

**Position Management**  
**Created on April 4, 2005**

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## Introduction

EHRP is a position-driven human resource system rather than an employee-driven system. By basing the system's database contents on the position itself, the Department can track information related to the position, such as location, regardless of whether or not there is an actual employee in that particular position. In this configuration, when the position is vacant, the common thread that binds the human resource data together is not lost.

Position Management is the process of assigning data to positions and moving employees in and out of those positions as appropriate.

The information used to maintain and track positions in EHRP will serve the Department in many areas of human resources including organization planning, budgeting, recruitment, and career planning. While some of these benefits will not be used at this time, they are potential components for inclusion with later releases of the system.

## **Job Codes**

Job codes are templates within the system used for grouping similar positions in a logical manner. A single job code can have many positions and thus many employees linked to it within EHRP. Many employees may share the same job code, even though they may have different positions and perform work in different admin codes, locations and Agencies.

## **Creating a Job Code**

### **Introduction**

In EHRP, there are four pages in the Job Code page group. Information captured on the OF-8 is entered into the first and third pages of this page group to create a job code.

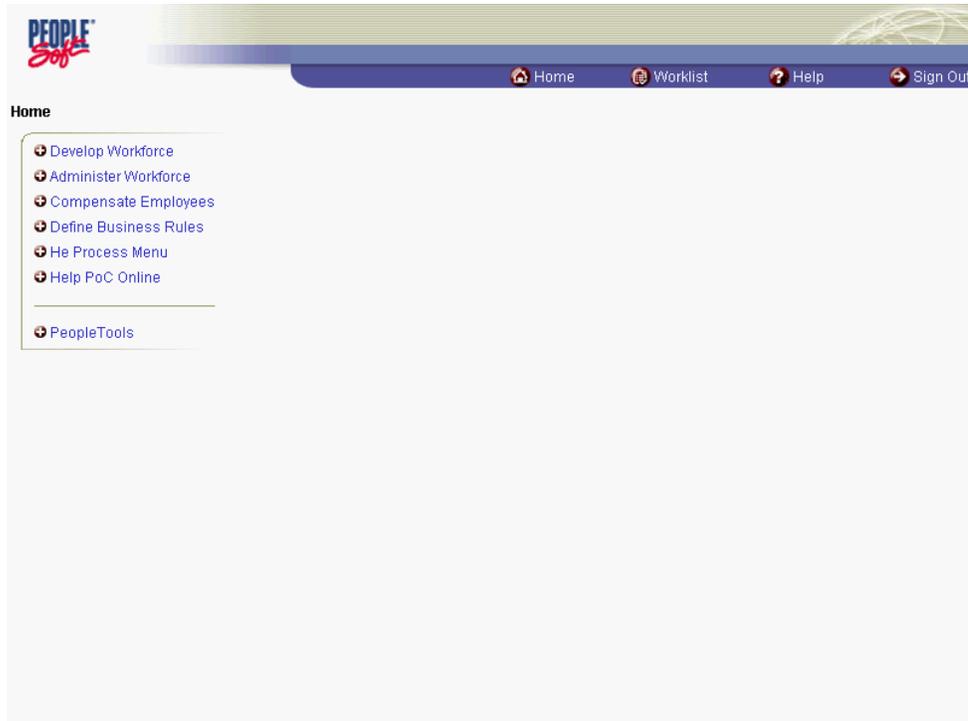
NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Some of the information tracked at the job code level within EHRP includes:

- Job Title
- Occupational Series
- Pay Plan
- Pay Table
- Grade
- Supervisory Level
- PATCOB Code
- Functional Classification
- FLSA Status
- POI
- LEO

## **Procedure**

The following steps detail the procedure for creating a job code.



Step	Action
1.	Click the <b>Develop Workforce</b> link. <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link. <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Setup</b> link. <a href="#">Setup</a>
4.	Click the <b>Job Code Table</b> link. <a href="#">Job Code Table</a>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

**Job Code Table**

**Find an Existing Value**

SetID:

Job Code:

Description:

Occupational Series:

Official Position Title:

Case Sensitive  
 Include History  Correct History

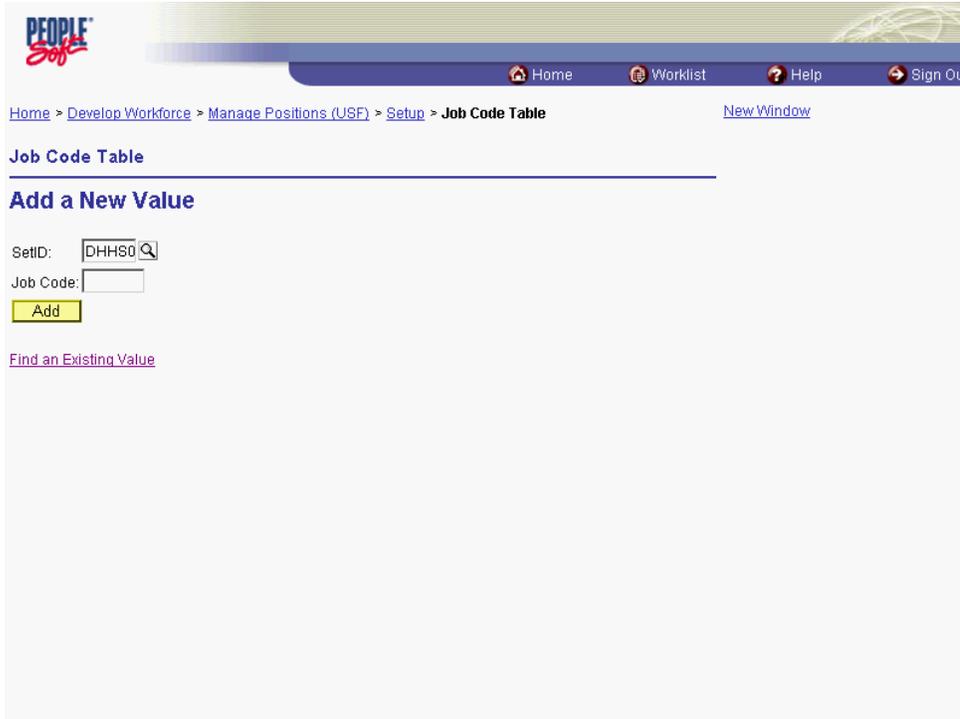
[Search](#) [Clear](#) [Basic Search](#)

[Add a New Value](#)

Step	Action
5.	Click the <b>Add a New Value</b> link. <a href="#">Add a New Value</a>

The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
6.	NOTE: The <b>Job Code</b> should be created within the <b>SetID</b> that corresponds with the Agency for which the <b>Job Code</b> is being created. This should default to your agency's <b>SetID</b> . You can change the <b>SetID</b> .



Step	Action
7.	Press <b>[Tab]</b> .
8.	Enter the Job Code number you wish to add into the <b>Job Code</b> field. Enter " <b>RS8045</b> ". Note: The job code number is the smart-coded Position Description number and should be entered in all caps.
9.	Click the <b>Add</b> button. 
10.	In the <b>Effective Date</b> field, enter the date this action was authorized if it differs from the default date, which is today's date.

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
11.	Click in the <b>Occupational Series</b> field. <input type="text"/>
12.	Enter the desired information into the <b>Occupational Series</b> field. Enter "0201".
13.	Press <b>[Tab]</b> .
14.	Enter the desired information into the <b>Official Posn Title Code</b> field. Enter "07".
15.	Press <b>[Tab]</b> . NOTE: The <b>Official Posn Title Code</b> description will default to the <b>Organization Posn Title Code</b> description and the <b>Job Description</b> . If an <b>Organization Posn Title Code</b> is selected, the <b>Organization Posn Title Code</b> description will update. The <b>Job Description</b> can be overwritten, if necessary.
16.	Click the <b>*Manager Level</b> list. <input type="text"/>
17.	Select the desired entry. Click <b>Supv/Mgr</b> . <input type="text" value="Supv/Mgr"/>
18.	Enter the value of "40.00" for the <b>Standard Hours</b> and "W" for the <b>Standard Work Period</b> of Weekly, if necessary. NOTE: For a part-time position, this field would be modified. For positions without hours, enter "1". The standard hours is based on a weekly versus a biweekly tour.
19.	Click the <b>Regular/Temporary</b> list. <input type="text"/>

Step	Action
20.	Select the desired entry. Click <b>Regular</b> . <input type="text" value="Regular"/>
21.	Click the <b>USA icon</b> button. 

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHH80 Job Code: RS8045 [Business Units that use this Setid](#)

Job Code Profile View All First 1 of 1 Last

\*Effective Date: 12/03/2003 \*Status: Active

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

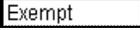
\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

Union Code:

Step	Action
22.	Scroll as necessary to view the information contained in the <b>USA icon</b> .

