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#### **Overview**

This Job Aid covers the steps necessary to guide Users in the Organizational Management (OM) process of Position funding extension form.

Please refer to the OM Create position Job Aid to understand a Position, what it represents, its relationships to data objects, learn about position types, the description and which office has authority to manage each.

### **Governing Policies**

- I. There are two groups of Position Types as follows:
- 1. **Positions created and controlled by OPPBA and OAHs** are established posts, temporary posts and General Temporary Assistance (GTA) posts funded by the peacekeeping support account, fund QSA, GTA Finite Duration and GTA Finite PK;
- 2. **Positions created and maintained by Entities** are funded by Voluntary Contributions (VC, formerly known as extrabudgetary, XB), GTA replacement and Temporary Assistance for Meetings (TAM).
- II. Changes in Position type
- 1. Positions funded by GTA funds are created as GTA replacement or GTA finite duration or GTA finite PK.
- 2. Positions funded by Voluntary Contributions (VC, formerly known as extrabudgetary, XB) are created as VC posts or VC project positions.

## Job Aid Objective

With this Job Aid, you have a step-by-step guide that enables you to:

- Extend position funding;
- Understand the significance of the required fields/infotypes<sup>1</sup> in extending position funding;
- Check that all infotypes entered in the Portal are reflected in ECC.
   <sup>1</sup>Infotype is an information unit used to maintain master data related to Umoja. An infotype has data entry fields that are classified as mandatory or optional. Some infotypes may be further categorized to different groups known as subtypes, which are based on themes.

## Procedure

1. Logging in the Portal with the enterprise role OM Administrator opens this screen:



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OM Administration > Overview	Full Screen Options
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▼ Map   Directory   Index	

2. In the screen above, click on OM Administration then on OM Processes which opens this screen:



3. In the screen above, click on the blue Position Funding Extension Form which opens this screen:



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Note that the effective date defaults to the date you initiate position funding extension. To illustrate further, 8/10/2015 is the date that this Job Aid is being prepared.

4. In the screen above, enter a position number, e.g., 31003231, and click Search which populates the table as shown in the screen below:



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3 Pos No Pos Ty Pos End Dt Position Title	Fund St Dt	Fund End Dt	Incum No	Incum Name	Org Id	Org Name	Country	Duty Station	Grade 🖻	
31003231 GTA Replacement 31.12.9999 P3 3909 HUMANITARIAN AFFAIRS OFFICER	01.09.2015	<u>31.12.2015</u>			20010277	OCHA CRD GDS AFRICA I	Kenya	Nairobi	P-3	7

## Note that the position "Fund End Dt" in the 6<sup>th</sup> column from the left shows "31.12.2015".

5. In the screen above on the lower left corner, enter the New Fund Expiration Date, 31.12.2016, and scroll down to this screen:



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Effe	ctive Date:		08/10/2015	5										
Posi	tion Number:		31003231	🗇 To:										
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New	Fund Expira	ation Date: * 31.12.2	2016 😰											
Cert	ifying Office	r Comments:												
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6. In the screen above, enter the OM Administrator's comments as shown in the screen below, scroll back up and click which opens this screen:



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Note that the process progressed to "2 Review" and the "Review and Send" button appeared.

7. Review the information in the screen above and click Review And Send > which opens this screen:

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Hack Forward      History Favorites Personalize View Help	Welcome: Erand RIEU
Home Employee Self-Service SM OM Administration	
Overview	
OM Administration > Overview	Full Screen Options -
Position Funding Extension Form	Heb
Your Request has been Submitted	

Note that the process progressed to "3 Final Confirmation" and the message "Your Request has been submitted" appeared.

