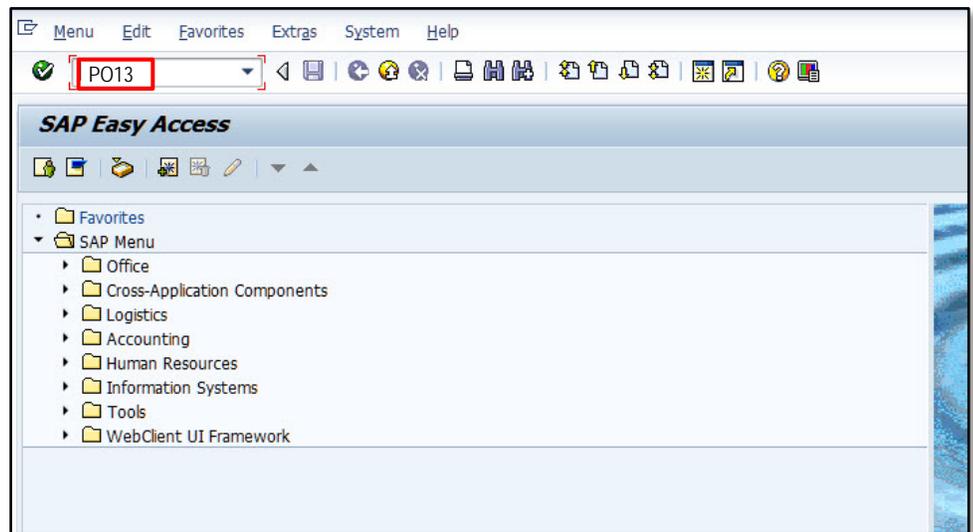


HRMS Organizational Management

Create or Update Employee Group and Subgroup to Position

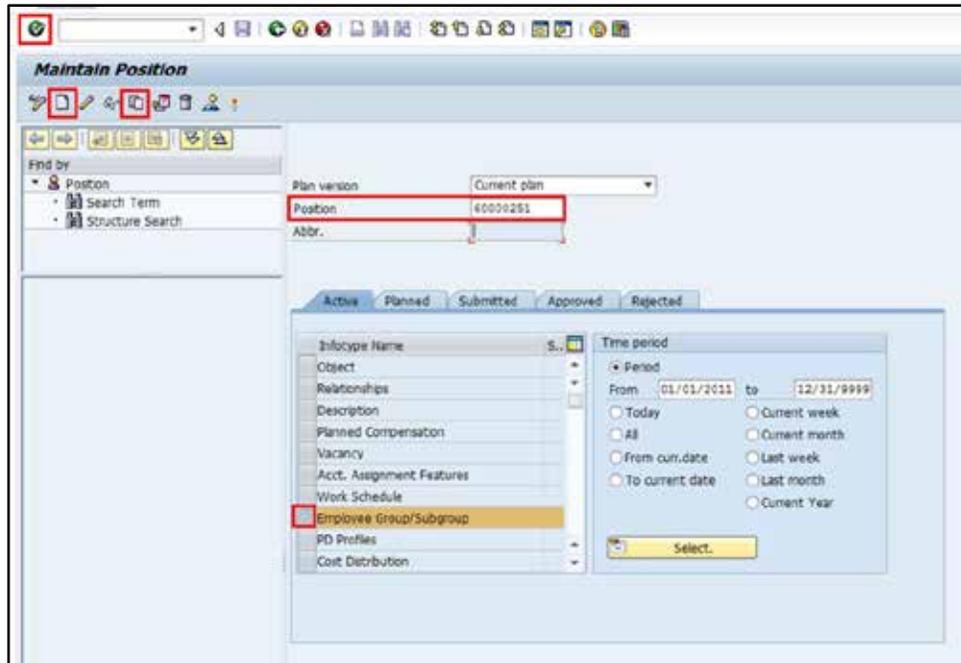
This procedure is used to create or update the employee group and subgroup to a position, using transaction code PO13.

