

**HR-Maintenance of Post to Post**

**Mapping in Backend**

**CSI User Manual**

# **Department of Posts**

(Ministry of Communication and Information Technology)



January, 2016

Version 1.0

### Notice

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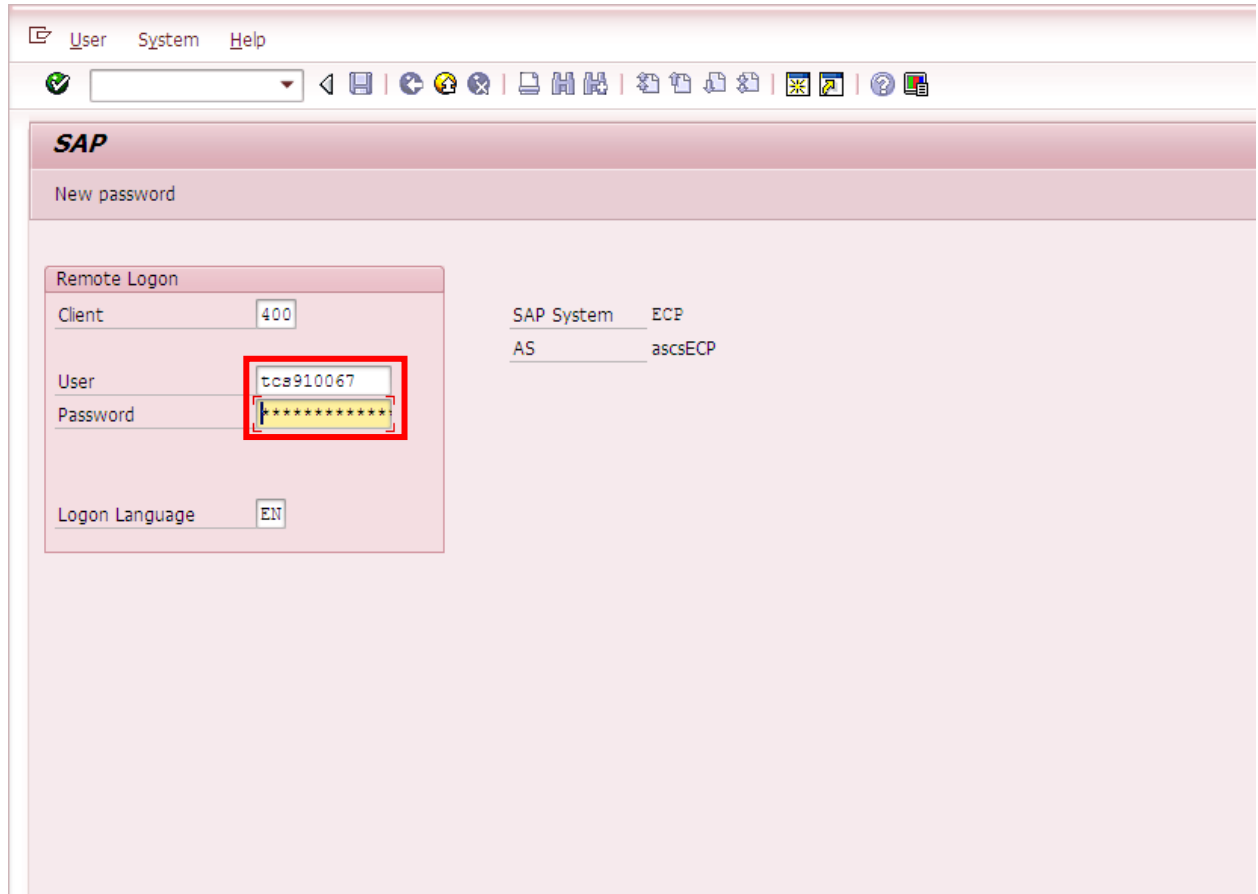
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## Document Release Note

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### Steps to maintain the Post to Post mapping in the backend:

1. Login to SAP with the User credentials

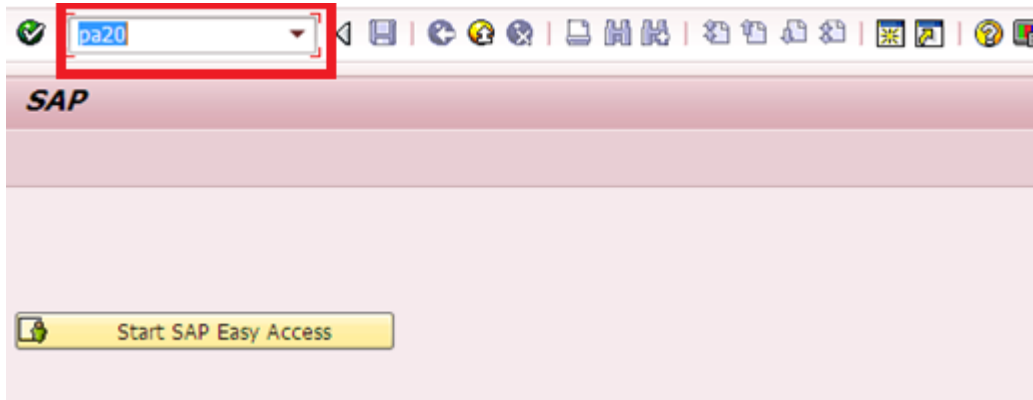


Post to Post mapping is having 3 activities

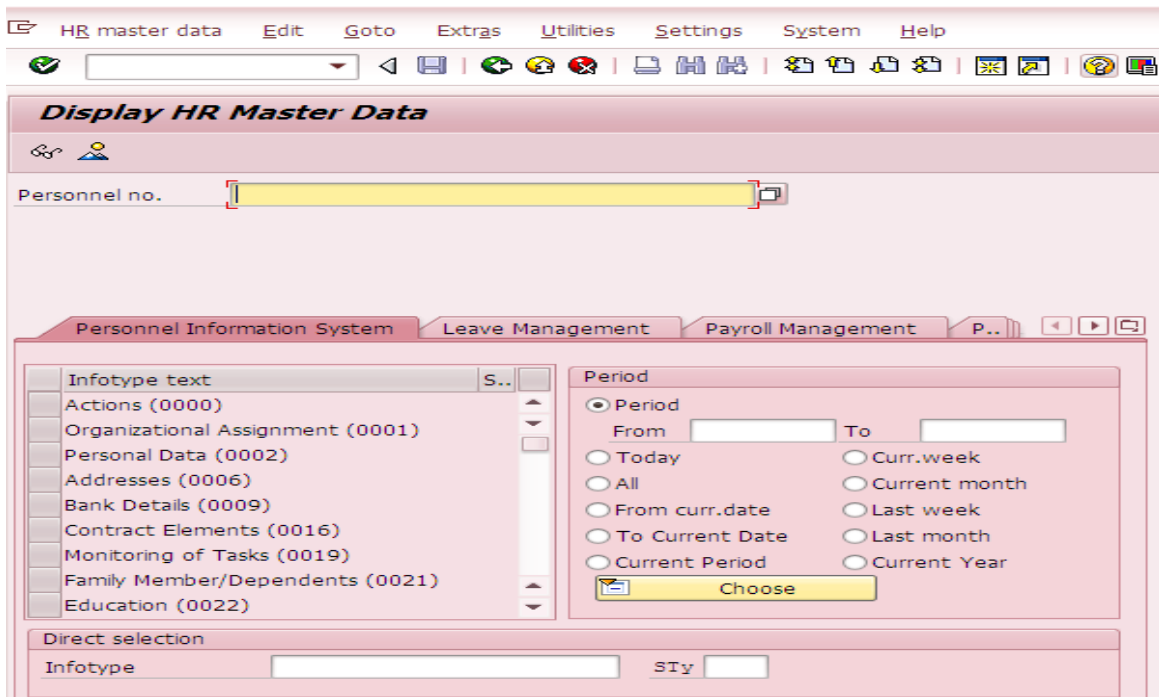
1. Identification of Post ID of Reportee /employee
2. Identification of Post ID of Approver / Sanctioning Authority
3. Mapping these Two ID with an appropriate relationship

#### **Identification of Post ID of Reportee /employee**

Enter transaction code (T-Code) "PA20" from the initial screen of SAP as shown in below screen.



Click on enter below shown screen will appear



Enter employee number (User ID) in Personnel No filed and enter 0001 in infotype field as shown below and click on enter employee details will be displayed.

**Display HR Master Data**

Personnel no. 10001847

Name Vasudevan N

EE group 2 Group B Gazetted Pers.area INKA Karnataka

EE subgroup 11 Asst Supdt POs Pers. subare D027 Mysore Division

Personnel Information System Leave Management Payroll Management P..

Infotype text S..

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data (0002) ✓
- Addresses (0006) ✓
- Bank Details (0009) ✓
- Contract Elements (0016) ✓
- Monitoring of Tasks (0019) ✓
- Family Member/Dependents (0021) ✓
- Education (0022) ✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week


To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype 0001 STy

Click on Display  icon as shown below screen.

**Display HR Master Data**

Personnel no. 10001847

Name Vasudevan N

EE group 2 Group B Gazetted Pers.area INKA Karnataka

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- Education (0022) ✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Organizational Assignment (00... STy

After clicking the display  icon below screen will appear

Infotype Edit Goto Extras System Help

**Display Organizational Assignment (0001)**

Org Structure

Personnel No	10001847	Name	Vasudevan N
EE group	2 Group B Gazetted	Pers.area	INKA Karnataka
EE subgroup	11 Asst Supdt POs	Cost Center	2132600000 Mysore DO
Start	01.10.2015 to 31.12.9999	Chng	24.12.2015 TCS456629

Enterprise structure			
CoCode	DOPI Department of Post India	Subarea	D027 Mysore Division
Pers.area	INKA Karnataka	Bus. Area	1013 Karnataka Circle
Cost Ctr	2132600000 Mysore DO		

Personnel structure			
EE group	2 Group B Gazetted	Payr.area	DK Karnataka
EE subgroup	11 Asst Supdt POs		

Organizational plan		Administrator	
Percentage	100.00	Group	INKA
Position	30004929 ASP	PersAdmin	<input type="checkbox"/>
Job key	22000076 Assistant Superintend...	Time	<input type="checkbox"/>
Org. Unit	10000077 ASPO_PB4600	PayrAdmin	<input type="checkbox"/>
	ASPO_PayBand4600		
Org.key	OPTBAE		

Infotype Edit Goto Extras System Help

**Display Organizational Assignment (0001)**

Org Structure

Personnel No	10001847	Name	Vasudevan N
EE group	2 Group B Gazetted	Pers.area	INKA Karnataka
EE subgroup	11 Asst Supdt POs	Cost Center	2132600000 Mysore DO
Start	01.10.2015 to 31.12.9999	Chng	24.12.2015 TCS456629

Enterprise structure			
CoCode	DOPI Department of Post India	Subarea	D027 Mysore Division
Pers.area	INKA Karnataka	Bus. Area	1013 Karnataka Circle
Cost Ctr	2132600000 Mysore DO		

Personnel structure			
EE group	2 Group B Gazetted	Payr.area	DK Karnataka
EE subgroup	11 Asst Supdt POs		

Organizational plan		Administrator	
Percentage	100.00	Group	INKA
Position	30004929 ASP	PersAdmin	<input type="checkbox"/>
Job key	22000076 Assistant Superintend	Time	<input type="checkbox"/>
	ASPO_PB4600	PayrAdmin	<input type="checkbox"/>
	ASPO_PayBand4600		

In the same screen "POSITION FIELD" is available with an ID, i.e POST ID of that particular employee.

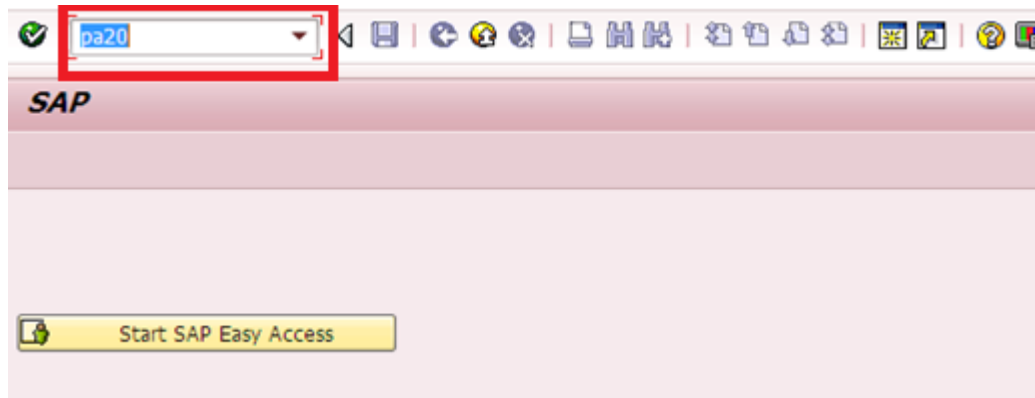
In this example POST ID is 30004929.