- 8. From the screen above, log off.
- 9. Logging in the Portal with the enterprise role OM Certifying Officer opens this screen:



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Hack Forward ▶ History Favorites Personalize View Help	Welcome: Civadzee H	IEABERLIN
Home Certifying Officer Employee Self-Service SM		
Overview		
Home > Overview	Full Screen	Options 🔻
Welcome to Umoja		
Work Center		
User Map User Map		

10. In the screen above, click on Work Center which opens this screen:

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Per > Overview       Fut Screen       Option         Approver Work Center       Image: Data in the completed items in the	review					
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11. In the screen above, click on the tab, OM Pending Items which opens this screen:



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	Process Ref	Process Name	Subject	Initiator Name	Sent Date	Effective	Priority	Status	Org. Unit	Master Org. Unit	Affected Position	-
	000000141	Position Funding Extension - 0000000141	Positions extension submitted for approval 0000000141	Erand RIEU	08.10.2015	Click for	5 Medium	Ready	Click for Details		Click for Details	
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	00000003444	Create position	OCHA GVATRNG WEBCAST: Create position - 000000003444	Hounapeh EVEN	01.10.2015	01.01.2015	5 Medium	Ready	OCHA GVATRNG W	20003984		
	00000003413	Create position	OCHA GVATRNG FWALKER: Create position - 00000003413	Hounapeh EVEN	01.10.2015	01.01.2015	5 Medium	Ready	OCHA GVATRNG F	20003984		
	00000003168	Create position	DGACM ECLAC-TRAIN PMU HRU: Create position - 000000003186	Hounapeh EVEN	16.09.2015	17.09.2015	5 Medium	Ready	DGACM ECLAC-TRA	. 20002734		
	00000003163	Create position	DGACM ECLAC-TRAIN PMU: Create position - 000000003183	Hounapeh EVEN	16.09.2015	17.09.2015	5 Medium	Ready	DGACM ECLAC-TRA.	. 20002734		
	000000138	Position Funding Extension - 0000000138	Positions extension submitted for approval 0000000138	Hounapeh EVEN	16.09.2015	Click for	5 Medium	Ready	Click for Details		Click for Details	
	00000003144	Create position	DGACM ECLAC-TRAIN BUDGET UNIT: Create position - 000000003144	Hounapeh EVEN	16.09.2015	01.01.2015	5 Medium	Ready	DGACM ECLAC-TRA	. 20002734		
	00000003028	Create position	OCHA PRACTICE IR: Create position - 000000003026	Hounapeh EVEN	04.09.2015	01.01.2015	5 Medium	Ready	OCHA PRACTICE IR	20003984		

12. In the screen above, highlight the Position that the OM Administrator, Erand Rieu, submitted for approval and click on Review and Approve which opens this screen:

		and the second s	11-la						L_ WOR	center - omoja qa porta		oper Approv		C Dispialy Approval Data	^ _	
-	lew Fav	orites Tools	нер													
ppro	ve															
, Pi	is No Po	os Ty	Pos End Dt	Position Title	Fund St Dt	Fund End Dt.	Incum No	Incum Name	Org Id	Org Name	Country	Duty Station	Grade 📥			
31	003231 GT	TA Replacement	31.12.9999	P3 3909 HUMANITARIAN AFFAIRS OFFICER	01.09.2015	31.12.2015			20010277	OCHA CRD GDS AFRICA I	Kenya	Nairobi	P-3			
													<b>Y</b>			
y	ng Officer C	Comments:														
	trator Comm	ents:	Position Frand R	funding extension												
inis																

13. In the Certifying Officer Comments field above, type "Position funding extension reviewed and approved", type your name then click on Approve which opens this screen:



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Note the message "The Positions have been Approved".

14. To check the status of the Position funding extension initiated, log in the Portal as OM Administrator which opens this screen:

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Back Forward History Favorites Personalize View Help	Welcome: Eran	ind RIEU
Home Employee Self-Service SM OM Administration		
Iverview		
Home > Overview	Full Screen Op	ptions +
Welcome to Umoja		
Work Center Work Center		
User Map		

