



Form OM1A Create a Position in SAP HR

Purpose: This form is to be completed when a new or backfill position needs to be created in SAP HR Organisational Management

Managers can locate their organisational details on Managers Self Service

The form is to be completed by the Service requesting the change and must be approved at the relevant level within your service in Section 4 below.

Please contact HR Integration at hri.crm@hse.ie or your local OM Administrator if assistance is required to complete this form.

Please note: Where a new cost centre is required, it **MUST** be created before a position can be assigned / updated to that cost centre in SAP OM

Please complete this form in Block Capitals.

Once complete please forward to hri.crm@hse.ie or your local OM Administrator.

Include your contact details for queries.

Create new Position Details

1. Core Attributes

For Information/ Validation Only																	
IHA / Hospital, CHN, Corporate Centre or Other Service Description:																	
For Position Creation in SAP OM																	
Org Unit Number																	
Org Unit Name:																	
Valid From																	
Valid To	3	1	1	2	9	9	9	9									
Grade (Job) that describes the position:	Grade code (Job)								Standard Hours of the Grade								
	Grade Code (Job) Name																
Position Name:																	
Cost Centre Number (Default from Org Unit or Override for this Position)							Cost Centre Name										
Vacancy Indicator: <i>If Backfill, Please tick to identify the position as vacant and open for recruitment</i>																	
Access to Finance System: <i>Please tick if the position requires Access to Finance</i>																	
Garda Vetting <i>Please tick if the position requires Garda Vetting</i>																	
Mandated Person <i>Please tick if the position holder is a Mandated Person</i>																	
For Completion after Position Created (OM Administrator)																	
Position Number:											Valid From						



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For Creation of a Backfill 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.										
Substantive Position Number	5									Grade Code
Backfill Position Start Date	Valid From									
Backfill Position End Date	Valid To									
	3	1	1	2	9	9	9	9		
OM Administrator Only - For Completion after Backfill Position Set Up										
Backfill Position Number:	9									Grade Code
<i>Note: Backfilled positions are unfunded and have the same POSITION WTE as Substantive position.</i>										
OM Administrators – Refer to Guidelines for information on creating relationships on position										

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 contact hri.crm@hse.ie

3. HR and Finance Attributes

HR Attributes

Primary Notification Number	
PN Log Number	
Local Control Reference	
Or Details of Suppression	
Reason for Suppression	<i>Refer to Guidelines for Section 3 for values to be inserted</i>
Position Number 1 to be suppressed <i>(Possible to Suppress up to 6 positions)</i>	



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Finance Attributes

<i>Please confirm Funding Status of Position. Please enter Position WTE for all Positions.</i>							
Funded – Other Position Suppressed							
Funded – Within Pay budget							
Unfunded – No suppression of other position/No Pay budget available <i>(Confirm Unfunded Reason)</i>							
Unfunded Approval <i>(Confirm approval)</i>							
Funding Valid From							
Funding Valid to <i>(complete when funding is temporary)</i>							
Funding Source							
Funding Percentage							
Position WTE							
WTE Limit Adjustment Required? <i>(Please indicate Y,N)</i>							

*Note: Backfilled positions are unfunded and have the same WTE as Substantive position.
See Guideline document for more information in relation to Unfunded Reasons and Approvals and Funding Source*

4. Approval

HR Memo 36 2024 – Pay and Numbers Strategy 2024 the following approval process applies:

Regional Health Authority (6 Regions)

Regional Executive Officer							
Print Name							
Title							
Signed							
Tel/Mobile Number							
Date							

National Services and Schemes

National Director of National Services and Schemes							
Print Name							
Title							
Signed							
Tel/Mobile Number							
Date							



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Approval continued:

HSE Centre

Chief People Officer								
Print Name								
Title								
Signed								
Tel/Mobile Number								
Date								

Chief Finance Officer								
Print Name								
Title								
Signed								
Tel/Mobile Number								
Date								

Chief Executive Officer								
Print Name								
Title								
Signed								
Tel/Mobile Number								
Date								

5. OM Administrator

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

[Forms must be scanned and Uploaded to Therefore](#)