Vacancy Indicator

HR

The Vacancy Indicator is located on a position's Vacancy (1007) infotype. It can be maintained directly by an Organizational Management Processor through transaction code PO13, or by a Personnel Administration Processor during certain PA40 actions.
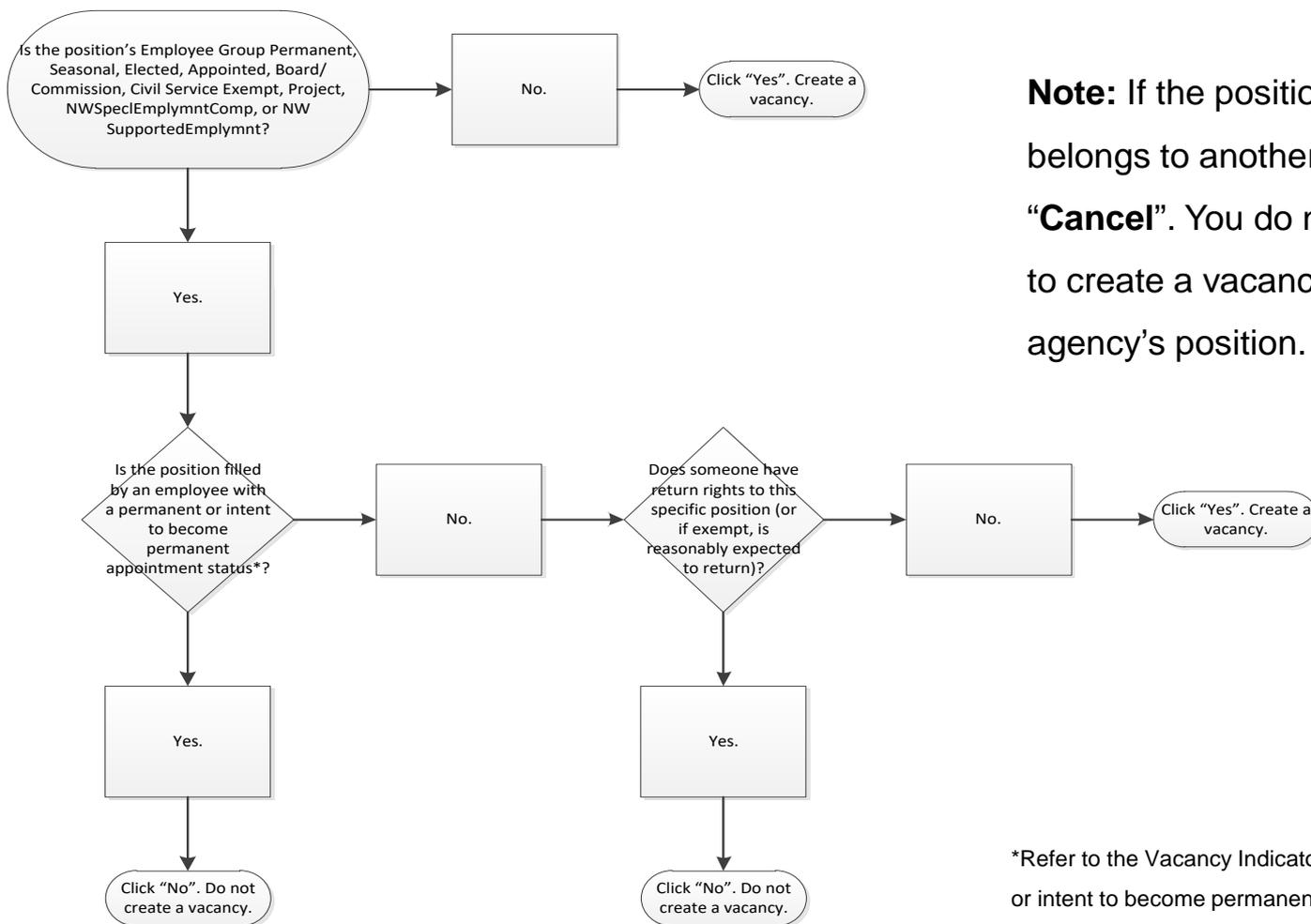
Additional Resources:

HRMS Data Definitions

HRMS F1 Help

OLQR Procedures

Create Vacancy

The Personnel Administration Processor may be asked if they would like to create a vacancy after an employee leaves a position during a Appointment Change or Separation action.

Is the position's Employee Group Permanent, Seasonal, Elected, Appointed, Board/ Commission, Civil Service Exempt, Project, NWSpeclEmplymntComp, or NW SupportedEmplymnt?

No. → Click "Yes". Create a vacancy.

Yes.

Is the position filled by an employee with a permanent or intent to become permanent appointment status*?

No. → Does someone have return rights to this specific position (or if exempt, is reasonably expected to return)?

No. → Click "Yes". Create a vacancy.

Yes. → Click "No". Do not create a vacancy.

Yes. → Click "No". Do not create a vacancy.

