Form OM1B Maintain a Position in SAP HR

Purpose: This form is to be completed when an existing position needs to be amended in SAP HR

The form is to be completed by the Service requesting the change and should come with supporting approval documentation.

Please contact the OM Administrator if assistance is required to complete this form.

Where a new cost centre is required, it MUST be created before a position can be created / updated.

Please complete this form in Block Capitals. Once complete please forward to the OM Administrator. Include your contact details for queries.

Change/Maintain existing Position details

1. Tick the amendment(s) required to the Position

Change Grade		Change Line				ange						
Code		Manager				cancy						
Change		Change				atus entify						
Change Organisation		Change Position Name				sition as	-					
Unit		FUSILION Name	ne ac			eding	•					
•						cess to						
						ance						
Change Cost Centre		Suppress Position				If suppressing a position, complete Section 3						
Date Amendmer	nt(s) Effective From	n										
				ot preced			endar m	nonth wl	hen chai	nge		
			affects the Cost Centre									
Date Amendment(s) Effective to												
		For Information	tion/Val	idation C	Only							
Position Number												
	Name/Grade Des	cription										
Org Unit Number												
Org Unit Name												
Position current												
Employee Perso	nnel Number											
		For Position M	aintena	nce in S/		1						
Provide details of	of the Attribute(s)											
		Existing Attribut	e			New Attribute						
Grade Code Nun	nber											
Org Unit Numbe	r *											
*Positions will in	nherit the attribute Position only and	es of the Org Unit,	, e.g., co	ost centr	e and	line mar	nager. F	Please ti	ck box i	f		
Cost Centre Nur		not relevant to O	rg unit.									
**OM Administra	ators, please note	that changes to c	ost cen	tre must	only b	oe proce	ssed v	ia P013				
	-	-			-	-						

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	Existing Attribute							New Attribute								
Line Manager Position Number																
Position Name						•					•	•		•		•
Vacancy Status (Please Tick the correct status)	Ор	en								ed in a acity	a Tem	р				
Access to Finance (Please Tick to confirm)	Yes	S											•			
Garda Vetting (Please Tick to confirm)	Yes	S														

2. Line Manager Details

Line Manager Name	
Line Manager Position Number	
Line Manager Personnel Number	
Line Manager Email Address	
Line Manager Mobile Phone Number	
Line Manager Org Unit Number	
Line Manager Org Unit Name	

Note: Where line manager has not been set up with a MXXXXXXXX user Id for HR & Payroll Self Service please submit the relevant form to saphr.security@hse.ie

3. HR and Funding Attributes

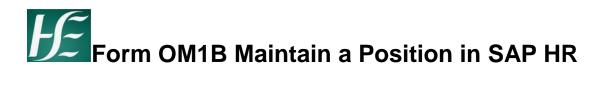
HR Attributes

	1								
					1				
s of Sup	press	ion							
Refer	Refer to Guidelines for Section 3 for values to be inserted								
			s of Suppression Refer to Guidelines fo						

Funding Attributes

Where position is Unfunded, Funding Status is Unfunded	d. Please	e enter F	osition	WTE for	all Unfu	unded P	ositions	
Position WTE								
Funding Status								
Funding Valid From								
Funding Source								
Funding Percentage								

OM1b Maintain a Position - July 2023



Note: Backfilled positions are unfunded and have the same Position WTE as Substantive position until confirmed with Finance

<u>Approval</u>

Review / Approval must be at Grade VIII & Equivalent or above

Approval required by CHIEF OFFICER in HG/Hos	pital, C	HO,Co	rporat	e or Ot	her Se	rvice	
Print Name							
Title							
Signed							
Tel/Mobile Number						r	
Date							
HR Rev	iew						
Print Name							
Title							
Signed							
Tel/Mobile Number							1
Date							
Finance R	eview						
Print Name							
Title							
Signed							
Tel/Mobile Number							
Date							

4. OM Administrator

OM Administrator – Form Validated & Position Created									
Print Name									
Title									
Signed									
Date									

Forms must be scanned and uploaded to Therefore