

Guidance

G2117

People move guidance

Applies to all of TfL

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1 Purpose

The purpose of this Guidance is to provide information and advice on how people moves are requested and managed on SAP.

2 Scope

This Guidance applies to all TfL employees whose records are held on SAP.

3 Guidance

3.1 What is a People Move?

This is an organisational re-assignment that is carried out on SAP R3 to move an employee from one position number in an organisation structure to another. The classification for People Moves is CS62.

People Moves are permanent moves in SAP and a recruitment campaign is not necessary to move these employees. It is important to check that a People Move request is not the result of a secondment or recruitment campaign.

3.2 What is a position number?

Every role has a unique identification number (position number) which represents that particular role. Associated to this position number is the cost centre and SAP roles access. A position number also determines your reporting line within the organisation structure.