



ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HUMAN CAPITAL MANAGEMENT

Organisation Management





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Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	16-02-2018	Vinay Kumar	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
	MS. Anupama	For Information
	Mr. Ankit	For Information





2 CREATE JOB

2.1 <u>PURPOSE</u>

Use this procedure to Create Job in the system using Expert Mode.

2.2 <u>HELPFUL HINTS</u>

- Press F1 for help
- Press F4 for getting input values
- R Required
- O Optional
- C Conditional

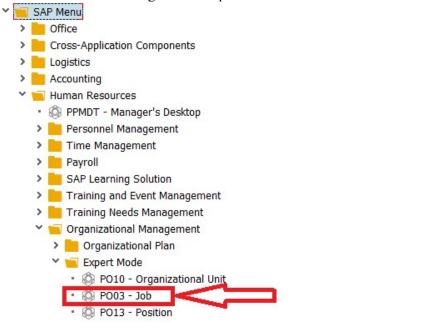
2.3 PROCEDURAL STEPS

Use the following menu path(s) to begin this transaction:

Select Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Display or use Transaction code (PO03).

Menu Path	Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Display or use Transaction code (PO03).
Transaction	
Code	PO03

Start the transaction using the menu path or transaction code.



OR

Double-click PO03 - Job to start the transaction or enter Transaction code in the command button as shown





🔮 P003 🗈 🔍 📃 I 😋 🚱 😒 I 🗖 💾 😫 🏝 🏝 🛣 🖉 👰 📳

which will take you to next screen as shown below.

Job Edit Goto Utilities Settings	Sys	tem <u>H</u> elp						
✓ [P003 ~] « □	@(8 8 🕆 H 🕆 🖇	a a a	1	7 0	°¢		
Maintain Job								
🤌 🗅 💉 60 🔽 🛃 🗑 🖍	7							
← → ☆ ★ ≥ Find by								
Y ➡ Job	Pla	an version	Current pla	n	•	•		
• 📩 Search Term	Jol	Job						
	Ab	br.						
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			bmitted Ap]		
		Infotype Name	bmitted Ap	S	Rejected Time per			
			bmitted Ap	S 🏢	Time per		to	31.12.9999
		Infotype Name Object	bmitted Ap	S 🏢	Time per	0d 16.02.2018		31.12.9999 rent week
		Infotype Name Object Relationships	bmitted Ap	S 🏢	Time per Perio From	0d 16.02.2018	Curr	
		Infotype Name Object Relationships Description	bmitted Ap	S 🏢	Time per Perior From Toda All	0d 16.02.2018	Curr	rent week rent month
		Infotype Name Object Relationships Description Planned Compensation	bmitted Ap	S 🏢	Time per Perio From Toda All From	16.02.2018 19	O Curr	rent week rent month week
		Infotype Name Object Relationships Description Planned Compensation Cost Planning	bmitted Ap	S 🏢	Time per Perio From Toda All From	d 16.02.2018 ay n curr.date	Curr Curr Last	rent week rent month week
		Infotype Name Object Relationships Description Planned Compensation Cost Planning Standard Profiles	bmitted Ap	S 🏢	Time per Perio From Toda All From	d 16.02.2018 ay n curr.date	Curr Curr Last	rent week rent month week month
		Infotype Name Object Relationships Description Planned Compensation Cost Planning Standard Profiles PD Profiles	bmitted Ap	S 🏢	Time per Perio From Toda All From	d 16.02.2018 ay n curr.date	Curr Curr Last	rent week rent month week month



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Select object tab as shown below and click create infotype \square or press (F5).

ersion/		Cu	irren	t plan			~	•		
or.										
Active	Planned	Submitte	d	Appro	ove	d	Rejected			
Infotype	Name				s		Time perio	bd		
Object						^	Period	ł		
Relation	ships					~	From	16.02.2018	to	31.12.9999
Descripti	ion						OToday	/	Cur	rent week
Planned	Compensatio	n					OAII		Cur	rent month
Cost Pla	nning						From	curr.date	Las	t week
Standard	d Profiles						O To cu	rrent date	OLas	t month
PD Profil	es								OCur	rent Year
Job Eval	uation Results	s								
Survey F	Results					^	1	Select.		
Qualifica	tion Manager	ment				~				

This will take you to next screen as shown below:

Planning Status		Active				
Validity		01012000	to	31.12.9999	66	Change Information
Object						
Object abbr.	DGM					
Object name	Deputy G	eneral MAnage	er - UM]	
Language Key	English		~			

Be sure about the Validity periods. By default, system gives the begin date as current date and end date as 31.12.9999. Change the validity from to dates, then write Object abbr., Object name as shown below in the screen.

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Then click save 📕 button. Message as "Record Created" will appear at the bottom as shown in the below screen.

n version	Curre	ent plan			,				
b 30000350				Deputy General MAnager - UM					
br.	30000350 DGM								
л .	DGM								
Infotype Name		S.,	iii	Time peri	00				
Text		7.							
Øbject		0	^	Perio					
Relationships		0	< >	PerioFrom	d 16.02.2018	to	31.12.9999		
Relationships Description		0			16.02.2018	-	31.12.9999 rrent week		
Relationships	n]0		From	16.02.2018	O Cur			
Relationships Description	n]0		From Toda	16.02.2018	O Cur	rrent week		
Relationships Description Planned Compensation	n			From Toda All From	16.02.2018 y	Cur Cur Las	rrent month		
Relationships Description Planned Compensation Cost Planning	n]0		From Toda All From	16.02.2018 y curr.date	Cur Cur Las	rrent week rrent month it week		
Relationships Description Planned Compensation Cost Planning Standard Profiles				From Toda All From	16.02.2018 y curr.date	Cur Cur Las	rrent week rrent month t week t month		
Relationships Description Planned Compensation Cost Planning Standard Profiles PD Profiles				From Toda All From	16.02.2018 y curr.date	Cur Cur Las	rrent week rrent month t week t month		

2.4 <u>RESULT</u>

You have created Jobs in expert mode using the transaction code PO03.

