



## CHANGE POSITION COUNTY BUSINESS PROCESS PROCEDURE OM-37 | TRANSACTION ZOMA069

OM

The purpose of this Business Process Procedure is to explain how to change the position county in the Integrated HR-Payroll System.

**Trigger:** There is a need to change the Position County for a position.

### **Business Process Procedure Overview:**

This transaction allows you to change the county on a position. Often funding changes when the county is changed. The position number does not change.



### **Access Transaction:**

**Via Menu Path:** None


**Via Transaction Code:** ZOMA069

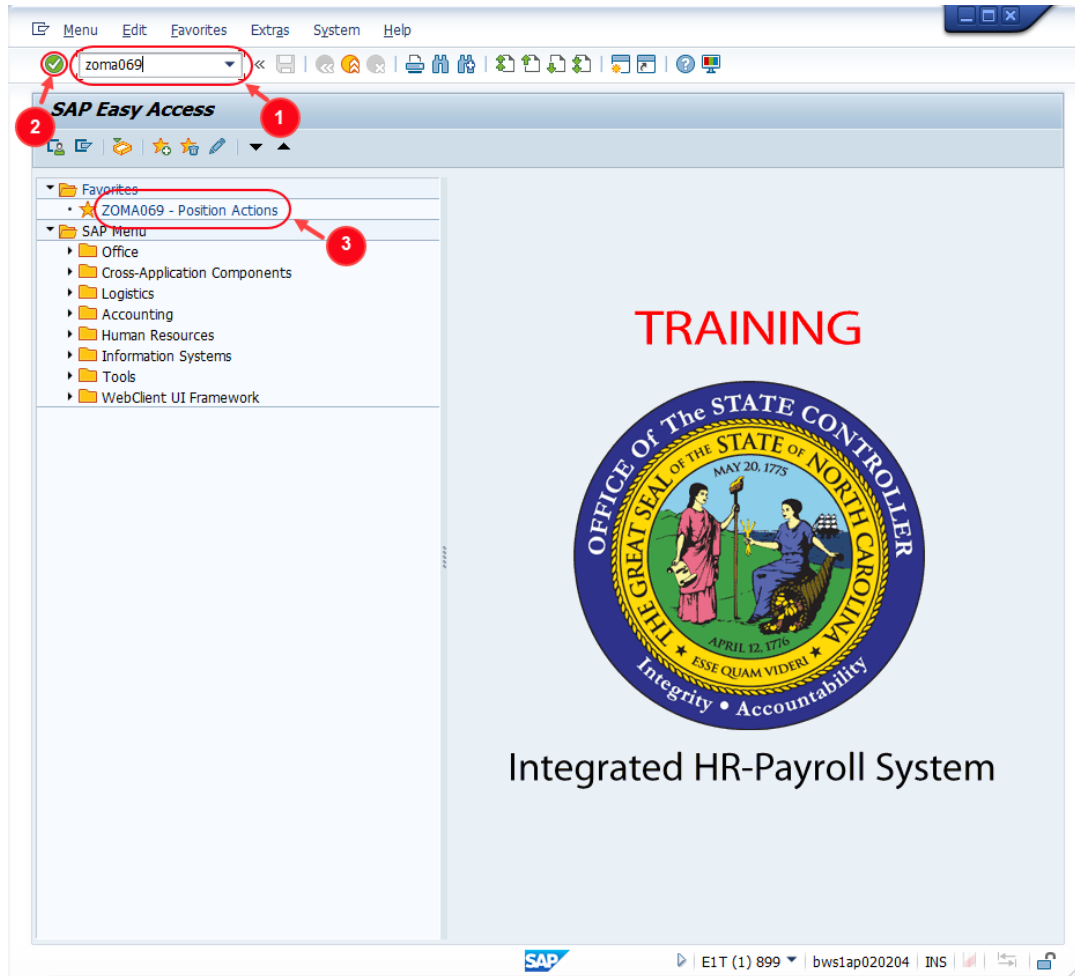
### **Tips and Tricks:**

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <https://www.ncosc.gov/training/hr-payroll-help-documents>.

