



# Guidelines Document for Completing OM1B

## Maintain a Position in SAP HR

### Change/Maintain existing Position details

#### **1. Confirm the amendment(s) required to the Position**

<b>Change Grade Code</b>	<b>Change Line Manager</b>	<b>Change Vacancy Status</b>
<b>Change Organisational Unit</b>	<b>Change Position Name</b>	<b>Identify position as requiring access to Finance</b>
<b>Change Cost Centre</b>	<b>Suppress position</b>	<b>Change HR and Finance Attributes</b>

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

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

**Enter the Organisation Unit number** - This is an 8 digit number (beginning with 2) automatically assigned to each organisation unit when created.

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

**Position Currently Occupied by** - Enter the name of the current holder - If the position is unoccupied leave this blank

**Employee Personnel Number** - Enter the Personnel number of the current holder. If the position is unoccupied leave this blank

**Grade code Number** - Grade codes used must be derived from the National Grade Code Listing <https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/>

**Organisation Unit Number** - Positions will inherit the attributes of the Org Unit, e.g., cost centre and line manager. Please provide details of any changes

**Cost Centre Number** - Positions will inherit the cost centre from the Org Unit. Please tick box if changes are for Position only and not relevant to Org unit.

**Line Manager Position Number** - Enter the position number of the new Line Manager

**Position Name** - Enter the new name of the Position

**Identify the Position as a Vacancy.** Confirm that the Position is Vacant & Open for Recruitment or Occupied in a Temporary capacity

**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 position.



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

**Identify the Position holder as Mandated Person.** *This flag will be used to identify the position holder as a Mandated Person.*

**Change HR and Finance Attributes.** *Enter the amended HR or Finance information as per Section 3.*

## **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 Organisation Unit Number** - *Enter Line Manager Org Unit Number - This may assist in determining the line manager's position number, when the line manager is not within the same organisation unit as the new position.*

**Line Manager Organisation Unit Name** - *Enter 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 contact [hri.crm@hse.ie](mailto:hri.crm@hse.ie)

## **3. HR and Finance 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.*

**Local Log Number** – *This is any local Reference, for example, Decision Register, ECC Tracker number.*

**When suppressing a funded position, the funding attached may 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*



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103 Due to PNS Limit

104 To Create New Post Due to DOH Sanction

**Position Number(s) to be suppressed** - Provide details of the suppressed positions where funding is to be reallocated

It is possible to Suppress up to 6 positions. Please provide details of all positions being suppressed

### **Finance Attributes**

**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 Funded (Recurring)
- 401 Funded (Awaiting Release)
- 403 Funded (Once Off)
- 404 Unfunded
- 405 Funded (External)
- 406 Funded (Student/Trainee)
- 407 Funded (Trf from Position)
- 408 Unfunded (Trf to Position)
- 409 Funded (Recurring) Within Pay Budget
- 410 Funded (Once Off) Within Pay Budget
- 411 Funded Agency Conversion

**For Unfunded Status – Please Confirm Reason**

- 01 Crisis Management
- 02 Clinical / Service Risk
- 03 New Service
- 04 Volume/Demand
- 05 Regulatory / Compliance / Policy
- 06 Pay Awards Under Funded
- 07 Funding ceased
- 08 Leave / Backfill
- 09 Other
- 10 Not in the 2023 PNS limit
- 11 In the 2023 recruitment pipeline
- 12 Nisrp Programme
- 13 Budget/WTE transfer
- 14 Agency Conversion

**Approval of Unfunded Status – Select from**

- 01 Local
- 02 National
- 03 DoH



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



Click to see Available  
Funding Sources

**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.*

*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