# Exercise 22: Create an Organizational Unit and a Position in Organizational Management

Follow this menu path:

**Human Resources** **→ Organizational Management → Organizational Plan → Organization and Staffing → Change**

Click the calendar at the top of the screen and change the Start date to January 1 of the current year and set the timer period to 24 months.

Click Execute.

Click Organizational Unit in the box on the top left to search for organizational unit ### Security.

Double-click the organizational unit in the bottom left to open it.

Create above the organizational unit name and select Is line supervisor of.

Enter the following data:

|  |  |
| --- | --- |
| Basic Data Tab | |
| Organizational unit | NetSec### |
| Description | Network Security ### |
| Account assignment Tab | |
| Master cost center | Global IT Costs |

Click Save.

Right-click the new organizational unit (the name doesn’t change until you reopen it) and select Create. Select Incorporates.

Enter the following data:

|  |  |
| --- | --- |
| Basic Data Tab | |
| Position | IT-### |
| Description | Network Security Tech ### |
| Account assignment Tab | |
| Master cost center | Nothing required here as the position inherits the cost center from the organizational unit |

Click Save.