2.5 <u>COMMENTS</u>

None.





3 CREATE ORGANISATION UNIT

3.1 <u>PURPOSE</u>

Use this procedure to Create Organizational Unit in the system.

3.2 OVERVIEW

In SAP the module Organization assignment is used to create the hierarchical reporting structure of Organization Units, Jobs and Position and assigning the position to Person during the Hiring Actions

3.3 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R Required
- O Optional
- C Conditional

3.4 PROCEDURAL STEPS

Use the following menu path(s) to begin this transaction:

Select Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Simple Maintenance \rightarrow Create or use Transaction code (PPOC_OLD).

Note: You access PPOC_OLD or CREATE only during the first-time creation of Org. Unit and from next time onwards use PPOM_OLD (Change)

Menu Path	Human resources → Organization Management → Expert Mode → Simple Maintenance → Create or use Transaction code (PPOC OLD)
Transaction	
Code	PPOC_OLD



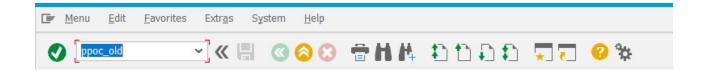


Start the transaction using the menu path or transaction code.

SAP Menu	
> Confice	
Cross-Application Components	
> 📙 Logistics	_
> 🤚 Accounting	
Y 🧧 Human Resources	
• 🚳 PPMDT - Manager's Desktop	
> 🧧 Personnel Management	
> 📒 Time Management	
> 🧧 Payroll	
> 🧧 SAP Learning Solution	
Training and Event Management	
> 🧮 Training Needs Management	
🎽 🛀 Organizational Management	
> 📒 Organizational Plan	
👻 🚾 Expert Mode	
• 🚳 PO10 - Organizational Unit	
• 🚳 PO03 - Job	
 PO13 - Position 	
• 🚳 PO01 - Work center	
 PFCT - Task Catalog 	
• 🚳 PP01 - General	
👻 🛀 Simple Maintenance	
PPOC_OLD - Create	
PPOM_OLD - Change	
• 🚳 PPOS_OLD - Display	

OR

Double-click PPOC_OLD - Create to start the transaction or enter Transaction code in the command button as shown







Create Organizational Unit

Abbr.	UJVN Ltd.
	UJVNL - Manpower
	01.01.2000 To 31.12.9999
	<u>Abbr.</u>

Before clicking on the create button be sure about the Validity periods. By default, system gives the begin date as current date and end date as 31.12.9999. You must adjust the begin date as per the requirement. In the initial stages of implementation most of the times you are required to follow the cut of dates for building organization structure.

Field Name	M/R/O/ C	Description
Organizational Unit Abbr.	R	Input Organizational Unit Abbr.
Name	R	Input Organizational Unit Name
Validity Period	R	Input Organizational Unit Validity Period i.e. from the date of starting the organizational unit.

Click on this button to create the Org unit. Once u click on the create button, the system will display the screen as shown below.

Organizational Stru	cture / C	Change
🦻 🖻 🔝 🗊 😏	Staff assig	nments 🛅 📔 📕
		Plan version 01 Current plan 100 01.01.2000 - 31.12.9999
Find by		
Organizational unit		UJVNL - Manpower
 Free search 		
 M Search Term 		
 In Structure Search 		
 M Object History 		
	iii iii	
Name	Code	
SAP UJVNL	SAP UJVNL	
> 🔳 UJVN - Ltd.	UJVNL-Final	
> III UJVN : Root Org. Unit	NVEU	
> III UJVN Limited	NACO	
> III UJVN Limited1	NACO	
> UJVNL - Over.Training	UJVNL	
> III UJVNL - Over.Training with C	UJVNL - Core	

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Click on the organisational unit under which you have to create another subordinate organisational unit

and then click or (F7). On clicking the next screen opens as shown below:

Organi	zational St	ructure / Chan	ge				
67 III	C 🔒 🚺	Staff assignments	1	4			
* *	F Create organiza	ational units				×	ŀ
Find by							1
Y 🔳 Orga	UJVN Ltd.	UJVNL - Manpower					
· 🕅 F							
i n s	Abbr.	Name					
• M s	<u> </u>	L					
			H Fur	ther entries	Period	0	
Name		Code					1

Now type the abbreviation (which should be Meaningful) and description as shown below:

Organizational Structure / Change

62 III	🗅 🛃 🎝 Staff assignments 🛅 🛅 📕		
+ + 	Create organizational units		×
Find by			
👻 🔳 Orga	UJVN Ltd. UJVNL - Manpower		
· / F			
• H s	Abbr. Name Director- FI Director Finance - Dehradun		
• M s	-Director Pro Director Projects	7	
• M c		L.	
	Further entries	Period	3
Name -	Code		

If you want to create more organizational units, click on further entries Further entries will save the first five entries and opens up another 5 lines.

Now clicking on save B button will create the Organizational Units as shown in the below screen.





Organizational Structure / Change

🕈 🔶 l 🎋 🌟 🎋 l 🐸 🛠	Plan version 01 Current plan	101.01.2000 - 31.12.9999
Find by		
🕆 🔳 Organizational unit	UJVNL - Manpower	1
 Free search 		
• 🚹 Search Term	Is line supervisor of	Director Finance - Dehradun
Structure Search	Is line supervisor of	Director Projects
Dbject History		

3.5 RESULT

You have Created Organizational Unit in the system with Subordinate units and with Organizational unit number. **3.6 COMMENTS**

None.

4 CHANGE ORGANISATION UNIT

4.1 <u>PURPOSE</u>

Use this procedure to Change Organizational Unit in the system.

