

Human Capital Management SAP Implementation at IESCO

Training Document Organizational Management

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Organizational Management

The Organization Management (OM) module looks at the organization's departmental structure and holds the data in object types. OM object types are a way of grouping similar data. The system assigns a code for each object type.

1 Purpose

Document

This unit is designed to provide an introduction on how to use the system and describes different scenarios regarding maintenance of objects and relationships within Organizational Management.

1.1 Process Steps

1.1.1 Create Root Organizational Unit

Create a root organizational unit. This is the starting point for the organizational plan. The following information about the root organizational unit is entered here:

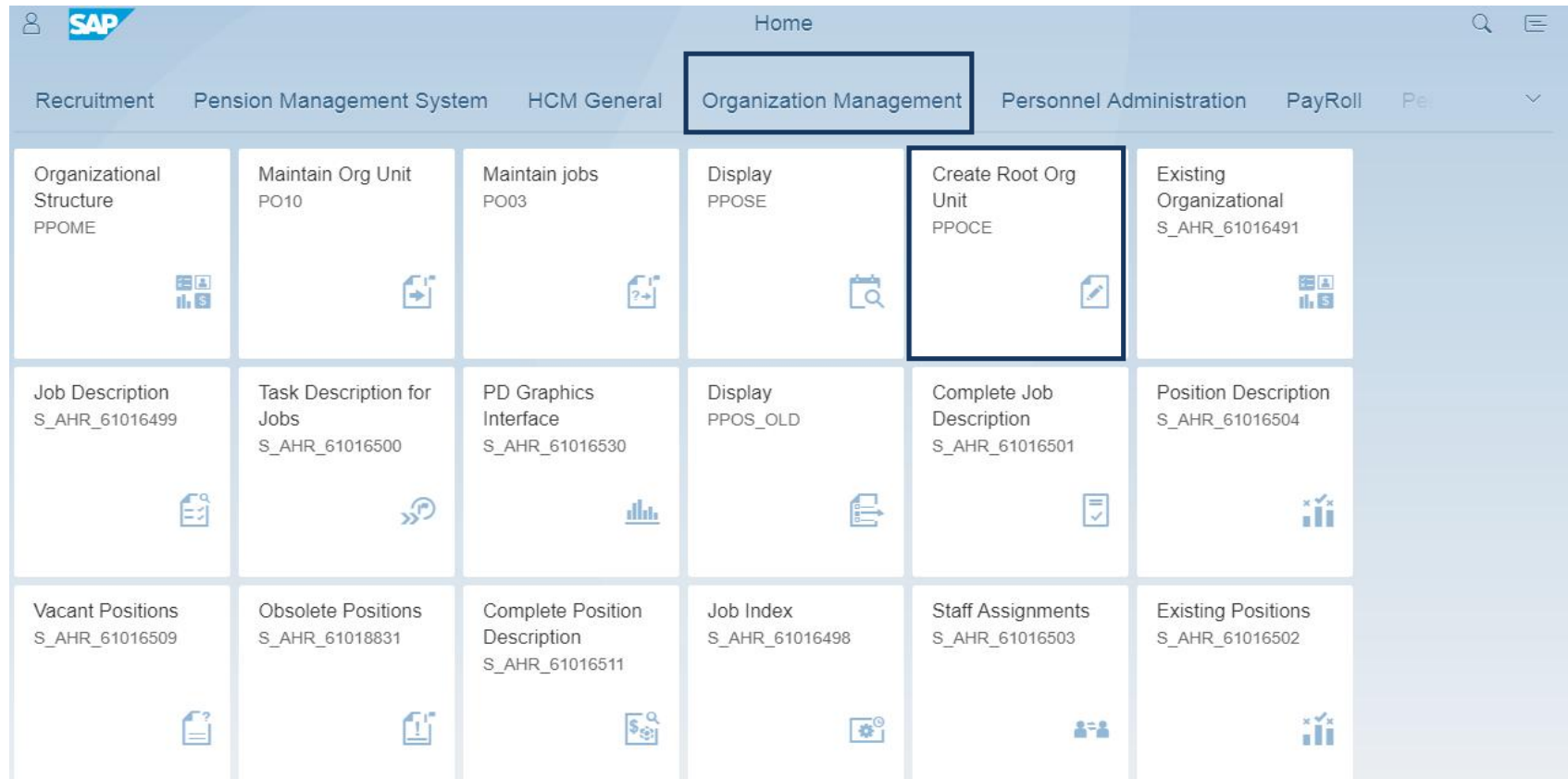
- Validity period
- Root Organizational Unit Name
- Address data

Use

Following steps are followed during the Root Organizational Unit creation.

