- 1. Go to SAP transaction PP01.
- 2. In the Object Type box, choose Position from the drop down list

Maintain object			
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Find by	Plan version Object type Object ID RA Object abbr. RE Active RI RI RL Infotype T RM RQ RQ RR RS S	01 Current plan Unknown Resource type Advertisement Rule Container Report (with variant) Reference Force Element Recruitment Instrument Context Role Talent Review Meeting Entry in Pers.Dpimt.Plan Requisition Requisition Requisition Responsibility Position	I Reje Time peri ● Perio From ○ Toda ○ All ○ From

3. If you know the position number, you can enter it in the Object ID box and the press Enter.

Maintain object			
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Find by			
Position	Plan version	01 Current plan	•
• 🛗 Search Term	Object type	S Position	<b>•</b>
• 🛗 Structure Search	Object ID		
	Object abbr		
	object abbi.		
	Active	Danned Submitted	Approved Rejected

a. If you don't know the position number, you can click on Structure Search to see a list of positions in your area.

Maintain object		
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⇒ 5 ★ 5 ≥ 2		
Find by		
Position	Plan version	01 Current plan
• Chi Search Term	Object type	S Position
• 🕅 <u>Structure Search</u>	Object ID	
	Object abbr.	
	Active Pla	nned Submitted Appro

b. Click to open the arrows until you get to the department you need to see. You may need to widen the left portion of the screen to see the position numbers.

Maintain object								
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Position			Pla	n version	01 Current plan		•	
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Name Code	ID			Relationships			-	From
Computational \$40533	O 30000179	<b>^</b>		Description				
Water Resource 40543	O 30000180	*		Description	- 55		-	
Ctr For Applied 40550	0 30000181			Department/St	dT			O AI
Executive As P0489M5	S 50106973			Planned Compe	insation			OFr
Maintenance K0040M0	S 50106974			Vacancy				Ото
<ul> <li>Maintenance S0028M0</li> </ul>	S 50106981			Acct. Assignme	nt Features			
Engineer Te TUUISMU	5 50106982			Authorities/Res	ources			
Passarch Ep 01276M7	5 50106988	-		Work Schedule			-	71
Research En P1370M7	S 50106995			Employee Grou	p/Subgroup		Ŧ	
Engineer Te T0015M0	S 50107005	33					_	
Administrativ P0232M5	5 50107006							
Engineer Te T0015M0	S 50107010							
Professor F8501M0	S 50107012							
Research Sci P1381M7	S 50107016							
Multimedia S P0358M7	S 50107018							

c. To choose a position, double click on the position number.

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d. After clicking on a position, the position number will populate the Object ID box.

F	lan version	01 Current pla	n		-	·			
C	Object type	S Position			•				
C	Object ID	50111106	Stude	nt/N	lon-V	Vork Study			
C	Object abbr.	N8291M0	_				_		
	Active Pla	anned Subm	itted	Ap	oprov	ed Reje	ected		
	Infotype Nam	e		s.,		Time peri	od		
	Object			✓	-	Perio	d		
	Relationships			<b>~</b>	-	From	03/22/2023	to	12/31/9999
	Description	Description			#	OToda	у	OCurr	ent week
	Department/S	taff						OCurr	ent month
	Planned Comp	ensation				OFrom	curr.date	Last	week
	Vacancy						urrent date	Last	month
	Acct. Assignm	ent Features		<b>~</b>		0		OCurr	ent Year
	Authorities/Re	sources						Curr	
	Work Schedul	e				2	Coloct		
	Englause Crew	un/Cubaroun			-		select.		

4. Click on the gray box next to Relationships. The line will turn orange. Then click on the mountain icon.

👦 Maintain object							
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Find by							
🔻 🚨 Position			Plan version	01 Current plan	1	•	
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			Object 10	NODOLMO	1		0
			Object abbr.	N8291M0			
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Computational \$40533	O 30000179	-			<u> </u>		Fror
Water Resource 40543	O 30000180	-	Description				01

5. If there is a line for Cost cente, you will continue through the next steps. If there is not, you will skip to #13.

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l	🖲 🛛 List display w	vith chan	ge Relatio	nsk	hips								
ç	9 🖉 🗇 🗗 🚺												
			Position			N8291M0		Studer	it/Non-Work Stud	y			
	Find by			Pla	Planning Status Active								
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Ī	= # # <b>!</b>   <b>1</b>   <b>3</b> . E   <b>1</b>				01/01/2019	12/31/9999	Α	003	Belongs to	0	30000083	40120	0.00
	Name	Code	ID		01/01/2023	12/31/9999	Α	011	Cost cente	K	1012039760UK	RAFA SALARIE	0.00
	🕨 🚢 Electron Microscopy	P0125M7	S 501032 🛎		01/01/2019	12/31/9999	в	007	Is describ	С	40501550	N8291M0	0.00
	🖡 📮 Administrativo Staff	DOCORME	S E01067 -										

6. Click on the gray box at the beginning of the Cost cente line. It will turn the line orange. Then click on the copy icon at the top left of the screen.

