OM-07 OM Infotypes

Purpose

The purpose of this job is to provide a list and description of all OM infotypes.

Not all Object Types use each infotype. The left-most column shows the OM objects that use the infotypes listed in the second and third columns.

The OM Objects and their codes are:

- O = Org Unit
- S = Position
- C = Job
- JF = Job Family
- 30 = Job Branch

Object Type	Infotype Name	Infotype Number	Description
O/S/C/30/JF	Object	1000	Determines the existence of an organizational object. Stores data that determines the short and long name of an organizational object.
O/S/C/30/JF	Relationships	1001	Defines the Relationships between different objects. For example, Org Unit to Org Unit, Position to Org Unit, etc.

Object Type	Infotype Name	Infotype Number	Description
S/C/JF	Description	1002	Contains descriptions of organizational objects. The information you store in this infotype is for reference only and cannot be reported on. In this infotype, you can describe the main area of responsibility of an organizational unit in your enterprise as follows: Purchasing department is responsible for awarding procurement contracts; fleet maintenance is responsible for preventative and required mechanics of state vehicle. You must categorize the infotype records you create in this infotype. You can do this by assigning subtypes. Description subtypes are user-defined and so can vary from company to company. You can, for example, categorize descriptions as general, environmental, or technical. You can maintain numerous Description infotype records for one object, perhaps a general description record, a technical record, and so on. Subtypes • Activity • Competence • Competencies and KSAs • Descriptions of Work • General Description • How to Apply • Responsibility • Training, Experience Req

Object Type	Infotype Name	Infotype Number	Description
O	Department Staff	1003	Solely for organizational units and positions, this infotype indicates whether an Org unit or position is identified as a staff or department. A staff flag indicates that an Org unit or position is not part of the normal reporting structure at your company but rather reports directly to a high-level position or Org unit.
S/C	Planned Compensation	1005	Stores data that use the salary and pay scale structures to create planned compensation data at the at the job and position level. The system uses the information stored in this infotype to suggest default values for the Basic Pay infotype (0008).
S	Vacancy	1007	Marks positions that are currently vacant or will be vacant in the future.
O/S	Acct. Assignment Features	1008	Stores data with which you can define account assignment features for Org units and positions. It plays a role in the assignment of cost centers to objects. Data stored includes company code, personnel area, and personnel subarea.

Object Type	Infotype Name	Infotype Number	Description
S	Authorities/ Resources	1010	Exempt/Policy making codes Res Resource Name A Constitutional Officer B Salary - Board/Commission C Salary – General Assembly D Sal by Gen Asmbly – Rec Gov E Lieutenant Gov’s Staff F Governor’s Staff G Salary – Governor & ABC H Exempt Policymaking I EPA Statutory Position J EPA Pos by Gen Assmb K Statutory – Conf Assistant L Statutory – Conf Secretary M Statutory Chief Deputy N EPA Stat Sal – GA Appr Act O Misc EPA Statutory Pos P Gov Office – Housing Fin Q Exempt Managerial R Statutory Chief Admin Asst
O/S	Full Time Equivalent	1011	Defines work schedules for organizational units, and positions
S	Employee Group/Subgroup	1013	Assigns the employee group and subgroup to a position
S	Cost Distribution	1018	Determines how costs are to be distributed between several cost centers

Object Type	Infotype Name	Infotype Number	Description
S	Address (Main, Mailing, and Courier)	1028	Store these addresses for Org units: • Main • Mailing • Courier
C	US Job Attributes	1610	Identifies the EEO category for the related Job classification and indicates whether or not this classification is Exempt/Non Exempt. This information supports EEO reporting requirements.
JF	Job Family	5070	Describes a job family
S	OM Actions	9000	Tracks position actions that have been performed on a position. Shows status changes during Workflow.

Object Type	Infotype Name	Infotype Number	Description
S	Overtime Compensation	9005	Stores settings related to overtime compensation. If time worked beyond the overtime limit (40 hours, etc.) is to be paid or accumulated as compensatory time, the position must have a valid IT9005 record. • If overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). • If it is to be paid out immediately, the Immediate Payout checkbox should be checked. The default is 365 days. An IT9005 record is not required if the position is not eligible for overtime pay or compensation.