Procedure

1. Open "Create Root Org Unit" App. from Fiori Launchpad



2. On next screen enter the date from which Organizational Unit unit will be created and click Continue.

Field name	Description	User action and values	Comments
Valid From	Date from which the org unit is created and valid	01.07.2018	Creation of Root Org Unit Start Date
To	Date to which the org unit is created and valid	31.12.9999	Creation of Root Org Unit End Date

Create root organizational object

Valid from: 01.07.2018 To: 31.12.9999

Continue Cancel

- Click Continue button.
- After Pressing Continue button the following screen will display.

01.07.2018 + 3 Months

Staff assignments (struc... Chief Workf...

☒ New organizational t

Details for Organizational unit New organizational unit

Basic data Account assignment Address Cost distribution Work schedule Tasks

Organizational unit: New org unit New organizational unit

Valid from: 01.07.2018

To: 31.12.9999

☐ Staff

Holder

Icon	Holder	Percentage	Assigned as of	Assigned until

Education & Experience

Subtyp: General Description

Save Cancel Continue

5. In Basic data tab screen , enter the abbreviation and name of the new Root Organizational unit.

Field name	Description	User action and values	Comments
Organization Unit Abbreviation	Short Name of org unit	IESCO UAT	Enter the Org Unit Abbreviation

Organization Unit Name	Complete name of org unit	Islamabad Electric Supply Company	Enter Org Unit Name
------------------------	---------------------------	-----------------------------------	---------------------

01.07.2018 + 3 Months

Staff assignments (struc... Chief Workf...

☒ Islamabad Electric S

Details for Organizational unit Islamabad Electric Supply Company

Basic data Account assignment Address Cost distribution Work schedule Tasks

Organizational unit: ESCO UAT Islamabad Electric Supply Company

Valid from: 01.07.2018 To: 31.12.9999

☐ Staff

Holder

Education & Experience

Subtyp: General Description

Icon Holder Percentage Assigned as of Assigned until

Save Cancel Continue

6. Click Save button.

Result:

New Root Organizational Unit Created.

Note:

- Use Fiori App “Organizational Structure” for change/display Existing Organizational Unit.

1.1.2 Create Organizational Unit

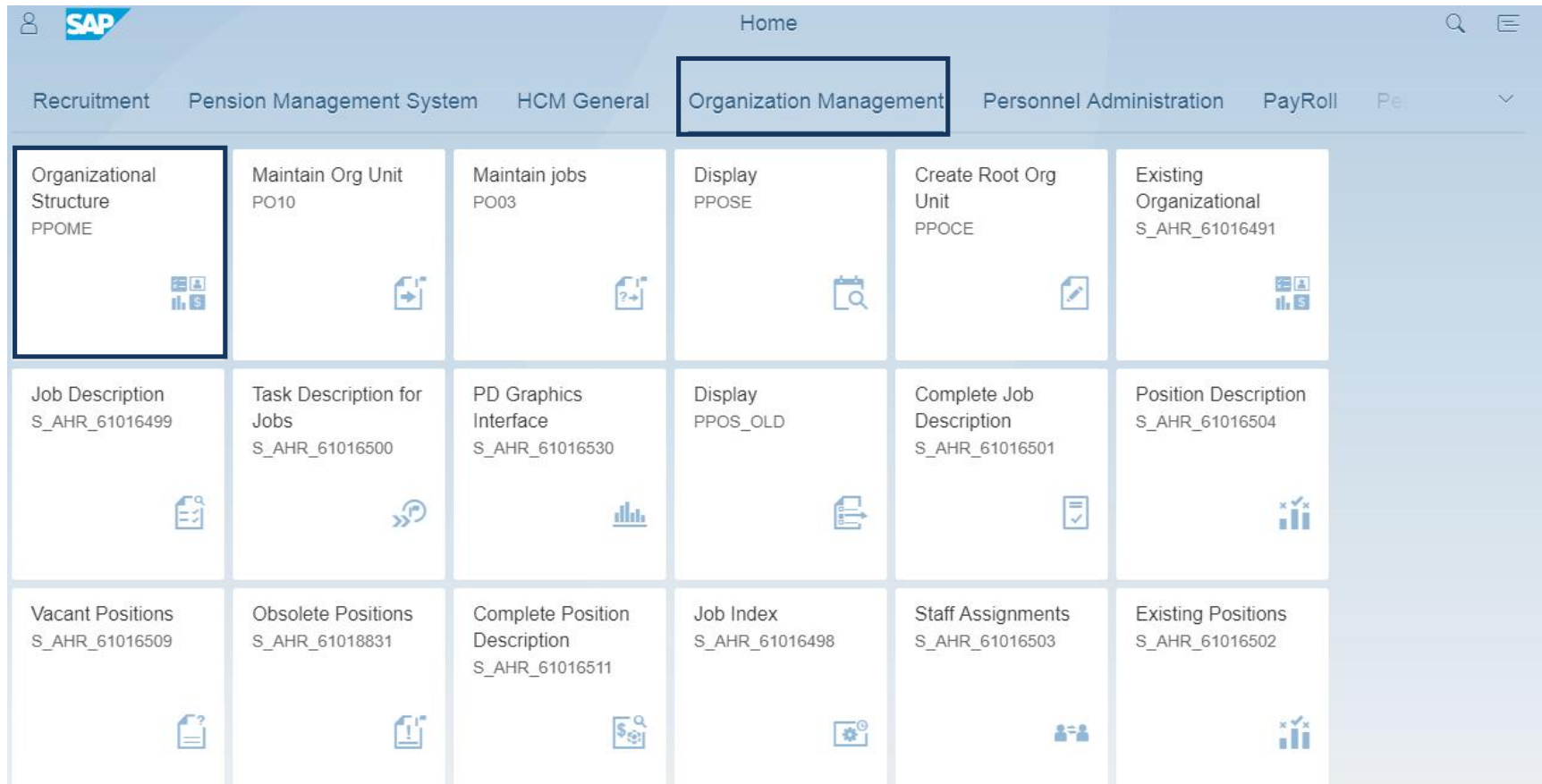
Create a new Organizational Unit in an already existing organizational structure: A new Organizational Unit/Department will be formed. All the details for that Organizational Unit, including the date from which the organization unit will create. The authorized user/ person responsible will create Organizational unit.