15. In the screen above, click on OM Administration which opens this screen:

Weloome: Erand RI
Full Screen Option

16. In the screen above, click on OM Processes which opens this screen:



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Forward Fo	Favorites Personalize View Help	Welcome: Erand F
Employee Self-Ser	ervice SM OM Administration	
ew		
M Administration > Ove	erview	Full Screen Option
OM Proces	ises	
Back		
<ul> <li>Service Map</li> </ul>		
OM Adn Click k Create Mainta Expire Click h Mainta Loan p Modify Positio	ministration here is start one of the below processes: a position or expandational unit ain organizational unit ain organizational unit here to start one of the below processes: ain position ain position or rown position from tean y tean (stean or storten) on Funding Extension Form	

17. In the screen above, click on "Status Overview – OM Objects" which opens this screen:

imuja		Search: Q 👻 Umoja qa portal - Q3J Log of
Back Forward History Favorites	Personalize View Help	Welcome: Erand RIE
Iome Employee Self-Service SM	OM Administration	
verview		
DM Administration > Overview		Full Screen Options
Search Organizat	ional Processes	
Object type: Organizational unit	Structure 💌	Υ.
Organizational Structure	Display: Organizational Information	
+ UNS	Available Objects	N
HQ Deployment Group (virtual)	Filter Settings	•
<ul> <li>Once in Limois Oro unit</li> </ul>	Corganizational Unit Organizational Unit ID Manager Cost Center ID Cost Center ID	
<ul> <li>EOSG</li> </ul>	3 Select an Object in Navigation Area	
INTERORG CEB	Data From: 00.00.0000 00:00:00 Refresh	
DGACM		
> DPA		
> ODA		
OMBUDSMAN		
DPKO		
FMADPKO		
> DFS		
DESA		

18. In the screen above, scroll all the way down in order to see this part of the screen:



пца			Search: Q +	Umoja qa portal - Q3J Log of
Rack Forward History Favorites Personalize View Help				Welcome: Erand RIE
ome Employee Self-Service SM OM Administration				
erview				
Administration > Overview				Full Screen Options
<ul> <li>DM GTED</li> <li>UNW</li> <li>MINUSTAH</li> <li>ROL</li> <li>UNS TRAINING</li> <li>INSTRAW</li> <li>ICITR</li> <li>IC</li></ul>		Included Objects       Delete       E3 <object name<="" td="">       Object ID</object>		
Vocess:	Process Status:    Process Status:			

19. In the screen above, click on the overlapping paper icon in the Process field which opens this screen:

rocess: All Values		🗆 🗙
Show Filter Criteria		Personal Value List Settings
Process	÷	Process Name
ZHR_PA_E0728		Loan position or return position from I
ZHR_PD_E0716		Maintain position
ZHR_PD_E0726		Create position
ZHR_PD_F0106_C		Create organizational unit
ZHR_PD_F0106_D		Expire oganizational unit
ZHR_PD_F0106_M		Maintain organizational unit
		OK Cancel

20. In the screen above, select Maintain position and click "OK" which places the Process Name in the Process field as shown in this screen:



umuja	Search: Umoja qa portal - Q3J	Log off
Gack Forward ► History Favorites Personalize View Help	Welcome: Er	rand RIEU
Home Employee Self-Service SM OM Administration		
Dverview		
OM Administration > Overview	Full Screen	Options 🔻
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OUS INAMING     NISTRAW     ICTR     ICTFY     OFRIDC     IAAC     UNAT     ETHICS     UNSS     UNON AD SSS PTS STR	Included Objects Delets E Object Name Object ID	
Process:         ◇         ZHR_PD_E0716         ♪         Process           Started By:         ◇         □         ♪         Invo           Process Criteria         Started On:         ◇         □         ♪         Process Reference Number:         ◇         □         ♪         Process Reference Number:         ◇         □         ♪         >         Process Criteria         Started On:         ◇         □         ♪         >         Started On:         ◇         □         ♪         Started On:         ◇         □         ♪         >         Started On:         ◇         □         ♪         >	ss Status:	