- **Copy**  is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change**  is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

## Procedure

1. Type ZOMA069 in the command field (1). Hit enter on your keyboard or click the **Enter**  button (2). Also, you can double click it from your favorites folder if you've previously saved it there (3). See the information block below the screen shot for a quick tutorial on adding the transaction.



### Information


You may want to enter this transaction code in your Favorites folder.

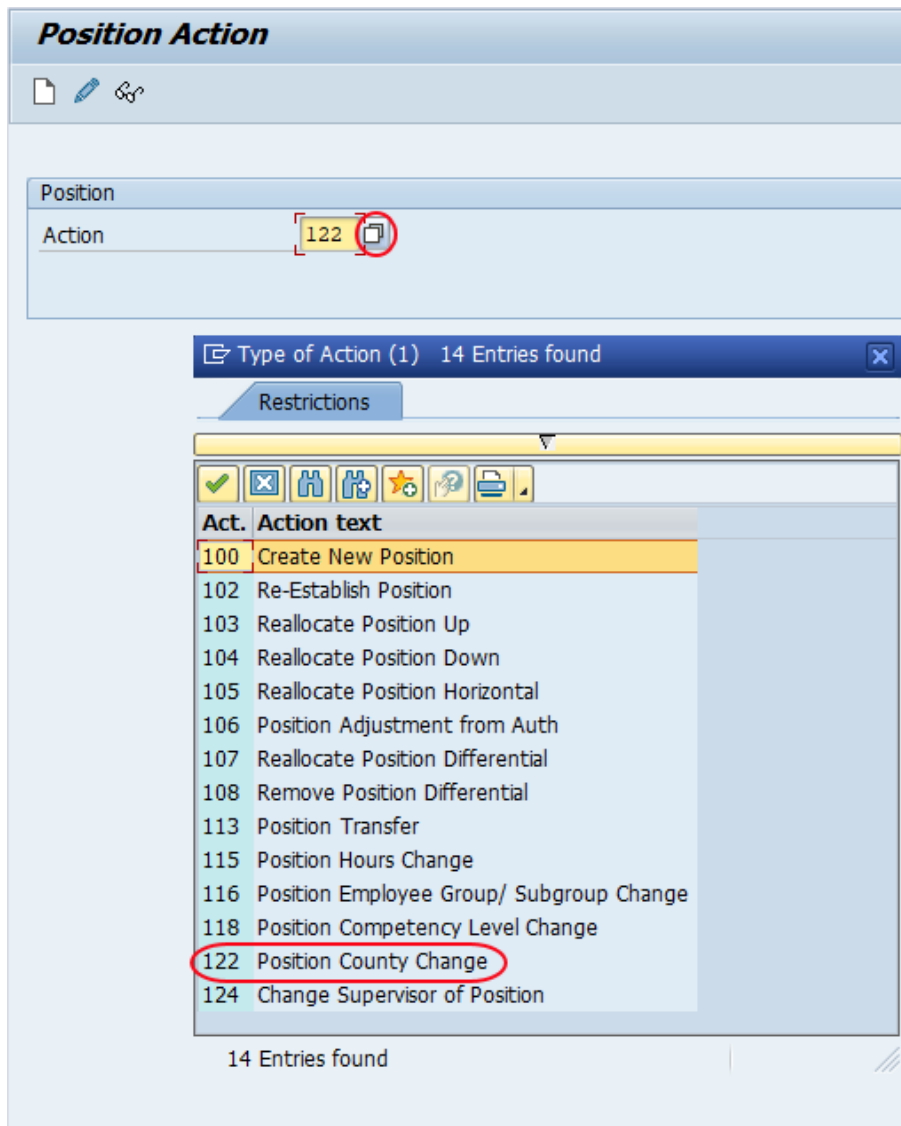
- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZOMA069**.
- Click **Enter**.