Step	Action
23.	Click the <b>*FLSA Status</b> list. 
24.	Select the desired entry. Click <b>Exempt</b> . 
25.	Click the <b>US Federal icon</b> button. 

**PEOPLE**  
*Soft*

Home Worklist Help Sign Out

Workers' Comp Code:

\*Comp Freq:  Annual

Regular/Temporary:   Medical Checkup Required

▼ USA

Union Code:

\*EEO-1 Job Category:

\*EEO-4 Job Category:

\*EEO-5 Job Category:

\*EEO-6 Job Category:

IPEDS-S Job Category:

Standard Occupational Classif:

EEO Job Group:

\*FLSA Status:

\*Tipped:

▼ US Federal

Agency:  Department of HHS

Sub-Agency:

POI:

Step	Action
26.	Scroll as necessary to view the information contained in the <b>US Federal</b> icon.

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this, the 'US Federal' section is active. The form includes the following fields:

- Agency:** HE Department of HHS
- Sub-Agency:** [Empty field]
- POI:** [Empty field]
- Bargaining Unit:** [Empty field]
- Pay Basis:** Per Annum
- Fund Source:** [Empty dropdown]
- Performance Plan:** [Empty field]

The **Classification Factors** section includes:

- Parentetical Title:** [Empty dropdown]
- PATCOB Code:** Administrative
- Functional Class:** Not Applicable
- Sensitivity Code:** Non Sensitive
- LEO Position:** [Empty dropdown]
- Classification Standard:** [Empty field]
- Classifier:** [Empty field]
- Date Classified:** 12/03/2003
- Classification Authority:** [Empty field]
- Employee Financial Interests
- Executive Financial Disclosure
- IA Actions
- Target Grade:** [Empty field]

At the bottom of the Classification Factors section, there are navigation options: 'View All', 'First', '1 of 1', and 'Last'.

Step	Action
27.	Click in the <b>Sub-Agency</b> field. <input type="text"/>
28.	Enter the desired information into the <b>Sub-Agency</b> field. Enter " <b>11</b> ".
29.	Press <b>[Tab]</b> .
30.	Enter the desired information into the <b>POI</b> field. Enter " <b>4183</b> ".
31.	Press <b>[Tab]</b> .
32.	Enter the desired information into the <b>Bargaining Unit</b> field. Enter " <b>0018</b> ".
33.	Click the <b>Fund Source</b> list. <input type="text"/>
34.	Select the desired entry. Click <b>Appropriated Funds</b> . <input type="text" value="Appropriated Funds"/>
35.	Click the <b>PATCOB Code</b> list. <input type="text"/>
36.	Select the desired entry. Click <b>Professional</b> . <input type="text" value="Professional"/>

Step	Action
37.	Confirm the Position <b>Sensitivity Code</b> default of "Non Sensitive" or select the appropriate code from the drop down menu. If the job code is for a law enforcement officer (LEO), select the <b>LEO Position</b> from the drop down menu.
38.	If the OF-8 indicates that an <b>Employee Financial Interests</b> or <b>Executive Financial Disclosure</b> background investigation is required, check the checkbox. Check the <b>IA Actions</b> checkbox if the OF-8 indicates that classification findings will support a request to increase allocations. Enter the <b>Target Grade</b> if the job code is for a career ladder job code and represents the target grade.

The screenshot displays the 'Classification Factors' section of the PEOPLE Soft application. The interface includes a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the user is logged in as 'US Federal'. The main form contains the following fields and options:

- Agency:** HE Department of HHS
- Sub-Agency:** 11 Program Support Center
- POI:** 4183 PSC
- Bargaining Unit:** 0018 PROFESSIONAL MGRS ASSOC
- Pay Basis:** Per Annum
- Fund Source:** Appropriated Funds
- Performance Plan:** (empty)

The 'Classification Factors' section includes:

- Paranthetical Title:** (empty)
- PATCOB Code:** Professional
- Functional Class:** Not Applicable
- Sensitivity Code:** Non Sensitive
- LEO Position:** (empty)
- Classification Standard:** (empty)
- Classifier:** (empty)
- Date Classified:** 12/03/2003
- Classification Authority:** (empty)
- Employee Financial Interests
- Executive Financial Disclosure
- IA Actions
- Target Grade:** (empty)

At the bottom of the form, there is a 'Classification Factors' tab and a navigation bar with 'View All', 'First', '1 of 1', and 'Last' buttons.

