

Creating a Position in SAP-HCM



Applies to:

SAP-HCM For more information, visit the [Enterprise Resource Planning homepage](#).

Summary

The objective of this article is to explain in a step-by-step manner the procedure for creating a new position in SAP Human Capital Management.

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Transaction PP03

In order to create any position, the following is the list of tables in to which data needs to be populated.

HRP1000: Object

HRP1001: Relationships

HRP1008: Acct. Assignment

HRP1013: Emp Group/Subgroup

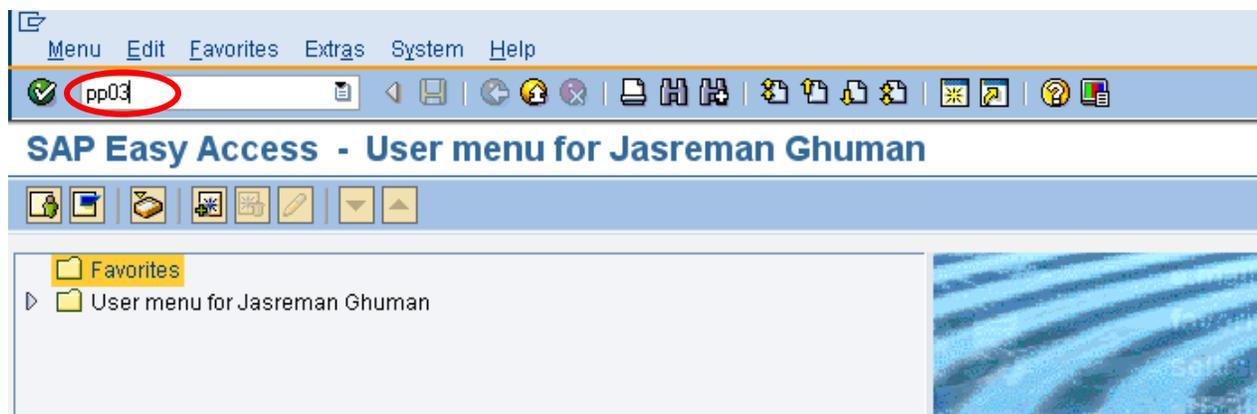
HRP1028: Address

Transaction PP03 can be used to create a new position in SAP-HR. This transaction works like transaction PA40 wherein a number of screens open back to back. The system takes input from the user for all the tables / infotypes that are necessary to be populated for a position in a specified order.

While creating a new position, the system asks for user input in all the above mentioned tables one by one.

The following screenshots describe how to use this transaction to create a new position.

Go to transaction PP03.



The following screen will appear.

The screenshot displays the SAP 'Maintain Plan Data: Execute Actions' interface. The top menu bar includes 'Action', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. The main title is 'Maintain Plan Data: Execute Actions'. On the left, a search area is visible with 'Find by' options: 'Position', 'Search term', and 'Structure search'. The right side contains several input fields: 'Plan version' (01), 'Object type' (checked), 'Object ID' (blank), and 'Object abbr.' (blank). Below these is a 'Selection of Tasks' section with 'Planning status' (1), 'Validity' (blank to blank), and 'Action' (checked). A red circle highlights the 'Object type' field.

Specify **Object Type** as **S**.

