

Pg/Slide #		Revision	
OLD	NEW	S/N	<i>Student Guide_050208</i>
GLOBAL		S/N	Exercise numbering convention has been changed.
9		S	Add <i>and/or Display Infotypes, PO13D</i> at the end of the 3 rd and 4 th bullets
12		S	Remove box for “Abolish”
		N	Par 1 – change “Fourteen” to “Thirteen” Par 1 – change “references” to “job aid” Bulleted list - Delete 125
13		N	Next to last bullet – spell out “Office of State Personnel” followed by (OSP) ... also add the following text at the end of the bullet: <i>“if sent to OSP by the agency.”</i> Last NOTE: Add the following text before the word “click...” - <i>If an agency does not have delegated authority for the action being processed, the approver must</i>
14		N	Par 1 – change <i>processes</i> to <i>makes</i> Delete <i>and makes it active</i> Add NOTE at end: NOTE: <i>If the PCR is cancelled, the Workflow still comes to BEST Shared Services for approval.</i>
15		N	Par 1 – add text at end of par – <i>12/31/9999 is often referred to as “high date.”</i> Examples 1 & 2: change dates to 2011 Ex 1 – add text to end of par - <i>(This would be a retroactive action. Retroactive actions are questioned by the BEST Shared Services team before processing.)</i> Add NOTE: NOTE: <i>The effective date should be current or future dated unless there is a specific reason to go retroactive, i.e., legislative mandate. Be aware that BI has problems with retroactive actions.</i>
16		S	- In the Position Name 1 st bullet – delete “the” prior to position. Add an “s” to position. Delete the remaining text in that sentence. - In the Position Name 1 st sub-bullet: delete all text in the sentence after “characters” - In the Position Name 2 nd sub-bullet: change working title to position title - Delete the entire Data Entry Standards section
		N	Delete 1 st par. Delete last NOTE.

			<p>Add new 1st par. Before “NOTE: SAP assigns...” <i>The position name should be more descriptive than the job name. For example, a Personnel Analyst II job may contain a Compensation Specialist position.</i> Add following text to NOTE: <i>Positions begin with “60” or “65”. Those that begin with “60”, are positions brought over at Go-Live. Positions beginning with “65” have been established since Go-Live.</i></p>
17		N	<ul style="list-style-type: none"> - Add new 3rd bullet: <i>Competency level, if position is Career Banded</i> - 4th bullet – change position title to position number - Next to last bullet – add (Emergency, Essential, Key, and None)
18		N	Par 1 - Add “ <i>by OSP</i> ” after “defined”
20		S	Change Question 1 to: “ <i>A position can be designated with more than one type.</i> ” (Answer is still TRUE)
25		S	New Screen Print for the drop-down list
		N	Last par – change “ <i>Workflow for OM Approvers</i> ” to “ <i>BEACON SAP Workflow</i> ”
		N	<p>Delete Par 2. Add new 2nd par: <i>As of 10/18/10, when an employee separates from a position, security roles that require training (including Workflow) on that position are delimited. When a new employee is hired for the position, the agency data owner sends a security request to BEST Shared Services requesting re-activation of the security. The OSC Training team checks the Learning Management System (LMS) to verify the required training has been completed. If the training has been completed, Training notifies BEACON Security that the training requirements have been met and Security can complete the request.</i></p>
28		N	Add text at tend of Change bullet: <i>After initiating Workflow, the effective dates CANNOT be changed. The PCR must be cancelled all the way through BEST HR and then a new PCR must be created with the correct effective date.</i>
30		S	<p>Delete: “and by following the BPP Add: <i>The following BPP is available to assist in performing the Create New Position action.</i>”</p>
		N	<p>Par 1 – Change Building & Environmental Technician to <i>Building Tech</i> Par 1 – delete “access a BPP (eAssistant) and” Add (<i>Journey level</i>) in 2nd sentence. Par 2 – change “a” to “the” before Glossary of OM</p>