Use

Following steps are followed during the New Organizational Unit creation.

Procedure

1. Open “Create Root Organizational Structure” App. from Fiori Launchpad



2. After clicking Organizational Structure the following screen will display, Click the Create button for creation of Organizational Unit. After Clicking create button the Choose Relationship screen will display, select the Organizational Unit and click to continue button.

01.07.2018 + 3 Months

Staff assignments (struc...)	Chief	Workf...
☒ Islamabad Electric S		

Choose Relationship

- 0 Organizational unit
 - B 002 O **Is line supervisor of** Organizational unit
 - B 003 S **Incorporates** Position

Continue Cancel

- After Clicking Continue button the following screen will display. In Basic data tab screen, enter the abbreviation and name of the new Organizational unit and Click the Save button.

Field name	Description	User action and values	Comments
Organization Unit Abbreviation	Contains an abbreviation of up to 12 characters. The abbreviation represents, or identifies, a specific object (for example, an organizational unit). Objects may also be identified by the object ID.	DG HR	Enter the Org Unit Abbreviation
Organization Unit Name	Contains a brief description of an object (for example, an organizational unit).	Director General HR	In create mode, use this field to provide a description of the objects you create. To do so, enter a description of up to 40 characters. In change mode, enter a new description.

↶ → ☰

📅 01.07.2018 + 3 Months

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Staff assignments (struc...	Chief	Workf...
☐ ▾ Islamabad Electric S		
☒ Director General HR		

🔍 Details for Organizational unit Director General HR

✓ Basic data
Account assignment
Address
Cost distribution
Work schedule
Tasks

Organizational unit: DG HR Director General HR

👤 📄 K < > >>

☐ Staff
 Holder

Valid from: 01.07.2018
 To: 31.12.9999

Icon	Holder	Percentage	Assigned as of	Assigned until

Education & Experience
 Subtyp: General Description

Save
Cancel
Continue

4. On the Account assignment tab screen, make the following entries:

Field name	Description	User action and values	Comments
Controlling Area	Uniquely identifies a controlling area. The controlling area is the highest organizational unit in Controlling.	IESCO	
Master Cost Center	Key identifying a cost center as master cost center for the chosen object.	100000	Key identifying a cost center as master cost center for the chosen object.
Business Area	Key identifying a business area	Business area 0001	
Company Code	The company code is an organizational unit within financial accounting	1000	
Pers Area	Representing an area within an enterprise defined by specific aspects of personnel administration, time management and payroll.	1200	
Pers Sub Area	Represents part of a personnel area characterized by personnel administration, time management, and payroll criteria.	1201	

Details for Organizational unit Director General HR

✓ Basic data **Account assignment** Address Cost distribution Work schedule Tasks

Valid from: 01.07.2018
To: 31.12.9999

Account assignment

Controlling Area: IESCO

Master cost center: 100000 CHIEF EXECUTIVE OFFI

Business Area: Business area 0001

Company Code: 1000 IESCO

Personnel area: 1200 DIRECTOR GENERAL (HR)

