

# "Change of Position" Requests

Before proceeding, please write-down the appropriate "Pers. Assgn" you will be changing.

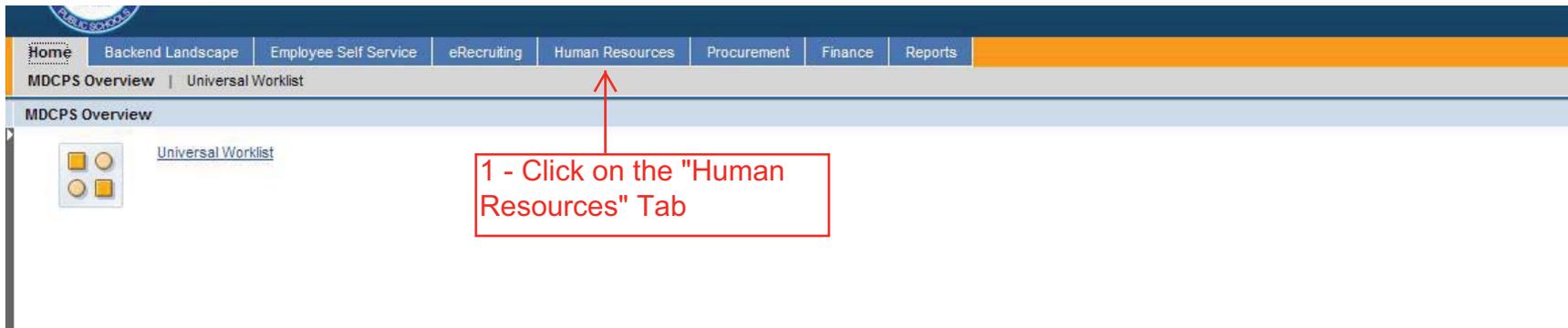
- The "Pers. Assgn" can be found under the "Human Resources" tab and clicking on the "Display Employee Information" section.
- Input the employee number and press enter.
- Click on the drop-down box in the "Pers. Assgn" section.
- Locate the assignment you would like to change.
- Please **write down** the assignment number (8-digit number) for your reference as it will be needed to proceed.

The screenshot shows the SAP HR Master Data display interface. The top navigation bar includes tabs for Home, Backend Landscape, Employee Self Service, eRecruiting, Human Resources, Procurement, Finance, and Reports. The main content area is titled "Display HR Master Data" and includes a search section on the left and a data entry section on the right. The search section has a "Find by" dropdown set to "Person" and a "Hit list" table with columns for "Personnel number" and "Name". The data entry section has fields for "Person ID", "Name", "EE group", "EE subgroup", "Reg/Perm Emplo", "Pers", and "Cost Center". A dropdown menu for "Pers. Assgn" is open, showing a list of assignments: "09057850 FT Salary Active", "09020998 Hourly Active", "00258424 FT Salary Withdrawn", and "09008570 Hourly Withdrawn". Annotations a, b, c, and d point to the "Human Resources" tab, the "Display" button, the "Pers. Assgn" dropdown, and the selected assignment in the dropdown menu, respectively.