💀. List display with change Relationships										
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	Position	Position			N8291M0 Student/Non-Wor			Study		
Find by	Planning Status			Active						
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	Start	End	R	. Rela	Relat.text	R	. Rel'd object ID	Abbr.	% Rate	
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	01/01/2019	12/31/9999	А	003	Belongs to	0	3000083	40120	0.00	
Name Code ID	0 <mark>1/01/2023</mark>	12/31/9999	Α	011	Cost cente	K	1012039760UK.	. RAFA SALARIE	0.00	
Electron Microscopy P0125M7 S 501032 -	01/01/2019	12/31/9999	в	007	Is describ	С	40501550	N8291M0	0.00	
🕨 🚢 Administrative Staff P0693M5 🛛 S 501067 🔻										
Administrative Servi C0012M9 S 501067										

 Enter the date that the change will be effective in the first white box on the Valid from line. NOTE: You cannot go back further than the current retroactivity date. The second white box will remain 12/31/9999.

P. Copy Relationships		
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⇐⇨掩≵≋ゑ		Position N8291M0 Student/Non-Work Study
Find by		Planning Status Active
Position		Valid from 02/01/2023 to 12/31/9999 & Change Information
• 📶 Search Term		
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■₩₩₽₩₽.:		
Name Code	ID	Related Object
Electron Microscopy P0125M7	S 501032 🛎	Type of related object K Cost center
Administrative Staff P0693M5	S 501067 -	ID of related object 1012039760UK00
Administrative Supp C0013M9	S 501067	Abbreviation RAFA SALARIE
Research Admin & FA0962M2	S 501067	Name RES ADM FISCAL AFFAIRS SALARIES
Administrative Staff P0232M5	S 501084	
Administrative Supp C0013M9	S 501297	Priority

8. In the ID of related object field, enter the new master cost center followed by UK00.

Copy Relationships							
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		Position	N8291M0	Student/Non-W	ork Study		
Find by		Planning Status	Active				
<ul> <li>Position</li> </ul>		Valid from	02/01/2023	to 12/3	1/9999	Sec.	Change Information
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(ji) Structure Search		Relationships 01 S 51037297	1				
			-	011 0.1			
		Relationship type/relationship	A	UII Cost o	enter assignme	nt	
Name Code	ID	Related Object					
Electron Microscopy P0125M7	S 501032 🛎	Type of related object	K	Cost center		-	
Administrative Staff P0693M5	S 501067 *	ID of related object	10	13156210UK	00		6
Administrative Servi C0012M9	S 501067	Abbreviation	RZ	FA SALARIE			
Administrative SuppCool3M9     Besearch Admin & FA0962M2	S 501067	Name	DE			50	
Administrative Staff P0232M5	S 501084	indine	RE	S ADM FISCAL A	TAIKS SALAK	ES	
Administrative SuppC0013M9	S 501297		_	7			
<ul> <li>Student/Non-Work N8291M0</li> </ul>	S 510372	Priority					

9. Click the Save icon.

Copy Relationship	5								
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⇐▻іста			Position		N8291M0	Stude	nt/Non-Work Study		
Find by			Planning Statu	s	Active				
<ul> <li>Position</li> </ul>			Valid from		02/01/2023	to	12/31/9999	Ge Car	Change Information
• 🛗 Search Term									
<ul> <li>Image: Structure Search</li> </ul>			Relationships	01 5 51037297	1				
			Relationship	type/relationship	A	011	Cost center assign	iment	
	1								
Name	Code	ID	Related Obj	ect					
🕨 🚔 Electron Microscop	y P0125M7	S 501032 🛎	Type of rel	ated object	К	Cost cen	ter	-	
Administrative Staf	f P0693M5	S 501067 -	ID of relate	d object	1	013156	210UK00		
<ul> <li>Administrative Sen</li> <li>Administrative Sun</li> </ul>	nC0012M9	S 501067	Abbreviatio	n	Ri	AFA SA	LARIE		
Administrative Sup     Administrative Sup	FA0962M2	S 501067	Namo		PE			ADIEC	
Administrative Staf	f P0232M5	S 501084	- ivalle		K	.5 ADM P	ISCAL AI FAIRS SAL	ANILO	
Administrative Sup	C0013M9	S 501297							

