

Organization and Staffing – Transaction code: **PPOME**

This screen is divided into quadrants:

- 1) SEARCH AREA – Use to locate the Org Unit or Position you wish to view or work on.
- 2) SELECTION AREA – Where your search results are displayed.
- 3) OVERVIEW AREA – Where Org structure and relationships are shown or manipulated.
- 4) DETAIL AREA – Where specifics fields and infotypes are viewed or manipulated.

The screenshot displays the SAP 'Organization and Staffing Change' (PPOME) transaction. The interface is divided into four quadrants:

- Quadrant 1 (Search Area):** Located in the top-left, it contains search options for 'Organizational unit' and 'Position', including 'Search term', 'Structure search', and 'Free search'.
- Quadrant 2 (Selection Area):** Located in the bottom-left, it shows search results for organizational unit 'O 50344030' (OIS HR TOPHAT) with a valid from date of 01/08/2004.
- Quadrant 3 (Overview Area):** Located in the top-right, it displays a hierarchy of staff assignments for organizational unit 'O 50344030'. The table below shows the structure:

Staff assignments (structure)	ID	Relationship text	Valid from	Valid to	Assigned as...	Assigned u...
▶ OIS HR TOPHAT	O 50344030		01/08/2004	Unlimited		
▶ IT STATEWIDE SYS /S	00081927	Incorporates	01/01/1900	Unlimited	05/31/2004	Unlimited
▶ IT STWD SYST ANAL S	00158524	Incorporates	01/01/1900	Unlimited	01/08/2004	Unlimited
▶ IT STWD SYST ANAL S	00158529	Incorporates	01/01/1900	Unlimited	02/02/2004	Unlimited
▶ IT STATEWIDE SYS /S	00165701	Incorporates	01/01/1900	Unlimited	01/08/2004	Unlimited
▶ IT STWD SYST ANAL S	00167297	Incorporates	01/01/1900	Unlimited	01/08/2004	Unlimited
▶ IT STATEWIDE SYS /S	00174927	Incorporates	01/01/1900	Unlimited	01/08/2004	Unlimited
▶ IT STWD SYST MAN /S	50313991	Incorporates	07/02/2000	Unlimited	01/08/2004	Unlimited
▶ IT STWD SYST ANAL S	50318005	Incorporates	09/18/2001	Unlimited	01/08/2004	Unlimited

- Quadrant 4 (Detail Area):** Located in the bottom-right, it provides details for organizational unit 'O 50344030' (OIS HR TOPHAT). It includes tabs for 'Basic data', 'Name', 'Account assignment', 'Hierarchy', 'Description', and 'Address'. The 'Staff' section shows a table of assignments:

Hol...	Percentage	Assigned as ...	Assigned u...
LIS...	100.00	03/27/2006	Unlimited
JOH...	100.00	01/08/2004	Unlimited
ALL...	100.00	02/02/2004	Unlimited
STA...	100.00	01/08/2004	Unlimited
LAU...	100.00	01/08/2004	Unlimited
RE...	100.00	01/08/2004	Unlimited

Advantages of this view include the ability to

- make changes to your Org Structure and view them before saving.
- view and alter reporting structure from the top-level position downward to the bottom on one screen.
- walk up through your Org Structure one step at a time with the press of a button.
- create each infotype for a position and then copy it as many times as necessary to create other positions.
- take advantage of true drag and drop functionality.

A display only version of the screen can be accessed using transaction code: **PPOSE**.

Training Available:

A [PPOME script](#) is available to guide users through this multi-function screen.

Optional: Organizational management processors can attend a 3 hour “hands on” workshop that affords the attendee the opportunity to maintain records using PPOME in a training region, not production. The workshop will be offered in Baton Rouge on

Wednesday, 5/31 at 8:00 a.m.

Monday, 6/05 at 8:00 a.m.

Tuesday, 6/06 at 8:00 a.m.

Monday, 6/12 at 1:00 p.m.

Monday, 6/05 at 1:00 p.m.

Tuesday, 6/06 at 1:00 p.m.

Org processors can enroll in the workshop date of their choice by sending an e-mail to the [OIS Training section](#). E-mail subject should be “PPOME”. Include in the e-mail:

- your name
- personnel number
- personnel area
- office phone number
- 1st and 2nd date choice.

An enrollment e-mail will be sent to you once registration is complete.