Pers. subarea: 1201 (HR)

for master cost center

Save Cancel Continue

5. Click the Save button.
6. On the addresstab screen, make the following entries.

Field name	Description	User action and values	Comments
Address Suppl.	To provide additional address information, such as a post office box, apartment number, c/o address, and so on, enter the information in this field. Use a maximum of 25 characters.	DG HR	
Street/ House	Identifies the street name and number.	Street 40, IESCO Head Office Sector G7/4	Enter the street address (up to a maximum of 30 characters).
City	Identifies the city, town or village.	Islamabad	Enter the name of the city, up to a maximum of 20 characters.
Postal Code	This field contains the postal (zip) code for the address (street and city).	44000	
Country	Contains a code that represents a given country.	PK	Use this field to identify the country. To do so either: •Enter the code •Retrieve a list of country codes and make a selection
Telephone Number	Telephone number for the location you are working with.	051234567	Enter a telephone number for the location you are working with.
Fax Number	Fax number for the location you are working with.		Enter a fax number for the location you are working with.
E-mail Address	The Internet mail address is used to send mail via the Internet world-wide; the protocol used is SMTP (Simple Mail Transfer Protocol).		Enter Email address.

Details for Organizational unit Director General HR

☒ Basic data
 ☒ Account assignment
 ☒ **Address**
 Cost distribution
 Work schedule
 Tasks

Subtype: Main address

Address suppl.: DG HR

Street/House: Steert 40 IESCO Head Office

Sector G7/4

* City: Islamabad

Postal code: 44000

* Country: PK Region:

Telephone no.: 051234567

Fax number:

E-Mail Address:

Valid from: 01.07.2018

To: 31.12.9999

Save Cancel Continue

7. Click the Save button

Result:

New Organizational Unit Created.

Note:

- Use Fiori App “Organizational Structure” for creating/changing new Organizational Unit/Existing Organizational Unit in existing organizational structure.

1.1.3 Create Position

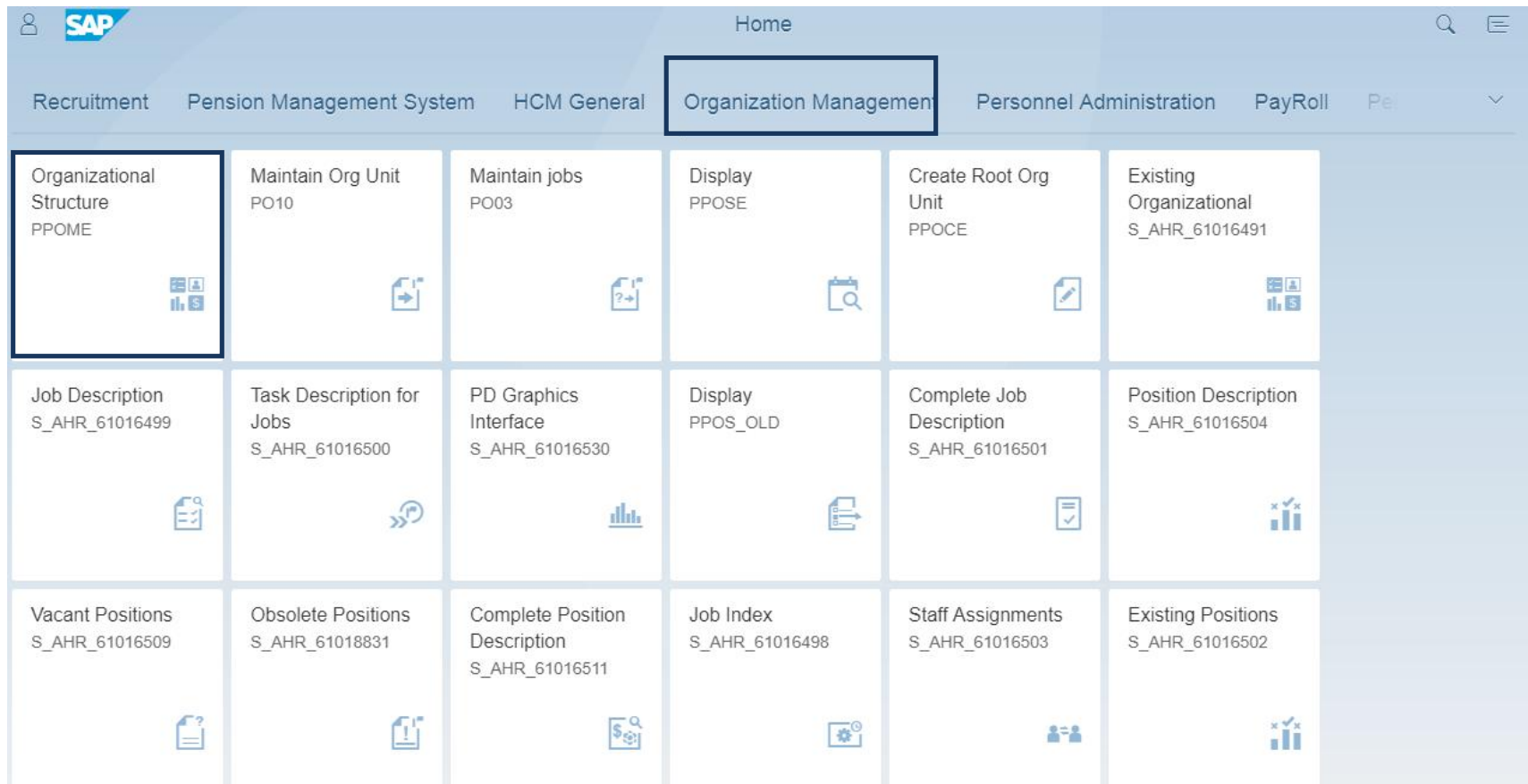
Create a new position in an already existing organizational structure: A new position will be formed. All the details for that new position including the date from which the position will create. The authorized user/ person will responsible for creation of new position.