10. You'll be taken to another screen. Click save again.

🖻 Copy Relationships										
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💀 Copy Relationships										
	Position	N8291M0	Student/Non-Work Study							
Find by	Planning Status	Active								
🔻 🚢 Position	Validity	02/01/2023	to 12/31/9999							
* 🛗 Search Term										
• 🛗 Structure Search	Mar Calda Can and an har									
	Key fields for cost center									
	Cost Center	1013156210 RESEARCH	ADMINISTRATIVE AND FISCAL							
	CO Area	UK00 University	of Kentucky							
Name Code ID										
Electron Microscopy P0125M7 S 501032 -										

11. On the pop up screen, click Yes. This will add an end date to the previous Master Cost Center record.

🖲 Copy R	Relationsh	nips						
Position		N82	91M0	Student/	Non-Work Study			
Planning Status		Acti	ve					
Validity		02	/01/2023	to 1	2/31/9999			
Key fields for cost cente	r							
Cost Center	101315	🖻 Rel	ationships Create					×
CO Area	UK00							
		ຄ	Previous re	cord will	be delimited at	end. Do		
			you want to	save?				
			Voc		No		Cancol	
			fes		INO	<b>^</b>	Cancel	

12. You'll be taken to the main PP01 screen and there will be a Record Created note in the bottom left.

		Position				N8291	M0	Studen	t/Non-Work Study	y	
Find by		Planning Status A		Active							
Position     M Search Term     M Structure Search		Relationships		01 S 51037	297 1	l					
		Start		End	R.,	. Rela	Relat.text	R.,	. Rel'd object ID	Abbr.	% Rate
		04/10/	/2023	12/31/9999	Α	002	Reports (I	s	50106708	P0693M5	0.0
- # # # # # #		01/01/	/2019	12/31/9999	Α	003	Belongs to	0	30000083	40120	0.0
lame Code	ID	02/01/	/2023	12/31/9999	Α	011	Cost cente	к	1013156210UK.	RES ADMIN AN	0.0
Electron Microscopy Pul 2547     Administrative Saff P0633M4     Student/Non-Work N8291M     Student/Non-Work N8291M     Budget Analyst P0240M8     Dest-Doctoral Scholl N8221M4     Post-Doctoral Scholl N8221M4     Post-Doctoral Scholl N8221M4     Parmporary TechnickN6945M(     Post-Doctoral Scholl N8221M4     Parmporary TechnickN6945M(     Past-Doctoral Scholl N8221M4     Parmporary TechnickN6945M(     Past-Doctoral Scholl N8221M4     Past-Doctoral Scholl N824M4     Past-Doctoral Scholl N844     Past-Doctoral Scholl N844	S 501032 S 501067 S 501067 S 501067 S 501084 S 501297 S 510372 S 510372 S 510372 S 510375 S 510446 S 510448 S 510448 S 510448 S 510448 S 510448 S 510448 S 510486 S 510504		<u> </u>	17/31/3333			15 Gescrib		40501550	Entry	

13. If there was not a Cost Cente line in step #5, you'll need to start here and create a Master Cost Center record.

N. List display with change Relationships												
9 / 🗅 🗊 🖬 🔝												
	Position			N8291M0 Student/Non-Work Study								
Find by	Planning Sta	Planning Status Active										
🔻 🚢 Position	Relationshi	Relationships 01 S 51037298 1										
• 🛗 Search Term												
• 🛗 Structure Search												
	Start	End	R	Rela	Relat.text	R.,	Rel'd object ID	Abbr.	% Rate			
	01/01/2	019 12/31/9999	Α	003	Belongs to	0	3000083	40120	0.00			
■ # # ■ ■ ● . E ■	01/01/2	019 12/31/9999	в	007	Is describ	с	40501550	N8291M0	0.00			
Name Code ID												

14. Click the green arrow and go back to the main PP01 screen.

E List display with change Relationships

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Elist display with change Relation	nsh	ips						
9. 🖉 🗊 🖬 🚹								
	Position				N8291	Studer	nt/N	
Find by	Planning Status Active							
Search Term	Rela	ationships	01 S 510372	98 1				
• 🛗 Structure Search								
		Start	End	R	Rela	Relat.text	R.	Re
		01/01/2019	12/31/9999	Α	003	Belongs to	0	30
		01/01/2019	12/31/9999	в	007	Is describ	С	40

15. Make sure the gray box for the Relationships line is clicked and the line is orange. Then click the new record icon at the top left.