### Identification of Post ID of Approver / Sanctioning Authority

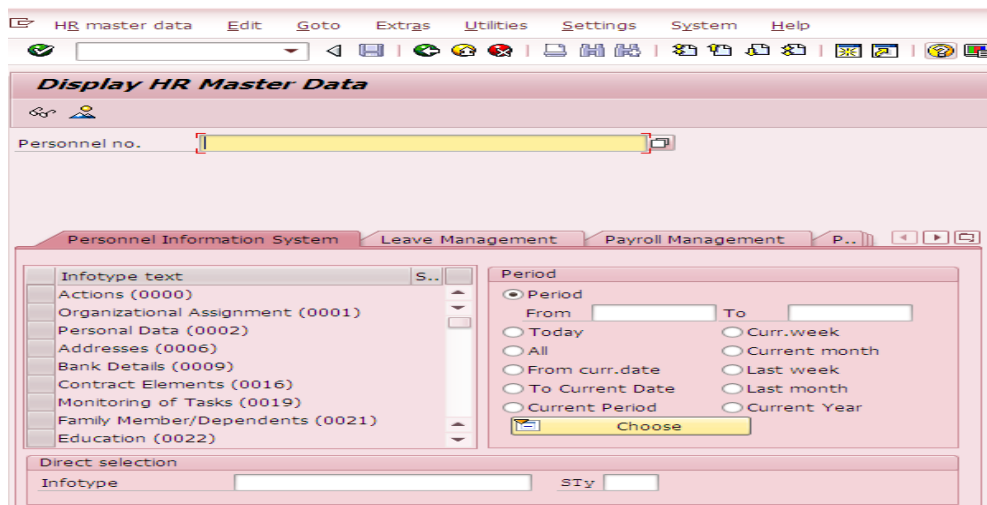
Approving/Sanctioning authority is also an employee in SAP; repeat the same procedure for identification of Post ID. The difference is user needs enter the Approving/Sanctioning authority employee ID(User ID).

In this example Mr. Vasudev N's approving authority is Mr. Shivaiah D

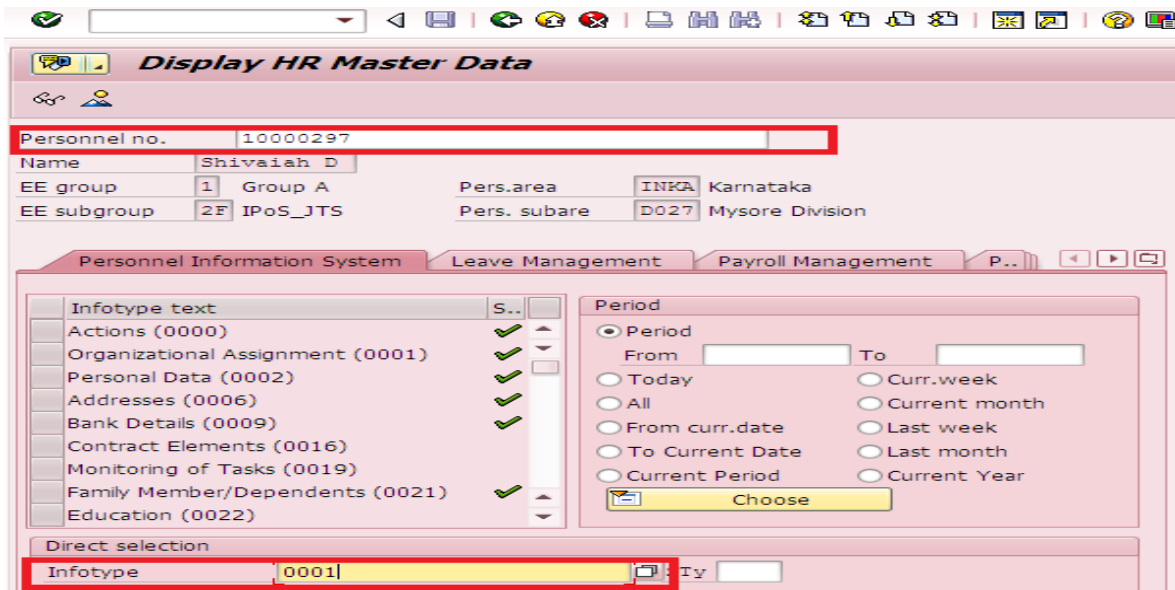
Enter T-Code "PA20" from the initial screen of SAP as shown in below screen.




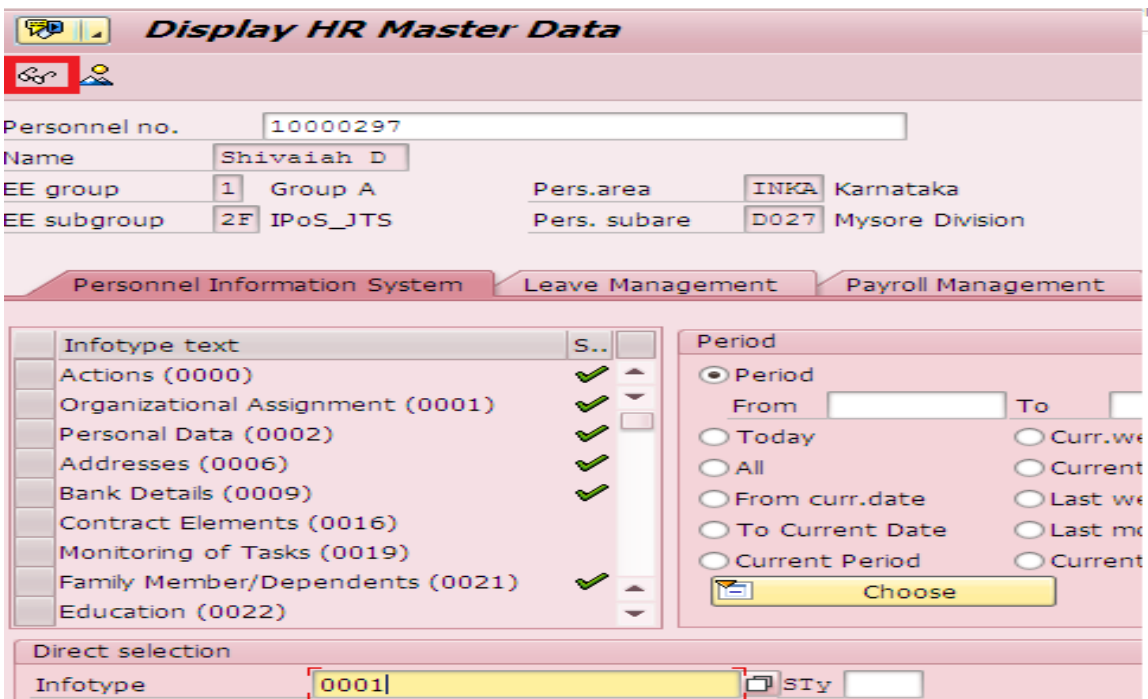
Click on enter below shown screen will appear



Enter employee number (User ID) in Personnel No filed and enter 0001 in infotype filed as shown below and click on enter employee details will be displayed.