Note: If the position the employee left belongs to another agency, click "**Cancel**". You do not have authorization to create a vacancy on another agency's position.

*Refer to the Vacancy Indicator definition for a list of permanent or intent to become permanent appointment statuses.
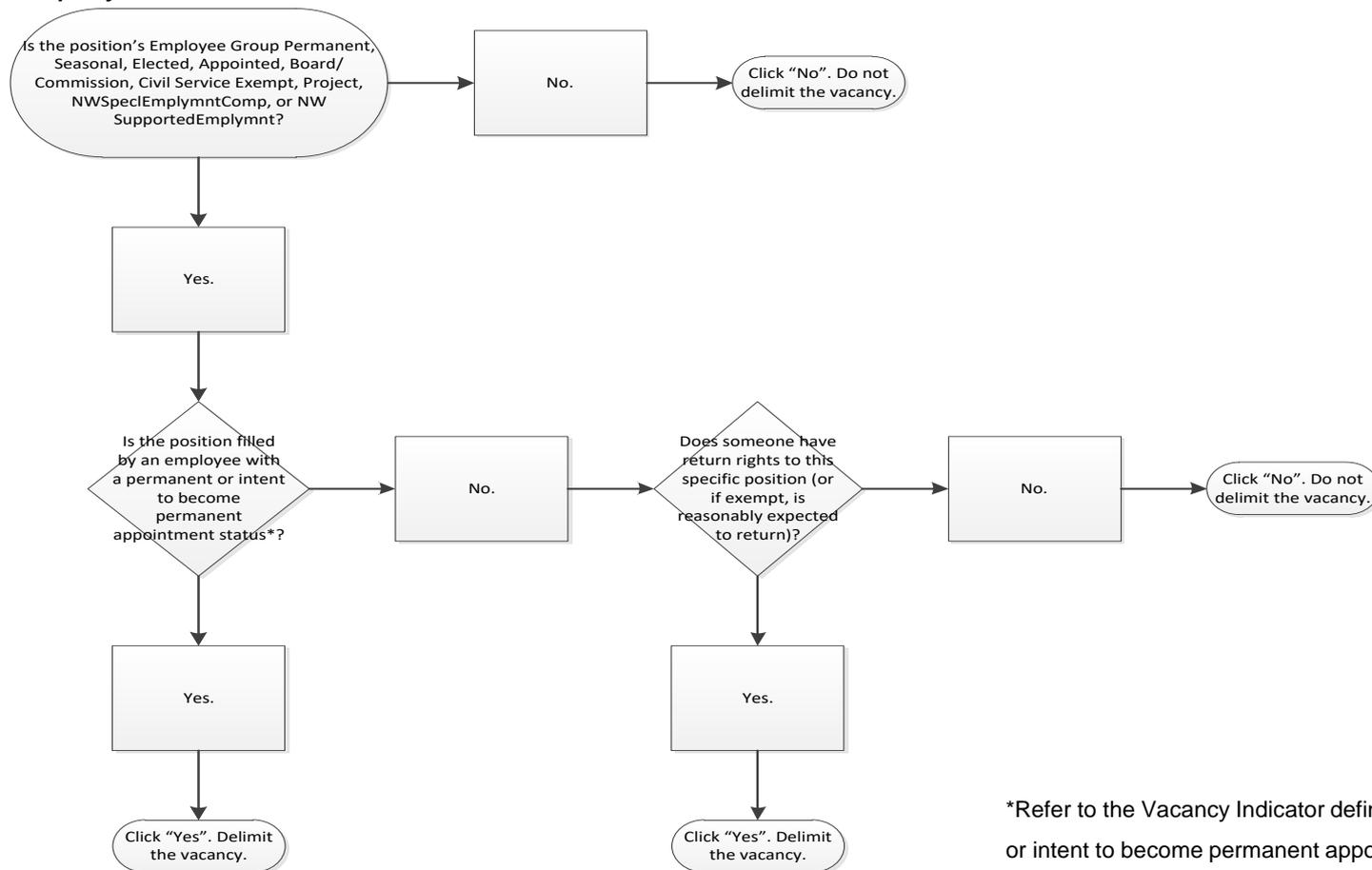
Create Vacancy cont…

Create Vacancy

- This box will pop up during the PA40 action if the position's vacancy indicator was marked "Vacancy filled" prior to the employee's departure from that position.

- Clicking "**Yes**" will create a new record on the position's Vacancy (1007) infotype, changing the vacancy indicator to "Open".

