Project #1

HRS 2200

Instructions and Submission Booklet

60 Marks – Worth 15% of Final

|  |  |
| --- | --- |
| Name: | Name |
| Student Number: | Student Number |
| IDES Number: | IDES Number |

**All answers are to be recorded in this booklet. Remember to put your IDES number prior to your entries for Organization, Units, and Sub-Units.**

# Part A – Create your Organization

Create the following NEW Organizational Unit:

Abbreviated Name: **### Proj1**

Organization Name: **### Project 1**

Be sure to change the valid from 01/01/current year to 12/31/9999

**Ensure that the 8-digit organizational number is displayed beside your new company name**

Record this number  Organization Number

# Part B – Organizational Units

Create four (4) Organizational Units within your organization.

# Part C – Creating Sub-Units

Create two (2) Sub-Units within your organization for EACH Organizational Unit. You will have created eight (8) Sub-Units in total:

 Remember to highlight the **Unit** FIRST

# Part D – Creating Jobs and Positions

Select TWO of your Organizational Units from Part B and create TWO Jobs and Positions for EACH of the Sub-Units (You will now have a total of 8 Jobs and Positions within your Organization). Create only ONE Requested Position and enter the date of 01/01/current year to 12/31/9999 for the Validity of Position field

 Remember to highlight the **Sub-Unit** FIRST

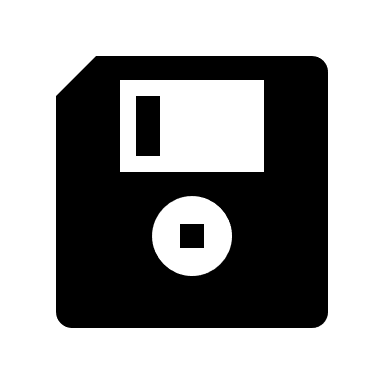
# Part E – Creating Job Descriptions

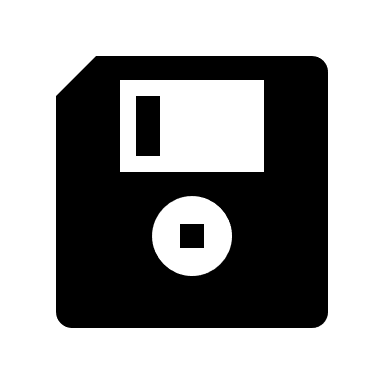
 Reminder: your Subtype should be: Tasks for Position and that the positions will be valid from 01/01/current year until 12/31/9999

Create Job Descriptions for FOUR of your Positions. Record all Position Numbers. The goal of this assessment is not the actual writing of the descriptions, but that you are able to complete the function in SAP. Create your Job Descriptions in a Word file so that all you need to do is copy and paste into the Tasks for the Position in SAP. You will be required to submit this file. If you are using job descriptions that are not ones that you have created, be sure to include the link as to where you got the descriptions from. Proper MLA sourcing will not be required

Record all Position Numbers below 

|  |  |
| --- | --- |
| Position | Position Numbers |
| Position Name | Position Number |
| Position Name | Position Number |
| Position Name | Position Number |
| Position Name | Position Number |

Open the report that will display all units, sub-units, AND positions and save as a PDF, as you have done in class. (this is NOT the same as our regular expanded view). Generate both the Organizational Structure AND the Organizational Structure With Positions.

Complete the report that will allow you to view each job description individually, and save each as a PDF (you should have four printouts) Once you have completed all data collection, upload your PDF files, to DC Connect and hand in this Project booklet.

**SCREENSHOT/PRINTOUTS CHECKLIST**

|  |  |  |
| --- | --- | --- |
|  | Part D | Organizational Structure |
|  | Part E | Organizational Structure with Positions |
|  | Part E | 4 PDFs of Job Descriptions (1 for each position) |

**SUBMISSION CHECKLIST**

|  |  |
| --- | --- |
|  | Submission file – Completed |
|  | Word Document with Job Descriptions |
|  | Six Screenshots/Printouts |

**Rubric: 60 Marks – Worth 15% of Final**

|  |  |  |
| --- | --- | --- |
| **3 Marks** | Company Creation | IDES number included with both the Company Name as well as the Abbreviated Name. Company named as required. Date range is accurate |
| **4 Marks** | Organizational Units | Four units created with IDES included with both the Name and Abbreviation |
| **8 Marks** | Sub-Units | Each Organizational Unit (department) will contain two sub-units that have the IDES number as part of the Name and the Abbreviation for a total of eight sub-units |
| **8 Marks** | Creation of Jobs | IDES Number included with the Job Name and the Abbreviation |
| **8 Marks** | Creation of Positions | IDES number included with both the Name and the Abbreviation. Number of requested positions and period for the position accurate. There will be a total of eight Jobs and Positions created |
| **5 Marks** | Word File | Contains detailed Job Descriptions |
| **4 Marks** | Creation of Descriptions | Each description is entered for the appropriate Position with reference to the specific job |
| **12 Marks** | Information Recording | All information completed for Submission |
| **8 Marks** | Printouts | All printouts completed with necessary information visible |