Click on Display  icon as shown below screen.



After clicking the display  icon below screen will appear



Infotype Edit Goto Extras System Help

**Display Organizational Assignment (0001)**

Org Structure

Personnel No: 10000297 Name: Shivaiah D  
 EE group: 1 Group A Pers.area: INKA Karnataka  
 EE subgroup: 2F IPoS\_JTS Cost Center: 2132600000 Mysore DO  
 Start: 03.06.2013 to: 31.12.9999 Chng: 24.12.2015 TCS456629

Enterprise structure  
 CoCode: DOPI Department of Post India  
 Pers.area: INKA Karnataka Subarea: D027 Mysore Division  
 Cost Ctr: 2132600000 Mysore DO Bus. Area: 1013 Karnataka Circle

Personnel structure  
 EE group: 1 Group A Payr.area: DK Karnataka  
 EE subgroup: 2F IPoS\_JTS

Organizational plan  
 Percentage: 100.00  
 Position: 30007706 Sn. Sup of P Senior Superintenden...  
 Job key: 00000000  
 Org. Unit: 10000077 Mysore Divis Mysore Division  
 Org.key: OPTRAE

Administrator  
 Group: INKA  
 PersAdmin:   
 Time:   
 PayrAdmin:

Infotype Edit Goto Extras System Help

**Display Organizational Assignment (0001)**

Org Structure

Personnel No: 10000297 Name: Shivaiah D  
 EE group: 1 Group A Pers.area: INKA Karnataka  
 EE subgroup: 2F IPoS\_JTS Cost Center: 2132600000 Mysore DO  
 Start: 03.06.2013 to: 31.12.9999 Chng: 24.12.2015 TCS456629

Enterprise structure  
 CoCode: DOPI Department of Post India  
 Pers.area: INKA Karnataka Subarea: D027 Mysore Division  
 Cost Ctr: 2132600000 Mysore DO Bus. Area: 1013 Karnataka Circle

Personnel structure  
 EE group: 1 Group A Payr.area: DK Karnataka  
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Organizational plan  
 Percentage: 100.00  
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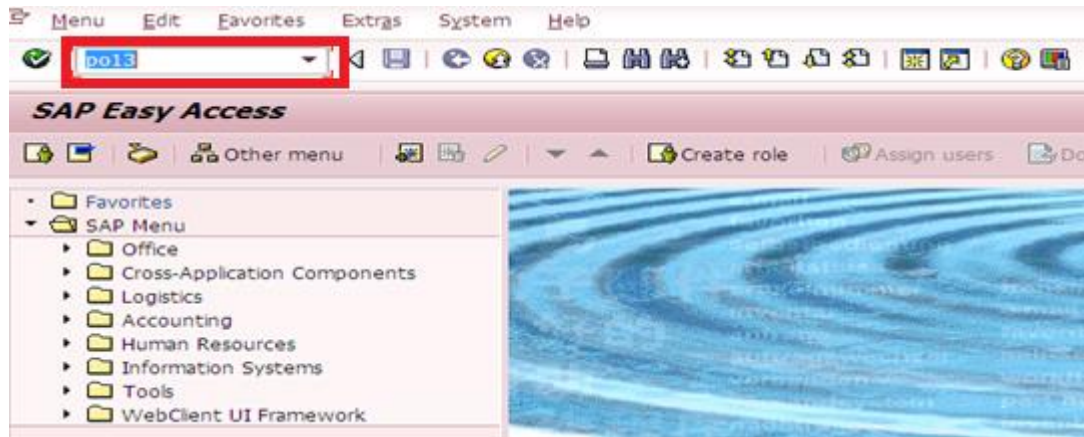
Administrator  
 Group: INKA  
 PersAdmin:   
 Time:   
 PayrAdmin:

In the same screen "POSITION FIELD" is available with an ID, i.e POST ID of that particular employee.

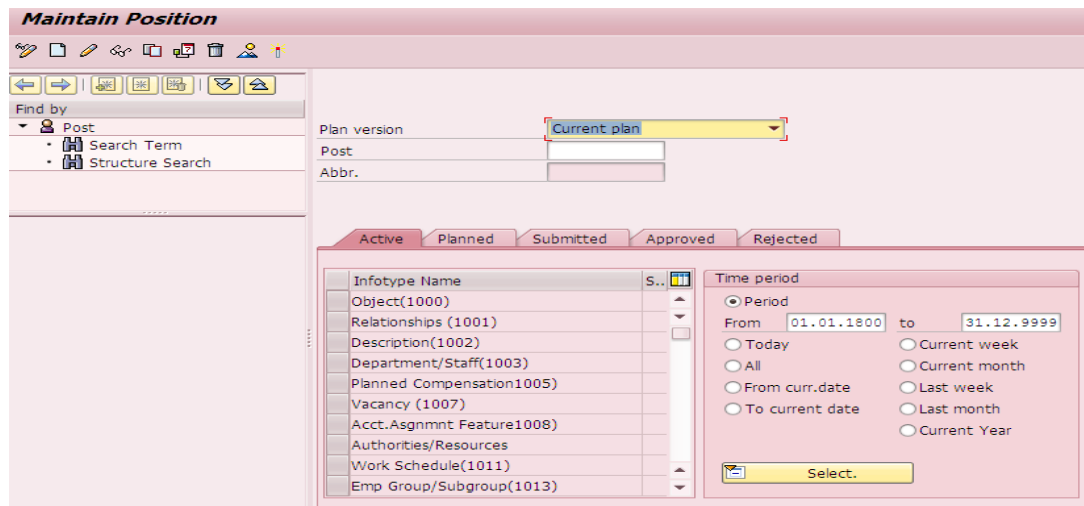
In this example POST ID is 30007706.