To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

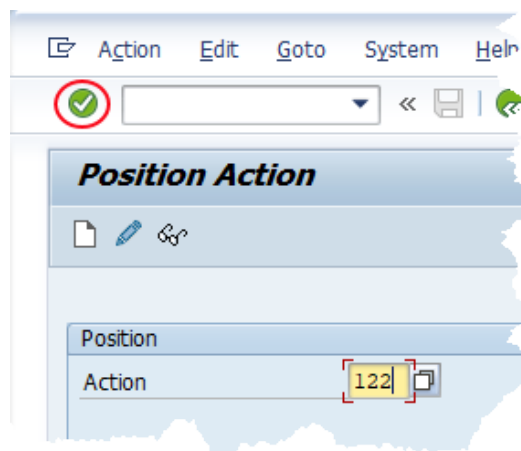
- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

Review the [Favorites Folder](#) training document for more tips and features!

- Use action code **122** to complete a county change action. It may be typed directly into the **Action** field or you can use the **Matchcode** button  to select it from a list of all available actions.



- Click the **Enter** button  near the top of the window. You will be able to verify that you've chosen the correct action, and two new editable fields will be available.



- 4. Input the position number needing the county change. This document will use 60083256 from the OSC training environment. [Access client 899](#) to follow along in a “live” system. Next, input the effective date of the new county assignment.

A screenshot of a web application titled "Position Action". The form contains three rows of input fields. The first row is "Action" with the value "122" and the text "Position County Change" to its right. The second row is "Position" with the value "60083256". The third row is "Valid from" with the value "5/5/22" and a date range "to 12/31/9999". The "Position" and "Valid from" labels are circled in red, and the "5/5/22" value is highlighted in yellow.

- 5. Click the **Enter** button and verify the position displayed is the one you need to change.

**Alert!** Be vigilant on this step. Once you complete the next step, the **Action** type and **Valid from** date are locked in. They can only be changed by starting over.

A screenshot of the web application showing the "Position Action" form. At the top, there is a menu bar with "Action", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons, including a green checkmark icon circled in red. The form itself is titled "Position Action" and contains three rows of input fields. The first row is "Action" with the value "122" and the text "Position County Change" to its right. The second row is "Position" with the value "60083256" and the text "DEPUTY SECRETARY/COMMISSIONER I" to its right. The third row is "Valid from" with the value "05/05/2022" and a date range "to 12/31/9999". Red arrows point to the "Action" and "Valid from" fields.

