



Form OM1A Create a Position in SAP HR

Purpose: This form is to be completed when a **new position** needs to be created in SAP HR **Managers can locate their organisational details on Managers Self Service**

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.

Create new Position Details

1. Core Attributes

For Information/ Validation Only																	
HG/Hospital, CHO by Care Group 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: Please tick to identify the position as vacant and open for recruitment																	
Access to Finance System: Please tick if the position requires Access to Finance																	
Garda Vetting Please tick if the position requires Garda Vetting																	
For Completion after Position Set Up																	
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	1	9	9	9	9		
<u>OM Administrator Only</u> - For Completion after Backfill Position Set Up										
Backfill Position Number:	9									Grade Code
Note, Backfilled positions are unfunded and have the same POSITION WTE as Substantive position until confirmed with Finance										
<u>OM Administrators</u> – 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 submit the relevant form to saphr.security@hse.ie

3. HR and Funding Attributes

HR Attributes

Primary Notification Number									
PN Log Number									
Local Control Reference									
If applicable, insert the position number(s) suppressed to create this position?									
Position Number 1 to be suppressed									
Position Number 2 to be suppressed									



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Funding Attributes

Where position is Unfunded, Funding Status is Unfunded. Please enter Position WTE for all Unfunded Positions								
Position WTE								
Funding Status								
Funding Valid From								
Funding Source								
Funding Percentage								

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

4. Approval

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

Approval required by CHIEF OFFICER in HG/Hospital, CHO, Corporate or Other Service								
Print Name								
Title								
Signed								
Tel/Mobile Number								
Date								
HR Review								
Print Name								
Title								
Signed								
Tel/Mobile Number								
Date								
Finance Review								
Print Name								
Title								
Signed								
Tel/Mobile Number								
Date								



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5. OM Administrator

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

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