's organizational plan, use one of the search functions to select an organizational object, and then transfer the object to the overview area by double clicking.
- If you have not already created your enterprise's organizational plan, switch to create mode. In the SAP menu, choose Personnel -> Organizational Management -> Organizational Plan -> Organization and Staff Assignment -> Create. Beginning with a root organizational unit, create an organizational structure and staff assignment plans.

Enjoy!

For complete documentation, choose:

- Help -> Application help (context-related documentation)
- Help -> SAP Library -> Personnel Management -> Organizational management (complete documentation)
Step 5 – Finding your **Organizational Unit** – Search Box

Double Click Organizational Unit and a new box is displayed
Step 6 – *Find Organizational Unit*

New Box that will allow you to search by your specific organizational unit.
Step 7 – Entering your **Organizational Unit** in the Search Engine

Remove the asterisk and type in your organizational unit.

Once you type in your organizational unit click FIND.
In the lower part of the screen you will see the Name of the Organizational Unit you just searched for. Double Click on the Name of the Org. Unit.
To the left side of the screen the Staff Assignments will be displayed for the organizational unit you selected.
**Step 10 - Configuring Columns of Staff Assignment Display**

To configure your columns to display the Staff Assignment, Code, ID and Valid from and to periods double click on this ICON.
Step 11 – Column Configuration Indicators

New box will appear for Column Configuration. Make sure to check the boxes as indicated.
Step 12 – Determining if a position is **OCCUPIED** or **VACANT**

- If there is no arrow facing the person then this is a **VACANT** position.
- If there is an arrow facing the person then the position is **OCCUPIED**.
Step 13 Expanding the Data fields

You can expand the node to see who is assigned to your occupied positions by clicking on this icon, or you can simply double click on the person icon that has the arrow facing it to expand the node of that single position.
### Step 14 – Defining Position Number and Personnel Numbers

<table>
<thead>
<tr>
<th>Position, Role</th>
<th>Category</th>
<th>Position Number</th>
<th>Hired Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Temp Pool, Admin. Sec</td>
<td>Student</td>
<td>S 20000129</td>
<td>12/27/2006</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Temp Pool Student</td>
<td>Student</td>
<td>S 20027687</td>
<td>01/01/1900</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Administrative Sec</td>
<td>Sec ADM</td>
<td>S 50000199</td>
<td>01/01/1900</td>
<td>Unlimited</td>
</tr>
<tr>
<td>TEMP POOL STUDENT</td>
<td>Undergrad</td>
<td>S 50001132</td>
<td>12/26/2006</td>
<td>Unlimited</td>
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<tr>
<td>TEMP POOL STUDENT</td>
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<td>S 50001176</td>
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<td>12/26/2006</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Payroll Coordinator</td>
<td>Coop Pyr</td>
<td>S 50001387</td>
<td>01/09/2007</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Payroll Coordinator</td>
<td>Coop Pyr</td>
<td>S 50001387</td>
<td>01/09/2007</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

- **This is the Position Number**
- **This is the Personnel Number of the person assigned to the position.**
Step 15
Specific Information regarding Person or Position

This section displays information specific to the person or position.