HRMS Organizational Management

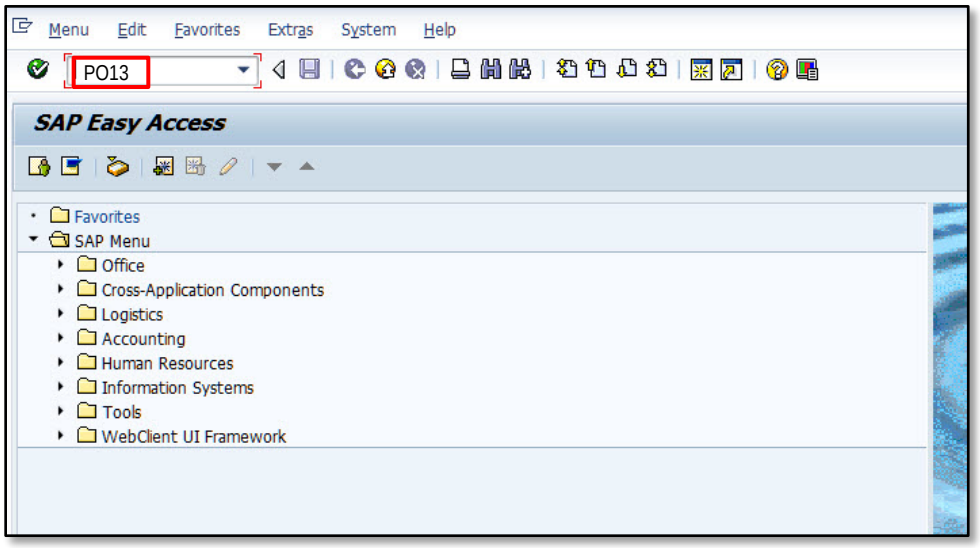
Update Position Vacancy Status

Organizational Management Processor uses this procedure to update a position's Vacancy status, using transaction code PO13.

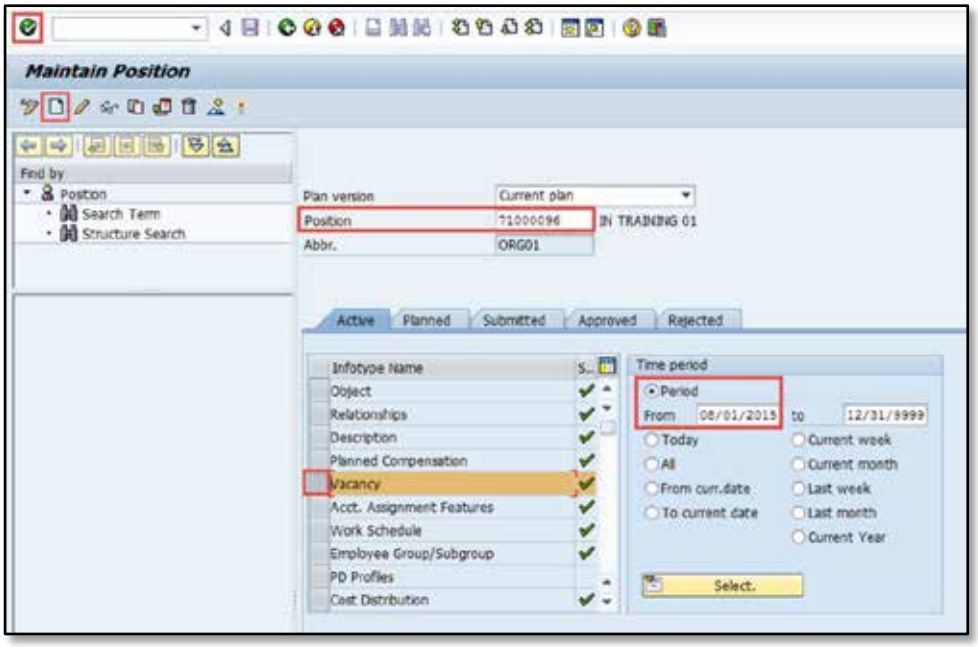
1. Enter transaction code **"PO13"** in the Command field and press **Enter**,

   OR

   Follow the menu tree: *Human Resources→ Organizational Management→ Expert Mode→ Position.*



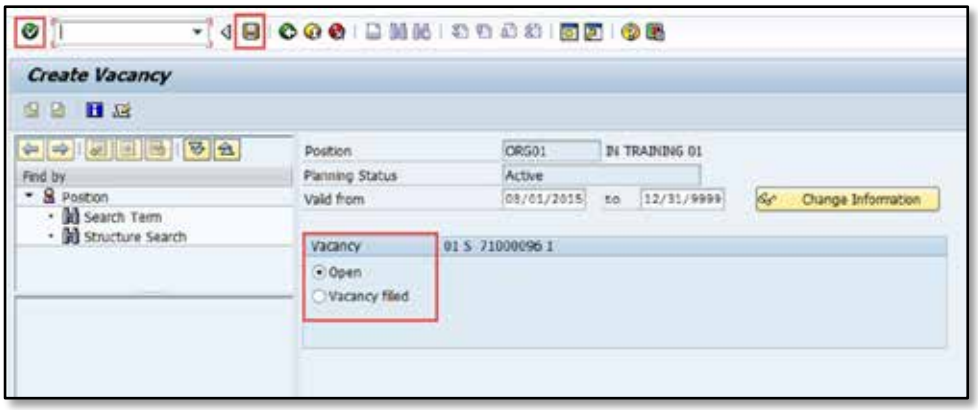
2. Enter the position number in the **Position** field.
3. Click **Enter**.
4. In the **From** field, enter the effective date of the vacancy.
5. Click the box to the left of infotype **Vacancy**.
6. Click **Create**.

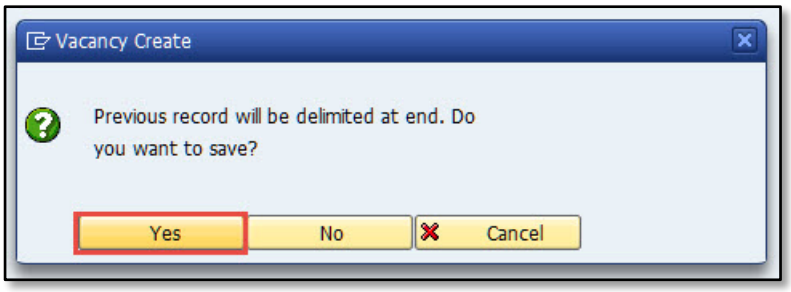


7. Perform one of the following:

If	Select
The position has been filled	◉ Vacancy filled
The position has been vacated	◉ Open

8. Click **Enter**.
9. Click **Save**.



10. The **Vacancy Create** box appears. Click **Yes** to save.

This completes the transaction to Update a Position's Vacancy Status.