### Mapping these Two IDs with an appropriate relationship

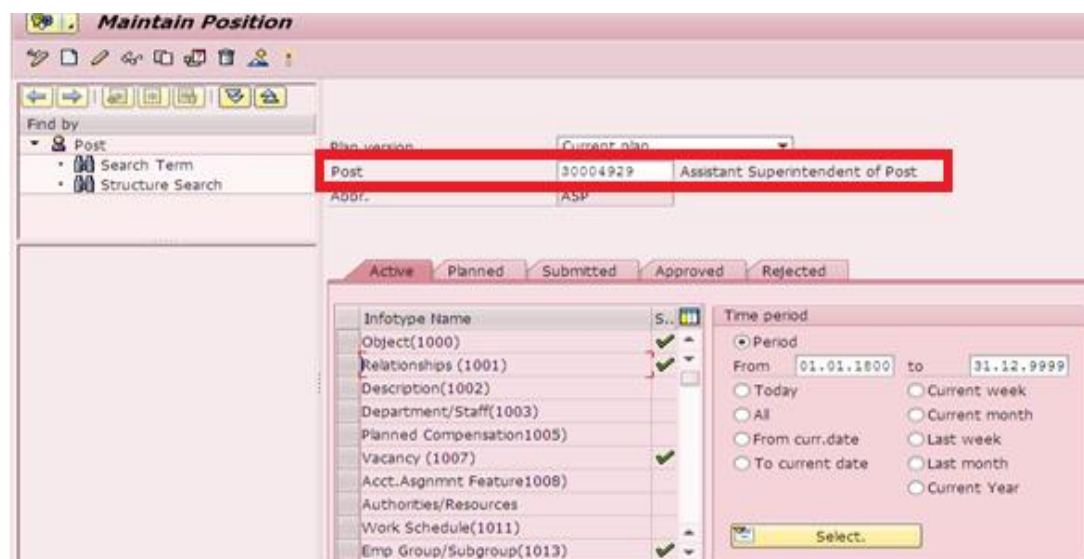
Enter T-code **PO13** in the command field of sap easy access/sap initial screen.




Click on enter below shown screen will appear.

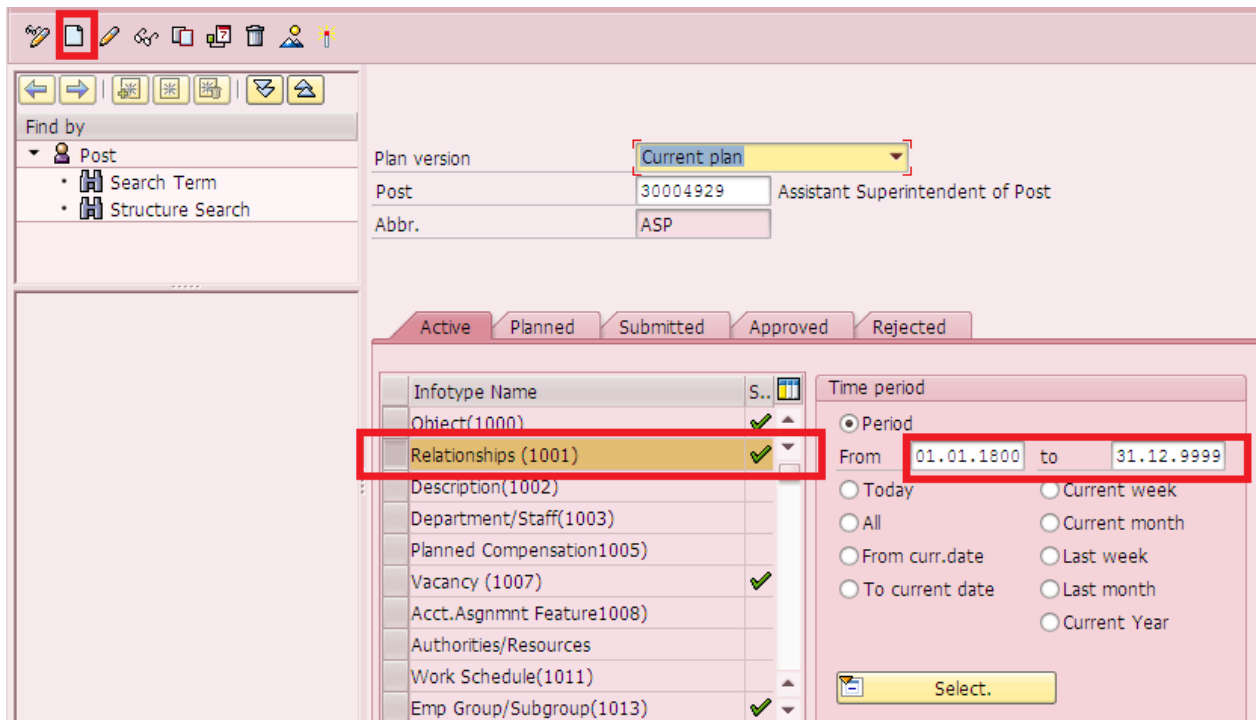


Enter the reportee's post ID in the Post field as shown below and click enter



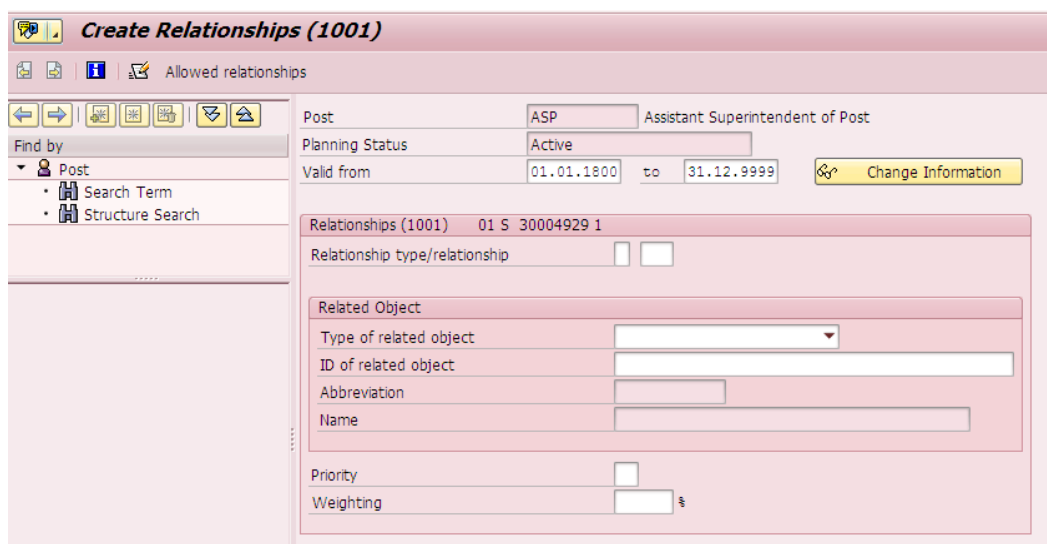
After enters Post ID select Relationships (1001) in Infotype Name and select the period and give from date (i.e from which date mapping to be made) and give the end date as 31.12.9999.