Use

Following steps are followed during the position creation.

Procedure

1. Open “Organizational Structure” App. from Fiori Launchpad



- After clicking the Organizational Structure the following screen will display, select the Organizational Unit, in which position will be create, Click the create button for creation of Position, After Clicking the create button "choose relationship" screen will display, select the Postion and click to continue button.

01.07.2018 + 3 Months

Staff assignments (struc... Chief Workf...

☐ Islamabad Electric S

☒ Director General I

Choose Relationship

0 Organizational unit

B 002 O Is line supervisor of Organizational unit

B 003 S Incorporates Position

Continue Cancel

Valid from: 01.07.2018

To: 31.12.9999

Description

3. After Clicking Continue button the following screen will display.
4. In Basic data tab screen , enter the abreivation and name of the new position, Assigned the Job and Click the Save button.

Field name	Description	User action and values	Comments
Position Abbreviation	Contains an abbreviation of up to 12 characters. The abbreviation represents, or identifies, a specific object (for example, an organizational unit). Objects may also be identified by the object ID.	DGHR	Enter position abbreviation
Position Name	Complete Name of Position	Director General HR	Complete Name of Position
Job	Contains a brief description of an object (for example, an organizational unit).	Director General	In create mode, use this field to provide a description of the objects you create. To do so, enter a description of up to 40 characters. In change mode, enter a new description.

01.07.2018 + 3 Months

Staff assignments (struc...

Chief

Workf...

☐	▼ Islamabad Electric S		
☐	▼ Director General H		
☒	Director Genera		

Details for Position Director General HR

Basic data

Account assignment

Address

Cost distribution

Work schedule

Tasks

Position: DG HR Director General HR

Job: DIRECTOR GENERAL

Valid from: 01.07.2018

☐ Head of own organizational unit

To: 31.12.9999

Staffing status: Vacancy open

☐ Staff

Holder

Education & Experience

Icon	Holder	Percentage	Assigned as of	Assigned until

Subtyp: General Description

Save
Cancel
Continue

5. If a position will be a Head of Department, Tick the check box "Head of own organizational unit" and Click the Save button.

01.07.2018 + 3 Months

Staff assignments (struc... Chief Workf...

☐ Islamabad Electric S

☐ Director General H

☒ Director Gener:

Details for Position Director General HR

Basic data Account assignment Address Cost distribution Work schedule Tasks

Position: DG HR Director General HR

Job: DIRECTOR GENERAL

☒ Head of own organizational unit

Staffing status: Vacancy open

☐ Staff

Holder

Education & Experience

Subtyp: General Description

Valid from: 01.07.2018

To: 31.12.9999

Save Cancel Continue

6. On the Account assignment tab screen, make the following entries

Field name	Description	User action and values	Comments
Controlling Area	Uniquely identifies a controlling area. The controlling area is the highest organizational unit in Controlling.	IESCO	

Master Cost Center	Key identifying a cost center as master cost center for the chosen object.	100000	Key identifying a cost center as master cost center for the chosen object.
Business Area	Key identifying a business area	Business area 0001	
Company Code	The company code is an organizational unit within financial accounting	1000	
Pers Area	Representing an area within an enterprise defined by specific aspects of personnel administration, time management and payroll.	1200	
Pers Sub Area	Represents part of a personnel area characterized by personnel administration, time management, and payroll criteria.	1201	

Details for Position Director General HR

✓ Basic data
Account assignment
Address
Cost distribution
Work schedule
Tasks

Valid from: 01.07.2018
 To: 31.12.9999

Account assignment

Controlling Area:	IESCO		
Master cost center:	100000		CHIEF EXECUTIVE OFFI
Business Area:	Business area 0001		
Company Code:	1000		IESCO
Personnel area:	1200		DIRECTOR GENERAL (HR)
Pers. subarea:	1201		DG (HR)

for master cost center:

- ☐ Inherited from Director General HR Since 01....
- ☐ Inherited from Director General HR Since 01....
- ☐ Inherited from Director General HR Since 01....
- ☐ Inherited from Director General HR Since 01....