21. In the screen above, click on start which opens this screen:

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view: [Standard Vie	ew] 💌							Filter Settings				
Process Name	Object Type	Object Key	Object Name	Started By	Started On	Ended On	Process Status	Business Status	K			
Maintain position	Position	31001763	NOB 8262 ASSOCIATE ADMINISTRATIVE OFFICE	Erand RIEU	22.10.2015 12:33:55	22.10.2015	Completed	Processed				
Maintain position	Position	30000072	G6 1067 ADMINISTRATIVE ASSISTANT	Angel SELIA	20.10.2015 00:51:40	20.10.2015	Completed	Processed				
Maintain position	Position	30071393	P3 1102 ADMINISTRATIVE OFFICER	Erand RIEU	13.10.2015 20:57:36	13.10.2015	Completed	Processed				
Maintain position	Position	30005273	P4 3040 EDITOR	Hounapeh EVEN	08.10.2015 21:01:31		Draft	Saved as Draft				
Maintain position	Position	30005832	G4 10276 MASON	Hounapeh EVEN	08.10.2015 19:49:10	08.10.2015	Completed	Processed				
Maintain position	Position	31002955	P3 3909 HUMANITARIAN AFFAIRS OFFICER	Erand RIEU	05.10.2015 22:54:05	05.10.2015	Completed	Processed				
	Position	30006306	D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Erand RIEU	05.10.2015 22:11:51	05.10.2015	Completed	Processed				
Maintain position	Position	31003233	P3 1844 BUDGET OFFICER	Erand RIEU	05.10.2015 21:24:10	05.10.2015	Completed	Processed				
Maintain position Maintain position		31003580	G6 4045 INFORMATION SYSTEMS ASSISTANT	Erand RIEU	05.10.2015 20:55:18	05.10.2015	Completed	Processed				
Maintain position Maintain position Maintain position	Position					05.10.2015	Completed	Processed				
Maintain position Maintain position Maintain position Maintain position	Position Position	31002945	D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF	Erand RIEU	05.10.2015 20:11:22							
Maintain position Maintain position Maintain position Maintain position Maintain position	Position Position Position	31002945 30066781	D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF ADMINISTRATIVE OFFICER	Erand REU Erand REU	05.10.2015 20:11:22 03.10.2015 22:59:11	03.10.2015	Completed	Processed				
Maintain position Maintain position Maintain position Maintain position Maintain position Maintain position	Position Position Position	31002945 30066781 30045325	D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF ADMINISTRATIVE OFFICER P5 6112 SENIOR ADMINISTRATIVE OFFICER	Erand REU Erand REU Erand REU	05.10.2015 20:11:22 03.10.2015 22:59:11 03.10.2015 22:56:28	03.10.2015 03.10.2015	Completed Completed	Processed Processed				

Note that the first Process is automatically highlighted.

22. If the highlighted Process is not the position whose funding you extended, scroll down to find it. In Step 4 above, the position whose funding was being extended was 31003231. By scrolling down, you will reach this part of the screen:



sk Forward ▶ His	story Favorite	es Personali	ze View Help							Welcome:	Erand R
Employee Se	elf-Service SM	OM Ad	dministration								
view											
dministration > Ov	erview									Full Screen	Option
rocesses											
View: [Standard Vie	ew] 🔻							Filter Settings			
Process Name	Object Type	Object Key	Object Name	Started By	Started On	Ended On	Process Status	Business Status 🔺			
Maintain position	Position	30000072	G6 1067 ADMINISTRATIVE ASSISTANT	Angel SELIA	20.10.2015 00:51:40	20.10.2015	Completed	Processed			
Maintain position	Position	30071393	P3 1102 ADMINISTRATIVE OFFICER	Erand RIEU	13.10.2015 20:57:36	13.10.2015	Completed	Processed			
Maintain position	Position	30005273	P4 3040 EDITOR	Hounapeh EVEN	08.10.2015 21:01:31		Draft	Saved as Draft			
Maintain position	Position	30005832	G4 10276 MASON	Hounapeh EVEN	08.10.2015 19:49:10	08.10.2015	Completed	Processed			
Maintain position	Position	31002955	P3 3909 HUMANITARIAN AFFAIRS OFFICER	Erand RIEU	05.10.2015 22:54:05	05.10.2015	Completed	Processed			
Maintain position	Position	30006306	D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Erand RIEU	05.10.2015 22:11:51	05.10.2015	Completed	Processed			
Maintain position	Position	31003233	P3 1844 BUDGET OFFICER	Erand RIEU	05.10.2015 21:24:10	05.10.2015	Completed	Processed			
Maintain position	Position	31003580	G6 4045 INFORMATION SYSTEMS ASSISTANT	Erand RIEU	05.10.2015 20:55:18	05.10.2015	Completed	Processed			
Maintain position	Position	31002945	D1 3674 HEAD OF OFFICE, HUMANITARIAN AFF	Erand RIEU	05.10.2015 20:11:22	05.10.2015	Completed	Processed			
Maintain position	Position	30066781	ADMINISTRATIVE OFFICER	Erand RIEU	03.10.2015 22:59:11	03.10.2015	Completed	Processed			
Maintain position	Position	30045325	P5 6112 SENIOR ADMINISTRATIVE OFFICER	Erand RIEU	03.10.2015 22:56:28	03.10.2015	Completed	Processed			
Maintain position	Position	30006306	D1 6439 SPECIAL ASSISTANT, ADMINISTRATIO	Erand RIEU	03.10.2015 22:54:01	03.10.2015	Completed	Processed			
Maintain position	Position	30066781	ADMINISTRATIVE OFFICER	Erand RIEU	03.10.2015 22:42:12	03.10.2015	Completed	Processed			
Maintain position	Position	31002385	D1 2100 CHIEF OF SERVICE, HUMANITARIAN A	Erand RIEU	03.10.2015 22:34:39	03.10.2015	Completed	Processed			
Maintain position	Position	31003231	P3 3909 HUMANITARIAN AFFAIRS OFFICER	Erand RIEU	02.10.2015 16:22:21	02.10.2015	Completed	Processed 💌	<del></del>		

23. The highlighed row in the screen above is 31003231. Click on **Details** which opens this screen:

Details						
Process Name: Process Status: Object Type: Curr. Processor: Started On: Business Status:	Maintain position Completed Position 02.10.2015 16:22:21	Started By: Reference Number: Object Key: Object Name: Ended On:	Erand RIEU 0000000033 31003231 P3 3909 HU 02 10 2015	564 MANITARIAN	AFFAIRS OFFICER	
Process Step	s	211000 011.	02.10.2010			
Step Name				Processor	Started On	End Date
P3 3909 HUMAN	P3 3909 HUMANITARIAN AFFAIRS OFFICER: Maintain position - Change Requ				02.10.2015 16:22:21	02.10.2015 🖃
						Close

Note that the Process Status is Completed and the Business Status is Processed which are both shown in the two right most columns in the screen in Step 22.

24. In the screen above, click on **Close** that brings you back to the screen in Step 22. Scroll all the way up and log off.



25. Log in as OM Administrator to "1 Umoja ECC System" Umoja Gateway which opens this screen:



26. In the screen above, click on "1.1 Umoja Production ECC (P1E)" which opens this screen:



SAP Easy Access	
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SAP Fasy Access	
Favorites	
<ul> <li>         ★ Client Copy - Special Selections     </li> </ul>	
• 🧰 ОМ	
> 🛅 TIME	
> 🗖 PA	
EN EN	
> 🔜 BEN	
Table and reports	
• 🧰 PY	
FAV	
SAP menu	
Office	
<ul> <li>Cross-Application Components</li> </ul>	
Organization	
Logistics	
Accounting	
Human Resources	
Information Systems	
Tools	
WebClient UI Framework	
Structural Authorization	
Umoja Information System	