- Clicking "**No**" or "**Cancel**" will leave the position's Vacancy (1007) infotype unchanged, with the vacancy indicator marked as "Vacancy filled".
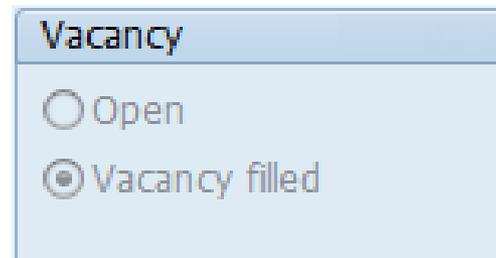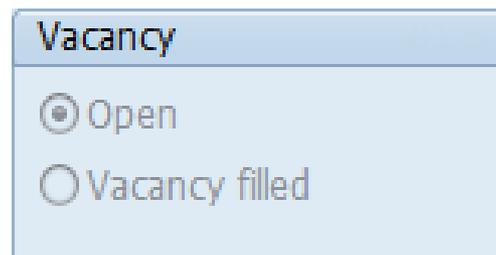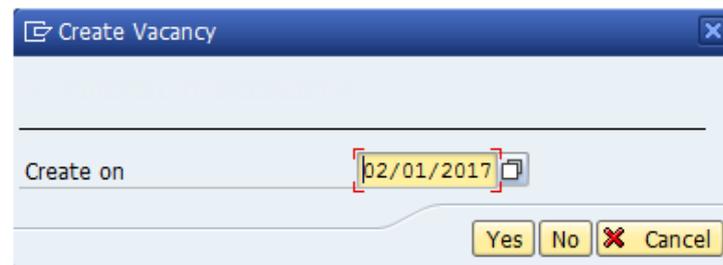
If you click the incorrect button in error, notify your Organizational Management Processor so they can correct the position's vacancy indicator.
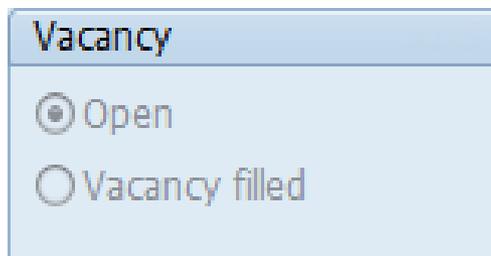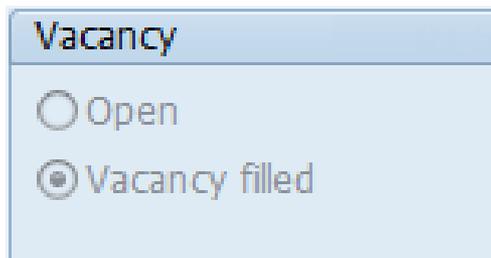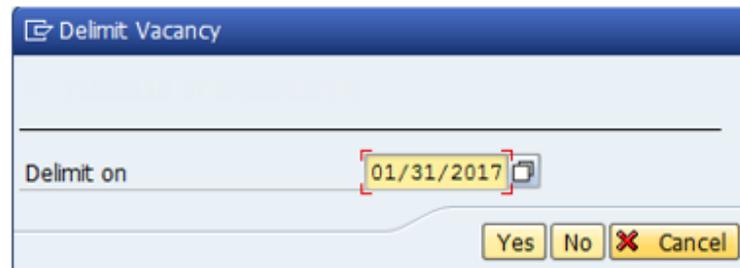
The Personnel Administration Processor may be asked if they would like to delimit (end) a vacancy after appointing an employee to a position during a New Hire, Rehire, Appointment Change, or Concurrent Employment action.

*Refer to the Vacancy Indicator definition for a list of permanent or intent to become permanent appointment statuses.

HR

Delimit Vacancy

- This box will pop up during the PA40 action if the position's vacancy indicator was marked "Open" prior to the employee's appointment into that position.

- Clicking "**Yes**" will create a new record on the position's Vacancy (1007) infotype, changing the vacancy indicator to "Vacancy filled".

- Clicking "**No**" or "**Cancel**" will leave the position's Vacancy (1007) infotype unchanged, with the vacancy indicator marked as "Open".

Delimit Vacancy

Delimit on   01/31/2017

Yes   No   ✖ Cancel

Vacancy

○ Open
◉ Vacancy filled

Vacancy

◉ Open
○ Vacancy filled

If you click the incorrect button in error, notify your Organizational Management Processor so they can correct the position's vacancy indicator.

HRMS and BI Vacancy Reports

Report Name	Transaction Code	Use
Organizational Management Transaction Reports – Vacant Positions	**ZHR_RPTOMN01**	Displays positions where vacancy indicator is marked as "Open".
Staff Assignments	**S_AHR_61016503**	Displays positions and their staffing status based on the holder relationship and vacancy indicator.
IT1018 Position Cost Distribution	**ZHR_RPTFI1018**	Displays cost distribution information on positions. Includes vacancy status based on the vacancy indicator and position holder relationship information.
Position Duty Station Reports	**ZHR_RPTOMN04**	Displays position address information and telework, flex work, compressed work week eligibility. Includes vacancy status based on the position's holder relationship.
Position / Personnel Master Listing	**ZZPAOS_C01_Q499**	Displays positions and their vacancy status based on the holder relationship.
Position Roster	**ZZPAOS_C01_Q851**	Displays miscellaneous information on positions. Includes vacated date based on the vacancy indicator.