The Vacancy Indicator is located on a position’s Vacancy (1007) infotype. It can be maintained directly by an Organizational Management Processor through transaction code PO13, or by a Personnel Administration Processor during certain PA40 actions.

Additional Resources:
- HRMS Data Definitions
- HRMS F1 Help
- HRMS Support Hub
Create Vacancy

The Personnel Administration Processor may be asked if they would like to create a vacancy after an employee leaves a position during a Appointment Change or Separation action.

**Note:** If the position the employee left belongs to another agency, click “Cancel”. You do not have authorization to create a vacancy on another agency’s position.

- **Yes.**
- **Is the position’s Employee Group Permanent, Seasonal, Elected, Appointed, Board/Commission, Civil Service Exempt, Project, NWSpecEmplymntComp, or NW SupportedEmplymnt?**
  - **No.**
    - Click “Yes”. Create a vacancy.
  - **Yes.**
    - **Is the position filled by an employee with a permanent or intent to become permanent appointment status?**
      - **No.**
        - **Does someone have return rights to this specific position (or if exempt, is reasonably expected to return)?**
          - **No.**
            - Click “Yes”. Create a vacancy.
          - **Yes.**
            - Click “No”. Do not create a vacancy.
      - **Yes.**
        - Click “Yes”. Create a vacancy.

*Refer to the Vacancy Indicator definition for a list of permanent or intent to become permanent appointment statuses.*
Create Vacancy cont...

Create Vacancy

- This box will pop up during the PA40 action if the position’s vacancy indicator was marked “Vacancy filled” prior to the employee’s departure from that position.

- Clicking “Yes” will create a new record on the position’s Vacancy (1007) infotype, changing the vacancy indicator to “Open”.

- Clicking “No” or “Cancel” will leave the position’s Vacancy (1007) infotype unchanged, with the vacancy indicator marked as “Vacancy filled”.

If you click the incorrect button in error, notify your Organizational Management Processor so they can correct the position’s vacancy indicator.
The Personnel Administration Processor may be asked if they would like to delimit (end) a vacancy after appointing an employee to a position during a New Hire, Rehire, Appointment Change, or Concurrent Employment action.

Is the position’s Employee Group Permanent, Seasonal, Elected, Appointed, Board/Commission, Civil Service Exempt, Project, NWSpecEmplymntComp, or NW SupportedEmplymnt?

- No. Click “No”. Do not delimit the vacancy.
- Yes.

Is the position filled by an employee with a permanent or intent to become permanent appointment status*?

- No. Does someone have return rights to this specific position (or if exempt, is reasonably expected to return)?
  - No. Click “No”. Do not delimit the vacancy.
  - Yes. Click “Yes”. Delimit the vacancy.
- Yes. Click “Yes”. Delimit the vacancy.

*Refer to the Vacancy Indicator definition for a list of permanent or intent to become permanent appointment statuses.
Delimit Vacancy

- This box will pop up during the PA40 action if the position’s vacancy indicator was marked “Open” prior to the employee’s appointment into that position.

- Clicking “Yes” will create a new record on the position’s Vacancy (1007) infotype, changing the vacancy indicator to “Vacancy filled”.

- Clicking “No” or “Cancel” will leave the position’s Vacancy (1007) infotype unchanged, with the vacancy indicator marked as “Open”.

If you click the incorrect button in error, notify your Organizational Management Processor so they can correct the position’s vacancy indicator.