

## HRMS Organizational Management

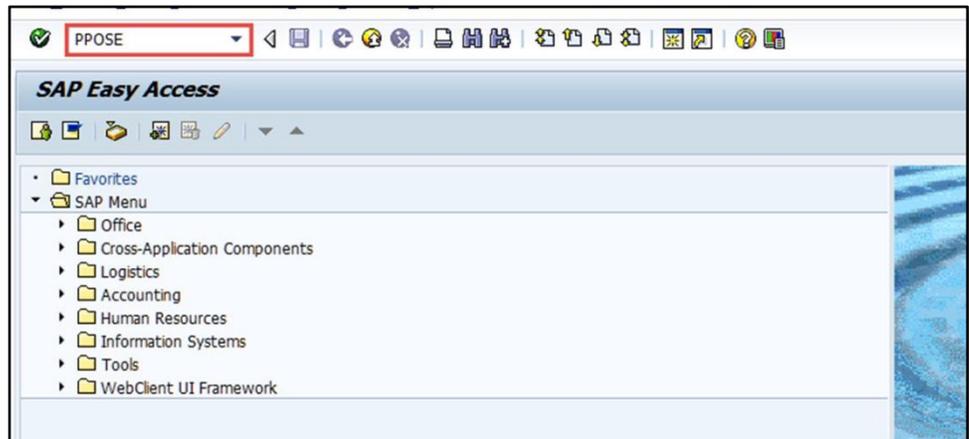
### Position Structure Search

Organizational Management Processor uses this procedure to view the Organizational Structure of an agency, using the Position Structure Search and transaction code PPOSE.

PPOSE Screen Icon	Description
 Job	Represents the name of the job class used to create specific positions.
 Organizational Unit	Represents an organizational unit within a department.
 Person	Represents a person assigned to a position.
 Position	Represents a position within an organizational unit.
 Chief	Represents a “chief” position for the organizational unit. A position becomes a “chief” position when the relationship “manages” is assigned between the position and organizational unit.
 Go to	Allows user to view the organizational structure in different ways. For example: by selecting Organizational structure you can view only the organizational units without any position details. By selecting Staff assignments, you can view both the organizational structure along with the positions assigned.
 One level up	Allows user to view the structure one level above the current view.
 Column Configuration	Allows user to select the columns to view. For example: Object, ID Number, or Relationship.
 Icon legend	Allows user to view a legend of what various icons represent within the organizational structure.
 Large/Small results list	Allows user to maximize or minimize the view of the search area.
 Date/Preview period	Allows user to view the organizational and reporting structure as of a specific past, present, or future date.
 Close Detail Area	Minimizes the Detail area of the screen to expand the Overview area.
 Open Detail Area	Maximizes the Detail area of the screen to view the detailed information for an object.

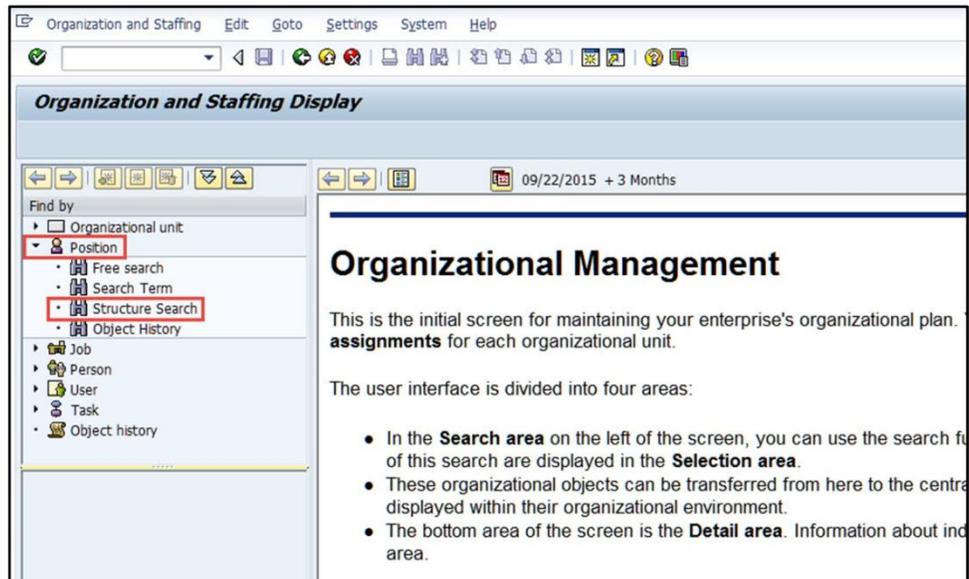
## Position Structure Search (cont.)