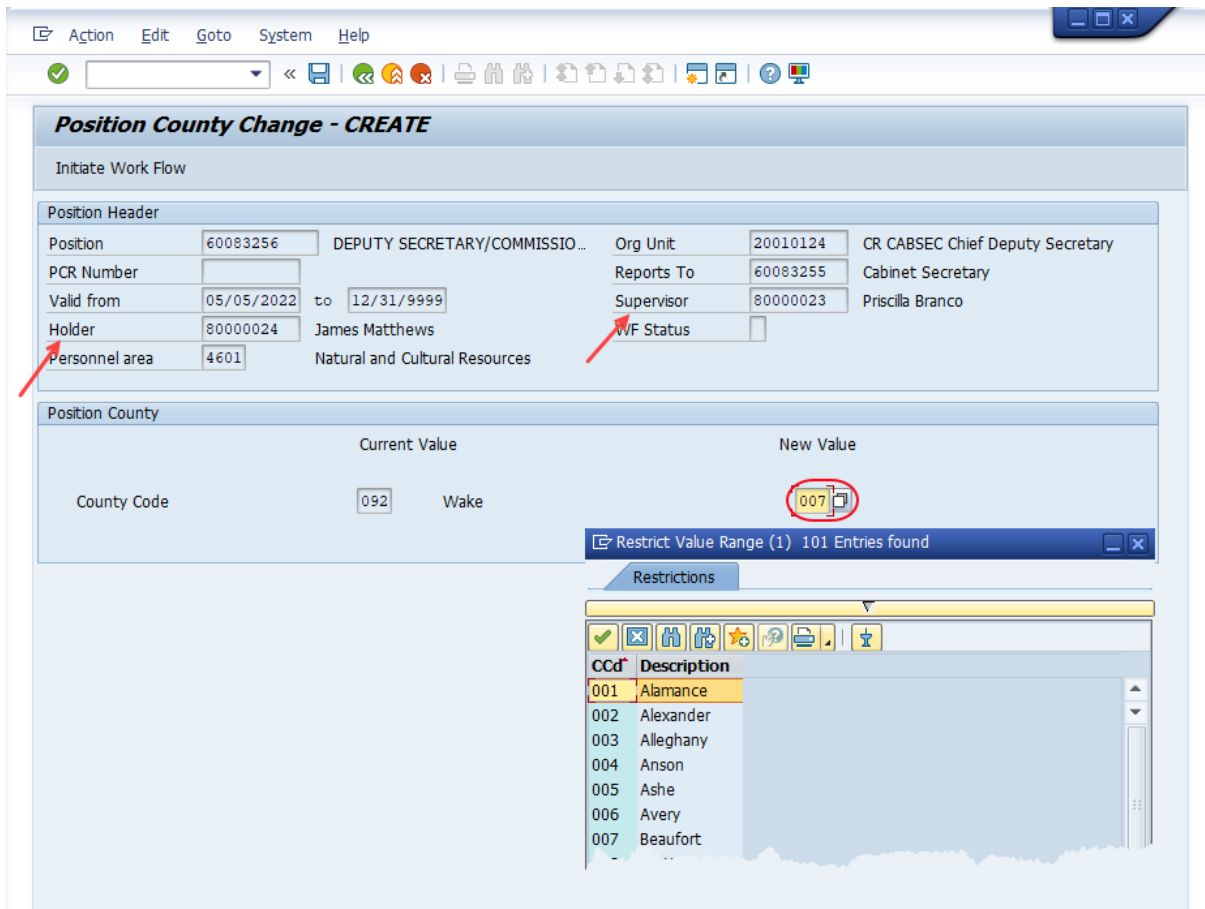
- 6. Click the **Create** button.



- In the **New Value** column, enter the new **County Code**. You may type the code directly or click in the field and then the **Matchcode**  button.

**NOTE:** The data used in this example is provided for sample purposes only. The data will change depending on the Agency and specific position being changed.

If the affected position has a **Holder**, it will be displayed in the Position Header section, as will the name of their **Supervisor** if that is an occupied position. These fields can be used to verify that the correct position number has been selected.



**Position County Change - CREATE**

Initiate Work Flow

**Position Header**


Position	60083256	DEPUTY SECRETARY/COMMISSIO...	Org Unit	20010124	CR CABSEC Chief Deputy Secretary
PCR Number			Reports To	60083255	Cabinet Secretary
Valid from	05/05/2022	to 12/31/9999	Supervisor	80000023	Priscilla Branco
Holder	80000024	James Matthews	WF Status	<input type="checkbox"/>	
Personnel area	4601	Natural and Cultural Resources			