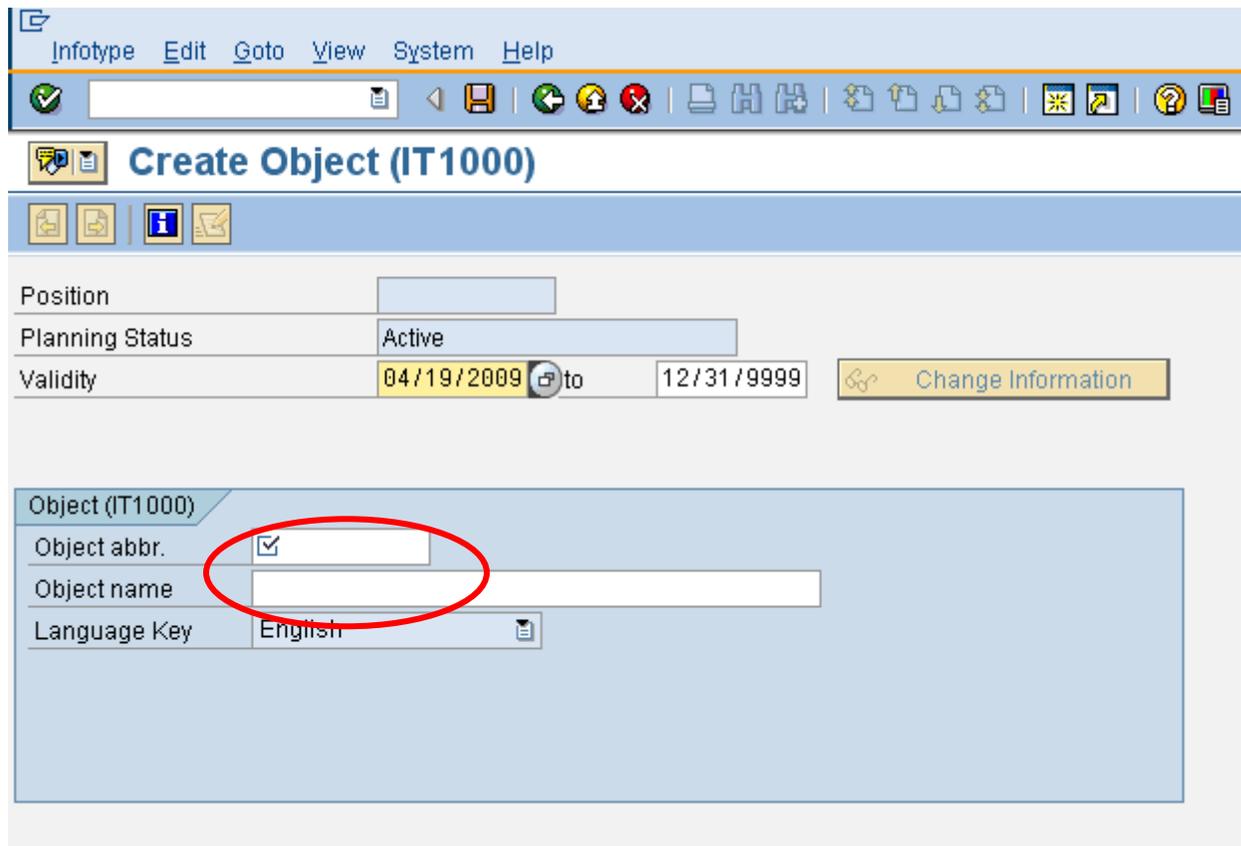
Enter **Start Date** and **End Date** for the position to be created in the field **Validity**.

Specify **Action** as **CS**.

Leave **Object ID** as blank.

1) Infotype HRP1000

Upon clicking on execute,  the following screen will appear. This is the Infotype HRP1000.



The screenshot shows the SAP Infotype HRP1000 'Create Object (IT1000)' screen. The form contains the following fields and values:

Position	
Planning Status	Active
Validity	04/19/2009 to 12/31/9999
Change Information	

Below the main form is a section titled 'Object (IT1000)' with the following fields:

Object abbr.	<input checked="" type="checkbox"/>
Object name	
Language Key	English

Specify appropriate values in the fields **Object abbr.** and **Object Name**.

Press **Ctrl+S** to save changes.

2) Infotype HRP1001

A number of relationships need to be defined here while creating a position. The essential relationships have to be created with the following objects:

- (i) Organizational Unit
- (ii) Job
- (iii) Position (Reporting Supervisor)
- (iv) Paycheck Distributor
- (v) Group Time Reporter

These are described in detail as follows.

Organizational Unit:

The first screen for HRP1001 is for establishing a relationship of the position with the organizational unit. Mention the Organizational Unit with which you want to link the position in the field **ID of Related Object** on the screen. Press **Ctrl+S** to Save.

Infotype Edit Goto Extras View System Help

Essential relationship Relationships (IT1001)

Allowed relationships

Position: CustSvcsTech Customer Services Technician
 Planning Status: Active
 Valid from: 04/19/2009 to 12/31/9999 [Change Information](#)

Relationships (IT1001)

Relationship type/relationship: A 003 Belongs to

Related Object

Type of related object: Organizational unit
 ID of related object:
 Abbreviation:
 Name:

Priority:

Job:

Next, the following screen opens up wherein a Job has to be linked with the position. Enter the Job key with which you want to link the position in the field **ID of Related Object** on the screen. Press **Ctrl+S** to Save.

Infotype Edit Goto Extras View System Help

Create Relationships (IT1001)

Allowed relationships

Position: CustSvcsTech Customer Services Technician
 Planning Status: Active
 Valid from: 04/19/2009 to 12/31/9999 [Change Information](#)

Relationships (IT1001)

Relationship type/relationship: B 007 Is described by

Related Object

Type of related object: Job
 ID of related object:
 Abbreviation:
 Name:

Priority:

Position:

Next, the Supervisor for the position has to be created. Specify the Supervisor Position in the field **ID of Related Object** on the screen. Press **Ctrl+S** to Save.

The screenshot shows the SAP 'Create Relationships (IT1001)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Relationships (IT1001)'. Underneath, there is a section for 'Allowed relationships' with a dropdown menu. The main data area contains the following fields:

Position	CustSvcsTech	Customer Services Technician
Planning Status	Active	
Valid from	04/19/2009	to 12/31/9999

There is a 'Change Information' button to the right of the 'Valid from' field. Below this is a section titled 'Relationships (IT1001)'. The 'Relationship type/relationship' is set to 'A 002 Reports (line) to'. Below this is a 'Related Object' section with the following fields:

Type of related object	Position
ID of related object	[Empty field]
Abbreviation	[Empty field]
Name	[Empty field]
Priority	<input type="checkbox"/>

Paycheck Distributor: The next screen asks for the Paycheck Distributor for the new position. Enter the Paycheck Distributor in the field **ID of Related Object** on the screen. Press **Ctrl+S** to Save.

