

# Vacancy Indicator

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.

The screenshot displays the SAP HRMS interface for maintaining a position's infotypes. At the top, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. Below these tabs is a table of infotypes with their status and a 'Select' button. The 'Vacancy' infotype is highlighted in yellow. To the right of the table is a 'Time period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is located at the bottom of the 'Time period' section.

Infotype Name	S..
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
<b>Vacancy</b>	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	
Cost Distribution	✓

Time period

Period  
From 01/01/1800 to 12/31/9999

Today  Current week

All  Current month

From curr.date  Last week

To current date  Last month

Current Year

Select.

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To current date  Last month

Current Year

Select.

## Additional Resources:

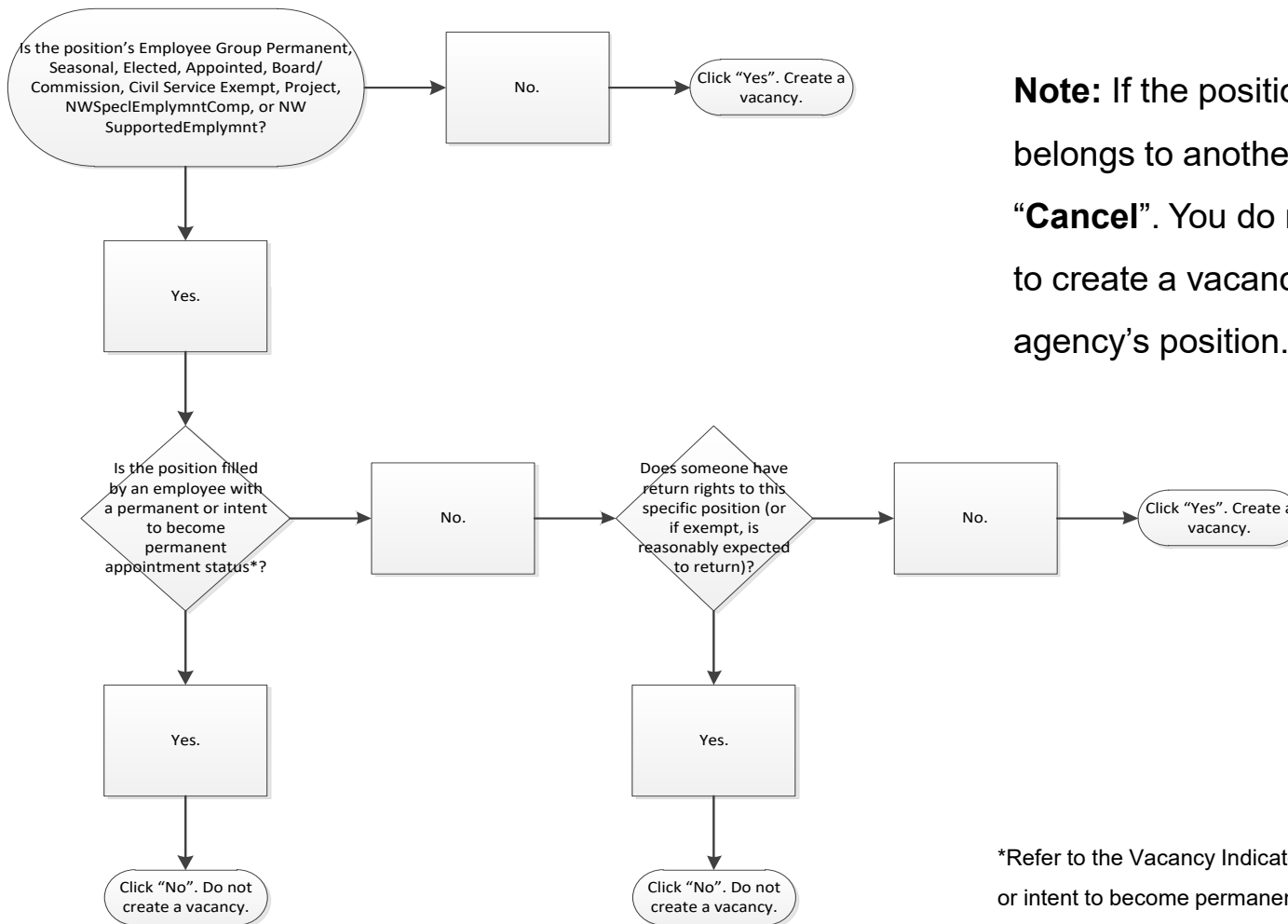
[HRMS Data Definitions](#)