Step	Action
39.	Scroll as necessary to view the <b>Default Compensation</b> tab at the top of the screen.

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: R88045 [Business Units that use this Setid](#)

Job Code Profile View All First 1 of 1 Last

\*Effective Date: 12/03/2003 \*Status: Active

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

Union Code:

Step	Action
40.	Click the <b>Default Compensation</b> tab. 

Step	Action
41.	Click in the <b>Pay Plan</b> field. <input type="text"/>
42.	Enter the desired information into the <b>Pay Plan</b> field. Enter " <b>EG</b> ".
43.	Press <b>[Tab]</b> .
44.	Enter the desired information into the <b>Table</b> field. Enter " <b>0000</b> ".
45.	Press <b>[Tab]</b> .
46.	Enter the desired information into the <b>Grade</b> field. Enter " <b>00</b> ".
47.	Press <b>[Tab]</b> . The salary survey information appears in the <b>Salary Survey</b> area.

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile | Default Compensation

SetID: DHHS0 Job Code: RS8045

**Default Compensation** View All First 1 of 1 Last

Effective Date: 12/03/2003 Status: Active

Sal Plan/Grade/Step

Salary SetID: PSC00 Pay Plan/Table/Grade: EG 0000 00

**Salary Survey**

	Minimum	Midpoint	Maximum
Hourly:	\$6,710,000	\$51,270,000	\$95,830,000
BiWeekly:	\$536.80	\$4,101.60	\$7,666.40
Monthly:	\$1,163.070	\$8,886.800	\$16,610.530
Annual:	\$14,000,000	\$107,000,000	\$200,000,000

**Pay Components** View All First 1 of 1 Last

'Rate Code	Details	Comp Rate	Currency	'Frequency Percent	Apply FTE
1	<a href="#">Details</a>				<input type="checkbox"/> + -

Step	Action
48.	Scroll as necessary to view the <b>Save</b> button at the bottom of the screen.

Step	Action
49.	Click the <b>Save</b> button. 
50.	The job code is created. <b>End of Procedure.</b>

## Modifying Job Code Data

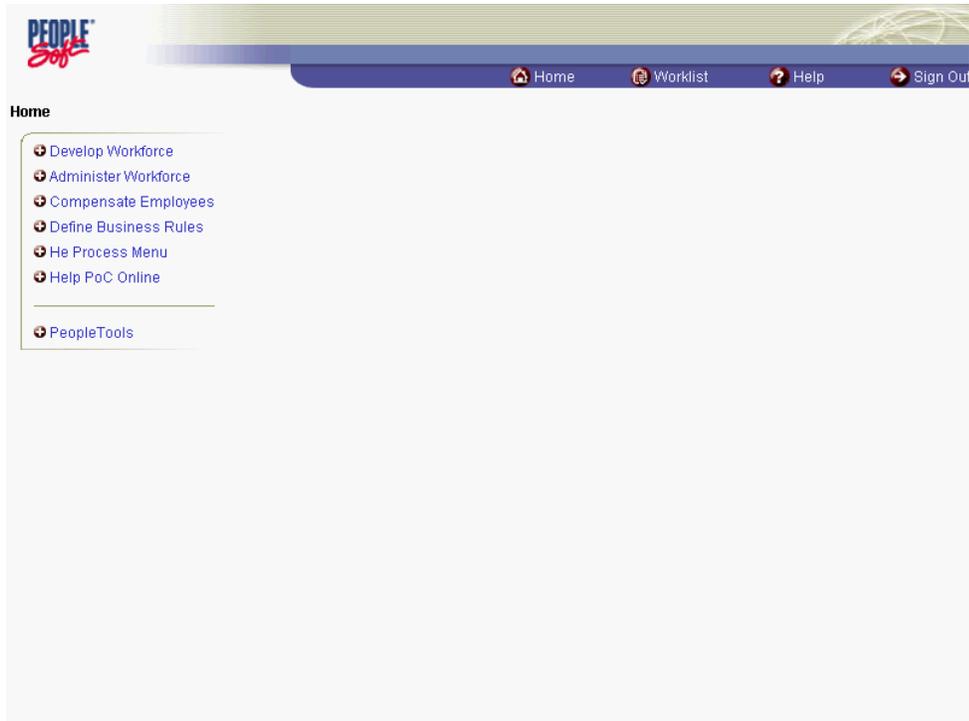
### Introduction

You can modify data on an active job code. You need to navigate to the appropriate page and field and make the necessary changes.