After selection of Infotype and period click on create .



The screenshot shows a software interface for creating a relationship. On the left, there is a 'Find by' sidebar with 'Post' selected. The main area displays a list of infotypes with 'Relationships (1001)' highlighted. To the right, the 'Time period' section is active, showing 'From' as '01.01.1800' and 'to' as '31.12.9999'. A 'Select.' button is visible at the bottom right of the time period section.

After clicking on create  below screen will appear.



The screenshot shows the 'Create Relationships (1001)' form. The 'Post' field is 'ASP' (Assistant Superintendent of Post) and 'Planning Status' is 'Active'. The 'Valid from' field is '01.01.1800' and 'Valid to' is '31.12.9999'. Below these fields, there is a 'Change Information' button. The 'Relationships (1001) 01 S 30004929 1' section contains a 'Relationship type/relationship' field with two empty input boxes. The 'Related Object' section has fields for 'Type of related object' (a dropdown), 'ID of related object' (a text input), 'Abbreviation' (a text input), and 'Name' (a text input). At the bottom, there are 'Priority' and 'Weighting' fields.

Enter Relationship type/relationship, Type of related object and ID related object.

Relationship type/relationship: In the first field give always “A” for post to post mapping and in the second field by clicking F4 list of values are available with description. Select the appropriate relationship. In this example I am showing CL, RH approver.

Type of related object: Select “Post” from the dropdown.

ID related object: Here enter the approver/sanctioning authority “POST ID” which we have identified in the previous steps.

**Create Relationships (1001)**

Allowed relationships

Post: ASP Assistant Superintendent of Post  
 Planning Status: Active  
 Valid from: 01.01.1900 to 31.12.9999 [Change Information](#)

Relationships (1001) 01 S 30004929 1

Relationship type/relationship: A [ ]

Related Object

Type of related object: [Post] ▼

ID of related object: [ ]

Abbreviation: [ ]  
 Name: [ ]

Priority: [ ]  
 Weighting: [ ]

**Additional data**

Post: ASP Assistant Superintendent of Post  
 Planning Status: Active  
 Valid from: 01.01.1900 to 31.12.9999 [Change Information](#)

Relationships (1001) 01 S 30004929 1

Relationship type/relationship: A 912 Granted Leave By (CL,RH)


Related Object

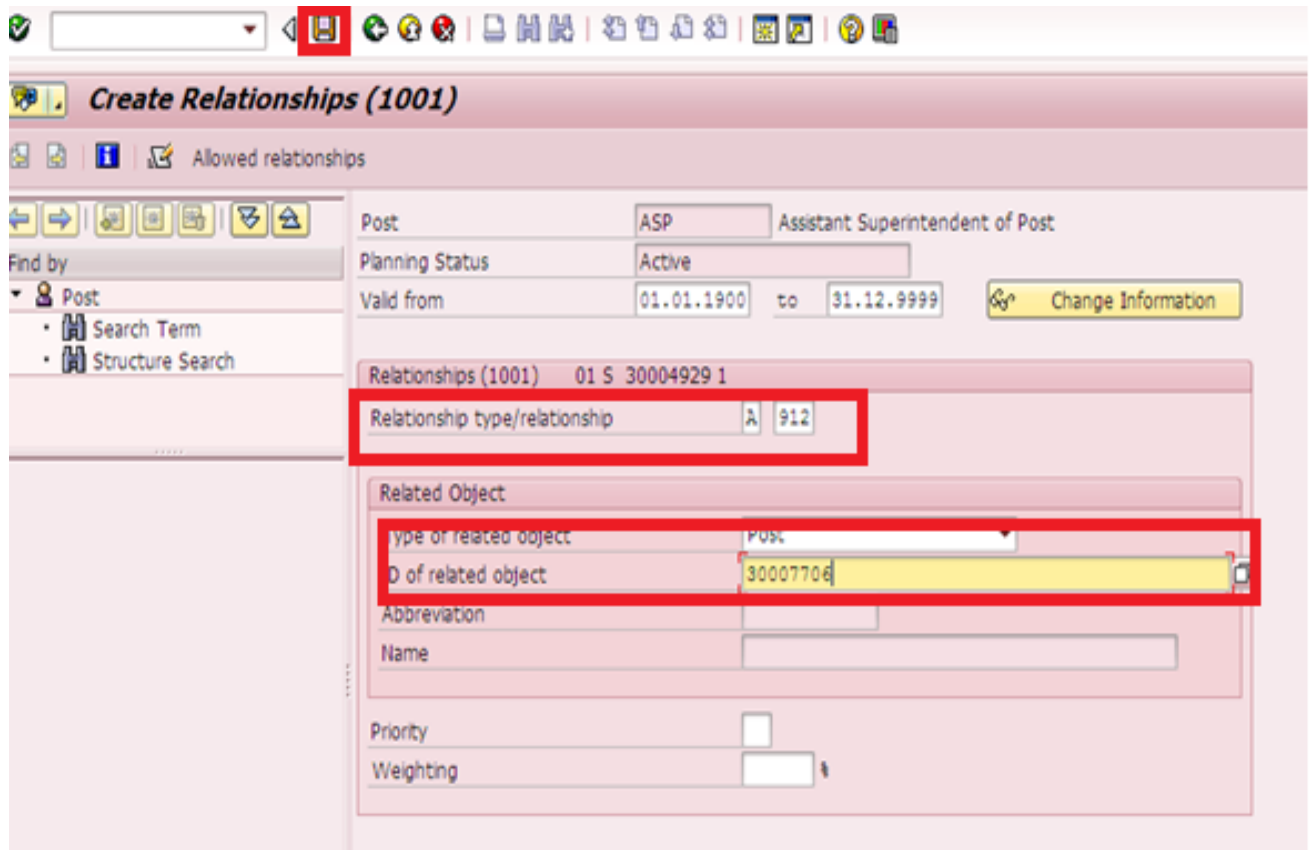
Type of related object: [Post] ▼  
 ID of related object: 912  
 Abbreviation: [ ]  
 Name: [ ]

Priority: [ ]