8. Click Save button.
9. On the Work Schedule tab screen, make the following entries.

Field name	Description	User action and values	Comments
Employee Group	Group of employees i.e P for	P - IESCO Permanent	Enter employee group

	permanent		
Employee Subgroup	Subgroup of employees i.e BPS 17	20 – BPS-20	Enter employee subgroup

Details for Position Director General HR

✓ Basic data
Account assignment
Address
Cost distribution
✓ Work schedule
Tasks

Employee group/subgroup

Employee group: IESCO Permanent
Valid from:

Employee subgroup: BPS 20
To:

Work schedule

Origin: Standard value

Working time: Hours of monthly working time

Approval: % of Standard value

Save Cancel Continue

10. Click Save button.

Result:

New position created.

1.1.4 Display Organizational Structure

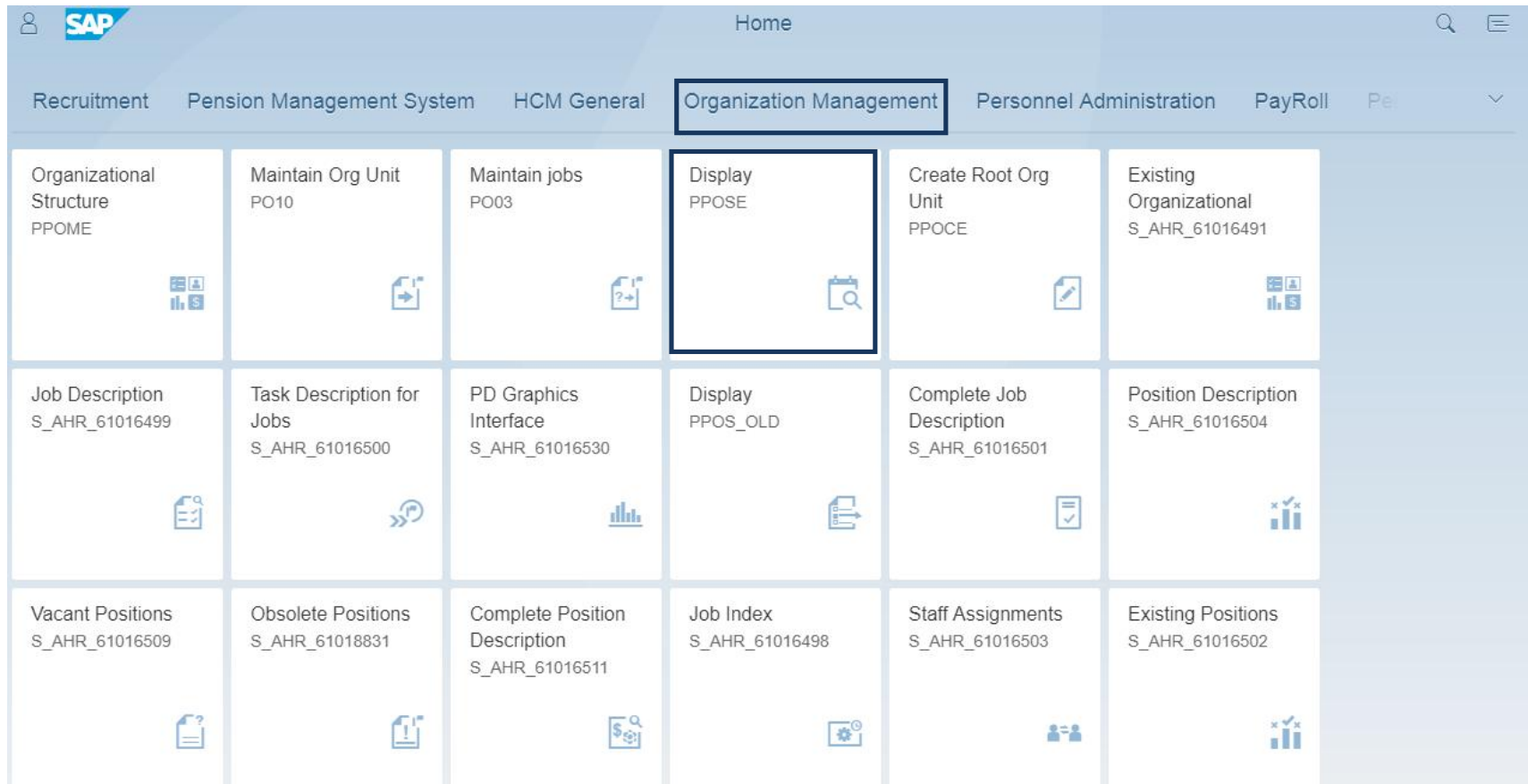
Display/view the Existing Organizational Structure.

