pennsylvania
HR SERVICE CENTER

Reclass a Vacant/Filled Position

In this guide:

ZSR—Reclass 2

Post-Transaction—PO13 6

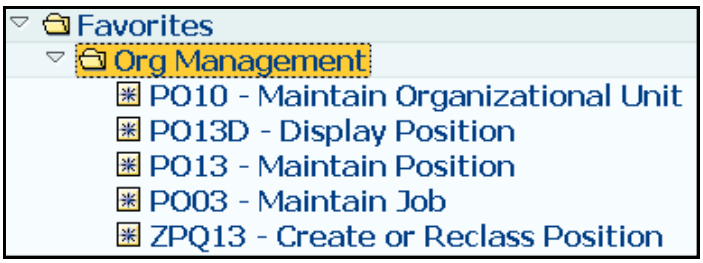
Updated January 21, 2016

ZSR—Reclass

Once you have completed the Pre-Transaction Checklist and reviewed the PAR carefully, you are ready to reclassify the position. **Remember:** if the position is currently filled, you will also need to perform an action on the employee after the position is reclassified. **NOTE: If the job is Centralized an OA Control # must be provided on the PAR. If one is not return the PAR to the agency to have them obtain an OA Control #.**

1

On the home screen of SAP, under the Org Management folder, select **ZPQ13—Create or Reclass Position.**

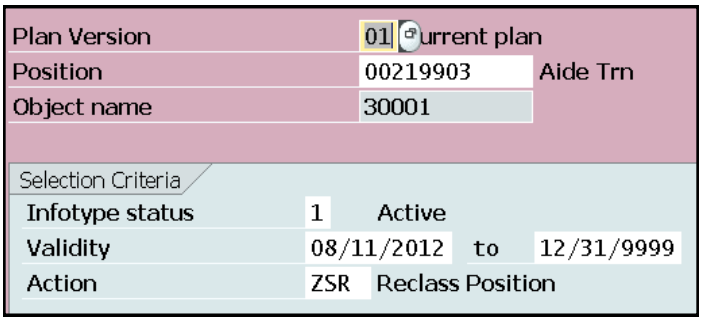


2

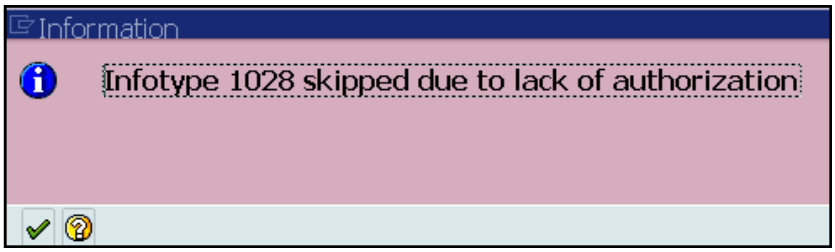
Enter the position number and the effective date from the PAR.

Type **ZSR** in the *Action* field.

Click Execute



Pop-up: if this message box appears:



Click

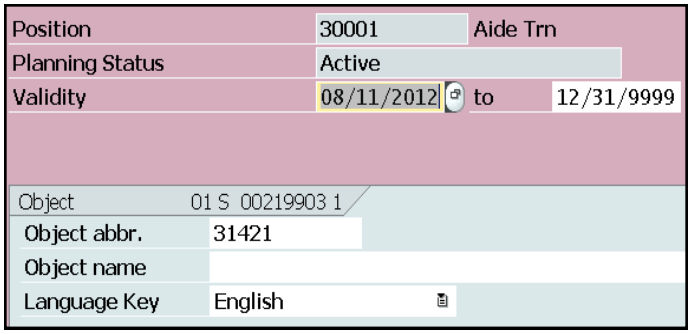
3

Enter the new job code in the *Object Abbreviation* field.

Remove the old job name from the *Object Name* field.

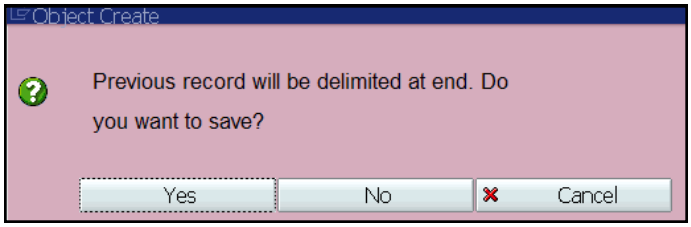
Click Enter

Save



You will be asked to delimit the previous record.