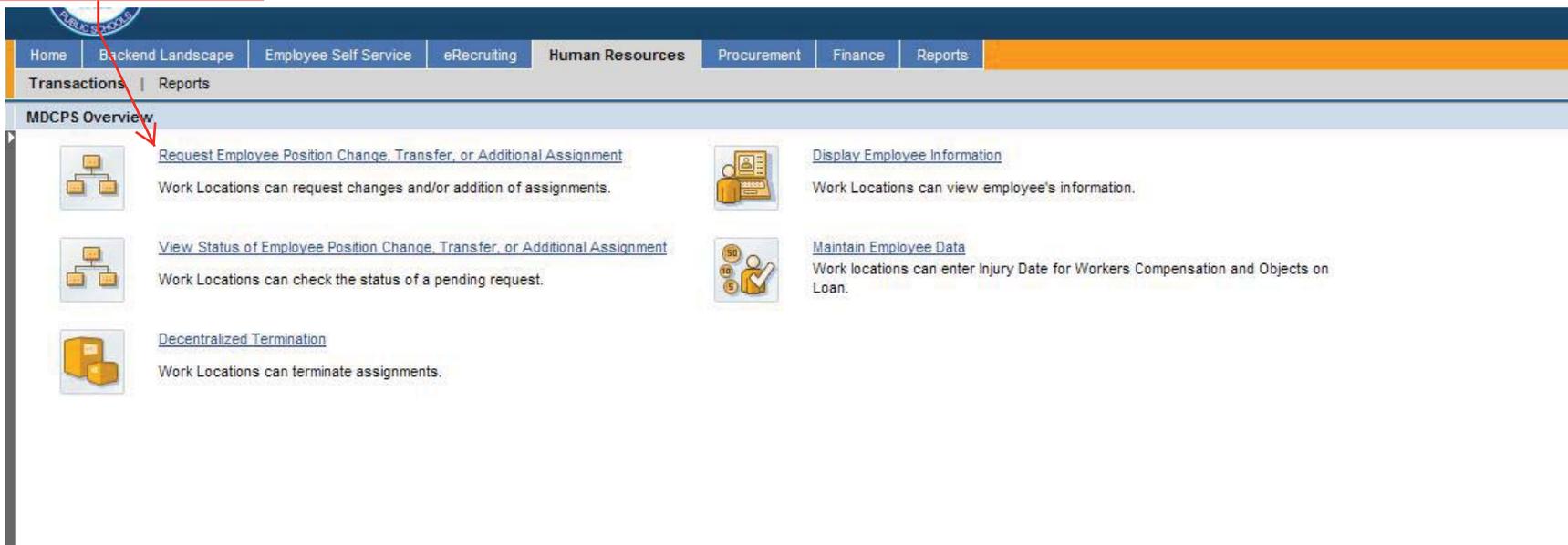
Created by HR Information Services - DAG

# PLEASE FOLLOW ALL STEPS

2



2 - Click on "Request Employee Change, Transfer, or Additional Assignment"



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Request Employee Position Change, Transfer, or Additional Assignment

**Create** 3 - Click on "Change of Position..."

Menu

Type of Action

- Change of Position, Adjudicate Pay**  
Use this option to transfer an employee to another position, where eligibility, qualifications/certifications, and pay will be assessed by the appropriate departments.
- Add Assignment**  
Use this option to create an additional Part Time position assignment for an employee at your location. You can search for employees in different locations; however you are limited to filling positions at your specific site.
- Move Instructional Employee to an Equivalent Vacant Position (No Pay impact)**  
Use this option to move an Instructional Full Time employee from one position to another of equal standing. This is not pay impacting.
- Equivalent Instructional Position Trade for 2 Employees (No Pay impact)**  
Use this option to swap the positions of two Full Time Instructional employees simultaneously, when both exist in positions of equal standing.

4 - Input start date:  
Please remember  
only 15 days into  
the future/180 days  
in the past

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### Change

Menu | Save | Back | Exit | Cancel | System

Start Date: 02/11/2011  Action Type: Z9 Position Change  
Act.Reason:

Request Details	Current Employee /Equivalent Position Employee Information
Person ID: <input type="text"/>	Person ID: <input type="text"/>
Personnel No.: <input type="text"/>	Personnel No.: 0 <input type="text"/>
Position: <input type="text"/>	Position: 0 <input type="text"/>
Pers. subarea: <input type="text"/>	Pers. subarea: <input type="text"/>
Job: 0 <input type="text"/>	Job: 0 <input type="text"/>
Personnel area: <input type="text"/>	Personnel area: <input type="text"/>
EE group: <input type="text"/>	EE group: <input type="text"/>
EE subgroup: <input type="text"/>	EE subgroup: <input type="text"/>
Business Area: <input type="text"/>	Business Area: <input type="text"/>
Region: <input type="text"/>	Region: <input type="text"/>
Fund: <input type="text"/>	Fund: <input type="text"/>
Functional Area: <input type="text"/>	Functional Area: <input type="text"/>
G/L Account: <input type="text"/>	G/L Account: <input type="text"/>

