

**Position – Delimit**

**Purpose** Use this procedure to delimit a position.

**Trigger** Perform this procedure when a position is no longer needed.

- Prerequisites**
- Position with all attributes must exist.
  - Check position relationships to make sure there are no active positions to person relationships.

**End User Roles** In order to perform this transaction you must be assigned the following role:  
Organizational Management Processor

Change History	
Date	Change Description
5/17/2011	Step 5 – additional information included. Procedure recreated in new layout.
10/12/2012	Description of Step 5 corrected.

**Menu Path** Human Resources → Organizational Management → Expert Mode → Position

**Transaction Code** PO13

<b>Helpful Hints</b>	<ul style="list-style-type: none"><li>• The Organizational Management Processor will use this to end the validity of a position.</li></ul>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

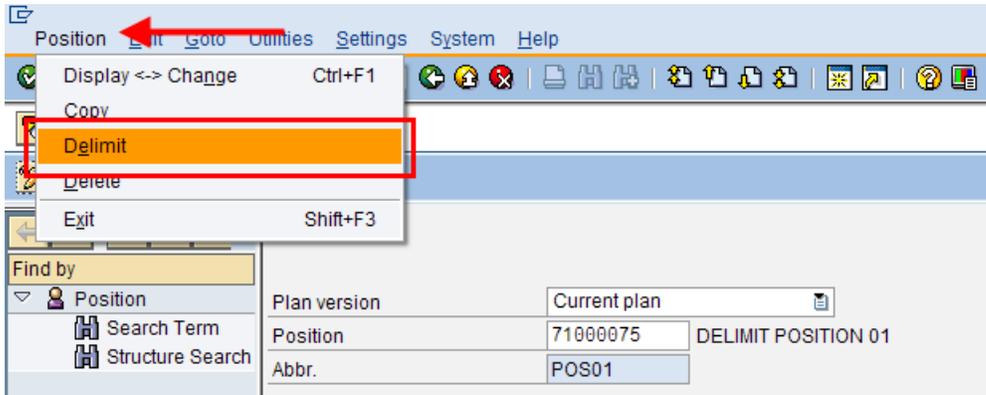
1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p><b>Example:</b> 71000075</p>

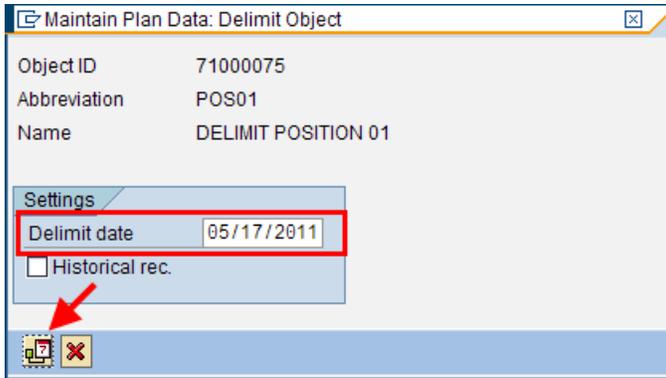
3. Click  (Enter) to validate the information.

4. Select **Position** → **Delimit** from the Menu bar.



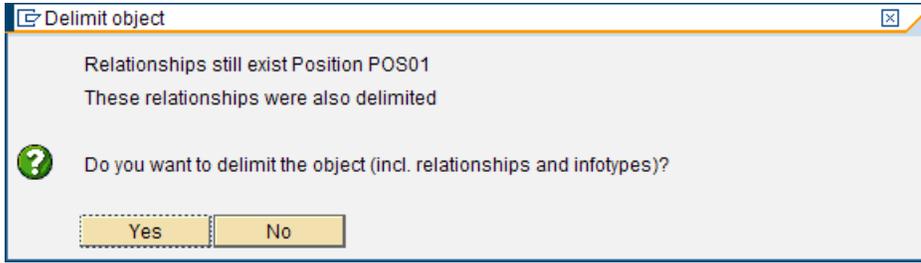
5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The last date the position is valid. <b>Example:</b> 05/17/2011