Use

Following steps are followed during the job creation.

Procedure

1. Open "Display Org Structure" App. from Fiori Launchpad



2. After clicking the “Display Org Structure” the following screen will display. Search/display the required data by searching criteria.

Display <-> Change Refresh Data More ▾

← → ★ ☆ ▾ ▴

Find by

- Organizational unit
- Free search**
- Search Term
- Structure Search
- Object History

← → ☰

11.08.2018 + 3 Months

Organizational Management

Find Organizational unit

With name:

Assigned:

to:

Object:

Find

Cancel

and staff assignment plans.

For more detailed **documentation**, choose:

PAGE 29 OF 45

1.1.5 Create Organizational Unit (Expert mode)

Create a new Organizational Unit in an already existing organizational structure: A new Organizational Unit/Department will be formed. All the details for that Organizational Unit, including the date from which the organization unit will create. The authorized user/ person responsible will create Organizational unit.

Use

Following steps are followed during the jobcreation.

Procedure

1. Open "Maintain Org Unit" App. from Fiori Launchpad



2. After clicking the Maintain Org Unit the following screen will display, Select the Infotype – Object and give specific period Start date and End date.

Field name	Description	User action and values	Comments
Info type	Used to store information	1000	Info type Object
Start Date	Strat date of the record creation	01.05.2018	Date of Creation
End date	End date to which the record is valid	31.12.9999	Date of validity

Display <-> Change Create infotype **Change infotype** Display infotype Copy infotype Delimit infotype Delete infotype Overview Acti

* Plan version:

Organizational unit:

Abbr.:

Active Planned Submitted Approved Rejected

Infotype Name	Status
☒ Object	
☐ Relationships	
☐ Reason for	

Time period

☒ Period

* From: to:

- Click on Create infotype button , next screen appear
- Give Object Abbreviation and Object name

Field name	Description	User action and values	Comments
Job Abbreviation	Short Name for Org. Unit	DG_AMN	Enter the Abbreviation for job
Job Name	Complete Name for Org. Unit	Director General – Admin	Enter the name of job

< **SAP** Create Object

Object description Fast entry Services for Object ▾ More ▾

Organizational unit:

Planning Status: Active

* Validity: 01.05.2018 * to: 31.12.9999 [Change Information](#)

Object

* Object abbr.: DG_ADMIN

Object name: Director General - Admin

Language Key: English ▾

- Click Save button.



- Select the Infotype – Relationships and give specific period Start date and End date.

Display <-> Change **Create infotype** Change infotype Display infotype Copy infotype Delimit infotype Delete infotype

* Plan version: **Current plan** v

Organizational unit:

Abbr.:

Active Planned Submitted Approved Rejected

Infotype Name	Status	Time period
☐ Object		☒ Period
☒ Relationships		* From: 01.05.2018 to: 31.12.9999

- Click on Create infotype button , next screen appear
- Give Object Relationship type, Relationship and select the Type of related object & ID of related object.

Field name	Description	User action and values	Comments
Relationship type	Type Relationship of object	A	
Relationship	Relationship	002	Report Line to relationship
Type of related object	Object type	Organizational Unit	
ID of related object	ID Number of Object	33000751	Unique ID

    Essential relationship Relationships

Object description Allowed relationships Services for Object  More 

Organizational unit: Director General - Admin
 Planning Status:
 * Valid from: * to: [Change Information](#)

Relationships

Relationship type/relationship: Reports (line) to

Related Object

Type of related object: 
 ID of related object:
 Abbreviation:
 Name:

9. Click Save button.Result:

Result:

New Organizational Unit created and Relation between Organizational Unit to Organizational Unit established..

Note:

- Use Fiori App “Maintain Org Unit” for create/change/display new Organization Unit/existing Organizational Unit in existing organizational structure.

1.1.6 Create Job (Expert mode)

Create a new Job in an already existing organizational structure: A new Job will be formed. All the details for that new Job including the date from which the Job will create. The authorized user/ person will responsible for creation of new Job.

Use

Following steps are followed during the job creation.

Procedure

1. Open "Maintain Jobs" App. from Fiori Launchpad



2. After clicking the Maintain Jobs the following screen will display, Select the Infotype – Object and give specific period Start date and End date.

