



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

Change Grade Code	Change Line Manager	Change Vacancy Status
Change Organisational Unit	Change Position Name	Identify position as requiring access to Finance
Change Cost Centre	Suppress position	

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



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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.*

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

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 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 submit the relevant form to 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.*

Local Log Number – *This is the local log number may be used to track each 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*
102 - *Funding ceased*



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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.

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.



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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