4.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R Required
- O Optional
- C Conditional

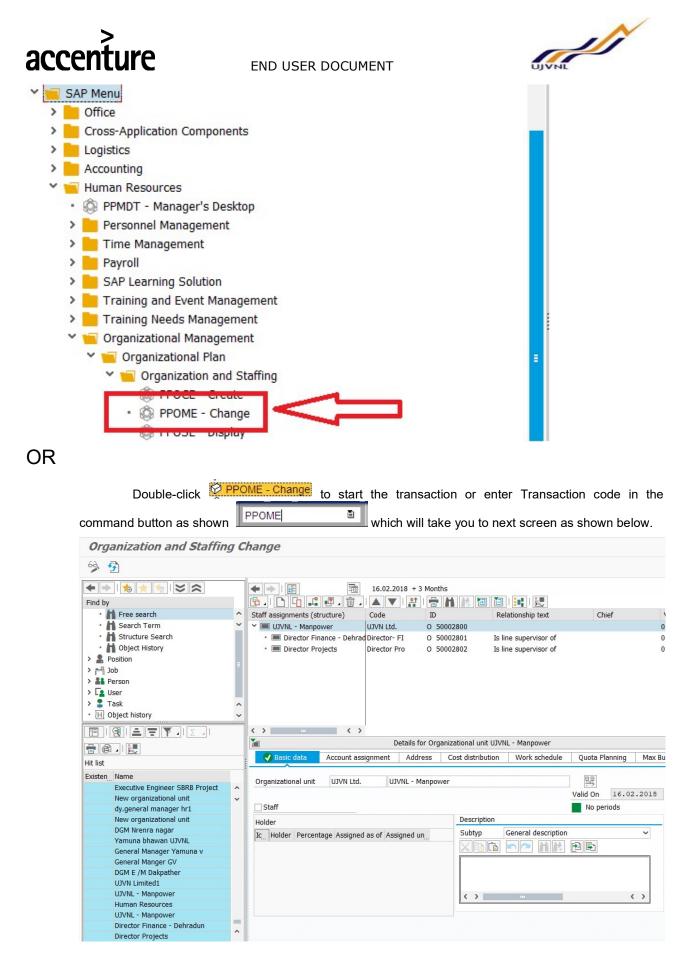
4.3 PROCEDURAL STEPS

Use the following menu path(s) to begin this transaction:

Select Human resources \rightarrow Organization Management \rightarrow Organisational Plan \rightarrow Organization & Staffing \rightarrow Change or use Transaction code (PPOME).

	Human resources \rightarrow Organization Management \rightarrow Organizational Plan \rightarrow
Menu Path	Organization & Staffing \rightarrow Change or use Transaction code (PPOME).
Transaction	
Code	PPOME

Start the transaction using the menu path or transaction code.



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It will show the last Organizational unit created. If you want to find or change the organizational unit click on Find by – Organizational unit button which is in left of the screen. As soon as you click the same new window will appear as shown below:

Organiza	ntion and Staffi	ng Change	е				
🤣 🔂							
Find Organiz	ational unit		×	1 <u>m</u>	16.02.2018	+ 3 Months	
With name	*UJVNL*						
				ructure)	Code UJVN Ltd.	ID O 50002800	Relat
Assigned				ower nance - Dehrad		O 50002800	Is line
to				ojects	Director Pro	0 50002802	Is line
Object							
> 🔽 User > 🗣 Task		0	Find 😢				
		$\langle \rangle$		$\langle \rangle$			
e a 1		1			Detail	s for Organizational u	init UJVNL

Insert first letter of the organizational unit and click find **Find** the name of the organizations will be seen in left side of the screen as shown below:

Select the Organizational unit and double click, new screen with that organizational structure will appear as shown in next screen.

← →	16.02.2	018 + 3 Mont	hs				
		사 🖶	H 👫 🛅	🗐 📑 👬			
Staff assignments (structure)		ID		Relationship text	Chi	ef	
UJVNL - Manpower	UJVN Ltd.	. 05	0002800				
 Director Finance - 	Dehrad Director-	FI 0 5	0002801	Is line supervisor of			
 Director Projects 	Director F	Pro O 5	0002802	Is line supervisor of			
< > ····	< >	Details for Org	anizational unit II	JVNL - Manpower			
🗸 Basic data 🛛 Accou	int assignment	Address	Cost distributio	n Work schedule	Quota Pla	anning	
					Quota i la	anning	Max B
Organizational unit UJV	N Ltd. UJ	JVNL - Manpov	ver				
Organizational unit UJV	N Ltd. UJ	JVNL - Manpov	ver			16.02.2	
Organizational unit UJV	N Ltd. UJ	JVNL - Manpov	ver			16.02.2	
	N Ltd. UJ	JVNL - Manpov	Description		Valid On	16.02.2	
Staff				General description	Valid On	16.02.2	





Double click on the organizational unit you want to change. You can change the basic data, account assignment, address, cost distribution etc. and then clicks save button **H**. Message in the bottom will appear as "Data has been saved".

Field Name	M/R/O/ C	Description
Organizational Unit Abbr.	R	Input Organizational Unit Abbr.
Name	R	Input Organizational Unit Name
Validity Period	R	Input Organizational Unit Validity Period i.e. from the date of starting the organizational unit.

4.4 RESULT

You have Changed Organizational Unit plan in the system.

4.5 COMMENTS

None.

5 CHANGE STAFF ASSIGNMENT

5.1 PURPOSE

Use this procedure to Change Staff Assignments in Organizational Unit in the system.

5.2 PROCEDURAL STEPS

Positions are created in a organizational unit and the same is to be reassignment to another organizational unit.

Since the positions are the same can be reassigned to other org units (wherever they are supposed to be attached) as shown below:

Step – I:

Place the cursor on the position you intend to transfer.

