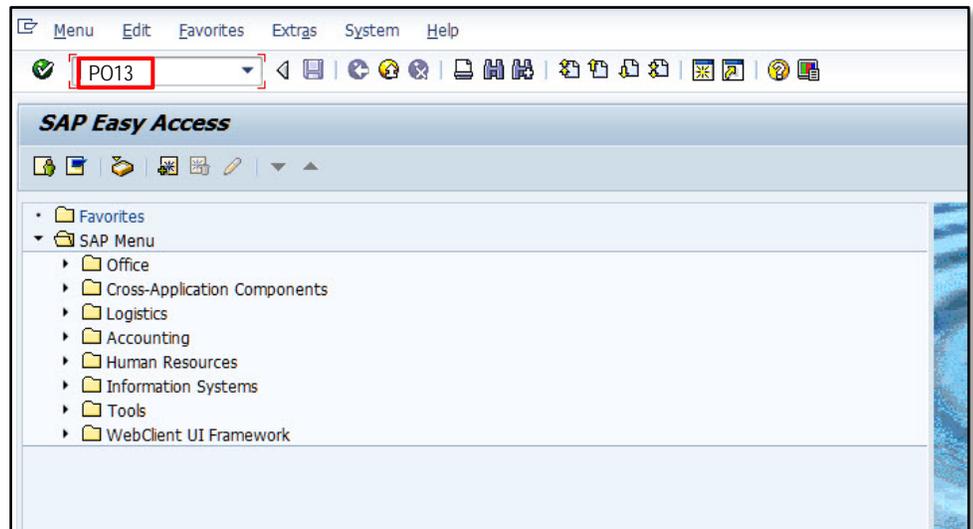


## HRMS Organizational Management

### *Create or Update Position to Organizational Unit Relationship*

*Organizational Management Processor uses this procedure to create or update a Position to Organizational Unit relationship when 1) a new position needs to be assigned to an existing Organizational Unit, or 2) when an existing position needs to be assigned to a different Organizational Unit. Use 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*.



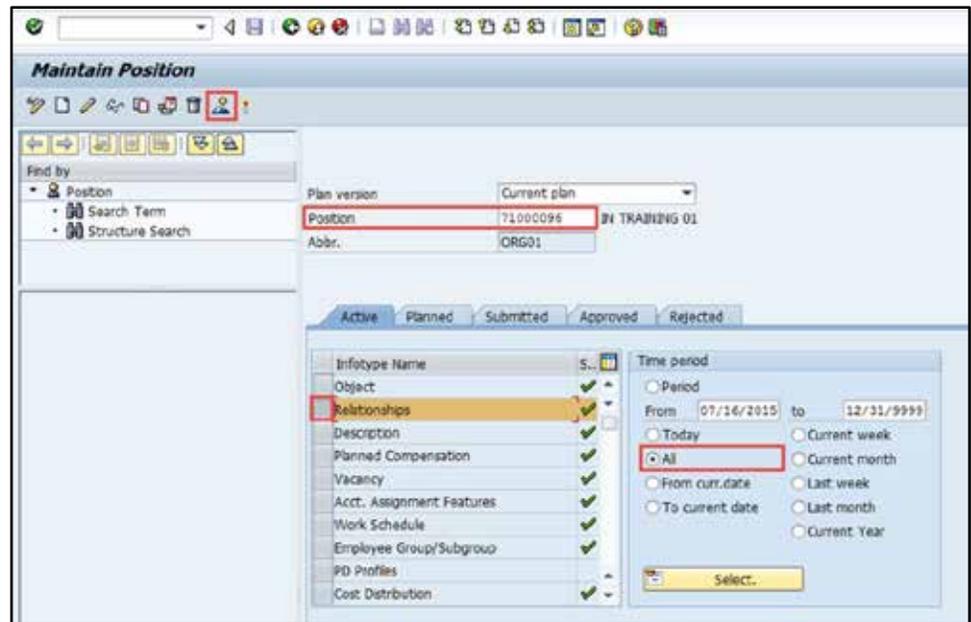
## Create & Update Position to Organizational Unit Relationship (cont.)

2. Enter the position number in the **Position** field.

3. In the **Time Period** section, choose the button next to **All**.

4. Click the box to the left of infotype **Relationships**.

5. Click  **Overview** to show all relationships.



**Maintain Position**

Plan version: Current plan

Position: 71000096 TRN1 TRAINING 01

Abbr.: ORG01

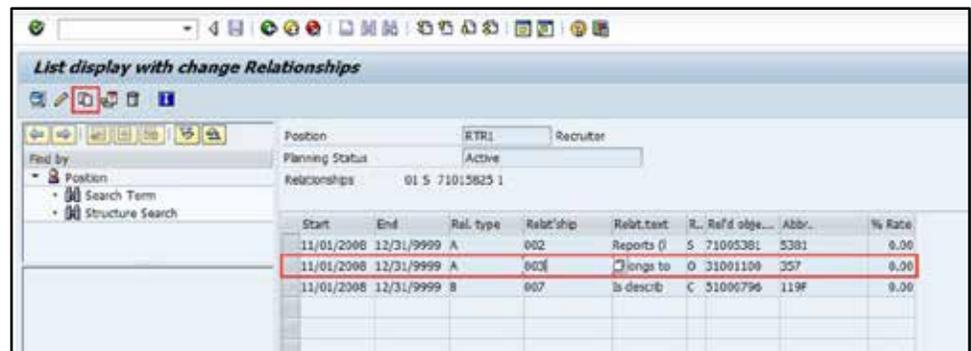
Active | Planned | Submitted | Approved | Rejected