27. In the screen above, enter the T-code (Transaction code) "PPOSE" (Organization and Staffing

Display) in 🥝 🗌	and press enter which opens this scree	n:
Organization and Staffing     Edit     Got       Image: Staffing Staffin	o Settings System Help ② 会 会 日 論 論 記 記 記 記 訳 〒 〒   ② 乗 Display	
<ul> <li>► Cranicational unit</li> <li>▲ Position</li> <li>▲ Task</li> <li>▲ Business Partner</li> <li>④ Object history</li> </ul>	(E) E (5.10.2015 + 3 Months     (5.10.2	structure and Staff assignments for each organizational al objects. The results of this search are displayed in the ea, where they are displayed within their organizational e edited in the detail area. organizational object, and then transfer the object to the u, choose <i>Human Resources -&gt;</i> Organizational rganizational unit, create an organizational structure and
Plan version Current plan was set		▷   Q3E (1) 210 ▼   unsapq3e   INS   😹

28. In the screen above, click on Organizational unit in the Search area which opens this screen:



🔄 Find Organizat	tional unit	1	×
With name	*		
Assigned		•	
to		•	
Object			
		F	ind 🗙

29. In the screen above, type OCHA CRD after the asterisk and click Find which opens the Selection area below the Search area:

organization and Starring	UISPIAY	
	■ © I 国 房 I 年 日 日 〒 2 1 8 2 1 1 日 日 1 日 日 2 2 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
rganization and Staffing D	isplay	
	(a) E 15.10.2015 + 3 Months	
d by		.
Organizational unit		
Gearch Term	Organizational Management	
Structure Search	This is the initial across for maintaining your enterprise's crossingly and you are cross your Organizational structure and Staff assignments for each according to the	
Object History	unit.	
Position 1		
S Dorron	The user interface is divided into four areas:	
0 llear		
Task	• In the Search area on the left of the screen, you can use the search functions to find individual organizational objects. The results of this search are displayed in the	
Business Partner	Selection area.	
Colored by	<ul> <li>These organizational objects can be transferred from here to the central area of the screen, the Overview area, where they are displayed within their organizational</li> </ul>	
] (] 177, 2,	environment.  The bottom area of the screen is the Detail area. Information about individual objects is displayed and can be edited in the detail area.	
	Getting started:	
stonce Name		
OCHA CRD FO HAI GONATVA	Using Goto -> Change View, choose the view with which you want to work.	
OCHA CRD FO NER MARAD	<ul> <li>If you have already created your enterprise's organizational plan, use one of the search functions to select an organizational object, and then transfer the object to the</li> </ul>	
OCHA CRD FO YEM SAADA	overview area by double-clicking.	
OCHA CRD ROAP BGD DHAKA	<ul> <li>If you have not already created your enterprises organizational plan, switch to create mode. In the SAP menu, choose Human Resources -&gt; Urganizational Management -&gt; Organizational Plan -&gt; Organizational Staff Resignment -&gt; Create Regimment with a contragraphyticity of a contraction of contractional visit of a contractional plant.</li> </ul>	
OCHA CRD FO DRC MBANDAKA	staff assignment blass	
OCHA CRD ROWCA MAU NOUA		
OCHA CRD ROSA SAF JOHANN	For more detailed documentation, choose:	
OCHA CRD ROAP DPRK PYONG		
OCHA CRD ROWCA NIR ABUJA		1
OCHA CRD ROWCA MAU NEMA		

30. In the Selection Area above, scroll down to find OCHA CRD GDS Africa I. Click on it as shown in this screen:



• «		
Organization and Staf	ing Display	
	Control of the screen is the Detail area. Information about individual objects is displayed and can be edited in the detail area.     Cetting startet:     Using Goto -> Change View, choose the view with which you want to work.     If you have already created your enterprise's organizational plan, switch to create mode. In the SAP menu, choose <i>Human Resources</i> -> Organizational Management -> Organizational Plan -> Organizational plan, switch to create mode. In the SAP menu, choose <i>Human Resources</i> -> Organizational Staff assignment for each organizational structure and staff assignment and the object to the overview area by double-clicking.	
OCHA CRD GDS ASIA I OCHA CRD GDS AFRICA II		
OCHA CRD GDS AFRICA I	Y	
	SAP SAP	

