



# Guidelines Document for Completing OM1A Create a Position in SAP HR

## Create new Position Details

### 1. Core Attributes

#### **HG/Hospital, CHO by Care Group or Other Service Description -**

*This is description of the business function to which the new position belongs, to ensure that the correct cost centre is assigned to the correct organisation unit and position.*

**Org Unit Number** - *This is an 8 digit number (beginning with 2) automatically assigned to each org unit when created.*

**Org Unit Name** - *This is the name used to describe the org unit (Business Function) in SAP.*

**Valid From** - *Enter the start date for the position - This is independent of both the funding source and contractual status of the employee.*

**Valid To** - *Enter the end date for the position - this will always be 31.12.9999*

*Grade codes used must be derived from the National Grade Code Listing -*

*This is the National HR Grade Code listing – local codes cannot be used.*

<https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/>

**Standard Hours of the Grade** - *Enter the wholetime working standard hours of the grade (Weekly) - This is the national standard hours of the grade (not the employee contract hours)*

**Grade Code Name** - *This is the national grade code description.*

**Name of the position** - *This is the name used to describe the position in SAP and will appear on the employee's payslip.*

**Cost Centre number** - *This cost centre is assigned by Finance, generally to the org unit the position belongs to. It can also be assigned to the position, by exception*

**Cost Centre Name** - *This is the name associated with the financial cost centre.*

**Identify the new position as a Vacant** - *Confirm the new Position as Vacant & Open for Recruitment*

**Identify the position as requiring Access to Finance** - *This flag will be used in the IdM (Identity Management) system to govern access to Finance system for the Holder of position.*

**Identify the position as requiring Garda Vetting** - *This flag will be used for reporting all positions with Garda Vetting as a requirement.*

**Enter the system generated position number** - *This is an 8 digit number (beginning with 5) automatically assigned to each position when created.*

**Backfilling of a Position** - *This section must be completed when a new position is required for Backfilling due to Secondment or Long Term Absence, e.g., Maternity Leave, Long term sick leave etc.*



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**Substantive Position number** - *This is the position number of the Substantive holder. This position must start with a 5*

**Backfill Position Start Date** - *Enter the start date of the Backfill Position*

**Backfill Position End Date** - *Enter the end date for the position - this will always be 31.12.9999*

**Backfill Position Number** -

*This is an 8 digit number (beginning with 9) assigned to each Backfill position when created.*

*Note, Backfilled positions are unfunded and have the same POSITION WTE as Substantive position*

*OM Administrators – Ensure all relationships are created – Relationships to Organisational Unit and Job. If applicable Cost Centre and Line Manager relationships also need to be created. Ensure also that Work Schedule Rule is updated with the Standard Hours of the Grade.*

## 2. Line Manager Details

**Line Manager Name** – *Enter name of Line Manager*

**Line Manager Position Number** - *Enter Line Manager Position Number*

**Line Manager Personnel Number** - *Enter Line Manager Personnel Number*

**Line Manager Email Address** - *Enter Line Manager Email Address - This is required for HR and Payroll Self Service*

**Line Manager Mobile Phone Number** – *Enter Line Manager Mobile Phone Number – This is required for HR and Payroll Self Service.*

**Line Manager Org Unit Number** - *Enter Line Manager Org Unit Number -*

*This may assist determining the line manager's position number, when the line manager is not within the same organisation unit as the new position.*

**Line Manager Org Unit Name** - *Enter Line Manager Org Unit Name*

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

## 3. HR and Funding Attributes

### HR Attributes

**Primary Notification-** *This is the tracking number associated with every National Service Plan initiative. It is also required for all new Senior Management posts at Grade VIII and above.*

**PN Log number** - *(provided by HR, Strategic Workforce Planning & Intelligence)*

*This is the Log Number used to track each position within each Primary Notification Number approval.*



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**Local Log Number** – *This is the local log number, which may be used to track a position*

*When suppressing a funded position, the funding attached must be reallocated to one or more other positions. This section seeks the information required to process the reallocation.*

**Reason for Suppression** - *Provide reason position has been suppressed*

*100- To create a higher position*

*101- To Create a Lower Position*

*102 - Funding ceased*

**Position Number 1 to be suppressed** - *Provide details of the first position the available funding is to be reallocated to*

**Position Number 2 to be suppressed** - *Provide details of the second position the available funding is to be reallocated to*

## **Funding Attributes**

*Where position is Unfunded, Funding Source Level 1 is Unfunded and no other data required*

**WTE of the position** – *Enter the WTE of the Position*

*This is the approved / required level for service delivery and may be different from the employee in the position and when the position is Funded, this WTE drives the budget value of the position in Finance*

**Funding Status** - *Select value from*

*400 - Funding (Recurring)*

*401 - Funded (Awaiting Release)*

*403 - Funded (Once off)*

*404 – Unfunded*

**Funding Valid from** - *Enter the date that the funding is valid from*



Fund List June  
2023.xlsx

**Funding Source** -

**Funding Percentage** – *enter the percentage Funding - Initially 100% in all cases*

*The option to use less than 100% may be made available in the future*

**Note: Backfilled positions (positions beginning with 9XXXXXXX) are unfunded and have the same POSITION WTE as Substantive position**

## **4. Approval**

*Sign-off for changes can only be provided by staff at Grade VIII or equivalent and above.*

*Approval is always required from the relevant service/function the position is in.*



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*HR sign-off is only required when changing the grade code.*

*Finance sign-off is only required when affecting the cost centre. This arises when changing the cost centre but may also arise when changing the org unit.*

*If reassigning a position to a cost centre in another budget holder's area, the acceptance of this change from that budget holder must accompany this form.*

## **5. OM Administrator (Sign Off)**

*OM Administrator Sign off/Form Validation and Position created*

**Note: All forms must be scanned and uploaded to the relevant repository in Therefore**