◆ → I 📰	16.02.2018 +	3 Months							
6. C G	▲ ▼ #		🛅 📔 I 📑 I 🛃						
Staff assignments (structure)	Code	ID	Relationship text	Ch	ief	Valid from	Valid to	Assigned as of	Assigne
✓ ■ UJVN - Ltd.	UJVNL-Final	O 50000228				04.01.2018	Unlimited		
💙 🔳 Chairman	Chmn	0 50000229	Is line supervisor of			01.01.2000	Unlimited	04.01.2018	Unlimited
- 🤱 Chairman	Chmn	S 02000052	Incorporates			01.01.2005	Unlimited	31.01.2015	Unlimited
👻 🔳 Managing Director	MD	O 50000230	Is line supervisor of			01.01.2005	Unlimited	04.01.2018	Unlimited
👻 🤱 Managing Director	MD	S 02000067	Incorporates			01.01.2005	Unlimited	09.01.2018	Unlimited
 S.N Verma 	Verma	P 00000050	Holder			31.01.2015	Unlimited	31.01.2015	Unlimited
• 🤱 AE (E&M) (EA to M		S 02000298	Incorporates			01.01.2005	Unlimited	11.01.2018	Unlimited
• 🤱 Executive Assistant	EA to MD	S 02000694	Incorporates			01.01.2005	Unlimited	11.01.2018	Unlimited
• 🤱 Law Officer	Law Off	S 02000696	Incorporates			01.01.2005	Unlimited	11.01.2018	Unlimited
	<>								
	Details	for Position AE (E8	M) (EA to MD & CVO)						
Basic data Account ass				Job Inde	х П1653	Tasks			
Account ass	ignment Add	Cost dist	ibution work schedule	100 1106	x 111055	Tasks			
Position AE (E&M)	AE (E&M)	(EA to MD & CVO)	2 , \					
Job	Not assig	ned		Valid from	01.01.2005				
Head of own organizational unit				То	31.12.9999				
Staffing status	Vacancy	onen	~			_			
Staff	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,								
Holder		Descr	iption						
Ic. Holder Percentage Assigned	ac of Accigned	un Subty	p General descripti	on	~				
n. proder i rercentage Assigned	us or resigned t			2					
		< >			$\langle \rangle$				

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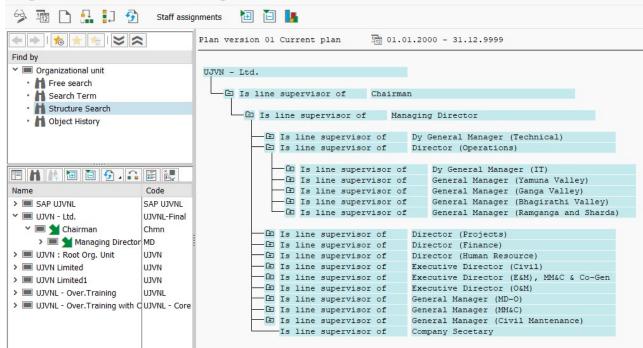




Step – II:

Click on the button (Reassignment button), once the reassignment button is clicked a new window "choose superior object" will open

Organizational Structure / Change



Step III:

The position can be reassigned to any of the organization units with symbol of pointing finger. However, you should make sure you are attaching to the right organizational unit to avoid unnecessary complications. Click on the other organizational unit where you want to reassign a position and then click

button (Reassignment button). This can be seen as shown below:

Organizational Structure / Change					
🤌 🏗 🗋 🛃 🎝 Staff assignment	ts 🔃 🛅 🚹				
🖛 🔶 🍖 🌟 🎼 📚 🌨 🛛 Plan	n version 01 Current plan 🚟	01.01.2000 - 31.12.9999			
Find by					
Organizational unit	VN - Ltd.				
💽 Reassign	×				
	ervisor of Chai	irman			
Director (Projects)	supervisor of	Managing Director			
General Manager (Ramganga and Sh	line supervisor of	Dy General Manager (Technical)			
General Manager (Ramganga and Sh	line supervisor of	Director (Operations)			
	Is line supervisor	c of Dy General Manager (IT)			
	Period 😢 Is line supervisor	r of General Manager (Yamuna Valley)			
Name Coue	Is line supervisor	r of General Manager (Ganga Valley)			
SAP UJVNL SAP UJVNL	- 🕀 Is line supervisor	r of General Manager (Bhagirathi Valley)			
✓ ■ UJVN - Ltd. UJVNL-Final	└── ጬ Is line supervisor	c of General Manager (Ramganga and Sharda)			





Message will appear at the bottom of the screen that "Record Changed".

5.3 <u>RESULT</u>

You have changed staff assignments from one organizational unit to other.

5.4 COMMENTS

None.

6 DELIMIT ORGANISATION UNIT

6.1 PURPOSE

Use this procedure to delimit organizational unit.

6.2 PREREQUISITES

Organizational units are created

Since the organizational units are created, the same has to be delimited:

Step – I:

Place the cursor on the organizational unit you intend to delimit.

Organizational Structure / Change

e.guinzational etta						
🦻 🛅 🗋 🚼 😚	Staff assig	nments 🔃 🛅				
< 🔶 i 🍖 🌟 🎋 i 📚 🕿		Plan version 01	Current	plan	100 01.0	1.2000 - 31.12.9999
Find by						
👻 🔳 Organizational unit		UJVN - Ltd.				
• 🚹 Free search						
• 📩 Search Term		- 🖾 Is line	supervis	sor of	Chairma	n
Structure Search		· · ·				
 M Object History 			line supe	ervisor of	Man	aging Director
			Is line	supervisor	of	Director (Operations)
		Ga	Is line	supervisor	of	Director (Projects)
				supervisor		Director (Finance)
🗉 h h 🖻 🖬 🚱 . 🔒				supervisor		Director (Human Resource)
Name	Code			supervisor supervisor		Executive Director (Civil) Executive Director (E&M), MM&C & Co-Gen
> SAP UJVNL				supervisor		Executive Director (Lam), MHac a Co-Gen Executive Director (O&M)
V III UJVN - Ltd.	SAP UJVNL			supervisor		General Manager (MD-O)
		Ga	Is line	supervisor	of	General Manager (MM&C)
Chairman	Chmn			supervisor		General Manager (Civil Mantenance)
> 🔳 🗙 Managing Director	and the second second	œ		supervisor		Dy General Manager (Technical)
> III UJVN : Root Org. Unit	NACO		-Is line	supervisor	of	Company Secetary