1. Enter transaction code "PPOSE" in the Command field and press **Enter**.



2. In the *Find by* section, click the arrow to the left of *Position* to expand options.

3. Click *Structure Search*.





### Position Structure Search (cont.)

4. Click the arrow to the left of *State of Washington* to access a list of Organizational Units.

**Organizational Management**

This is the initial screen for maintaining your en assignments for each organizational unit.

The user interface is divided into four areas:

- In the **Search area** on the left of the screen, the search results are displayed in the **Select** area.
- These organizational objects can be transferred and displayed within their organizational environment.
- The bottom area of the screen is the **Details** area.

Getting started:

- Using *Go to > Change View*, choose the

5. Use the scroll bar to find your Organizational Unit. Double-click it to display your agency's organizational structure.

6. Click the arrow to the left of the division to view specific positions. (Example: Director's Office)

**Organization and Staffing Display**

Staff Assignments (Structure)

Staff Assignments (Structure)	Chief	Workf...
Dept of Early Learning		
Director's Office		

Expanded Director's Office positions:

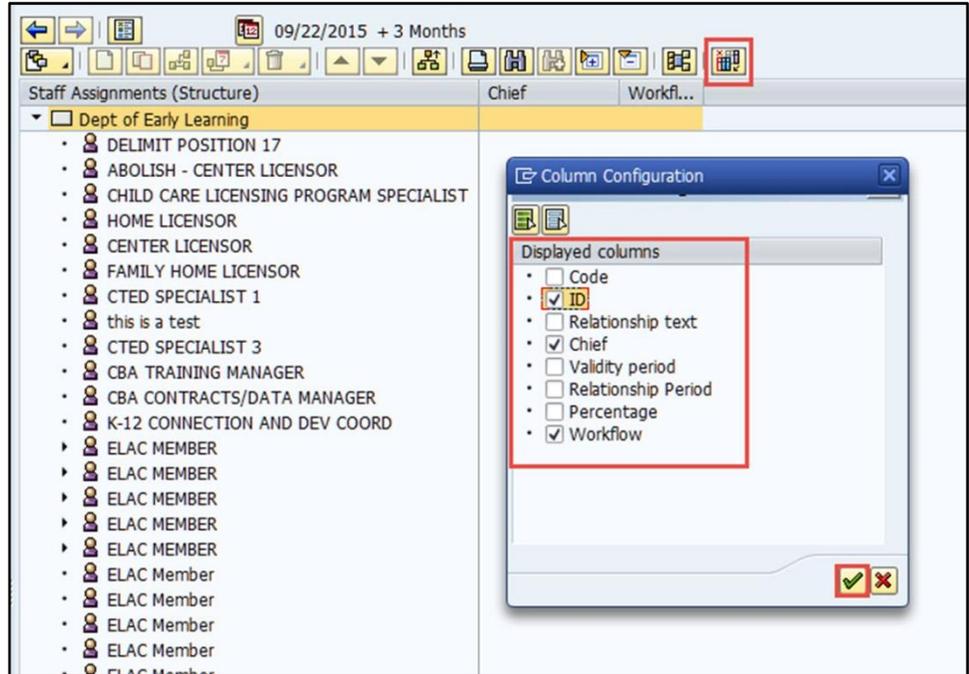
- Director
- Confidential Executive Assistant
- Communications Manager
- Senior Policy Advisor
- Administrative Assistant 5
- Communications Consultant 3
- Training 17
- Chief Operating Officer
- Deputy Director
- Senior Policy Advisor

## Position Structure Search (cont.)

**7.** To add columns to the structure view, click  **Column configuration.**

**8.** In the *Column Configuration* box, check the box to the left of the columns you wish to display. To remove a displayed column, uncheck the box to the left of the column name.

**9.** Click  **Copy.**



**10.** To view the details of a position, double-click on the position title under *Staff Assignments (Structure)*.

**Basic Data** - Contains the Position name and staffing status.

**Account Assignment** – Identifies the Master Cost Center for the agency, Business area, Personnel area, Personnel subarea.

**Address**–Position contact information.

**Cost Distribution** – Contains cost information for the position within the agency.

**EE group/subgroup**–Identifies the position as permanent or non-permanent as well hourly, salaried, overtime eligible, or overtime exempt.