Note: Changes made to job code data will not be automatically applied to related positions and employees. Manual updates to the positions and employees are required.

### Procedure

To modify data on an active job code, perform the following steps.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Setup</b> link.  <a href="#">Setup</a>
4.	Click the <b>Job Code Table</b> link. <a href="#">Job Code Table</a>
5.	NOTE: The <b>SetID</b> should default to your agency's <b>SetID</b> . Confirm or enter the <b>SetID</b> .



The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

### Job Code Table

#### Find an Existing Value

SetID:

Job Code:

Description:

Occupational Series:

Official Position Title:

Case Sensitive  
 Include History  Correct History

[Basic Search](#)

[Add a New Value](#)

Step	Action
6.	Press <b>[Tab]</b> .
7.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>RS8045</b> ".
8.	Click the <b>Search</b> button. <input type="button" value="Search"/>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: R88045 [Business Units that use this SetID](#)

**Job Code Profile** View All First 1 of 1 Last

\*Effective Date: 12/03/2003 \*Status: Active

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 
10.	Click the <b>Choose a date</b> button. 



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
11.	Navigate as necessary and click on the desired date. 15
12.	Continue to navigate to the appropriate pages and fields and make any other necessary changes.

 Note: Changes made to job code data will not be automatically applied to related positions and employees. Manual updates to the positions and employees are required.

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: R88045 [Business Units that use this Setid](#)

**Job Code Profile** View All First 1 of 2 Last

\*Effective Date: 12/15/2003 \*Status: Active

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Step	Action
13.	Scroll as necessary to view the <b>Save</b> button.

Step	Action
14.	Click the <b>Save</b> button. 
15.	The job code data for an active job code is modified. <b>End of Procedure.</b>

## Inactivating Job Codes

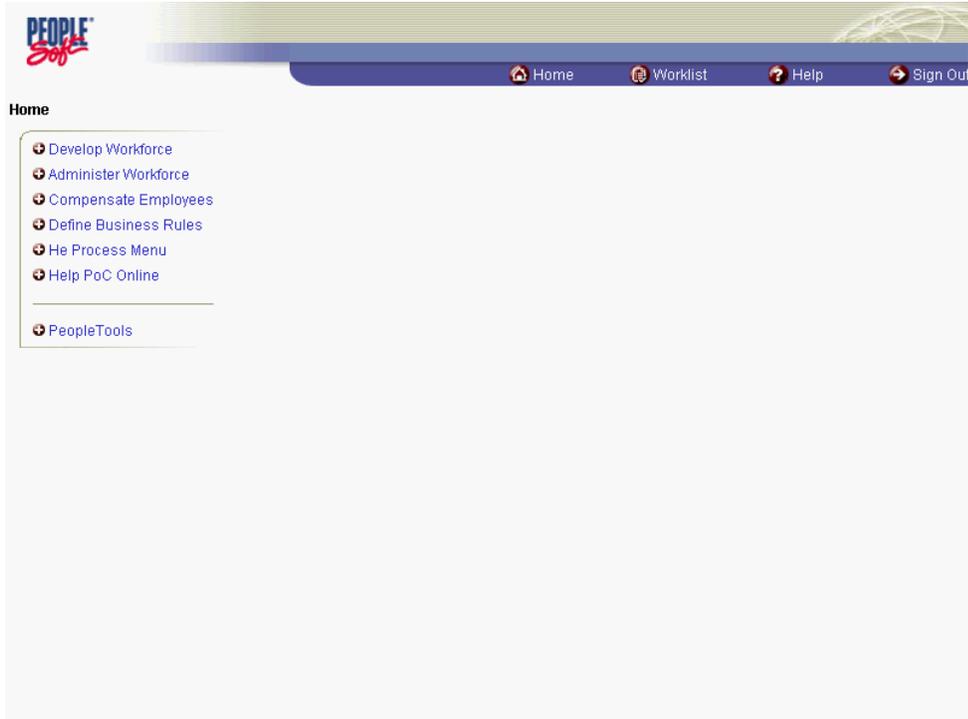
### Introduction

To retain an accurate system history, an end-user should never delete a job code. Instead, when a job code is no longer needed, it should be inactivated.

Note: Before inactivating a job code, a user must first inactivate each position associated with the job code.