Step – II:

Click Edit → Delimit → Object

Organizational plan	dit <u>G</u> oto V <u>i</u> ew	<u>S</u> ettings	System <u>H</u> elp
0	Crea <u>t</u> e Ass <u>i</u> gn	F F	🖶 🕂 🖞 🕂 🖓 🕄 🖓 🖓
Organizationa	Chief position	•	
🤗 🌆 🗅 🚨	Reassign	+	
-112	<u>D</u> elimit	+	Object
🖛 🔶 📩 🌟 🎓	Delete	۱.	▶ <u>R</u> elationship <u>1</u> 01.01.2000 - 31.12.9999
Find by	Cha <u>n</u> ge	+	Set new end date
👻 🔳 Organizational unit	Priority	•	td.
Free search Search Term	<u>F</u> ind Refresh	Ctrl+F3	s line supervisor of Chairman
Structure Sear Object History	-	Shift+F11	Is line supervisor of Managing Director
	Collapse Ctrl+	Shift+F12	- 🛱 Is line supervisor of 🛛 Dy General Manager (Technical)
	Cancel	F12	B Is line supervisor of Director (Operations) D Is line supervisor of Director (Projects)
			D Is line supervisor of Director (Finance)
			- 🕒 Is line supervisor of Director (Human Resource)
Name	Code		□ Is line supervisor of Executive Director (Civil)
SAP UJVNL	SAP UJVNL		- D Is line supervisor of Executive Director (E&M), MM&C & Co-Gen
Y 🔳 UJVN - Ltd.	UJVNL-Final		D Is line supervisor of Executive Director (O&M)
🗸 🔳 🐋 Chairman	Chmn		- CE Is line supervisor of General Manager (MD-O)
> 🔳 🐋 Managing		1	General Manager (MM&C) General Manager (MM&C)
> I UJVN : Root Org. Unit	Contraction of the second s		Is line supervisor of General Manager (Civil Mantenance)
Covie . Root org. onin	USVN		Is line supervisor of Company Secetary

Step III:

This will take you to next screen as shown below:

Organizational Structure / Change	
🤧 🏗 🗅 🚼 🎝 Staff assignments 🛅 🛅 📕	
Delimit object 31.12.9999	×
Plan version 01 Current plan <u>I</u> ma 01.04.2000 - 31.12.9999	
	Object period
Industrial Relations	01.04.2000 - 31.12.9999
	< >
	Delimit Delimitation date 😢

Step IV:

Click on the Delimitation date Delimitation date... which will take you to next screen as shown below:





Organizational Structure / Chan	ge
🔗 🏗 🗋 🛃 🦻 Staff assignments	
Delimit object 31.12.9999	
Plan version 01 Current plan $\frac{100}{12}$ 01.04	4.2000 - 31.12.9999
	Object period
Industrial Relations	01.04.2000 - 31.12.9999
	🔄 Delimit object 31.12.9999
	Delimit date [31.12.2019]과
()	
	Delimit Delimitation date
🕆 🔳 🛀 Chairman 🦳 Chmn	Is line supervisor of Training
→ ■ Managing Director MD → ■ UJVN : Root Org. Unit UJVN	Is line supervisor of General Manager (P&IR)
General Manager 1 GM 1 GM 1 Projects PROJECTS	Is line supervisor of Industrial Relations Is line supervisor of Recruitment
• 🔲 堂 Projects PROJECTS	
Delimit the object or change the date as	a balaw and aliak
Delimit the object of change the date as	
Step V : Then click Delimit button Delin	nit
🖙 Delimit object 31.12.2019	

^
9
Object period
01.04.2000 - 31.12.2019
< >

Message at the bottom will appear as Record Changed 6.3 <u>RESULT</u>

You have delimited the organizational unit.

6.4 <u>COMMENTS</u>

None.





7 CREATE POSITION

7.1 <u>PURPOSE</u>

Use this procedure to Create position in the system using Expert Mode.

7.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R Required
- O Optional
- C Conditional

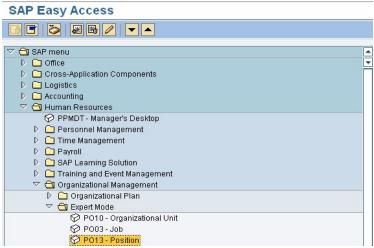
7.3 PROCEDURAL STEPS

Use the following menu path(s) to begin this transaction: Select Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Display or use Transaction code (PO13).

Menu Path	Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Display or use Transaction code (PO13).
Transaction	
Code	PO13

Start the transaction using the menu path or transaction code.

SAP Easy Access



OR

1. Double-click **PO13** to start the transaction or enter Transaction code in the command button as shown

🞯 P013 🔹 🔍 📙 I 😋 🚱 😒 I 🖨 🖨 🔁 🖧 🛣 I 🛒 🗖 I 🌚 📑

which will take you to next screen as shown below.





Maintain Position				
0 🗅 🖉 🛷 🖸 🗗 🧟 🕴				
Hereford Barrier Hereford Barrier Bar	Plan version Position Abbr. Active Planned	01 Current plan	ed Rejected	
	Infotype Name	s 🎞	Time period	
	pbject		Period	
	Relationships		From 14.11.201	1 to 31.12.9999
	Description		○ Today	O Current week
	Department/Staff		All	O Current month
	Planned Compensation		O From curr.date	O Last week
	Vacancy		O To current date	O Last month
	Acct. Assignment Featur	es		O Current Year
	Authorities/Resources			
	Work Schedule	-	Select.	
	Employee Group/Subgro	up 👻		

Select object tab as shown below and click create info type D or press (F5).