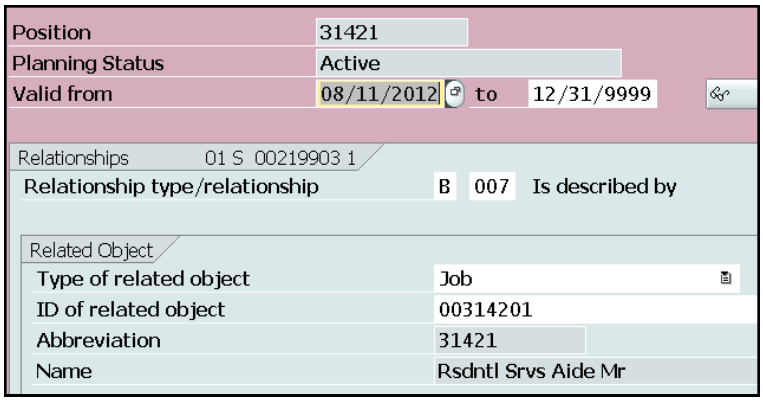
Click Yes



4 Enter the new 5-digit job code with an asterisk in the *ID of Related Object* field.

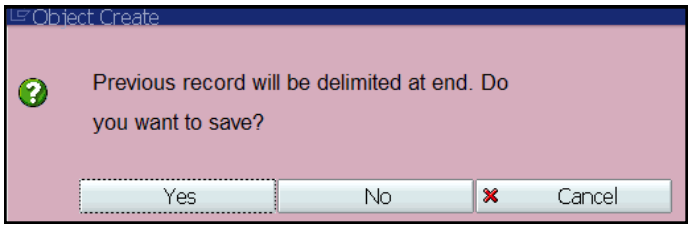
Click Enter
Save

The new job name will now be populated.



5 You will be asked to delimit the previous record.

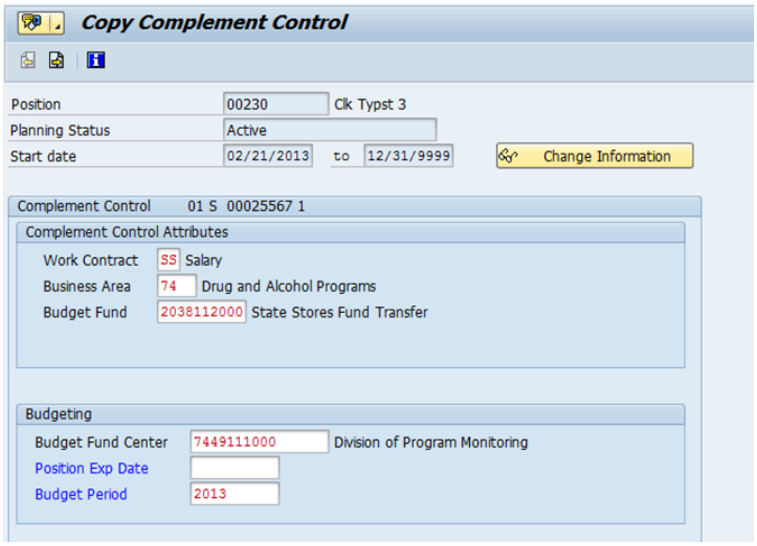
Click Yes



6 Confirm or update the information on this screen per the PAR.

Wage (WW) positions require a **pro-spective** Position Expiration Date; salary and recruitment positions do not require a date in this field at all.

Remember: if crossing fiscal years, the previous record should be ended on 6/30 of the previous year, and the new record should begin on 7/1 of the current year.

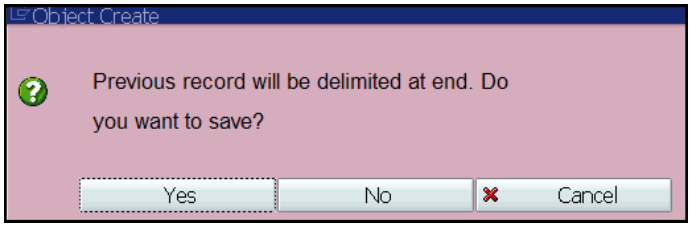


The **Budget Period** cannot be populated. It will default to current year on this info-type.