**Relationship 43 Entries**

Rel.	Relationship name
A 911	Operationally reports to
A 912	Granted Leave By (CL,RH)
A 913	Gran'd leave (EL,ML,HPL,Co
A 914	Gran'd leave (SL,EOL,CCR,E
A 915	AFAR is Reported upon by
A 916	AFAR is Reviewed by
A 917	AFAR is Accepting Aut'rty
A 918	AFAR is Representation Au
A 919	Has Pension Section
A 920	Is OM Administrator is
A 921	Minor Penalty Auth is
A 922	Minr Pnlty Applt Auth is
A 923	Mnr Pnlty Revwng Auth is
A 924	Major Penalty Auth is
A 925	Mjr Pnlty Applt Auth is
A 926	Mjr Pnlty Revwng Auth is
A 927	Cash Officer is
A 929	Is Appointed by
A 930	Service book Maint'nd by
A 931	Claims Approver is
A 932	GPF Approver is
A 933	Loans/Advance Approver is

After selecting the Relationship type/relationship, Type of related object and ID related object click on save  icon as shown below.



**Create Relationships (1001)**

Allowed relationships

Post: ASP Assistant Superintendent of Post  
Planning Status: Active  
Valid from: 01.01.1900 to 31.12.9999 [Change Information](#)

Relationships (1001) 01 S 30004929 1

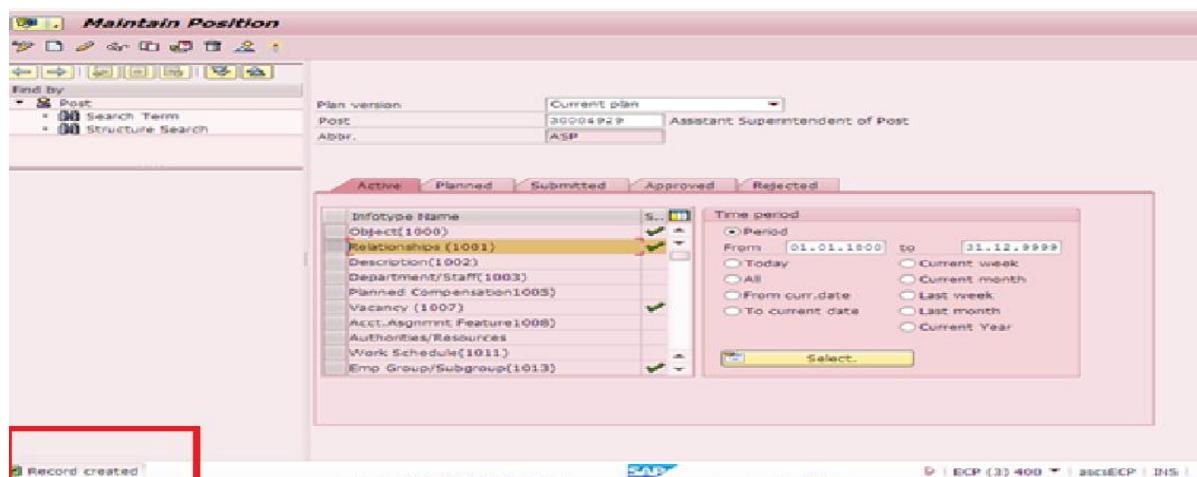
Relationship type/relationship: 912

Related Object

type of related object: Post  
ID of related object: 30007706

Abbreviation:   
Name:   
Priority:   
Weighting:

After saving the information below screen will appear with success message.



**Maintain Position**

Plan version: Current plan  
Post: 30004929 Assistant Superintendent of Post  
Abbreviation: ASP

Active | Planned | Submitted | Approved | Rejected

Infotype Name	Object	Period
Relationships (1001)	30007706	01.01.1900 to 31.12.9999
Description (1002)		
Department/Staff (1003)		
Planned Compensation (1005)		
Vacancy (1007)		
Acct. Assignmt. Feature (1008)		
Authorities/Resources		
Work Schedule (1011)		
Emp. Group/Subgroup (1013)		

Time period:  
From: 01.01.1900 to 31.12.9999  
Today  
All  
From curr. date  
To current date  
Current week  
Current month  
Last week  
Last month  
Current Year

[Select](#)

Record created

ECP (3) 400 | ascECP | DHS

## Mapping of Post to Post Relationships for Multiple Employees (Bulk Upload)

1. Identify the Postion ID's for all the employee you wish to upload.
2. Prepare the flat file for upload program in the below format. ( in the excel file column A, C, E values are fixed, column G represent start date, column B represent Employee Post ID and column F represent Concerned Authority post ID and column D represent Relationship number.

Note: a. System will not allow if column B and F are same.

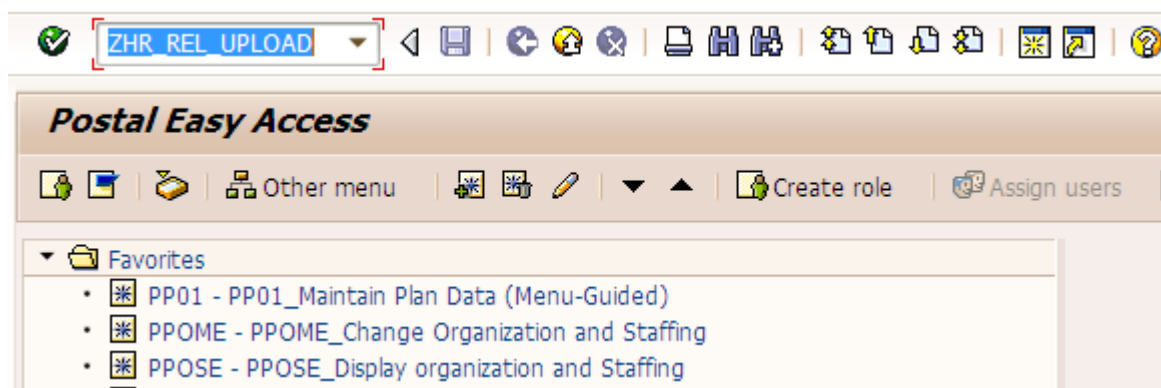
b. If you enter the same Post Id (Column B - OBJID) consecutively then you will get the error message like "Personal number locked by you".



