

Form OM 1 Create / Maintain a Position in SAP HR

Purpose: This form is to be completed when:

1. A new position needs to be created in SAP HR
2. An existing position needs to be amended in SAP HR
3. Funds & Position Management is implemented in SAP HR
4. Position Approval / Classification information is maintained
5. Budget information is maintained (CHO8)

- To create a new position complete Section A, C and Section D.
- To amend an existing position complete Section B, C and Section D.
- To implement Funds and Position Management module, Position Classification or Budget Information (CHO8) complete section B, C and Section D.

The form is to be completed by the Service requesting the change and should come with supporting approval documentation.

Please contact the OM Administrator if assistance is required to complete this form.

Where a new cost centre is required it MUST be created before a position can be created / updated.

Positions for the HSE South and South East Area are not currently created in SAP HR. Please contact local HR in each of these areas regarding creation of position numbers.

Please complete this form in Block Capitals.

Once complete please forward to the OM Administrator.

Include your contact details for queries.

Section A – Create new Position Details

1. New Position Name:							Valid From					
							Valid To					
2. Grade (Job) that describes the position:	Grade code (Job)					Weekly working hours of the grade						
	Grade Name (Job)											
3. Belongs to: Enter the Org Unit where the position will be located.	Org Unit Number											
	Org Unit Name:											
4. Controlling Area						Cost Centre (This must be created in advance of a position update)						
<p>5. Reporting relationships required: B012 (Chief whom employee reports to)-check Org structure. Note, Line Managers should reside in the org unit, if not this relationship can be created to a position or alternative Org Unit. Please DO NOT use this relationship for Line Manager Substitutions for ESS/MSS</p>												
Position Number:							Valid From					
Position Name:							Valid To					
<p>Reporting relationships required: B290 (Time Administrator for NW, MW, MA & East employees only) – check Org Structure.</p>												
6. Reports To:	Personnel Number:					Valid From						
	Time Administrator Name:					Valid To						
<p>7. Work Address: (only populate this if the work address of the position differs from the work address of the Org Unit where the position will reside)</p>												
OM ADMINISTRATOR: SAP Position Number Created						Position Created By:						

Line Managers Signature: _____

SECTION B – Change/maintain existing position details

1. Employee Name		Position Number	
2. Personnel Number		Reason for Change	
3. Current Org.Unit No and Name		Reassigned Org. Unit No and name	
4. Current Cost Centre Name & Number		Reassigned Cost Centre Name & Number	
5. Current Grade Code of position		New Grade Code of position	
6. Date Position is Reassigned from			
7. Date Job Relationship Changes From (The first date of the change of job describing this position)			
8. Reporting relationships required: B012(Chief whom employee reports to) – Check Org Structure Note, Line Managers should reside in the org unit, if not this relationship can be created to a position or alternative Org Unit. Please DO NOT use this relationship for Line Manager Substitutions for ESS/MSS			
Position Number:		Valid From	
Position Name:		Valid To	

Line Managers Signature: _____

SECTION C – Additional Budget / Approval Information

Funds and Position Management (St James / Tallaght)

Approval Type:	Tick	
Permanent DOH		Budget ID Number
Temporary DOH		Budget ID Name
External		W.T.E
Permanent Local		Number of funded hours if less than hours per grade
Temporary Local		Total Pay Cost: €
Approval/ Funding Source 2 (if applicable)		
Approval Type	Tick	

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Permanent DOH		Budget ID Number								
Temporary DOH		Budget ID Name								
External		W.T.E								
Permanent Local		Number of funded hours if less than hours per grade								
Temporary Local		Total Pay Cost:	€							
Any other Comments:										

Approval / Position Classification / Reclassification (Optional)

Primary Notification No		Approved by:	
Classification: (1: delegated sanction, 2: non delegated sanction, 3: suppressed, 4:obsolete)			
Subclassification: (1: Redeployed, 2: Reassigned, 3: Regional Priority, 4: Service Development, 5: Substantive, 6: Reconfiguration)			
Vacancy Indicator : (Yes/ No)			

Line Manager Signature: _____

Budget Information (Currently only applicable to CHO Midlands Louth/Meath)

Valid From	
Valid To	
Type of Budget	
Service Heading	
Type of Budget	
Funding source	
Fiscal year	
Comments	

Line Manager Signature _____

Section D - Approval for update:

Line Manager Signature: _____ Date: _____

Line Manager Address: _____

Contact number: _____

General Manager Signature: _____

Please Print Name: _____ Date: _____

AND HR/ CHO/CEO Signature: _____

Please Print Name: _____ Date: _____

Section E – Internal Use Only:

OM Rep Signature:	
Date:	
OM Administrator Signature:	
Date:	
Comments:	