Click Enter
Save

7 You will be asked to delimit the previous record.

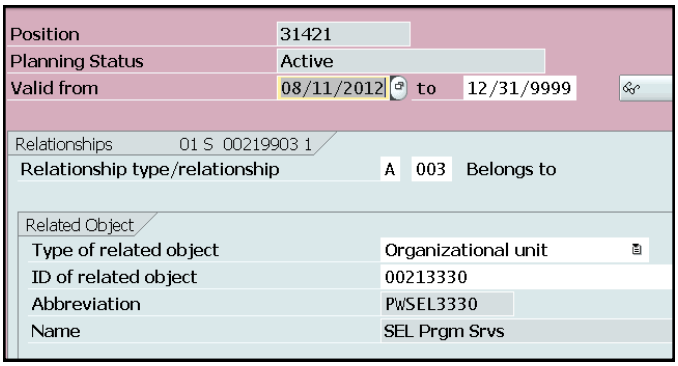
Click Yes



8 Enter the Org in the *ID of Related Object* field.

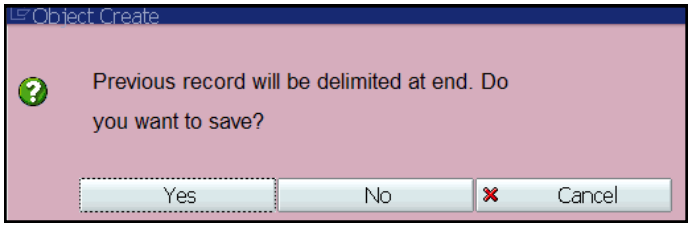
Click Enter

Save

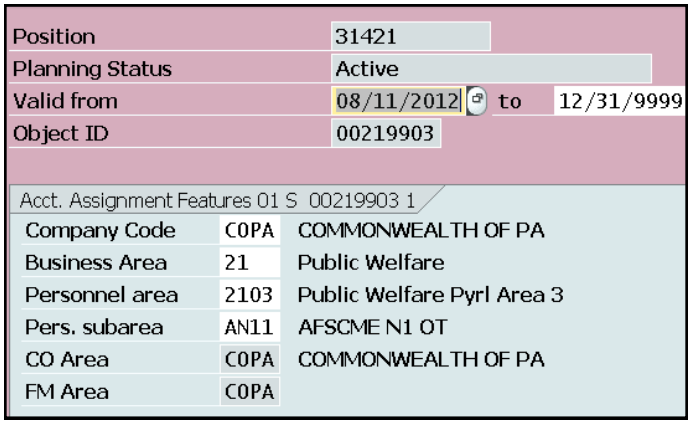


9 You will be asked to delimit the previous record.

Click Yes



10 Enter the Org information as indicated on the PAR. The **Company Code** will always be *'COPA.'* For the **Pers Subarea** there are a few exceptions to what the job shows for the **FLSA Code**. If class code is 06590, Intermittent Intake Interviewer, assign "I". If class code is 02050, Intermittent Liquor Store Sales Cashier or 02060, Intermittent Liquor Store Clerk, assign "L". If class code is 44680, Energy Assistance Worker, assign "E".



Remember: DPW, DOT and L&I each have two (2) pay areas. Be sure to enter the correct Personnel Area.

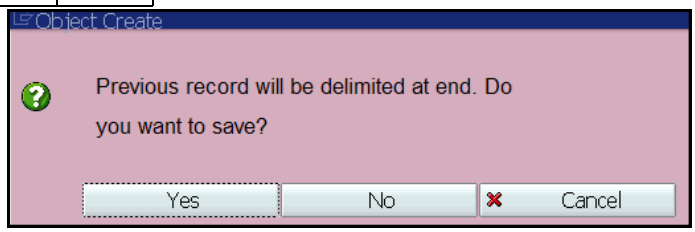
DPW	Z2	2102
	Z3	2103
DOT	T2	7802
	T3	7803
L&I	Z2	1202
	Z3	1203