Object Type	Infotype Name	Infotype Number	Description
S	Holiday Payout	9006	Determines the compensation method (Compensatory Time vs. Direct Payout) for time worked on a public holiday. For employees earning comp time, this infotype also defines the retention period for those hours. • If holiday compensatory time (equal time off for time worked on a holiday) is to be paid out at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies. • If it is to be paid out immediately, the Immediate Payout checkbox should be checked.
S	Night Shift Premium	9007	Stores settings for positions that are eligible for night shift premium must have a valid IT9007 record. OSHR approved rates other than the default of 10% must be entered in the Rate field.
S	Evening Shift Premium	9008	Stores settings for positions that are eligible for evening shift premium must have a valid IT9008 record. OSHR approved rates other than the default of 10% must be entered in the Rate field.
S	Weekend Shift Premium	9009	Stores settings for positions that are eligible for weekend shift premium. The OSHR approved rate other than the default of 10% must be entered in the Rate field.
S	Holiday Premium Rate	9010	Establishes the specific compensation rate applied to hours worked on a public holiday, with the default being 50%.

Object Type	Infotype Name	Infotype Number	Description
S	On-Call	9011	Stores settings for positions that are eligible for On-Call compensation. The accrued box should be checked if the time is to be collected as On-Call comp time. The Rate field must be populated with the OSHR approved on-call rate.
S	Callback	9012	Stores settings for positions that are eligible for Callback compensation. The decision to pay or award comp time is determined by the “Immediate Payout” checkbox.
S	Weekend Nurse	9014	If an EE has been approved by OSHR for the Weekend Nurse compensation plan, this infotype should be created for the applicable eligibility dates. The main exception behavior driven by this compensation plan is weekend shift premium applied to the Friday day shift.
S	Charge Object Assignment	9015	Stores non-financial time reporting objects defined by agencies. These objects have a relationship to Org units and are used to “charge” time to a project, activity, location, etc.
S	Extended Duty	9016	Stores settings for positions that are eligible for extended duty
S	Gap Hours	9017	Positions eligible for Gap Hours Comp must have a valid IT9017 record. The decision to pay versus comp time is determined by the existence of the 9017 infotype. Gap Hours are additional hours for Subject- FLSA employees. The “Additional hours” are those hours caught in the gap between the minimum hours of work required and the overtime threshold. These hours are currently being paid at an hour-for-hour rate for Subject-FLSA employees.
S	Display Budget	9018	Stores position budget information

Object Type	Infotype Name	Infotype Number	Description
S	Reference Position Number	9021	Stores the 15-digit position number from PMIS and the 8-digit SAP reference position number
S	SOC Code	9022	Stores the Standard Occupational Classification (SOC) for the job. The SOC system is a universal occupational classification system used by Federal statistical agencies, as well as many other private and public employers. The State of North Carolina uses the SOC for a wide variety of reporting purposes.

Object Type	Infotype Name	Infotype Number	Description
S	Position Types	9023	Captures information for critical position types. The State of North Carolina has five separate designations for positions, which are defined as follows. • Emergency - A position designated by an agency that is mandatory/essential to agency operations during adverse weather or other conditions of a serious nature that prohibit some employees from reporting to work but do not necessitate the closing of state offices and facilities; or a position designated that is mandatory/essential during emergency conditions that necessitate the closing of state offices or curtailing of operations. These designations are related only to the “Adverse Weather and Emergency Closing” policy in the State Personnel Manual. • Essential - A position designated by an Executive Branch Department Head with the approval of the Office of State Budget and Management, as exempt from an Executive Order prohibiting the filling of positions. Essential positions include positions directly related to law enforcement and public safety, classroom instruction, and the custody or care of persons for whom the state has a constitutional duty to serve. Administrative and support positions are not deemed essential, but the Office of State Budget and Management may designate additional positions as an Essential Position depending upon the circumstances of each request. • Key -A position that requires specialized knowledge that is unique within the organization. The specialized knowledge is essential for the organization to meet the goals and objectives that are linked to its mission or statutory requirements. The loss of an employee in a key position would lead to immediate difficulties in getting the work accomplished.

Object Type	Infotype Name	Infotype Number	Description
S	Vacancy Posting Data	9025	(For vacancy postings prior to NeoGov) Captures the Vacancy Posting information, such as opening and closing date, Job Family, whether posting is internal or external, etc.
C	Job Schematic Data	9031	Describes the job schematic code
S	OM Action History	9302	Record of position actions when Workflow is completed

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