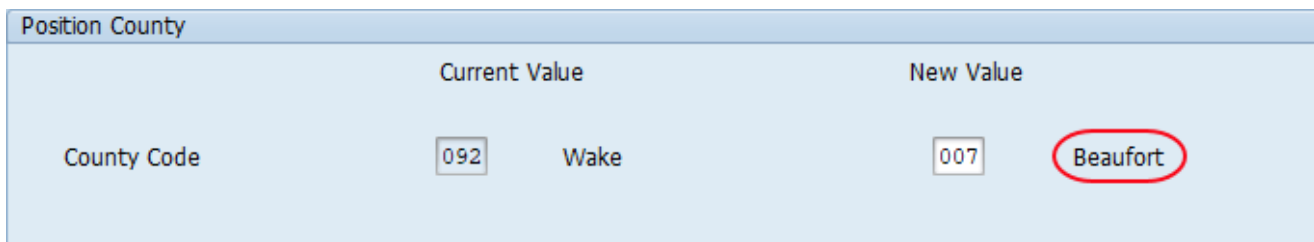
**Position County**

	Current Value	New Value
County Code	092 Wake	007

**Restrictions**

CCd	Description
001	Alamance
002	Alexander
003	Alleghany
004	Anson
005	Ashe
006	Avery
007	Beaufort

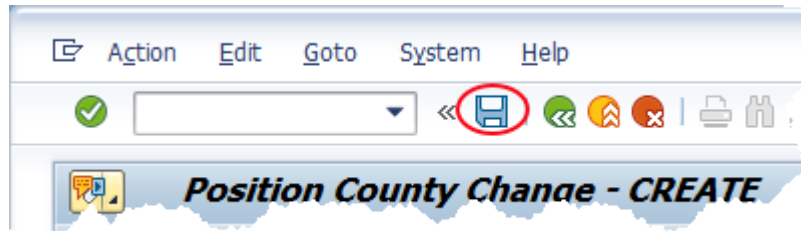
- Click the **Enter**  button. Verify that the correct county code has been chosen.



**Position County**


	Current Value	New Value
County Code	092 Wake	007 Beaufort

- Click the **Save**  button.



- Record the pertinent data in your OM Transaction log. OSC Training recommends recording the **PCR Number, Position, Valid From** date, Action Type and date of initiation at a minimum. This data can be used to track your request through the Workflow process.

A sample transaction log is on the last page of the OM210 student guide which may be found on the [OSC Training System Courses](#) web page.

 **Position County Change - CREATE**


Initiate Work Flow

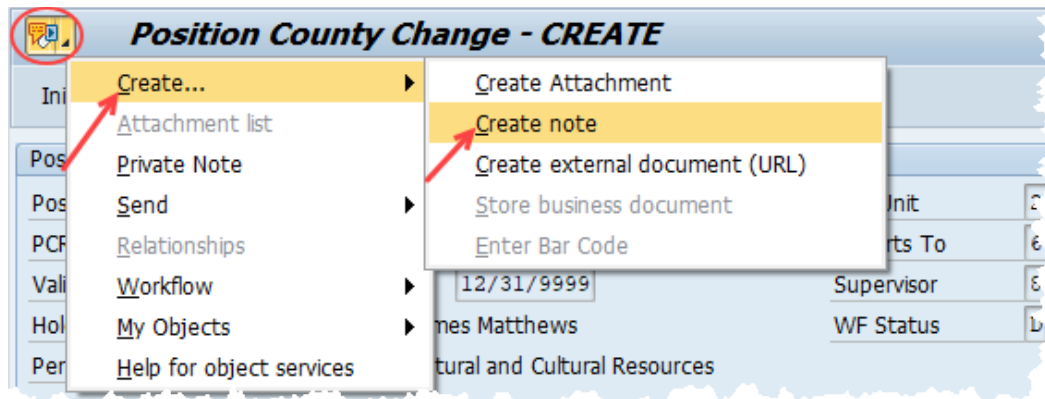
Position Header					
Position	60083256	DEPUTY SECRETARY/COMMISSIO...	Org Unit	20010124	CR CABSEC Chief Deputy Secretary
PCR Number	5000002123		Reports To	60083255	Cabinet Secretary
Valid from	05/05/2022	to 12/31/9999	Supervisor	80000023	Priscilla Branco
Holder	80000024	James Matthews	WF Status	D	Created
Personnel area	4601	Natural and Cultural Resources			

Position County		Current Value	New Value
County Code	092	Wake	<span style="border: 1px solid red; padding: 2px;">007</span> Beaufort