Include Attachments

The screenshot shows a web application interface for 'Change Of Position'. At the top, there is a navigation bar with links: Home, Backend Landscape, Employee Self Service, eRecruiting, Finance, and Reports. Below this is a sub-header: 'Request Employee Position Change, Transfer, or Additional Assignment'. The main title is 'Change Of Position'. A menu bar contains 'Menu', 'Save', 'Back', 'Exit', 'Cancel', and 'System'. The form fields include 'Start Date' (02/11/2011), 'Action Type' (Z9 Position Change), and 'Act.Reason' (with a double-box icon). A 'Request Details' section contains various input fields: Person ID, Personnel No., Position, Pers. subarea, Job (0), Personnel area, EE group, EE subgroup, Business Area, Region, Fund, Functional Area, and G/L Account. An 'Include Attachments' checkbox is at the bottom left. A dropdown menu titled 'Reason for Action (1)' is open, showing a list of reasons for action with '01 Acting Appointment' selected. Three red callout boxes provide instructions: '5 - Click in "Act. Reason" box' points to the dropdown icon; '6 - Click on "double-box" icon' points to the double-box icon; '7 - Select the appropriate action... "05 - Lateral move" is the most common action, press the check mark.' points to the checkmark icon in the dropdown menu.

5 - Click in "Act. Reason" box

6 - Click on "double-box" icon

7 - Select the appropriate action... "05 - Lateral move" is the most common action, press the check mark.

ActR	Name of reason for action
01	Acting Appointment
02	Career Re-Direction
03	Demotion
04	Job Reclassification
05	Lateral Move
06	MEP Interim to Permanent
07	Promotion
08	Promotion - Interim
09	Promotion - Temporary
10	Surplus
11	Full-Time to Part-Time
12	Reorganization
13	Alternate Assignment
14	Add/Remove Deferred Option
15	Probation Ends AFSCME/DCSMEC
16	Non-Instruct to Instructional
17	Part-Time to Full-Time NonInst
18	Involuntary Transfer
19	Voluntary Transfer
20	State Transfer
21	Grade/Subject Change

Public Schools

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Request Employee Position Change, Transfer, or Additional Assignment

### Change Of Position

Menu | Save | Back | Exit | Cancel | System

02/11/2011 [calendar icon]    Action Type: Z9 Position Change  
Act.Reason: 05 Lateral Move

8 - Input the employee number and press enter

Request Details	
Person ID	258424 DAVID GARCIA
Personnel No.	[input field]
Position	[input field]
Pers. subarea	[input field]
Job	0
Personnel area	[input field]
EE group	[input field]
EE subgroup	[input field]
Business Area	[input field]
Region	[input field]
Fund	[input field]
Functional Area	[input field]
G/L Account	[input field]

Current Employee /Equivalent Position Employee Information	
Person ID	258424 DAVID GARCIA
Personnel No.	0
Position	0
Pers. subarea	[input field]
Job	0
Personnel area	[input field]
EE group	[input field]
EE subgroup	[input field]
Business Area	[input field]
Region	[input field]
Fund	[input field]
Functional Area	[input field]
G/L Account	[input field]

Include Attachments

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Request Employee Position Change, Transfer, or Additional Assignment

### Change Of Position

9 - Input the position ID number...  
Please note: Use the position ID number you obtained through your "Position Control Report" - press enter

Action Type: 29 Position Change  
Act.Reason: 05 Lateral Move

Current Employee /Equivalent Position Employee Information	
Person ID	258424 DAVID GARCIA
Personnel No.	0
Position	0
Pers. subarea	
Job	0
Personnel area	
EE group	
EE subgroup	
Business Area	
Region	
Fund	
Functional Area	
G/L Account	