[HRMS F1 Help](#)

[HRMS Support Hub](#)

# 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.



**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".

Icon	Holder	Percentage	Assigned as of	Assigned until
	TURNER PAIGE	100.00	12/03/2018	09/15/2019

Vacancy

Open

Vacancy filled

Vacancy

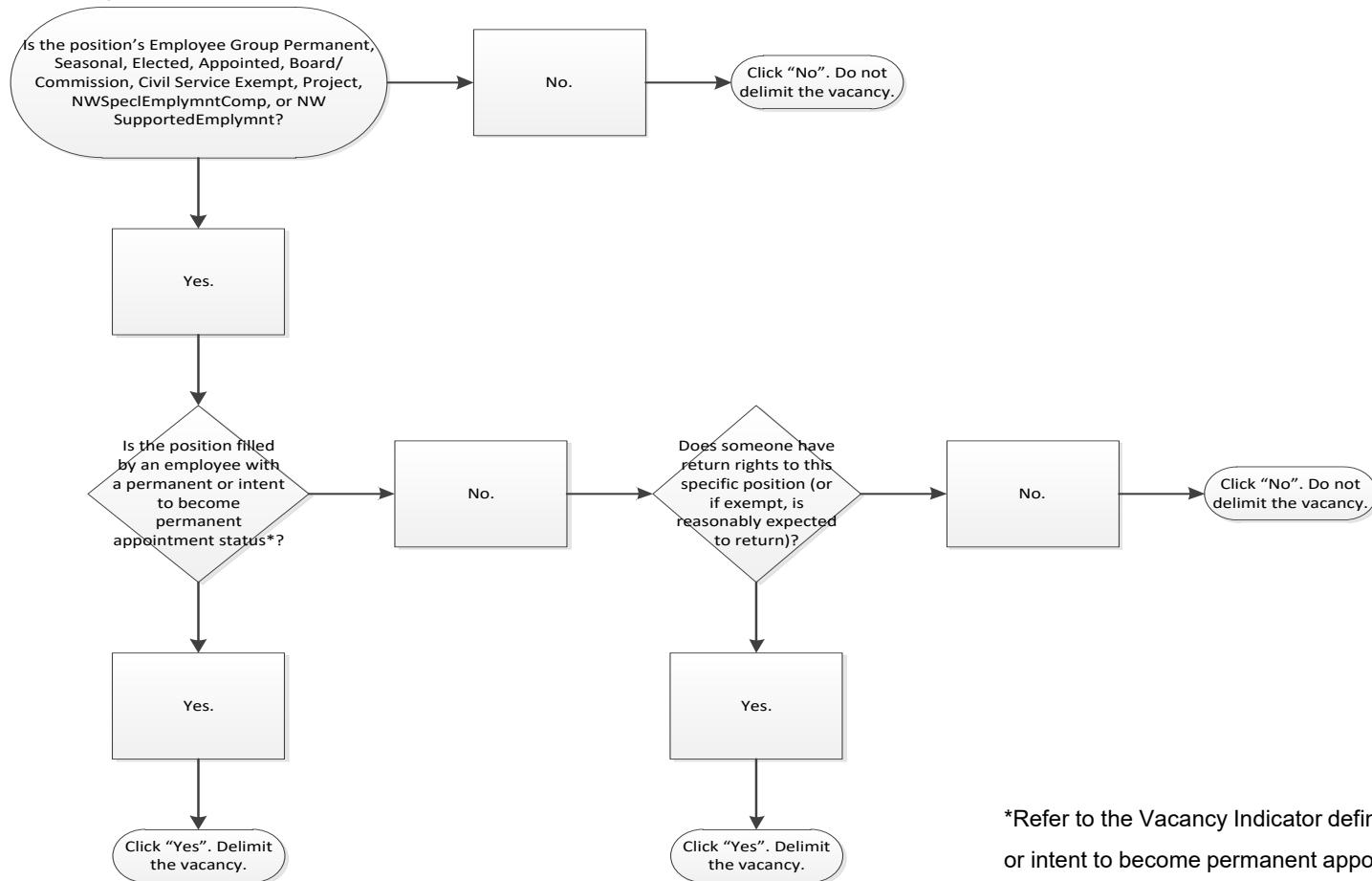
Open

Vacancy filled

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

# Delimit Vacancy

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.

# Delimit Vacancy cont...

## 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

S 71000832 ADMINISTRATIVE ASSISTANT 3

Delimit on 07/15/2019

Icon	Holder	Percentage	Assigned as of	Assigned un...
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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.