Field name	Description	User action and values	Comments
Info type	Use to store information of objects	1000	Info type Object
Start Date	Strat date of record creation	01.05.2018	Date of Creation
End date	End date of record creation	31.12.9999	Date of validity

Display <=> Change Create infotype Change infotype Display infotype Copy infotype Delimit infotype Delete infotype

* Plan version: Current plan

Job:

Abbr.:

Active Planned Submitted Approved Rejected

Infotype Name	Status	Time period
☒ Object		☒ Period
☐ Relationships		* From: 01.05.2018 to: 31.12.9999
☐ Description		

1. Click on Create infotype button , next screen appear
2. Give Object Abbreviation and Object name

Field name	Description	User action and values	Comments
Job Abbreviation	Short Name	Mgr	Enter Abbreviation
Job Name	Complete name	Manager	Enter Name

Object description Services for Object ▾ More ▾

Planning Status

Job: Mgr Manager

Planning Status: Active

Validity: 01.05.2018 to: 31.12.9999 [Change Information](#)

Object

* Object abbr.: Mgr

Object name: Manager

* Language Key: English ▾

Record: 1 of: 1

- Click Save button.

[Save](#) [Cancel](#)

- Select the Infotype – Relationships and give specific period Start date and End date.

Maintain Job

Display <-> Change **Create infotype** Change infotype Display infotype Copy infotype Delimit infotype Delete infotype Overview

Find by
Job

* Plan version: Current plan
Job: 31000098 Manager
Abbr.: Mgr

Active Planned Submitted Approved Rejected

Infotype Name	Status	Time period
Object	✓	Period
Relationships		* From: 01.05.2018 to: 31.12.9999
Description		

- Click on Create infotype button , next screen appear
- Give ObjectRelationship type, Relationship and select the Type of related object & ID of related object.

Field name	Description	User action and values	Comments
Relationship type	Type of relationship to object	A	
Relationship	Relationship	007	Job describe the position
Type of related object	Type of object	Position	
ID of related object	Unique ID	33000002	

SAP Create Relationships

Object description Fast entry Allowed relationships Services for Object ▾ More ▾

Job: Manager

Planning Status:

* Valid from: * to: [Change Information](#)

Relationships

Relationship type/relationship: Describes

Related Object

Type of related object:

ID of related object:

Abbreviation:

Name:

7. Click Save button.

Result:

New Job created and Relation between Job and Position established..

Note:

- Use Fiori App "Maintain Job" for create/change/display new job/existing job in existing organizational structure.

1.1.7 Create Position (Expert mode)

Create a new position in an already existing organizational structure: A new position will be formed. All the details for that , new position including the date from which the position will create. The authorized user/ person will responsible for creation of new position.

Use

Following steps are followed during the position creation.

Procedure

1. Open "Maintain position" App. from Fiori Launchpad



2. After clicking the Maintain position the following screen will display, Select the Infotype – Object and give specific period Start date and End date.

Field name	Description	User action and values	Comments
Info type	Used to store information	objects	Info type Object
Start Date	Strat date of the record creation	06.05.2018	Date of Creation
End date	End date to which the record is valid	31.12.9999	Date of validity

Maintain Position

Back Exit Cancel System ▾ Display <-> Change **Create infotype** Change infotype Display infotype Copy infotype Delimit infotype

Plan version Current plan ▾

Position

Abbr.

Active Planned Submitted Approved Rejected

Infotype Name	Status	Time period
Object		☒ Period From 06.05.2018 to 31.12.9999
Relationships		
Description		

3. Click on Create infotype button , next screen appear

4. Give Object Abbreviation and Object name

Field name	Description	User action and values	Comments
Position Abbreviation	Short Name	MGR-ADM	Enter Abbreviation
Position Name	Complete name	Manager Admin	Enter Name

Create Object

Position

Planning Status

Validity to

Object

Object abbr.

Object name

Language Key

8. Click Save button.
9. Next screen will display for Relationship, select the Relationship type, Relationship and select the Type of related object & ID of related object.

Field name	Description	User action and values	Comments
Relationship type	Type of relationship to object	A	
Relationship	Relationship	003	Position belongs to Org Unit.
Type of related object	Type of object	Organizational Unit	
ID of related object	Unique ID	33000772	Display abbreviation and name of organizational unit.

Essential relationship Relationships

Position

Exit

Cancel

System

Object description

Allowed relationships

Position

Mgr_adm

Manager Admin

Planning Status

Active

Valid from

06.05.2018

to

31.12.9999

Change Information

Relationships

Relationship type/relationship

A 003

Belongs to

Related Object

Type of related object

Organizational unit

ID of related object

32000772

Abbreviation

HRD IR

Name

HR Directorate

10. Click Save button.

Result:

New position created and Relation between position and Organizational unit established..

Note:

- Use Fiori App "Maintain position" for create/change/display new job/existing job in existing organizational structure.