The screenshot shows the SAP 'Create Relationships (IT1001)' interface, similar to the previous one. The main data area contains the following fields:

Position	CustSvcsTech	Customer Services Technician
Planning Status	Active	
Valid from	04/19/2009	to 12/31/9999

There is a 'Change Information' button to the right of the 'Valid from' field. Below this is a section titled 'Relationships (IT1001)'. The 'Relationship type/relationship' is set to 'B ZPB Has checks distributed by'. Below this is a 'Related Object' section with the following fields:

Type of related object	Paycheck Distributor
ID of related object	[Empty field]
Abbreviation	[Empty field]
Name	[Empty field]
Priority	<input type="checkbox"/>

Group Time Reporter:

The Group Time Reporter for the new position needs to be entered in the next screen. Enter the Group Time Reporter in the field **ID of Related Object** on the screen. Press **Ctrl+S** to Save.

The screenshot shows the SAP 'Create Relationships (IT1001)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Relationships (IT1001)'. Underneath, there is a sub-header 'Allowed relationships'. The main form area contains the following fields and buttons:

- Position:** CustSvcsTech Customer Services Technician
- Planning Status:** Active
- Valid from:** 04/19/2009 to 12/31/9999. A 'Change Information' button is located to the right of this field.
- Relationships (IT1001):** Relationship type/relationship: B ZPD Has time reported by
- Related Object:**
 - Type of related object: Group Time Reporter
 - ID of related object: (Empty text field)
 - Abbreviation: (Empty text field)
 - Name: (Empty text field)
- Priority:** (Empty checkbox)

3) Infotype HRP1008

The next Infotype is HRP1008. This is the Activity Assignment Infotype. Information such as Company Code, Personnel Area and Personnel Sub Area needs to be specified here. After entering all relevant data, press **Ctrl+S** to save changes.

The screenshot shows the SAP 'Create Acct. Assignment (IT1008)' form. The top menu includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

Position	CustSvcsTech	Customer Services Technician
Planning Status	Active	
Valid from	04/19/2009	to 12/31/9999

There is a 'Change Information' button to the right of the 'Valid from' field. Below this is a section titled 'Acct. Assignment (IT1008)' with the following fields:

Company Code	<input type="text"/>
Business Area	<input type="text"/>
Personnel area	<input type="text"/>
Pers. subarea	<input type="text"/>

4) Infotype HRP1013

The next Infotype concerns employee group/subgroup. After entering all relevant data, press **Ctrl+S** to save changes.

The screenshot shows the SAP 'Create Emp Group/Subgrp (IT1013)' form. The top menu includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

Position	CustSvcsTech	Customer Services Technician
Planning Status	Active	
Valid from	04/19/2009	to 12/31/9999

There is a 'Change Information' button to the right of the 'Valid from' field. Below this is a section titled 'Emp Group/Subgrp (IT1013)' with the following fields:

Employee group	<input type="text"/>
EE subgroup	<input type="text"/>

5) Infotype HRP1013

Finally, comes the Address Infotype. The Building with which the new position has to be associated needs to be specified here.

After entering the Building Code, press **Ctrl+S** to save.

The screenshot displays the SAP HR Infotype HRP1013 'Create Address (IT1028)' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Position:** CustSvcsTech Customer Services Technician
- Planning Status:** Active
- Validity:** 04/19/2009 to 12/31/9999. A 'Change Information' button is located to the right of the validity dates.
- Address (IT1028):**
 - Building Address:**
 - Building:
 - Address suppl.:
 - House no/street: House number:
 - Street:
 - PCode/City:
 - Country:
 - Region:
 - Room:**
 - Room number:
 - Telephone no.:
 - Fax number:

This brings us back to the screen from where we have started. The ID of the Position that we have just created is displayed in the field **Object ID** on the resultant screen.

[Action](#) [Edit](#) [Goto](#) [Extras](#) [Settings](#) [System](#) [Help](#)

Maintain Plan Data: Execute Actions

Find by

- Position
- Search term
- Structure search

Plan version	01	Current plan
Object type	S	Position
Object ID	-----	
Object abbr.	CustSvcsTech	

Selection of Tasks	
Planning status	1 Active
Validity	04/30/2009 to 12/31/9999
Action	CS Create Position

Related Content

[ERP Human Capital Management](#)

<http://wiki.sdn.sap.com/wiki/display/ERPHCM/SE12>

<http://wiki.sdn.sap.com/wiki/display/ERPHCM/FAQ+in+OM>

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