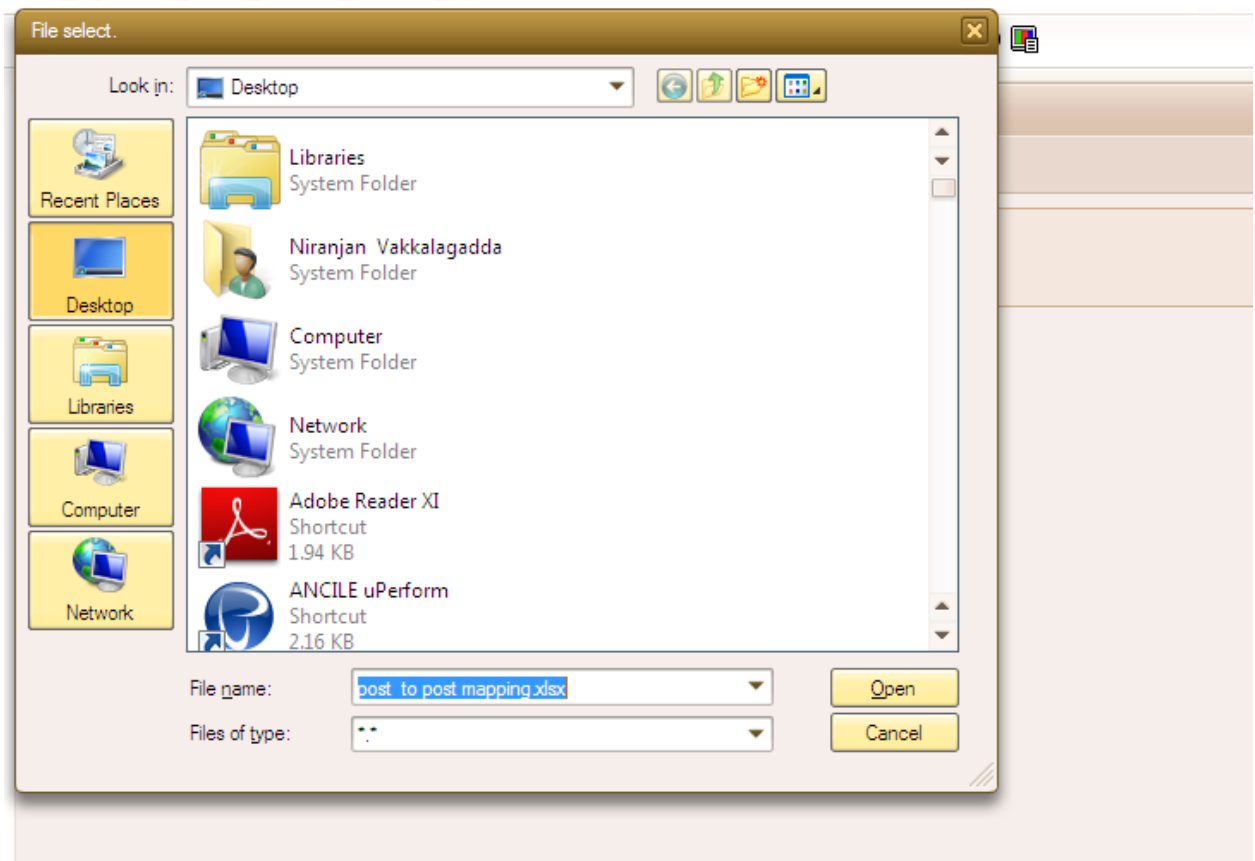
post to post  
mapping.xlsx

	A	B	C	D	E	F	G	H
1	<b>Object</b>	<b>Emp Post ID</b>	<b>Mandatory</b>	<b>Relation</b>	<b>Object</b>	<b>App Post ID</b>	<b>Start Date</b>	
2	S	30019725	A	911	S	30019732	01.01.2016	
3	S	30019728	A	911	S	30019732	01.01.2016	
4	S	30019725	A	912	S	30019732	01.01.2016	
5	S	30019728	A	912	S	30019732	01.01.2016	
6	S	30019725	A	913	S	30018280	01.01.2016	
7								

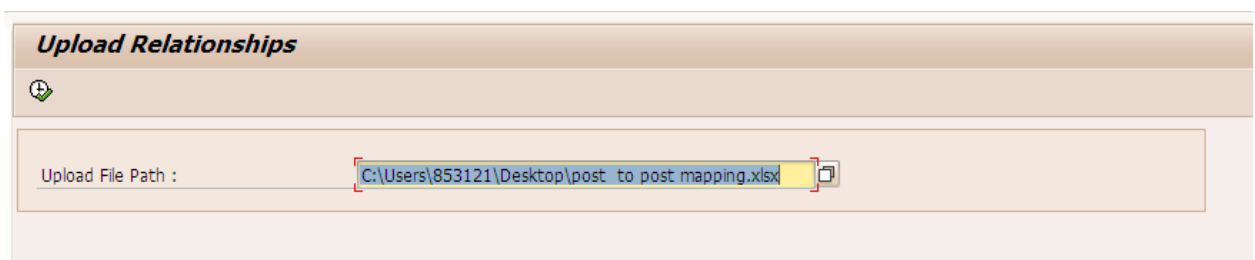
3. In SAP system use the Transaction code **ZHR\_REL\_UPLOAD**



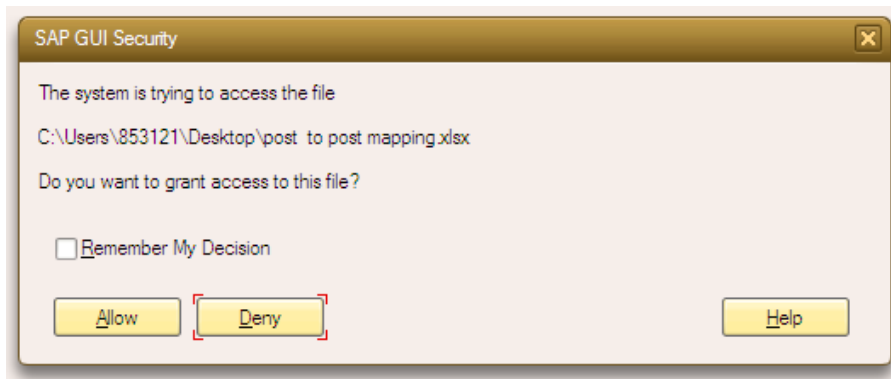
4. Choose the Flat file from saved location.



5. Click on **Execute**  button.



6. Click on **Allow** button.



7. After executing and uploading done **“Successfully Maintained”** message would appear as below.

<b><i>Upload Relatuionships</i></b>		
Upload Relatuionships		
Successfully Maintained	30019725	30019732
Successfully Maintained	30019728	30019732
Successfully Maintained	30019725	30019732
Successfully Maintained	30019728	30019732
Successfully Maintained	30019725	30018280