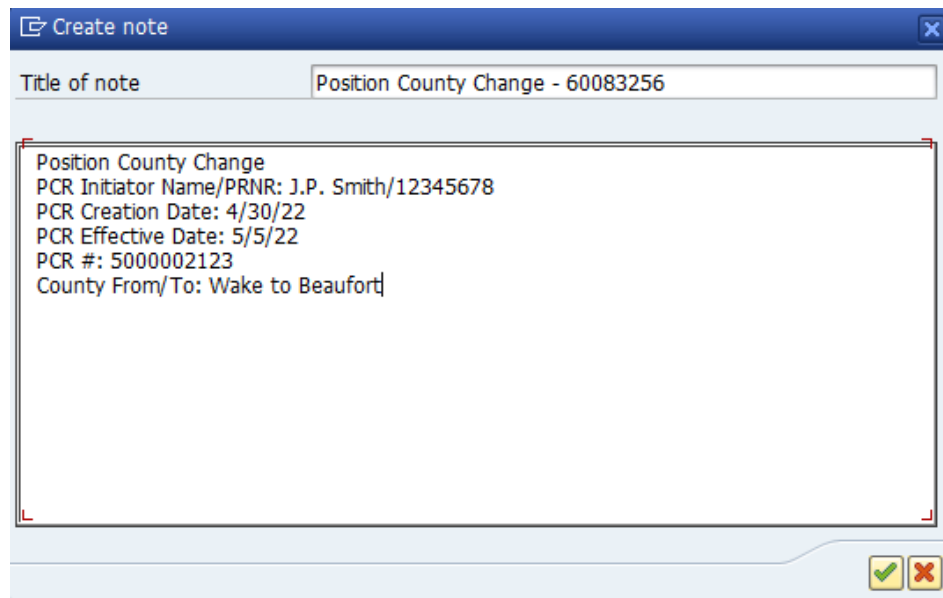
- Add a note. This is a required step and is not optional. Access the [OM Action Notes Template](#) help doc to utilize the template for a Position County Change action. Copy this template into your clipboard. (Highlight the needed cells then press Ctrl-C or Right click and choose Copy)


85	
86	<b>Position County Change</b>
87	PCR Initiator Name/PRNR:
88	PCR Creation Date:
89	PCR Effective Date:
90	PCR #:
91	County From/To:
92	

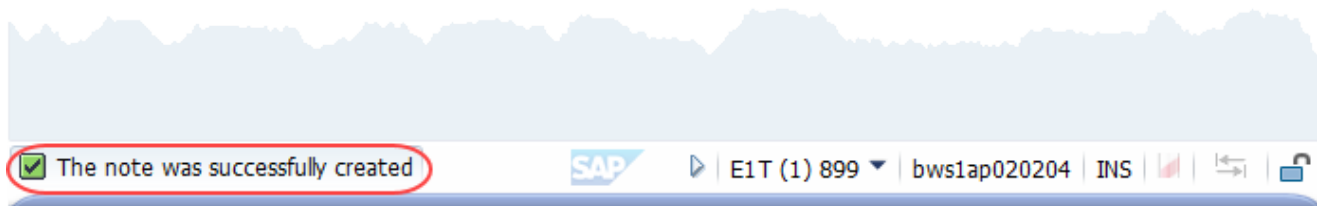
- Return to your SAP window and click the right side of the **Services for Object**  button to access the dropdown menu. Hover over **Create** and then click on **Create Note**.



- Give your note a title and then click into the bottom area of the pop-up screen. Paste the template (Ctrl-V or Right click and choose *Insert*) and then complete the required data.

