



# 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*

*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.*

## 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		If suppressing a position, complete Section 3	
Date Amendment(s) Effective From					
			<i>Cannot precede current calendar month when change affects the Cost Centre</i>		
Date Amendment(s) Effective to					
<b>For Information/Validation Only</b>					
Position Number					
Current Position Name/Grade Description					
Org Unit Number					
Org Unit Name					
Position currently occupied by					
Employee Personnel Number					
<b>For Position Maintenance in SAP OM</b>					
Provide details of the Attribute(s) to be amended					
	<u>Existing Attribute</u>			<u>New Attribute</u>	
Grade Code Number					
Org Unit Number *					
* Positions will inherit the attributes of the Org Unit, e.g., cost centre and line manager. Please tick box if changes are for Position only and not relevant to Org unit.					
Cost Centre Number **					
**OM Administrators, please note that changes to cost centre must only be processed via P013					



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	Existing Attribute	New Attribute
Line Manager Position Number	<input type="checkbox"/>	<input type="checkbox"/>
Position Name	<input type="checkbox"/>	<input type="checkbox"/>
Vacancy Status (Please Tick the correct status)	Open	Filled in a Temp Capacity
Access to Finance (Please Tick to confirm)	Yes	
Garda Vetting (Please Tick to confirm)	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 MXXXXXXXXX user Id for HR & Payroll Self Service please submit the relevant form to [saphr.security@hse.ie](mailto:saphr.security@hse.ie)

## 3. HR and Funding Attributes

### HR Attributes

Primary Notification Number	
PN Log Number	<input type="checkbox"/>
Local Control Reference	
<b>Or Details of Suppression</b>	
Reason for Suppression	<i>Refer to Guidelines for Section 3 for values to be inserted</i>
Position Number 1 to be suppressed	<input type="checkbox"/>
Position Number 2 to be suppressed	<input type="checkbox"/>

### Funding Attributes

<b>Where position is Unfunded, Funding Status is Unfunded. Please enter Position WTE for all Unfunded Positions</b>	
Position WTE	
Funding Status	
Funding Valid From	<input type="checkbox"/>
Funding Source	
Funding Percentage	



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

## 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								

## 4. OM Administrator

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

*Forms must be scanned and uploaded to Therefore*