 to hide the Details for Position.'" data-bbox="311 456 908 887"/>

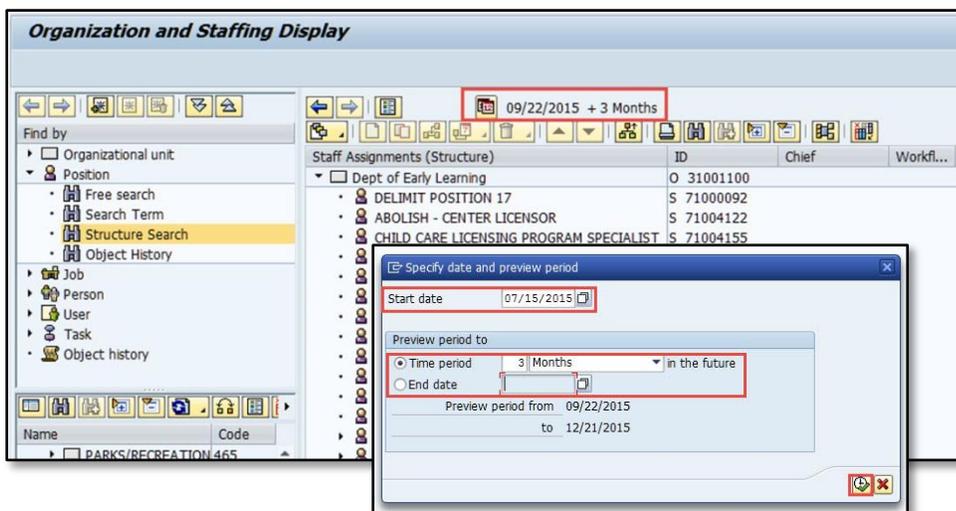
Staff Assignments (Structure)	ID	Chief	Workfl...
Dept of Early Learning	O 31001100		
• DELIMIT POSITION 17	S 71000092		
• ABOLISH - CENTER LICENSOR	S 71004122		
• CHILD CARE LICENSING PROGRAM SPECIALIST	S 71004155		
• HOME LICENSOR	S 71004172		
• CENTER LICENSOR	S 71004251		
• FAMILY HOME LICENSOR	S 71004266		
• CTED SPECIALIST 1	S 71004363		
• this is a test	S 71006132		
• CTED SPECIALIST 3			
• CBA TRAINING MANAGER			
• CBA CONTRACTS/DATA MANAGER			
• K-12 CONNECTION AND DEV COORD			
• ELAC Member	S 71011124		

## Position Structure Search (cont.)

**11.** To change the date range for the view, click  **Date and preview period.**

**12.** Enter the **Start date** and **Time period** or **End date** you wish to view.

**13.** Click  **Execute.**

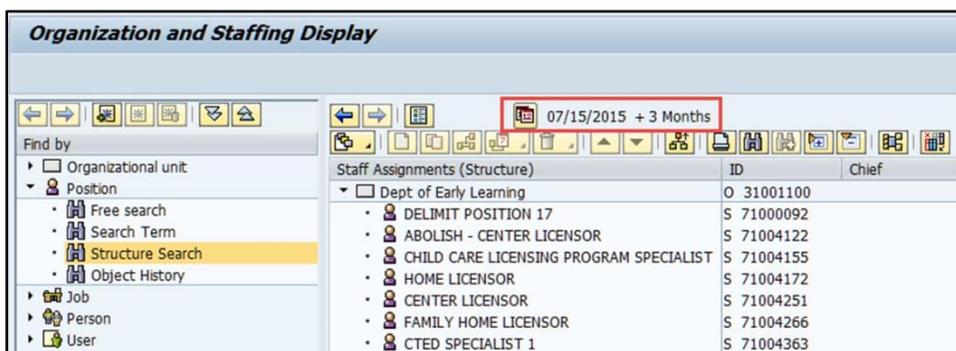


The screenshot shows the 'Organization and Staffing Display' window. The date range is set to '09/22/2015 + 3 Months'. A dialog box titled 'Specify date and preview period' is open, showing the start date as '07/15/2015' and the preview period set to '3 Months in the future'. The preview period is from '09/22/2015' to '12/21/2015'.

Staff Assignments (Structure)	ID	Chief	Workfi...
Dept of Early Learning	O 31001100		
• DELIMIT POSITION 17	S 71000092		
• ABOLISH - CENTER LICENSOR	S 71004122		
• CHILD CARE LICENSING PROGRAM SPECIALIST	S 71004155		

**14.** The updated results will display.

**This completes the transaction to View the Organizational Structure of your Agency.**



The screenshot shows the 'Organization and Staffing Display' window with the date range updated to '07/15/2015 + 3 Months'. The results list includes:

Staff Assignments (Structure)	ID	Chief
Dept of Early Learning	O 31001100	
• DELIMIT POSITION 17	S 71000092	
• ABOLISH - CENTER LICENSOR	S 71004122	
• CHILD CARE LICENSING PROGRAM SPECIALIST	S 71004155	
• HOME LICENSOR	S 71004172	
• CENTER LICENSOR	S 71004251	
• FAMILY HOME LICENSOR	S 71004266	
• CTED SPECIALIST 1	S 71004363	