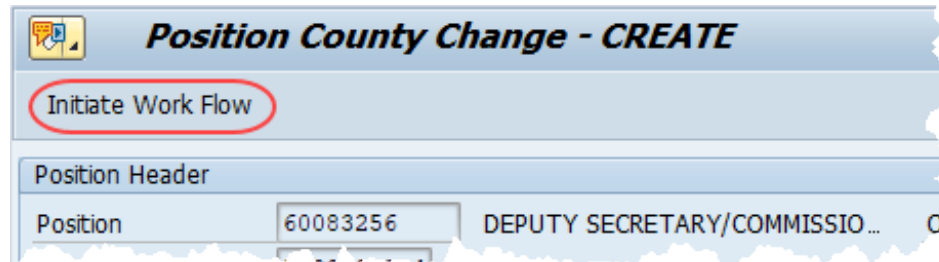


- Click the **Copy**  button to save your note. You will receive a message that your note was successfully created.

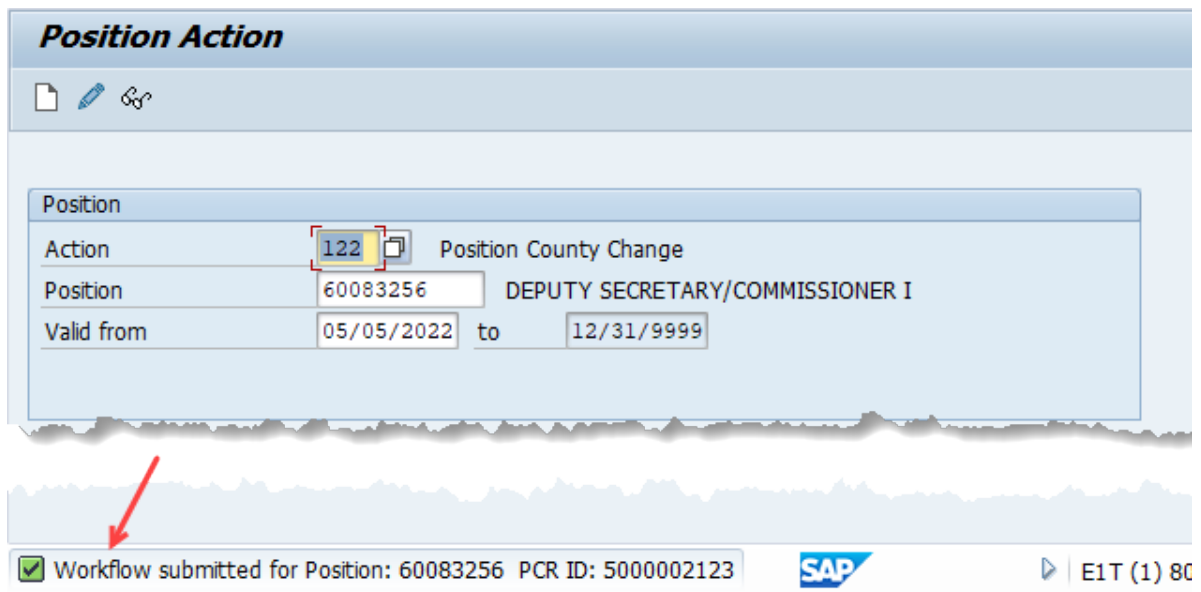


15. Click the **Initiate Work Flow**  button.

**NOTE:** Clicking the **Initiate Workflow** button will lock in your data and no changes can be made unless the PCR is rejected and sent back to you. Prior to clicking this button, you can make changes to your proposed data by using the Change button within the ZOMA069 transaction.



16. You will receive a message that your Workflow has been submitted.



17. You can use the PCR number and position ID to track your request through the Workflow process. The [OM Workflow Report](#) help document demonstrates how to do so.

The system task is complete.

### Change Record

- 12/10/12 – Updated text – Dana Lyle
- 11/10/21 – Updated format and assigned reference number – Claire Ennis
- 8/1/22 - Re-written for accessibility, clarity, and updated screen shots. – Doug Genzlinger
- 1/28/25 – Updated links to point to new OSC website - Doug Genzlinger