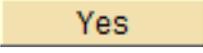


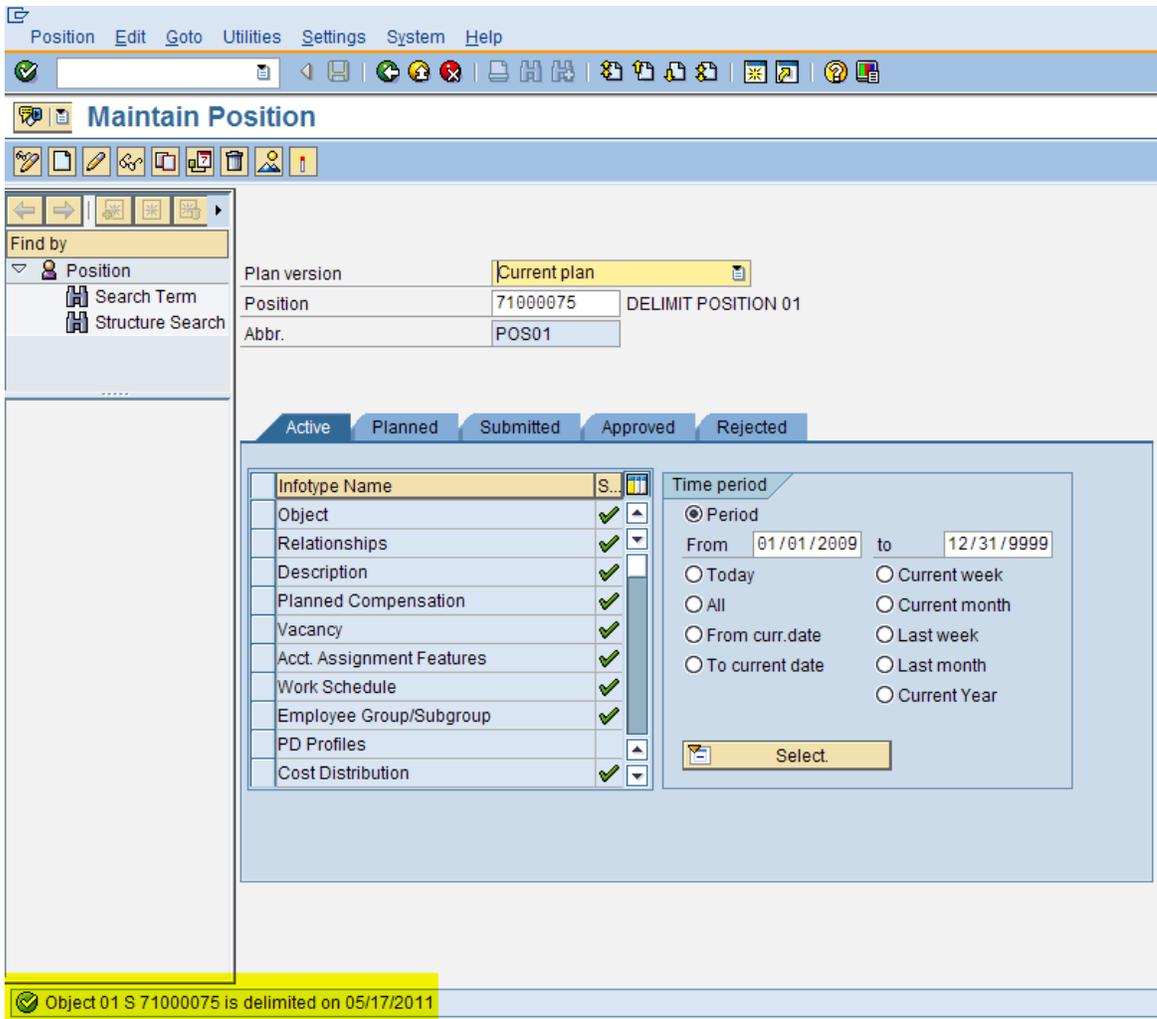
**Never check the Historical rec. box.** This will archive the position and you will not be able to make changes to the position if necessary.

6. Click  (Delimit) to assign an end date to the record.



Check position relationships to make sure there are no active positions to person relationships before clicking 'yes'.

7. Click .



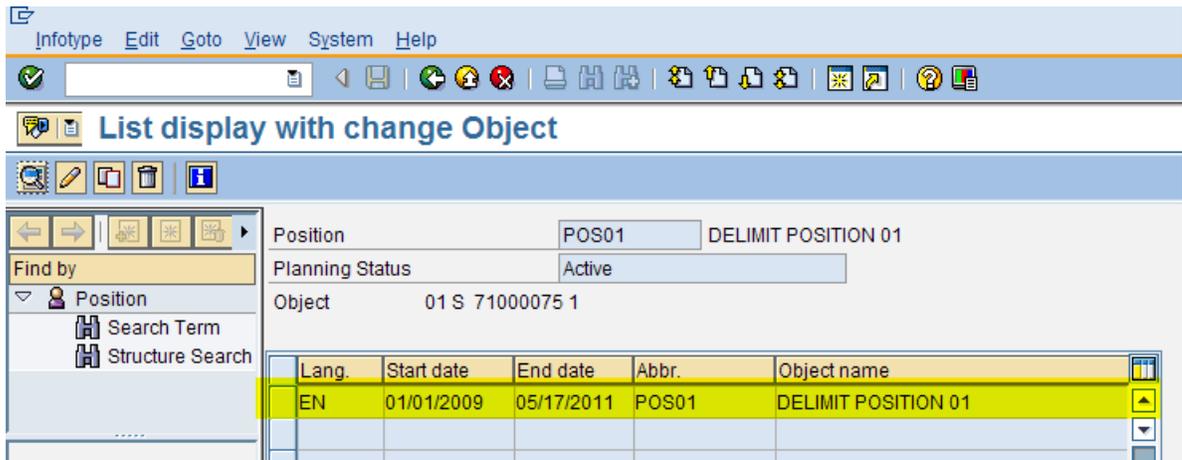


Follow the next steps to verify the position has been delimited. If you do not need to verify, you have completed the transaction.

8. Click the radio button  All in the **Period** area.

9. Click to box to the left of  to select.

10. Click  (Overview) for an overview of all actions associated with the Object (1000) infotype.



Verify that the object end date is the date you have chosen.

11. Click  (Cancel) to cancel and return to the Maintain Position screen.

12. You have completed this transaction.

<b>Results</b>
You have delimited the position.
<b>Comments</b>
None