Maintain Position							
°⁄⁄ D / ↔ C 🗗 🗗 🤽 †							
 → I W W B → I ▼ A Find by Position M Search Term M Structure Search 	Plan version Position Abbr.	01 Current plan					
	Active Planned Su	ubmitted Ap	prove	ed Reje	cted		
	Infotype Name bbject Relationships Description Department/Staff Planned Compensation Vacancy Acct. Assignment Features Authorities/Resources Work Schedule Employee Group/Subgroup			 Todar All From 	1 14.11.2011	to Curren Curren Last w Curren	nt month veek nonth

This will take you to next screen as shown below:

Ø 🔹 🗸 🔒	C 😧 🚷 🖵 H 🔣 🎝	
👼 🖌 Create Object		
	Position	
Find by	Planning Status	Active
 Position 	Validity	01.04.2011 to 31.12.9999 & Change Information
・ 🛱 Search Term		
Structure Search		
	Object 01 S 00	000000 1
	Object abbr.	
	Object name	
	Language Key EN Englis	sh 🔹

Be sure about the Validity periods. By default, system gives the begin date as current date and end date as 31.12.9999. Change the validity from to dates, then write Object abbr., Object name as shown below in the screen.





🖉 📃 🙁 🖾 🖽 🖽 😓 🔛 🚱 😒 😫 📙 🖉 👻

👼 🦯 Create Object							
5 B 🖬 🗹							
	Position						
Find by	Planning Status	Active					
 Position 	Validity	01.04	.2011	to	31.12.9999	60	Change Information
• 聞 Search Term						1	
• 🛗 Structure Search	1						
	Object	01 S 00000000 1	ų				
	Object abbr.	HR MGR					
	Object name	HR Manager					

Then click save 🔲 button. Message as "Proposal for planned relationship" will appear at the bottom of the screen. If you want you can create relationship with other organizational units as shown below or click 😡 to get out of the screen. Message as "Record created" will appear at the bottom:

Ø 🔹 🗸 🛛	😋 🚱 😫 🖵 🛗 👪 🏝	10 40 🛒 🔊 🎯 📭	
👼 📙 Essential relationship	Relationships		
🗟 🗟 📘 🧭 Allowed relationships	a		
	Position	HR MGR HR Manager	
Find by	Planning Status	Active	
▼ ▲ Position	Valid from	01.04.2011 to 31.12.9999	& Change Information
• 🛗 Search Term			
• 🛗 Structure Search	Relationships 01 S 5	0000450 1	
	Relationship type/relationship	A 003 Belongs to	
	Related Object		
	Type of related object	O Organizational unit	•
	ID of related object	1	1
	Abbreviation		
	Name		
	Priority		
	Phoney		

You must create relationship of the position with an organizational unit. In the relationships tab by clicking F4 or equivalent of the position with an organizational unit. In the relationships tab by clicking F4 or equivalent of the position with an organizational unit.

Rela	ationship (1)	1 Entry found	
	Restrictions		
			∇
V D	3 間 協 5	K 🔞 📮 🗈	
Rel.	Relationsh	ip n	
A 003	Belongs to		

Choose the option tab and click *A*, Then in Related object enter Type of related object by clicking F4 or *A*, ID of related object by clicking F4 or *A* as shown below:





• • •	C C C C III II C III C III C C C C C C	x 2 @ E
👼 🛛 Essential relationship	Relationships	
🗟 🗟 🖪 🔀 Allowed relationships		
(今) (麗) 送 () () () () () () () () ()	Position HR MGR Planning Status Active Valid from 01.04.201 Relationships 01 S 50000450 1 Relationship type/relationship	HR Manager
	Related Object Type of related object ID of related object Abbreviation Name Priority	O Organizational unit S0000275 HPPCL Himachal Pradesh Power Corporation Ltd.

Then click save button 🔲 "Record Created" message will appear at the bottom of the screen as shown below.

Maintain Position					
🎾 🗅 🖉 🐨 🖸 🖉 🕇 🤽 📍					
Image: Second	Plan version Position Abbr. Active Planned	01 Current pla 50000450 HR MGR Submitted A		anager	
	Infotype Name Diject Relationships Description Department/Staff Planned Compensation Vacancy Acct. Assignment Featt Authorities/Resources	¢ 		Time period Period From 14.11.2011 Today All From curr.date To current date	to 31.12.9999 Current week Current month Last week Last month Current Year
	Authorities/Resources Work Schedule Employee Group/Subgr	oup	•	🐑 Select.	
Record created				SAP	

7.4 <u>RESULT</u>

You have created position in expert mode using the transaction code PO13.

7.5 COMMENTS

None.





8 DELIMIT POSITION

8.1 <u>PURPOSE</u>

Use this procedure to delimit position.

8.2 PREREQUISITES

Organizational units, jobs & positions are created.

8.3 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R Required
- O Optional
- C Conditional

8.4 PROCEDURAL STEPS

Since the positions are created, the same has to be delimited:

Step - I:

Place the cursor on the position you intend to delimit

Place the cursor on the position you intend to delimit.