Click Enter

Save

11 You will be asked to delimit the previous record.

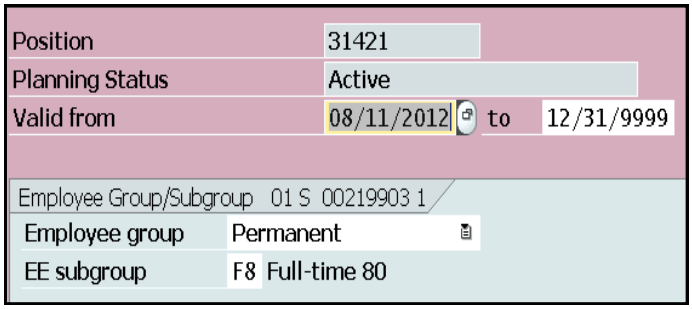
Click Yes



12 Confirm or update the **Employee Group** and **Subgroup** per the PAR.

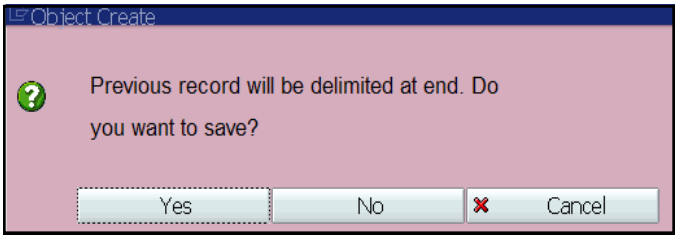
Click Enter

Save



13 You will be asked to delimit the previous record.

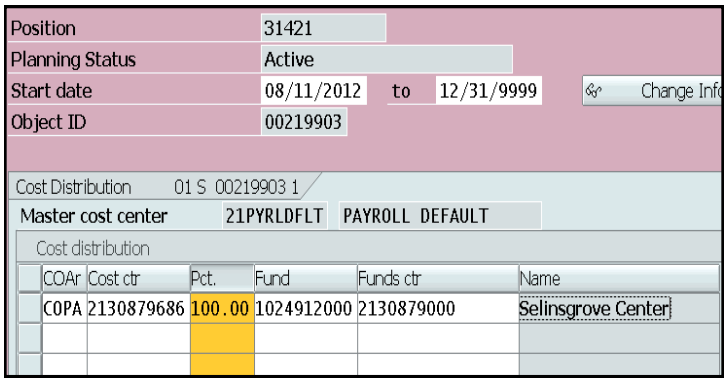
Click Yes



14 Confirm or update the Cost Center, Fund and/or Fund Center per the PAR.

The **COAr** will always be *'COPA.'*

The percentage is typically 100%; however the agency may request to split funding among different 'buckets,' so read the PAR comments carefully.



The **Budget Period** will need manually input (**current fiscal year**). Please note the Budget Period **must** be input prior to entering and saving otherwise you won't be able to finish your action.

Click Enter

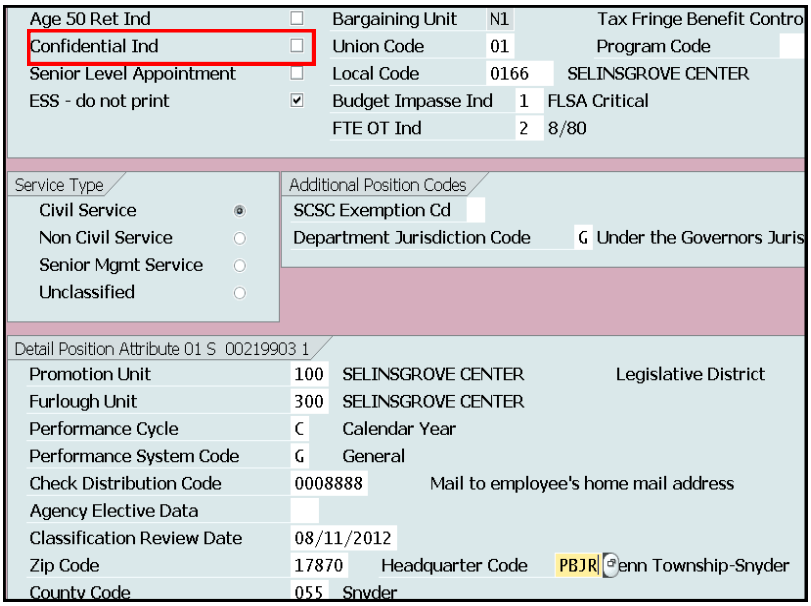
Save

15 Confirm or update the information on this screen per the PAR.

If job is coded as Age 50 the position must be coded as Age 50

BU-covered positions should always have a union, local, promo and furlough code, **unless** the position is confidential. **Confidential positions must have a Management Furlough Unit Code.**

If any information is missing from the PAR, use the supervisor position number—or the position number of a previous holder—to find the missing information. Otherwise, contact the agency.



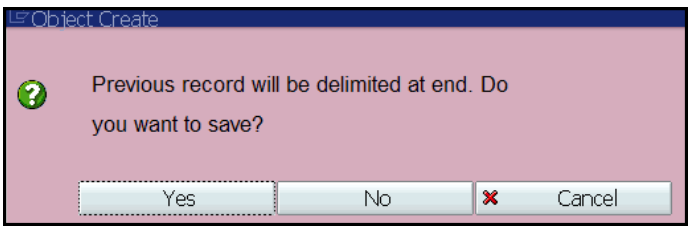
Note: management employees do not earn seniority, and therefore should **not** be classified as confidential. Check the position to ensure the confidential box is unchecked.