1. Enter transaction code **“PO13”** in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→ *Expert Mode*→ *Position*.

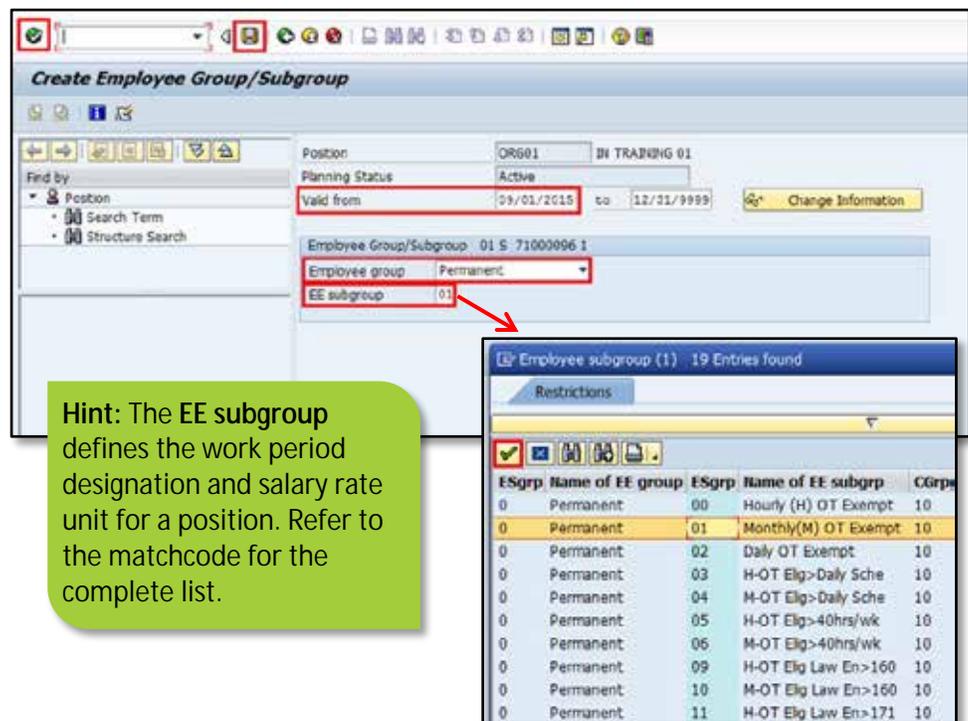


Create or Update Employee Group and Subgroup to Position (cont.)

2. Enter the position number in the **Position** field.
3. Click the box to the left of infotype **Employee group/Subgroup**.
4. Click  **Create** to create a new record, **OR** Click  **Copy** to update an existing position.



5. Enter the effective date in the **Valid from** field.
6. Choose the correct **Employee group** from the drop-down box.
7. Click the **EE subgroup**  **Matchcode** to open the selection list.
8. Choose the correct EE subgroup, and then click  **Enter** to close the list.
9. Click  **Enter**.
10. Click  **Save**.



Hint: The EE subgroup defines the work period designation and salary rate unit for a position. Refer to the matchcode for the complete list.

ESGrp	Name of EE group	ESGrp	Name of EE subgrp	CGrps
0	Permanent	00	Hourly (H) OT Exempt	10
0	Permanent	01	Monthly(M) OT Exempt	10
0	Permanent	02	Daily OT Exempt	10
0	Permanent	03	H-OT Elg>Daily Sche	10
0	Permanent	04	H-OT Elg>Daily Sche	10
0	Permanent	05	H-OT Elg>40hrs/wk	10
0	Permanent	06	M-OT Elg>40hrs/wk	10
0	Permanent	09	H-OT Elg Law En>160	10
0	Permanent	10	M-OT Elg Law En>160	10
0	Permanent	11	H-OT Elg Law En>171	10