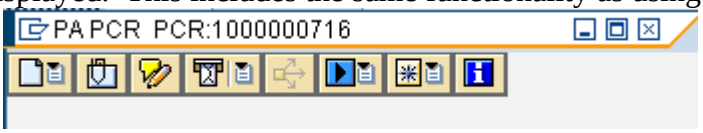
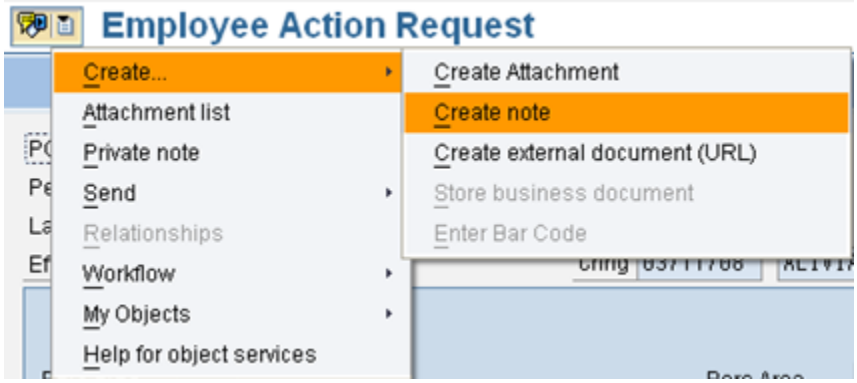
Services for Objects

(adding notes, attachments or hyperlinks)

Services for Objects are available on all Organizational Management actions and Personnel Administration actions. You may add notes, attachments or hyperlinks on a PCR and/or an action to support the business decision behind the submitted PCR.

- Items added on any PCR will not automatically transfer to the related action. You must copy and paste the notes, or re-add the attachments or hyperlinks on the action once the PCR has been completed. The Services for Objects functionality is used to allow you to link critical business documents to the PCR or an action.
- CAUTION – In an effort to not degrade memory, please be prudent in the file size and quantity of files you load using this function.
- On a PCR, the Services for Objects function is available as soon as the PCR has been saved. Note that the PCR does not need to be submitted to workflow, just saved at least once.
- In the Organizational Management functionality (positions), the Services for Objects function is enabled after the user selects the "Save" icon with the OM Position Action screen (transaction code ZOMA069).
- On the Personnel Administration side (personnel actions), the Services for Objects is available immediately on the screen when any action code is executed (transaction code ZPAA076).
- For the BEST Shared Services team and Funding Approver roles using other Organizational Management transaction codes such as the Position Maintain transaction code PO13, the Services for Objects function is immediately available on the screen when the transaction code is executed.
- The left side of the Services for Objects button, when clicked, will open a toolbar with the various functionality displayed. This includes the same functionality as using the right side drop-down menu. 

- The right side of the Services for Objects button, when clicked, will drop down a list of the functionality available. This includes the same functionality as using the left side toolbar option. 

- An **Attachment** can be created by referencing a document within a directory or using the script editor to create a new document within a document type, such as MS Word.
- A **Note** opens a text box for you to enter a title and body of a note. The text can be copied from an email or other document and pasted into the fields. The text can not be formatted, but there is a lot of room to enter text in the box. The note functionality is created using SAP script (SAP's coding language).
- An **External Document (URL)** is a hyperlink to a web page, such as to policy or other document.
- If a note, attachment or URL has been added, the **Attachment list** option will be live (it is grayed out in the list if there are no attachments). Click on **Attachment list** to view one or more items.
- A **Private note** will only be viewable by you, using your user id. It will follow the PCR or action, but no one else will be able to view it.
- All notes, attachments or URLs added to PCR's are viewable when displaying the PCR through the SAP inbox. All viewers of the PCR throughout the approval levels will be able to view the Services for Objects items.
- Each Agency is responsible for maintaining consistency in titling notes and formatting of documentation.

The following infotypes can have notes/attachments added to them:

Infotype	Maintain Text
IT0000 – Actions	Yes
IT0001 – Organizational Assignment	Yes
IT0002 – Personal Data	No
IT0006 – Addresses	Yes
IT0007 – Planned Working Time	Yes
IT0008 – Basic Pay	Yes
IT0009 – Bank Details	No
IT0019 – Monitoring of Tasks	Yes
IT0022 – Education	Yes
IT0040 – Objects on Loan	Yes

IT0041 – Date Specifications	Yes
IT0048 – Residence Status	No
IT0077 – Additional Personal Data	Yes
IT0094 – I-9 Residence Status	Yes
IT0105 – Communications	Yes
IT0128 – Notifications	No
IT0171 – General Benefits Information	No
IT0207 – Residence Tax Area	No
IT0208 – Work Tax Area	No
IT0209 – Unemployment State Tax	No
IT0210 – Withholding Info W4/W5 US	Yes
IT0378 – Adjustment Reasons	Yes
IT0416 – Time Quota Compensation	Yes
IT0795 – Certification and Licensing	Yes
IT2001 – Absences	Yes
IT2003 – Substitutions	Yes
IT2006 – Quotas	Yes
IT2012 – Time Transfer Specifications	Yes