P. Main	tain object									
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	<b>V</b> 2									
Find by										
- Position				n version		01 Current plan				-
* 🛗 Search Term			Obj	ect type		S Position				-
• 🕥 Structure Sea	arch		Obi	ect ID		51037298		Student	/Non-	Work S
	$\sim$		Obj	ect abbr.		N8291M0				
	<b>6.</b> E 🗑							1		
Name	Code	ID		Active	Planned	Submitted	Арр	roved	Reje	ted
🕨 🚢 Electro	on Microscopy P0125M7	S 501032 🛎								
🕨 🐣 Admin	histrative Staff P0693M5	S 501067 💌		Traffichar	- Maura				<b>c</b>	<b>HHHH</b>
🕨 🕒 Admin	istrative Servi C0012M9	S 501067	_	Infotyp	e Name				5	
🕨 🕨 📥 Admin	histrative SuppC0013M9	S 501067		Object					× .	-
🕨 🛓 Resea	rch Admin & FA0962M2	S 501067		Relation	ships				1	-
► 🖶 Admin	intrativo Staff DO222ME	S 501094		_						

16. Enter the date that the change will be effective in the first white box on the Valid from line. NOTE: You cannot go back further than the current retroactivity date. The second white box will remain 12/31/9999.

P. Copy Relationships		
Interpretation (1)		Position N8291M0 Student/Non-Work Study
Find by		Planning Status Active
<ul> <li>Position</li> </ul>		Valid from 02/01/2023 🗇 to 12/31/9999 😚 Change Information
Search Term		
• [n] Structure Search		Relationships 01 S 51037297 1
		Pelationship type/relationship
■ # # 10 10 00.00 10		
Name Code	ID	Related Object
Electron Microscopy P0125M7	S 501032 🛎	Type of related object K Cost center
Administrative Staff P0693M5	S 501067 -	ID of related object 1012039760UK00
Administrative Servi C0012M9     Administrative Supp C0013M9	S 501067	Abbreviation RAFA SALARIE
Research Admin & FA0962M2	S 501067	Name RES ADM FISCAL AFFAIRS SALARIES
Administrative Staff P0232M5	S 501084	
Administrative Supp C0013M9	S 501297	Priority

17. In the Relationship type/relationship field, click in the first white box to get the search icon.

Position	N8291M0	Student/Non-W	Vork Study	
Planning Status	Active			
Valid from	04/11/2023	to 12/3	1/9999 <mark>&amp;</mark>	
Relationships 01 S 5103729	98 1			
Relationship type/relationship		<u>a</u>		
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18. Double click to choose A|011 Cost Center Assignment.

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🖻 Re	lationship (1) 77 Entries four	nd	X
R	estrictions		
		V	
<ul> <li>E</li> </ul>	I M 🔥 🏍 🖗 🖨 .		
Rel.	Relationship name		
A 002	Reports (line) to		
B 002	Is line supervisor of		Ŧ
A 003	Belongs to		
B 003	Incorporates		
A 004	Is subordinate to (disc.)		#
B 004	Is disc.supervisor of		
A 005	Is subordinate to		
B 005	Is supervisor of		
B 007	Is described by		
A 008	Holder		
A 009	Successor		
A1010	Substitute	1	
A 011	Cost center assignment	1	
	Manages		
BI037	Designated as successor		
BI038	is a potential of		

19. In the Type of related object field, click on the drop down arrow. Type K or scroll to K Cost Center. Click to choose this option.