Infotype Name: Relationships

Time period: All

6. Select the box to the left of *Relationship type/ Relationship A 003*.

7. Click  **Copy**.



**List display with change Relationships**

Position: RTR1 Recruiter

Planning Status: Active

Relationships: 01 S 71015825 1

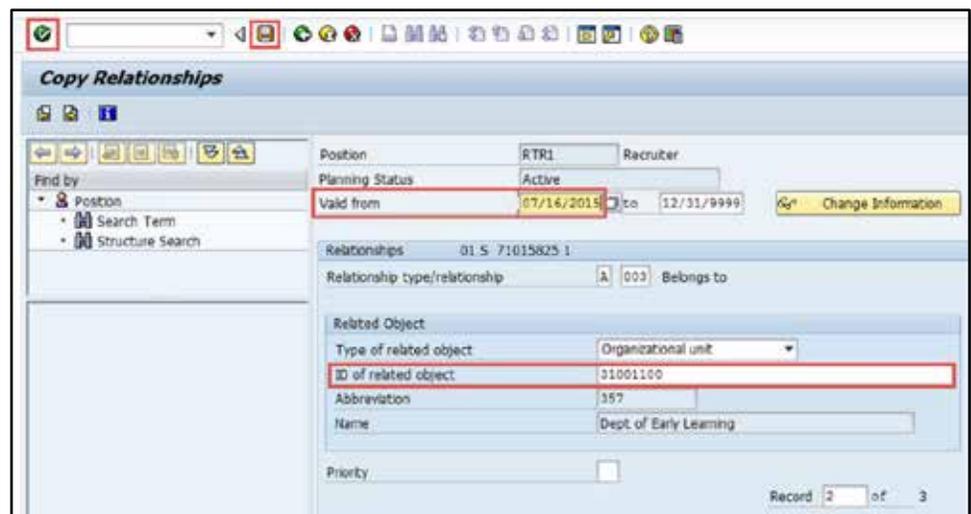
Start	End	Rel. type	Relat'ship	Relat.text	R. Ref'd obje...	Abbr.	% Rate
11/01/2008	12/31/9999	A	002	Reports (I	S 71005381	5381	8.00
11/01/2008	12/31/9999	A	003	Belongs to	O 31001109	357	8.00
11/01/2008	12/31/9999	B	007	Is descri	C 31000796	119F	8.00

8. Enter the effective date of the relationship in the **Valid from** field.

9. Enter the HRMS/ personnel number of the related object in the **ID of related object** field.

10. Click  **Enter**.

11. Click  **Save**.



**Copy Relationships**

Position: RTR1 Recruiter

Planning Status: Active

Valid from: 07/16/2015 to 12/31/9999

Relationships: 01 S 71015825 1

Relationship type/relationship: A 003 - Belongs to

Related Object

Type of related object: Organizational unit

ID of related object: 31001100

Abbreviation: 357

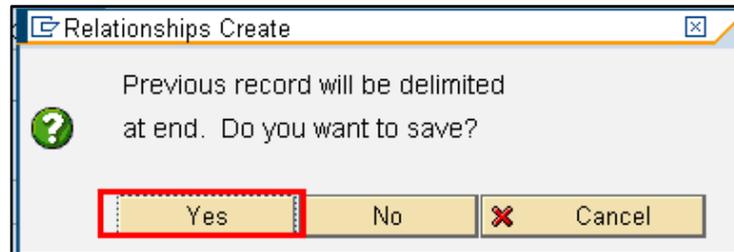
Name: Dept. of Early Learning

Priority:

Record 2 of 3

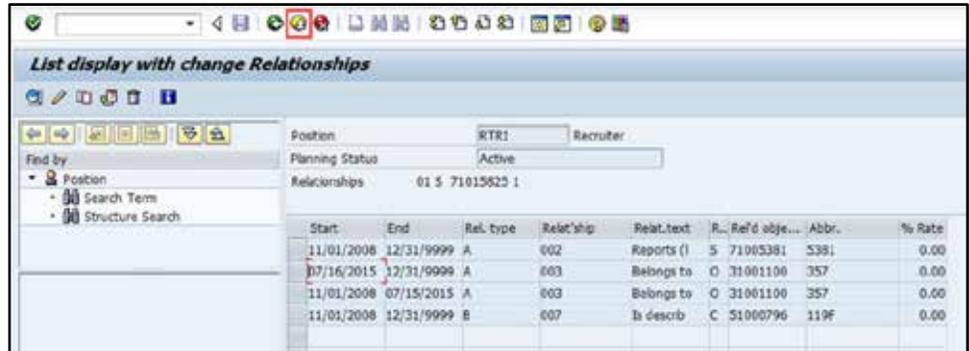
## Create & Update Position to Organizational Unit Relationship (cont.)

12. Click **Yes** on the *Relationships Create* pop-up.



13. Click  **Exit** when returned to the *List display with change Relationships* screen.

This completes the transaction to Create & Update a Position to Position Relationship.



Start	End	Rel. type	Relationship	Relat. text	R... Ref'd obje...	Abbr.	% Rate
11/01/2008	12/31/9999	A	002	Reports (I	S 71005381	5381	0.00
07/16/2015	12/31/9999	A	003	Belongs to	O 31001100	357	0.00
11/01/2008	07/15/2015	A	003	Belongs to	O 31001100	357	0.00
11/01/2008	12/31/9999	B	007	Is describ	C 51000796	119F	0.00