			Fields” Par 2 – add “job aid” after “Fields”
31		S	Change Building & Environmental Technician_XX to <i>Building Tech_XX</i> Add “banded” info.
		N	Par 1 - Change Building & Environmental Technician_XX to <i>Building Tech_XX</i> Add banded info
32-33	32	S/N	Combine info into one EXERCISE (2:4), then delete INST DEMO slide #32 Change Building & Environmental Technician to <i>Building Tech</i>
34	33	N	Add new 3 rd bullet.
35	34	S/N	Change Ex number to 2:5 Add “ <i>and Consumer Services</i> ” after “Agriculture” Change Administrative Assistant I to <i>Market Promotions Assistant</i>
36	35	S	Add text at end of 1 st bullet: (<i>except the effective date</i>)
37-38	36	S/N	Combine info into one EXERCISE (2:6), then delete INST DEMO slide #37 Change Administrative Assistant I to <i>Market Promotions Assistant</i>
39-40	37	S/N	Combine info into one EXERCISE (2:7), then delete INST DEMO slide #39 Add “banded” info to both slide and notes
45	42	S	Change Building & Environmental Technician to <i>Building Tech</i> Change Administrative Assistant I to <i>Market Promotions Assistant</i>
46	89	N	Moved to Lesson 6 Delete extra space after “following”
47	90	S/N	Moved to Lesson 6
49	44	N	Par 1 – add “guide” following “reference”
55-56	50	S/N	Combine info into one EXERCISE (3:1), then delete INST DEMO slide #55 Add a search for the SOC Code on the PO13 transaction.
57-58	51	S/N	Combine info into one EXERCISE (3:2), then delete INST DEMO slide #57 Add the following process notes to both slide and notes: PROCESS NOTE: <i>If a reallocated position needs to change where it exists in the Org structure, two actions are required: the Reallocation action and the Transfer action. (See Lesson 5 for Transfer action instruction.)</i> PROCESS NOTE: <i>For every OM action, there should</i>

			<i>be a corresponding PA action. The OM action must be completed before the PA is initiated.</i>
64-65	57	S/N	Combine info into one EXERCISE (4:1), then delete INST DEMO slide #64 Notes: add reference to BPP
69	61	S	Add ZPOS bullet in Objectives list
71-72	63	S/N	Combine info into one EXERCISE (5:1), then delete INST DEMO slide #71
73-74	64	S/N	Combine info into one EXERCISE (5:2), then delete INST DEMO slide #73
75	65	S	Change Exercise number to 5:3
77	66	S	Delete all instances of “ <i>On-line request and</i> ” Add <i>PO13</i> at the end of all processes not input by Workflow
		N	Add entire new NOTES section
78	67	N	Add new REMEMBER note at end
79	68	S	2 nd bullet: Add sentence at the end - <i>It should be more descriptive than the job title and usually will not contain Roman numerals.</i> Delete last bullet
80	69	S	Change Exercise number to 5:4
	70	S	Add new slide for Abolishing a Position
	71	S/N	Add new slide for ZPOS transaction
81	72	S	Change Question 3: “In a review of workload balancing for an org unit, it was determined that the Transportation Worker IV position setting should be changed from a Key position type to an Essential position type.”
82	73	S	Add bullet for ZPOS addition
87-88	78	S/N	Combine info into one EXERCISE (6:1), then delete INST DEMO slide #87
98-99	88	S/N	Combine info into one EXERCISE (6:2), then delete INST DEMO slide #98
46	89	SN	Moved to Lesson 6
47	90	S	Moved to Lesson 6 In Planned Status Positions bullet: add <i>or OrgPlus</i> at end of 1 st sub-bullet In 4 th sub-bullet, change <i>processed</i> to <i>made active</i>
102	93	S	Add <i>and/or Display Infotypes, PO13D</i> at the end of the 3 rd and 4 th bullet
104		S	Delete slide 104

		<i>Exercise Guide_050208</i>
GLOBAL		Exercise Numbering convention has been changed throughout course.
4		Added how to load transactions used in class into a Favorites folder
5		St 6 – changed title to Building Tech
6		Added new st. 9-10 ... Level field (Journey Competency)
7-8		Moved table after old st. 19 to after new st. 23
9-12		Deleted Instructions parts II-IV
16	13	Changed Admin Assistant title to Market Promotions Assistant (also in st. 6 table) Deleted st. 1
18	24	Added data for st. 24 (formerly st. 22)
20	17	Change to Market Prom. Asst. in scenario and changed ex.# reference to 2:5
22	19	St. 16 – table – deleted tel number and fax number from table
23	20	Data table – add _XX following Paralegal
26	23	Added PO03D functionality to exercise
28	25	Changed position titles
43	40	Data table – updated Ex 3
50	47	Change titles Added EE subgroup info so ex. will work St. 1 – updated title