Position	N8291M0	Student/Non-Work Study	
Planning Status	Active		
Valid from	04/11/2023	to 12/31/9999	ିନ୍ <mark>ଟ Change I</mark>
Relationships 01 S 510432	277 1		
Relationship type/relationship	A	011	
Related Object			
Type of related object			<b>•</b>
Type of related object ID of related object	JF	Job Family	<b>▼</b>
Type of related object ID of related object Abbreviation	JF K	Job Family Cost center	* *
Type of related object ID of related object Abbreviation	JF KA	Job Family Cost center Capacity (Logistics)	
Type of related object ID of related object Abbreviation Name	JF K KA O	Job Family Cost center Capacity (Logistics) Organizational unit	

20. In the ID of related object field, enter the cost center followed by UK00.

	Position	N8291M0	Student/Non-W	/ork Study			
	Planning Status	Active					
	Valid from	04/11/2023	to 12/3	1/9999	Se contraction and a contracti	Change Information	
							_
	Relationships 01 S 51043277 1						
	Relationship type/relationship	A	011				
1							
	Related Object						
	Type of related object	К	K Cost center				
	ID of related object	1	013200390UK	00			
	Abbreviation						
H H H	Name						
	Priority						

## 21. Click on the Save icon.

🖻 Create Relat	tionships					
Ø		a 💽 I 🖨 II II II	12272121210	<b>.</b>		
P. Create	e Relationships					
👌 🔓 🚺 🛃 Allo	wed relationships					
	▼ 🚖		Position	N8291M0	Student/Non-Work Study	
Find by	Find by			Active		
<ul> <li>Position</li> </ul>			Valid from	04/11/2023	to 12/31/9999	ଝ <mark>ିଂ</mark> Ch
<ul> <li>Search Term</li> </ul>						
• 👔 Structure Sear	ch		Relationships 01 S 510	43277 1		
			Relationship type/relationship	A	011	
Name	Code	ID	Related Object			
🕨 🚢 Temp	oorary Profes N5121M5	S 510237 -	Type of related object	K	Cost center	-
Research Project P0129M5 S 510284 *			ID of related object	1	013200390UK00	
		0 010200				

22. You'll be taken to another screen. Click Save again.

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	12221212		
Create Relationships			
	Position	N8291M0	Student/Non-Work Study
Find by	Planning Status	Active	
🔻 🚨 Position	Validity	04/11/2023	to 12/31/9999
• 🛗 Search Term			
<ul> <li></li></ul>			
	Key fields for cost center		
	Cost Center 10132003	90 Q SPONSORE	D PROJECT ADMINISTRATION SALARIE
	CO Area UK00	University o	f Kentucky
Name Code ID			

23. On the pop up screen, click Yes. This will add an end date to the previous Master Cost Center record.

🖲 Copy K	Relationsh	ips	
Position		N8291M0	Student/Non-Work Study
Planning Status		Active	
Validity		02/01/2023	to 12/31/9999
Key fields for cost cente	er		
Cost Center	101315	Relationships Creat	ate 🗶
CO Area	UK00		
	6	Previous re	record will be delimited at end. Do
		you want t	to save?
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24. You'll be taken to the main PP01 screen and there will be a Record Created note in the bottom left.

							1			
		Position			N8291	MO	Studer	t/Non-Work Stud	Ý	
ind by		Planning Status		Active						
A position		Relationships	01 S 51037	297 1						
Search Term										
• [n] Structure Search		Start	End	R.,	Rela	Relat.text	R.,	. Rel'd object ID	Abbr.	% Rate
		04/10/2023	12/31/9999	А	002	Reports (I	s	50106708	P0693M5	0.00
		01/01/2019	12/31/9999	А	003	Belongs to	0	30000083	40120	0.00
Jame Code	ID	02/01/2023	12/31/9999	А	011	Cost cente	к	1013156210UK.	RES ADMIN AN	0.00
Electron Microscony P0125M7	5 501032 *	01/01/2019	12/31/9999	в	007	Is describ	c	40501550	N8291M0	0.00
Administrative Staff P0693M5	S 501067 -			-			-			
Administrative Servi C0012M9	S 501067									
Administrative Supp C0013M9	S 501067									
Research Admin & FA0962M2	S 501067									
Administrative Staff P0232M5	S 501084									
Administrative Supp C0013M9	S 501297									
Student/Non-Work N8291M0	S 510372									
Student/Non-Work N8291M0	S 510372									
Budget Analyst P0240M5	S 510395									
🕨 실 Temporary TechnicaN6945M0	S 510446									
Post-Doctoral Schol N8221M0	S 510448									
• 실 Post-Doctoral Schol N8221M0	S 510448									
• 丛 Temporary TechnicaN6945M0	S 510460	<b>d b</b> =								
• 🚢 Temporary Professi(N5123M5	S 510472									
🕨 🚢 Graduate Research .N8251M0	S 510486 🛎									
Student/Non-Work N8291M0	S 510504 🔻								Entry	1