•	🗏 C C C C C K H H 🕹 S 😯 🖓 🔣	1 🔞 🖪	
Staff Assignments / Char	nge		
🎾 🛅 🗋 Positions Assign holde	r 🏦 门 🖏 Task profile 🕨 🎦 脂		
	Plan Version 01 Current plan 🔤 01.04.	2011 - 31.12.9999	
Find by Granizational unit			Object period
• 🕼 Free search	0 50000275 Himachal Pradesh Power Corpora	tion Ltd.	01.04.2011 -
Gearch Term Gearch Search	S 50000450 Incorporates	HR Manager	06.10.1995 -
• Diject History	□ 0 50000276 Is line supervisor of	Renuka HEP Project	01.04.2011 -
- Dject History	- D 0 50000302 Is line supervisor of	Corporate Office	01.04.2011 -
	0 50000303 Is line supervisor of	Design Office - Sundernagar	01.04.2011 -

Step - II:

Click Edit → Delimit → Object

0	Crea <u>t</u> e Assign		:	36681896981	<u>*</u> 🔁 (2 🖪	
Staff Assignme	Chief positio	n	•				
🦅 🛅 🗋 Positions	Reassign		•]				
V III Posicions	<u>D</u> elimit		•	<u>O</u> bject	1		
	Delete		•	Relationship	01.04.20	11 - 31.12.9999	
Find by	Cha <u>n</u> ge			S <u>e</u> t new end date			Object peri
🔻 🔲 Organizational ur	Priority		<u> </u>				
• 🛱 Free search	Find		ъ Р	Himachal Pradesh Power (Corporati	on Ltd.	01.04.2011
Garch Term Garch Term Garch Server Se	Refresh	Ctrl+F3	5	0000450 Incorporates		, HR Manager	06.10.1995
Object Histo	Expand	Ctrl+Shift+F11		0000276 Is line supervise		Renuka HEP Project	01.04.2011
UPU ODject Histo	Collapse	Ctrl+Shift+F12		0000302 Is line supervis		Corporate Office	01.04.2011
	Cancel	F12		0000303 Is line supervis	or of	Design Office - Sundernagar	01.04.2011

HCM – Organisation Management

For Internal Circulation Only





Step III:

Which will take you to next screen as shown below:

Z Org <u>a</u> nizational plan <u>E</u> dit <u>G</u> oto View <u>S</u> ettings S <u>y</u> ste	em <u>H</u> elp
♥ 4 8 8 8 8 8	
Staff Assignments / Change	
🌮 🛅 🗋 Positions Assign holder 읆 🏭 🛐 Task pro	ofile 🔁 🛅 🌆
🕞 Delimit object 31.12.9999	X
Plan Version 01 Current plan 🛛 🔤 06.10.1995 - 31.3	12.9999
	Object period
S 50000450 HR Manager	06.10.1995 - 31.12.9999
	Delimit Delimitation date 🔀

Step IV:

Click on the Delimitation date Delimitation date... which will take you to next screen as shown below:

Staff Assignments / Change	
🌮 🛅 🗅 Positions Assign holder 🏦 🎝 🖏 Task profile 🗟 🛅 脂	
E Delimit object 31.12.9999	×
Plan Version 01 Current plan 🔤 06.10.1995 - 31.12.9999	
	Object period
S 50000450 HR Manager	06.10.1995 - 31.12.9999
🕞 Delimit object 31.12.9	
Delimit date	
	4 1
	Delimit Delimitation date X

Delimit the object or change the date as below and click \checkmark :

🔄 Delimit objec	t 31.12.9 🛛 🗙
Delimit date	[31.05.2011] ^[]
	X

Step V: Then click Delimit button Delimit





Staff Assignments / Change							
💅 🛅 🗋 Positions Assign holder 🄝 😜 🛐 Task profile 🖼 🛅 🌇							
CP Delimit object 31.05.2011	X						
Plan Version 01 Current plan 🔤 06.10.1995 - 31.05.2011							
	Object period						
S 50000450 HR Manager	06.10.1995 - 31.05.2011						
	()						
	Delimit Delimitation date 🔀						

Message at the bottom will appear as Record Changed Secord changed

8.5 <u>RESULT</u>

You have delimited the position.

8.6 <u>COMMENTS</u>

None.





9 DISPLAY ORGANISATION UNIT

9.1 PURPOSE

Use this procedure to Display Organizational Unit in the system.

9.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R Required
- O Optional
- C Conditional

9.3 PROCEDURAL STEPS

Use the following menu path(s) to begin this transaction:

Select Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Simple Maintenance \rightarrow Display or use Transaction code (PPOS_OLD).

Menu Path	Human resources \rightarrow Organization Management \rightarrow Expert Mode \rightarrow Simple Maintenance \rightarrow Display or use Transaction code (PPOS_OLD)
Transaction	
Code	PPOS_OLD

Start the transaction using the menu path or transaction code.

Juli	the transaction using the menu path of transaction code.		
~ 💼	SAP Menu	~	
>	Office		
>	Cross-Application Components		
>	Logistics		
>	Accounting		
~	Human Resources		
	 PPMDT - Manager's Desktop 		
	> 🦰 Personnel Management		
	> 📒 Time Management		
	> Payroll		
	SAP Learning Solution		
	Training and Event Management		
	> 📒 Training Needs Management		
	👻 🔚 Organizational Management		
	> 📒 Organizational Plan		
	🎽 🔚 Expert Mode		1000
	 PO10 - Organizational Unit 		
	• 🛞 PO03 - Job		
	 PO13 - Position 		
	 PO01 - Work center 		
	 PFCT - Task Catalog 		
	• 🚳 PP01 - General		
	🗡 📹 Simple Maintenance		
	 PPOC_OLD - Create 		
	• 🚳 PPOM_OLD - Change		
	• 🚳 PPOS_OLD - Display		

OR





2. Double-click PPOS OLD - Display to start the transaction or enter Transaction code in the command button as shown

<u>⊡</u> <u>M</u> enu <u>E</u> dit <u>F</u> avorites	Extr <u>a</u> s System <u>H</u> elp
PPOS OLD	🛯 🔄 ② 🚱 😒 📮 🎁 🏰 🎝 🍄 🎝 🎘 🛒 👰 📳
SAP Easy Acces	S

The same will take you to next screen as shown below:

Display Organizational Unit Initial Screen

version		Curr	ent plan					
ganizational unit 500002		00228 UJVN - Ltd		/N - Ltd.				
or.		UJVN	L-Final					
Active	Planned	Submitted	Approve	d	Rejected]		
Infotype	Name		S		Time peri	od		
Object			0	^	Perio			
Relation	ships		0		From	16.02.2018	to	31.12.9999
Descript	ion		0		OToda	у	Cur	rent week
Departm	nent/Staff				OAll		Cur	rent month
Acct. As	signment Fea	tures			From	curr.date	Las	t week
Work So	chedule				O To cu	irrent date	Las	t month
Cost Pla	nning						Cur	rent Year
Standar	d Profiles							
PD Profi	les			^	1	Select.		
Cost Dia	tribution			V				

Fill the required information like Organizational Unit

if you don't know

æ

the organizational unit name or number, just type the first alphabet of the organizational unit attached with "*" as shown in next figure and press enter, This will take you to next screen as shown below :





F Choose Organizational unit					2
lame	ID)	Code	Valid from	V
🖊 📹 Organizational structure					
SAP UJVNL	0	50000075	SAP UJVNL	01.09.2017	Unlin
> 🔳 UJVN - Ltd.	0	50000228	UJVNL-Final	04.01.2018	Unlin
> 🔳 UJVN : Root Org. Unit	0	50000181	NACO	01.04.2000	Unlin
> 🔳 UJVN Limited	0	50000093	NACO	01.01.2017	Unlin
> 🔳 UJVN Limited1	0	50002784	NACO	01.01.2000	Unlin
> UJVNL - Over.Training	0	50000127	UJVNL	07.11.2017	Unlin
> 🔳 UJVNL - Over.Training with Core Users	0	50000138	UJVNL - Core	01.04.2000	17 Unlin
	<	>	m		$\langle \rangle$
	•	1	9		8

Choose the organizational unit you want to have the display and then press enter or click \checkmark . As soon as you enter or click the screen will show like this.

		音 M M 🛅						
taff assignments (structure)	Code	ID	Relationship text	Chief	Valid from	Valid to	Assigned as of	Assigned unti
' 🔳 UJVN - Ltd.	UJVNL-Final	O 50000228			04.01.2018	Unlimited		
Y 🔳 Chairman	Chmn	O 50000229	Is line supervisor of		01.01.2000	Unlimited	04.01.2018	Unlimited
• 🚨 Chairman	Chmn	S 02000052	Incorporates		01.01.2005	Unlimited	31.01.2015	Unlimited
Managing Director	MD	O 50000230	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> 🤱 Managing Director	MD	S 02000067	Incorporates		01.01.2005	Unlimited	09.01.2018	Unlimited
• 🤱 AE (E&M) (EA to M	AE (E&M)	S 02000298	Incorporates		01.01.2005	Unlimited	11.01.2018	Unlimited
 Leventive Assistant 	EA to MD	S 02000694	Incorporates		01.01.2005	Unlimited	11.01.2018	Unlimited
 Law Officer 	Law Off	S 02000696	Incorporates		01.01.2005	Unlimited	11.01.2018	Unlimited
 Personal Secretary 	PS MD	S 02000697	Incorporates		01.01.2005	Unlimited	11.01.2018	Unlimited
> Director (Operation)	Dir. (0)	O 50000231	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> Director (Projects)	Dir. (Pro.)	O 50000232	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
Director (Finance)	Dir. (Fin.)	O 50000233	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> 🔳 Director (Human R	Dir. (HR)	O 50000234	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> Executive Director	ED (Civil)	O 50000235	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
Executive Director	ED (E&M)	O 50000236	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
Executive Director	ED (0&M)	0 50000237	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> 🔳 General Manager (GM (MDO)	O 50000241	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> 🔳 General Manager (GM (MM&C)	O 50000242	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> 🔳 General Manager (GM (Civil M)	O 50000252	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> Dy General Manag	DGM (Tech)	O 50000265	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited
> Company Secetary	CS	O 50000300	Is line supervisor of		01.01.2005	Unlimited	04.01.2018	Unlimited

Click on Staff Assignments Icon to view the staff assignment. The system will display the screen as below:



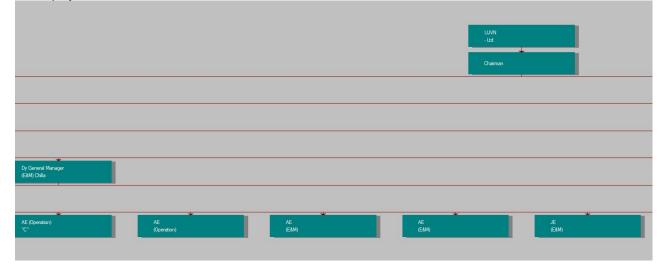


Plan version 01 Current plan

1 01.01.2000 - 31.12.9999

line supervisor of Ch				
	nairman			
-Incorporates	Chairm	an		
Is line supervisor of		ng Director		
- 🕀 Incorporates	Ma	naging Director		
	AE	(E&M) (EA to MD & CVO)		
Incorporates	Ex	ecutive Assistant to MD		
Incorporates	La	w Officer		
Incorporates	Pe	ersonal Secretary to MD		
Incorporates	Pe	rsonal Secretary to Dir(Operations)		
Incorporates		rsonal Secretary to Dir(Projects)		
Incorporates		rsonal Secretary to Dir(Finance)		
🗀 Is line supervisor o	of Di	rector (Operations)		
_				
		Director (Operations)		
		Personal Secretary to Dir(Operations)		
Incorporates		Section Officer		
- 🕀 Is line supervis		Dy General Manager (IT)		
- 🕀 Is line supervis		General Manager (Yamuna Valley)		
- 🕀 Is line supervis		General Manager (Ganga Valley)		
- 🕀 Is line supervis		General Manager (Bhagirathi Valley)		
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	sor of	General Manager (Ramganga and Sharda)		

To view the graphical representation of the organization structure, click on Graphical display icon ^{III}, The system will display the screen as shown below:



9.4 <u>RESULT</u>

You have display Organizational Unit in the system with Subordinate units and with Organizational unit number.

9.5 COMMENTS

None.