Person ID	258424	DAVID GARCIA
Personnel No.		
Position	53103379	AFTER-SCH CA/AFTER-SCH CARE AC LEAD II
Pers. subarea	999X	
Job	52004011	73099/AFTER-SCH CARE AC LEAD II
Personnel area	N0A0	NIS Community Sch AfrSch Care
EE group	8	Temporary
EE subgroup	A9	Hourly
Business Area	7141	DR. MICHAEL M. KROP SENIOR
Region	22	
Fund	100000	
Functional Area	65000000-910000	
G/L Account	515000	

Include Attachments

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Request Employee Position Change, Transfer, or Additional Assignment

### Change Of Position

Menu Save Back Exit Cancel System

Start Date: 02/11/2011 Action Type: Z9 Position Change  
Act.Reason: 05 Lateral Move

**Request Details**

Person ID	258424	DAVID GARCIA
Personnel No.	09057850 FT Salary Active	
Position	09020998 Hourly Active	
Pers. subarea	09062476 Hourly Withdrawn	
Job	00258424 FT Salary Withdrawn	
Personnel area	09008570 Hourly Withdrawn	
EE group	A9 Hourly	
EE subgroup	7141 DR. MICHAEL M. KROP SENIOR	
Business Area	22	
Region	100000	
Fund	65000000 - 910000	
Functional Area	515000	
G/L Account		

Include Attachments

10 - Click on the drop-down box and select the appropriate "Personnel No." you will be changing - press enter.

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Please note: Make sure the "Personnel No." which can be found in the "Display Employee Information" screen under the "Pers. Assgn" drop-down box is the correct "Personnel No." you will be changing.

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Request Employee Position Change, Transfer, or Additional Assignment

### Change Of Position

Menu | Save | Back | Exit | Cancel | System

Start Date: 02/11/2011 | Action Type: Z9 Position Change | Act.Reason: 05 Lateral Move

Request Details		Current Employee /Equivalent Position Employee Information	
Person ID	258424 DAVID GARCIA	Person ID	258424 DAVID GARCIA
Personnel No.	09020998 Hourly Active	Personnel No.	9020998
Position	53103379 AFTER-SCH CA/AFTER-SCH CARE AC LEAD II	Position	53219576 COMM-SCH ACT/COMM-SCH ACT LEADER II
Pers. subarea	999X	Pers. subarea	999X No Duty Days
Job	52004011 73099/AFTER-SCH CARE AC LEAD II	Job	52004007 73099/COMM-SCH ACT LEADER II
Personnel area	N0A0 NIS Community Sch AttrSch Care	Personnel area	N0C0 NIS Community School Ops
EE group	8 Temporary	EE group	8 Temporary
EE subgroup	A9 Hourly	EE subgroup	A9 Hourly
Business Area	7141 DR. MICHAEL M. KROP SENIOR	Business Area	7141 DR. MICHAEL M. KROP SENIOR
Region	22	Region	22
Fund	100000	Fund	100000
Functional Area	65000000-910000	Functional Area	65000000-910000
G/L Account	515000	G/L Account	515000

Include Attachments

11 - You will now see the "Current" Information of the employee on the right, and the "New" information of the employee on the left....

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If all the information is correct, please click on the "Save" button, if the information is not correct, press "Enter" and you will be able to edit any information needed.

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Home Backend Landscape Employee Self Service eRecruiting **Human Resources** Procurement Finance Reports

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Request Employee Position Change, Transfer, or Additional Assignment

### Change Of Position

Menu Save Back Exit Cancel System

Request Created

Request submitted successfully with the following Request ID.  
00015298

12 - Please write-down the "Request ID" number to view the status of your request through the "View Status of Employee Position Change, Transfer, or Additional Assignment" section.

Employee /Equivalent Position Employee Information	
Employee No.	258424 DAVID GARCIA
Position No.	9020998
Job Code	53219576 COMM-SCH ACT/COMM-SCH ACT LEADER II
Area	999X No Duty Days
Job Title	52004007 73099/COMM-SCH ACT LEADER II
Personnel area	N0C0 NIS Community School Ops
EE group	8 Temporary
EE subgroup	A9 Hourly
Business Area	7141 DR. MICHAEL M. KROP SENIOR
Region	22
Fund	100000
Functional Area	65000000-910000
G/L Account	515000

Include Attachments