31. Once you click on OCHA CRD GDS AFRICA I, the Overview Area and Detail Area opens as shown in this screen:

Organization and Staffing L	Display Carton Carto
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Organization and Staffing Di	splay
Image: Solution of the search       Image: Solution of the search <td< th=""><th>Staff Condect data Condect d</th></td<>	Staff Condect data Condect d
OCHA CRD GDS AFRICA I OCHA CRD GDS ASIA I OCHA CRD GDS AFRICA II OCHA CRD GDS AFRICA II	
,	549 4

32. In the screen above, click on the 🔟 Date and Preview Period icon which opens this screen:



🔄 Specify date and	preview period		×
Start date	23.10.2015		
Preview period to	<b>V</b>		
<ul> <li>Time period</li> </ul>	3 Months	<ul> <li>in the future</li> </ul>	
⊖End date			
Preview	period from 23.10.2015		
	to 22.01.2016		
			_

33. In the screen above, change the time period from "3" to 2, click the down arrow and change the "Months" to Years as shown this screen:

🔄 Specify date and p	preview period	×
Start date	23.10.2015	
Preview period to		
<ul> <li>Time period</li> </ul>	2 Years in the future	
○End date		
Preview pe	eriod from 23.10.2015	
	to 22.10.2017	
	/	
		→ 🖾 🗶
		→ 🐼 🗙

Note that earlier the OM Administrator initiated a Position Funding Extension until 31.12.2016. Since the preview period starts on 23.10.2015, a period over two years has to be viewed.



34. In the screen above, click on Execute icon which opens this screen:

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Organization and Staffing D	isplay								
		1							
	23.10.2015 + 2 Years								
ind by									
Organizational unit	Staff Assignments (Structu Code ID	Relationship text	Chief	Valid from	Valid to	Assigned a	Assigned u	Percent	Work.
Free search	OCHA CRD GDS AFRICA AFRICA I O 20010	277		01.01.2015	Unlimited				
Search Term	• 🖁 P3 3909 HUMANITA HRA 3909 S 31003	231 Incorporates		01.09.2015	Unlimited	02.10.2015	Unlimited		
Structure Search									
Desition									
AD Dercon									•
Ca liser	Details for Organizatio	nal unit OCHA CRD GDS AFRICA I							
a Task	🖌 🗸 🖌 🖌 🖌 🖌 🖌 🖌 🖌 🖌 🗸 Account Assi	gnment Address							
🛛 Business Partner									
· · · · · · · · · · · · · · · · · · ·	Organizational unit AFRICA I OCHA CRD GDS A	FRICA I							
			Valid On 23,10,2	015					
	□ staff		No periods						
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it list	Holder	- Lu		-					
xistence Name Ch	Icon Holder Percentage Assigned as of Assigned until	Subtyp Full Name							
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OCHA CRD GDS ASIA I		Africa I Section							
OCHA CRD GDS ASIA II									
OCHA CRD GDS MENA									
OCHA CKD GDS CAPALAC			4 4						
OCHA CRD FLSS AFRICA I									
OCHA CRD GDS AFRICA I									
OCHA CRO GDS AFRICA I									
		SAP							

Note that the Date and Preview Period now shows 23.10.2015 + 2 years. Note further that the Details Area defaults to the Organizational unit OCHA CRD GDS AFRICA I.

35. In the screen above, click on the position row 31003231 which changes the Details Area to that of the position as shown in this screen:



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Organization and Staffing D	Visplay
Find by	
Organizational unit	Staff Assignments (Structu Code ID Relationship text Chief Valid from Valid to Assigned a Assigned u Percent Work
Free search	OCHA CRD GDS AFRICA   AFRICA I O 20010277 01.01.2015 Unlimited
Search Term	• 🞽 P3 3909 HUMANITA HRA 3909 S 31003231 Incorporates 01.09.2015 Unlimited 02.10.2015 Unlimited
Object Uisteer	
Desition	
► == lob	
A Person	
La User	Details for Position P3 3909 HUMA ARIAN AFFAIRS OFFICER
Task	🖉 🖉 Basic data 🖌 🛩 EE group/subgroup 🖌 UN Position Attribut 📝 Planned Compensation 🖓 Account Assignment 🖓 Cost distribution 🛛 Obsolete 📗 💽 🖉
<ul> <li>Business Partner</li> </ul>	
- — alt i li	- Position HRA 3909 P3 3909 HUMANITARIAN AFFAIRS OFFICER
o (9) 277. 2.	Job P3 3909 HUMANITARIAN AFFAIRS OFFICER Vaid On 23.10.2015
	Head of own organizational unit No periods
Hit list	Staffing status Vacancy open 👻
Existence Name Ch.	
OCHA CRD GDS AFRICA 1	Holder Description
OCHA CRD GDS ASIA I	Iron Holder Percentage Assigned as of Assigned un Subtyp Full Name
OCHA CRD GDS ASIA II	
OCHA CRD GDS MENA	
OCHA CRD GDS CAPALAC	HUMANITARIAN AFFAIRS OFFICER
OCHA CRD HLSS AFRICA I	
OCHA CRD GDS AFRICA I	
OCHA CRD GDS ASIA I	
OCHA CRD GDS AFRICA II	
OCHA CRD GDS AFRICA II	

36. In the screen above, click on the tab "UN Position Attribut" which changes the Details Area to this screen:

Organization and Staffing L	Display	
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Organization and Staffing D	Display	
Find by	- 📴   D [ 🚅 ((), (), ())   🏭   色 () () () () () () () () () () () () ()	
<ul> <li>Organizational unit</li> </ul>	Staff Assignments (Structu Code ID Relationship text Chief Valid from Valid to Assigned a Assigned a	Percent Work
Free search	CCHA CRD GDS AFRICA AFRICA I 0 20010277     01.01.2015 Unlimited	
Gi Search Term	▲ P3 3909 HUMANITAI HRA 3909 S 31003231 Incorporates 01.09.2015 Unlimited 02.10.2015 Unlimited	
Structure Search		
Dect History		
r ≝ Posicion		
► AR Person		
• Ca User	Details for Position P3 3909 HUMANITARIAN AFFAIRS OFFICER	
🕨 🏅 Task	🖌 🗸 🖉 Basic data 🖌 🗸 EE group/subgroup 🖉 🗸 UN Position Attribut 👘 🖌 Planned Compensation 👘 🖌 Account Assignment 👘 🖌 Cost distribution 👘 🖓	Obsolete 📗 🕙 🕒 🖻
🔸 🛛 Business Partner 🌐		
	Xalid from 01.09.2015	
	То 31.12.9999	
Hit list	Appr. Pos. Dur. 01.09.2015 to 31.12.2015	
Existence Name Ch.		
OCHA CRD GDS AFRICA 1	NBCS Case Number	
OCHA CRD GDS ASIA I		
OCHA CRD GDS ASIA II	Fund ID 0 Generic	
OCHA CRD GDS MENA	Position Type 21 GTA Replacement	
OCHA CRD GDS CAPALAC		
OCHA CRD HLSS AFRICA I		
OCHA CRD GDS AFRICA I		
OCHA CRD GDS ASIA I		
OCHA CRD GDS AFRICA II		
OCHA CRD GDS AFRICA I		
	SAD	

Note that in the screen above, funding of the position is until 31.12.2016.



Display Cost Distribution						
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Display Cost Distribu	ition					
🔓 🕼 I 🗓						
	Position	HRA 390	9 P3 3909 HUMANI	TARIAN AFFAIRS OFFICER		
Find by	Planning Status	Active				
<ul> <li>Position</li> <li>Search Term</li> </ul>	Start date	01.09.2	2015 to 31.12.201	5 Scr Change Info	ormation	
Structure Search	Cost Distribution	01 S 31003231 1				
	Master cost center	HR027	HR OCHA No Post	7		
*****	Cost distribution					
	COAr Cost ctr	Order V	VBS element	Name	Pct. Name of	f <u> </u>
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						-
						-
	▲ ▶				4 1	
			1	Entry 1 / 1		
	Entry 1 of	1		Record 1 of	1	
				SAD		

37. Log off form ECC.