Click Enter

Save

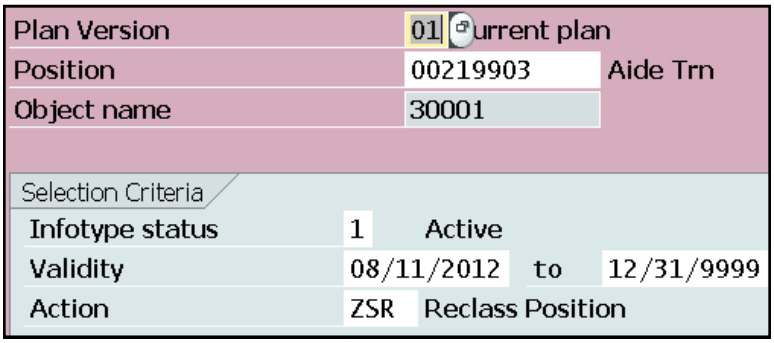
16 You will be asked to delimit the previous record.

Click Yes



17 You will be taken back to the first screen.

Click Back **TWICE**

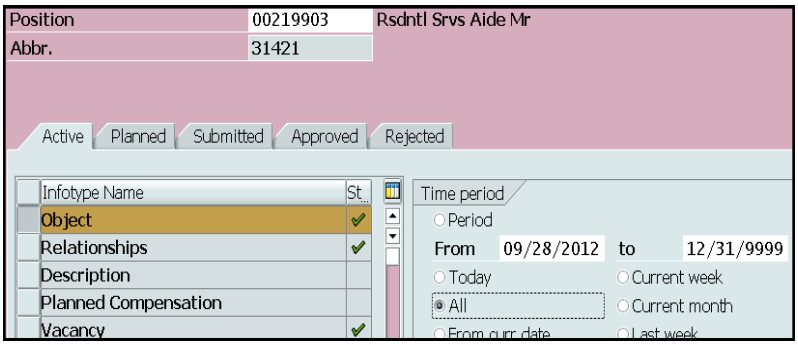


This message should appear at the bottom of the screen.

Post-Transaction—PO13/PO13D

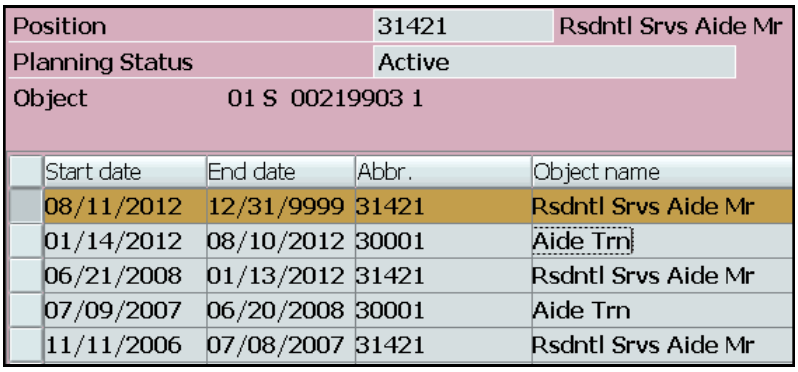
Confirm the position was successfully reclassified:

Select **Object,**
ALL > OVERVIEW.



The first record will be the one you just created.

If the record is missing, you've done something wrong and will need to re-execute.



If the supervisor position number has changed, go to Relationships, ALL > OVERVIEW:

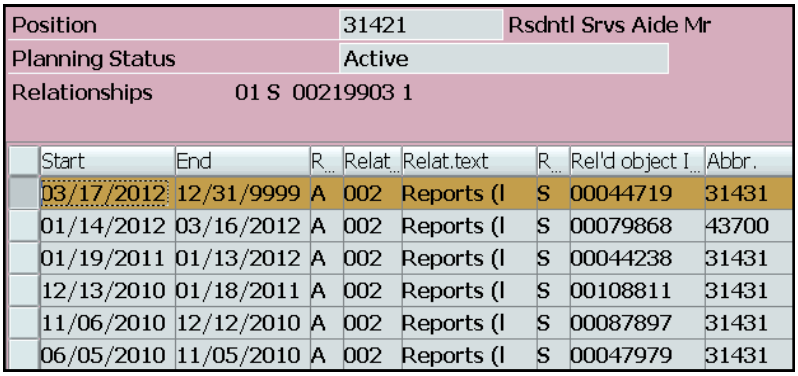
Select current *'Reports To'* record.

Click Copy

Change the start date to this record to the effective date of the reclass and update position #.

Click Enter

Save



You will be asked to delimit the previous record; Click Yes

You will also need to create the Description infotype with the OA Control # if the job is Centralized. If the agency doesn't provide one return the PAR back to the agency requesting they obtain an OA Control #.