PO13 can be used to display, create, and delimit a position vacancy for existing positions. After a position vacancy is saved in SAP, a pending job requisition will be created in SuccessFactors.

A position vacancy can be delimited (closed) if required. For example, if a job requisition is not approved for posting in SuccessFactors, or the org chief has decided not to post the position.

This document is organized into the following sections:

- Display or Create Position Vacancy
- Delimit Position Vacancy

For HR Shared Services business process-related information, refer to the HR Shared Services SharePoint.

### Display or Create Position Vacancy

1. Enter **PO13** in the Command field and press Enter.
2. Enter the position number in the Position field.
3. Click the radio button beside All in the Time period area.
4. Press Enter.

![Maintain Position](image)

[Image for Display or Create Position Vacancy]

September 21, 2020
The Abbr. field populates with the abbreviated position text. In the Time period area, ensure the From date is now populated with 01.01.1800 and to date field is now populated with 31.12.9999.

5. Click beside the Vacancy Infotype.

6. Do one of the following:
   - If a checkmark (record) appears beside the Vacancy Infotype, continue at Step 7.
   - If no checkmark (record) appears beside the Vacancy infotype, continue at Step 12.

7. Click.

![Maintain Position](image-url)
The List display with change Vacancy screen appears.

If the most recent record has an end date already in the past, proceed to step 12 to create the new vacancy record.

8. Click beside the record.

9. Click.

The Change Vacancy screen appears.

10. Enter yesterday’s date in the Valid to field.

   If you are editing an Open record, ensure that the vacancy integration has run and that the corresponding job requisition in SuccessFactors has closed before you create a new vacancy record.

11. Click to save the change and then click to return to the Maintain Position screen.

   If this is a pre-existing job requisition, the fields in the WRHA Custom Fields area are not required.
You return to the Maintain Position screen.

12. Click (Create).
The Create Vacancy screen appears.

13. Enter the **date to create the vacancy** in the **Valid from date** field.

14. Enter the **date to delimit the vacancy** in the **Valid to date** field (if applicable).

   - The delimit date for the vacancy should be set to six months from the Valid from date unless otherwise requested for the job requisition (e.g. open until filled).

15. Click the radio button beside **Open** in the **Vacancy** area. **The default selection is Open. Do not select Vacancy filled.**

   - SAP prepopulates the fields highlighted in the example below. These fields can be edited.

   Information to complete other fields must be provided by the Org Chief, and will appear in the SuccessFactors job requisition that is generated.

   The following Infotype 1007 fields are required to create or reopen a job requisition. Incomplete required fields will cause system integration to fail for the position, and the error will be identified on a report so that it can be corrected. Refer to the Error Report section for further information.

   - Site
   - Department/Unit
   - Posting Category
   - Hiring Status
   - Posting Type
   - Designated Bilingual
   - Anticipated Shift
   - Anticipated Shift Length
   - On-Call
   - City

16. Click ✅.

![Create Vacancy screen](image-url)
The vacancy is created and a job requisition will be automatically generated in SuccessFactors after successful system integration between SAP and SuccessFactors. This will automatically populate the SuccessFactors job requisition ID number into the SFSF Job Requisition record. Refer to SuccessFactors-SAP System Integration for further information.
**Error Report**

If any of the required Infotype 1007 fields are incomplete, system integration will fail for the position.

A report to identify these errors, and the user who last changed the corresponding vacancy record, is emailed to a designated HR Shared Services user for correction.

**Sample Error Report:**

The table below lists the errors identified in the report, cross-references them with the corresponding Infotype 1007 and SuccessFactors technical fields, and the remedy.

<table>
<thead>
<tr>
<th>Error</th>
<th>Infotype 1007 Field</th>
<th>SuccessFactors Technical Field</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root cause: Filter4 is required.</td>
<td>Site</td>
<td>Filter4</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: cust_department is required.</td>
<td>Department/Unit</td>
<td>cust_department</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: Filter2 is required.</td>
<td>Posting Category</td>
<td>Filter2</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: Filter5 is required.</td>
<td>Hiring Status</td>
<td>Filter5</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause Cust_PostingType is required.</td>
<td>Posting Type</td>
<td>Cust_PostingType</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: Cust_bilingual is required.</td>
<td>Designated Bilingual</td>
<td>Cust_bilingual</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: Cust_AnticipatedShift is required.</td>
<td>Anticipated Shift</td>
<td>Cust_AnticipatedShift</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: Cust_AnticipatedShiftLength is required.</td>
<td>Anticipated Shift Length</td>
<td>Cust_AnticipatedShiftLength</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: Cust_onCall is required.</td>
<td>On-Call</td>
<td>Cust_onCall</td>
<td>Populate field</td>
</tr>
<tr>
<td>Root cause: filter1 is required.</td>
<td>City</td>
<td>Filter1</td>
<td>Populate field</td>
</tr>
</tbody>
</table>
Delimit Position Vacancy

Follow steps 1 through 3 in the Display or Create Position Vacancy section.

1. Click .

The Change Vacancy screen appears.

2. Enter the date to delimit the vacancy in the Valid to date field.

3. Enter comments in the Recruiting Comments field (if applicable).

4. Click .
The vacancy is delimited and the corresponding job requisition will be automatically closed in SuccessFactors after successful system integration between SAP and SuccessFactors. Refer to the SuccessFactors-SAP System Integration document for further information.