

Change Vacancy Status Using PO13

1. Enter the Position #, Highlight Vacancy Infotype & Click Overview 

Maintain Position

Plan version: 01 Current plan
Position: 60010641 Forensic Scientist I
Abbr.: 300000002045

Active | Planned | Submitted | Approved | Rejected


Infotype Name	S..	
Object	✓	▲
Relationships	✓	▼
Description		□
Planned Compensation		
Vacancy	✓	
Acct. Assignment Features	✓	
Authorities/Resources		
Full Time Equivalent	✓	
Employee Group/Subgroup	✓	▲
PD Profiles		▼

Time period

Period
From 01/20/2012 to 12/31/9999

Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year

Select.

2. Highlight the most recent entry & click **Copy**  **CREATE**

Copy Vacancy

Position: 300000002045 Forensic Scientist I
Planning Status: Active
Valid from: 07/01/2007 to 12/31/9999 [Change Information](#)

Vacancy 01 S 60010641 1

Open Historical rec.
 Vacancy filled

Record 1 of 1

3. Enter Validity period (End-date should always be 12/31/9999) and choose Vacancy Status

Copy Vacancy

Position: 300000002045 Forensic Scientist I
Planning Status: Active
Valid from: 01/01/2012 to 12/31/9999 Change Information

Vacancy: 01 S 60010641 1
 Open Historical rec.
 Vacancy filled

Record 1 of 1

4. Click Save

60010641 1

Vacancy Create

Previous record will be delimited at end. Do you want to save?

Yes No Cancel

of 1

5. Click

Yes

List display with change Vacancy

Position: 300000002045 Forensic Scientist I
Planning Status: Active
Vacancy: 01 S 60010641 1

Start	End Date	Status of vacancy
01/01/2012	12/31/9999	Open
07/01/2007	12/31/2011	Filled/on hold

Position is now marked as "open"