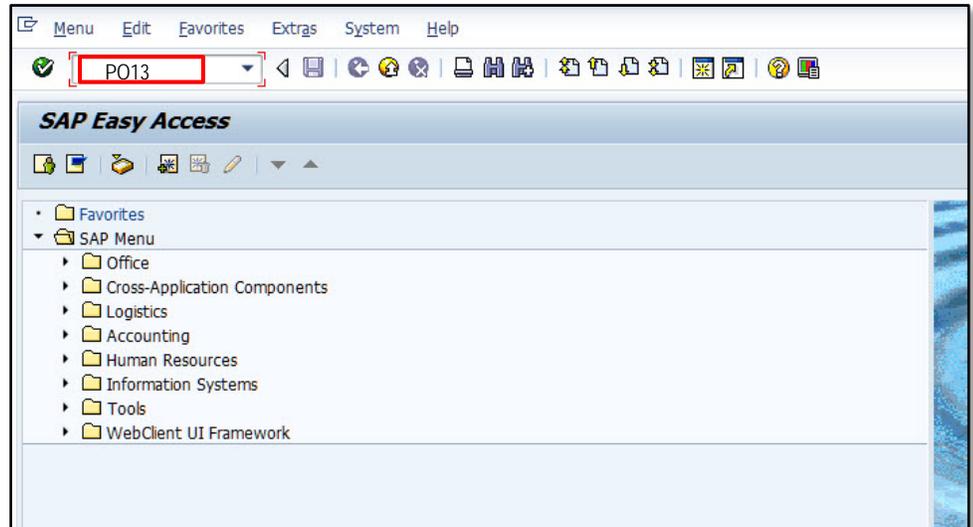


HRMS Organizational Management

Indicate Required Background Check

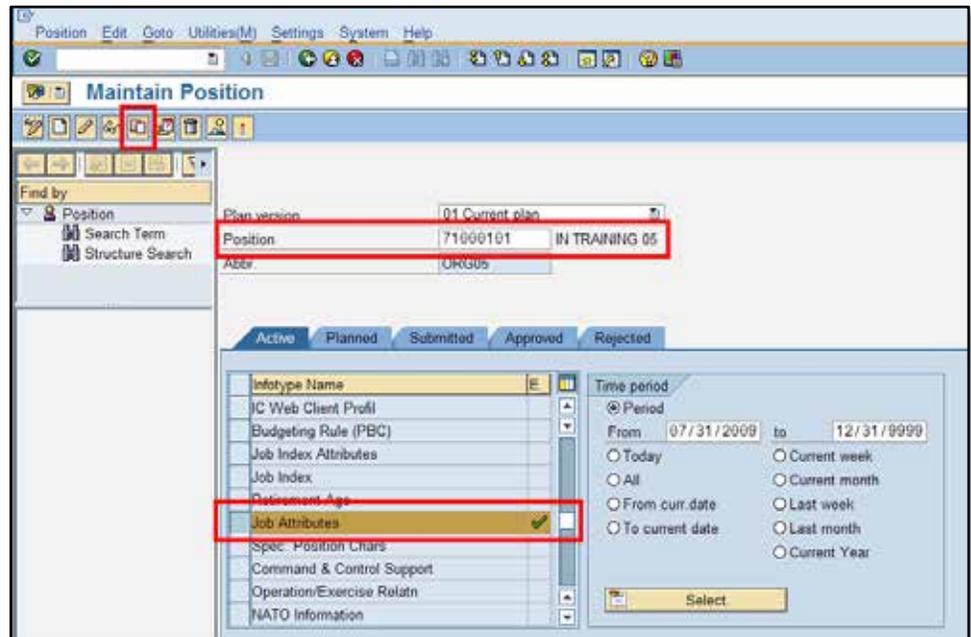
The Organizational Management (OM) Processor uses this procedure to indicate that a position requires a background check using transaction code PO13.

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

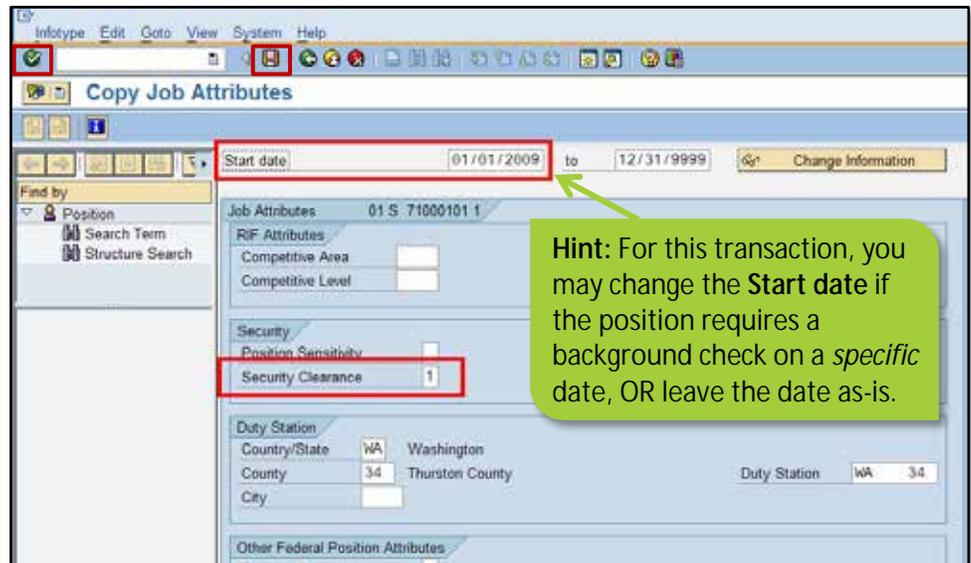


Indicate Required Background Check (cont.)

2. Enter the **Position** number.
3. Click the box to the left of infotype **Job Attributes**.
4. Click  **Copy**.



5. In the **Start date** field, enter the effective date of the action.
6. Enter **1** in the **Security Clearance** field to indicate that a background check is required.
7. Click  **Enter**.
8. Click  **Save**.



9. Click **Yes** to confirm the previous record will be delimited.

This completes the transaction to indicate a Background Check is required for a Position.

