



Form OM1B Maintain a Position in SAP HR

Purpose: This form is to be completed when an existing position needs to be amended in SAP HR Organisational Management

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.

Change/Maintain existing Position details

1. Tick the amendment(s) required to the Position

Change Grade Code		Change Line Manager		Change Vacancy Status	
Change Organisation Unit		Change Position Name		Identify position as needing access to Finance	
Change Cost Centre		Suppress Position <i>Complete Section 3</i>		Change HR and Finance Attributes <i>Complete Section 3</i>	
Date Amendment(s) Effective From					
<i>Please note that the effective date cannot precede start date of current calendar month when change affects the Cost Centre</i>					
Date Amendment(s) Effective to					
For Information/Validation Only					
Position Number					
Current Position Name/Grade Description					
Org Unit Number					
Org Unit Name					
Position currently occupied by					
Employee Personnel Number					
For Position Maintenance in SAP OM					
Provide details of the Attribute(s) to be amended					
	<u>Existing Attribute</u>		<u>New Attribute</u>		
Grade Code Number					
Org Unit Number *					
<i>* Positions will inherit the attributes of the Org Unit, e.g., Cost Centre and Line Manager. Please complete if change refers to Position Only and is not relevant to entire Org unit.</i>					
Cost Centre Number **					
<i>**OM Administrators, please note that changes to Cost Centre must only be processed via P013</i>					



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	Existing Attribute (Pos No)							New Attribute (Pos No)						
Line Manager Position Number														
Position Name														
Vacancy Status <i>(Please Tick the correct status)</i>	Open							Filled in a Temp Capacity						
Access to Finance <i>(Please Tick to confirm)</i>	Yes													
Garda Vetting <i>(Please Tick to confirm)</i>	Yes													
Mandated Person <i>(Please Tick to confirm)</i>	Yes													

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 to be suppressed <i>(Possible to Suppress up to 6 positions)</i>	

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>	



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Funding Valid From								
Funding Valid to <i>(complete when funding is temporary)</i>								
Funding Source								
Funding Percentage								
Position WTE								
WTE Limit Adjustment Required? (Please indicate Y,N)								

*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

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](#)