### **Procedure**

To inactivate a job code, perform the following steps.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Setup</b> link.  <a href="#">Setup</a>
4.	Click the <b>Job Code Table</b> link. <a href="#">Job Code Table</a>
5.	NOTE: The <b>SetID</b> should default to your agency's <b>SetID</b> . Confirm or enter the <b>SetID</b> .



The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

### Job Code Table

#### Find an Existing Value

SetID:

Job Code:

Description:

Occupational Series:

Official Position Title:

Case Sensitive  
 Include History  Correct History

[Basic Search](#)

[Add a New Value](#)

Step	Action
6.	Press <b>[Tab]</b> .
7.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>RS8045</b> ".
8.	Click the <b>Search</b> button. <input type="button" value="Search"/>

Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
10.	Click the <b>Choose a date</b> button in order to enter the <b>Effective Date</b> for when the <b>Job Code</b> should be inactivated. 

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile Default Compensation

SetID: DHHS0 Job Code: RS8045 [Business Units that use this Setid](#)

Job Code Profile [View All](#) First 1 of 2 Last

\*Effective Date: 12/08/2003 \*Status: Active

Occupational Series: 0201

Official Posn Title Code: 07

Organization Posn Title Ctd:

Job Description: Human Res

Job Function Code:

Job Family:

\*Standard Hours: 40.00

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Step	Action
11.	Navigate as necessary and click on the desired date for when the <b>Job Code</b> should be inactivated.
	15

PEOPLE Soft  
Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: R88045 [Business Units that use this Setid](#)

**Job Code Profile** View All First 1 of 2 Last

\*Effective Date: 12/15/2003 \*Status: Active

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

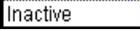
\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA  
US Federal

Step	Action
12.	Click the <b>*Status</b> list. 
13.	Click the <b>Inactive</b> entry in the <b>Status</b> list. 
14.	Scroll as necessary to view the <b>Save</b> button.

Step	Action
15.	Click the <b>Save</b> button. 
16.	The job code that is no longer needed is inactivated. <b>End of Procedure.</b>

## Reactivating Inactive Job Codes

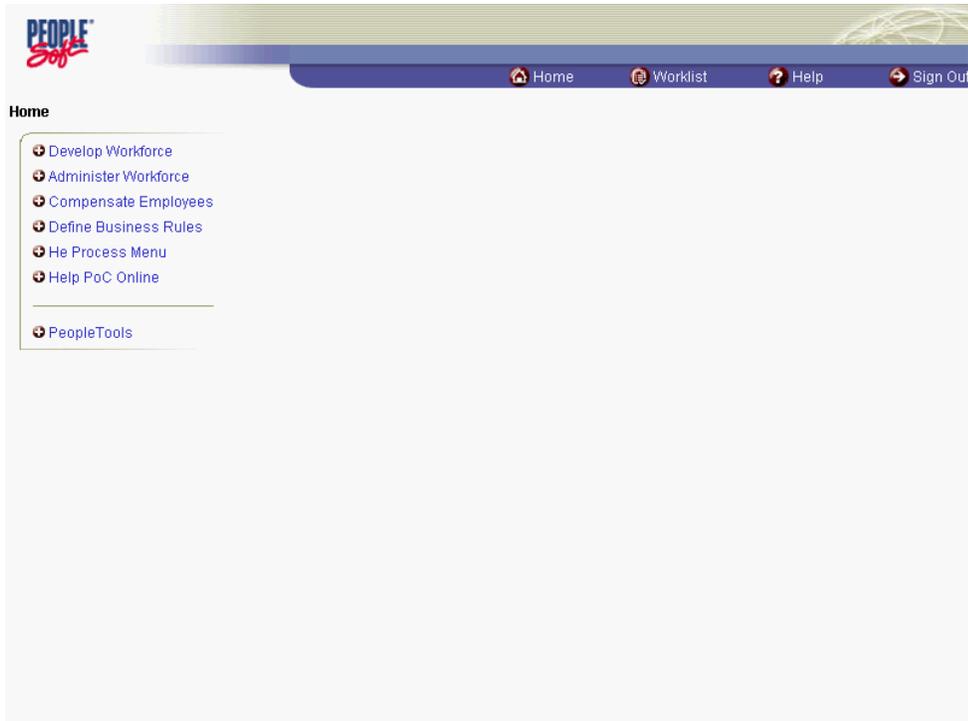
### Introduction

Inactive job codes can be reactivated, if necessary.

Note: After reactivating the job code, a user can then reactivate the associated positions, if necessary.

### Procedure

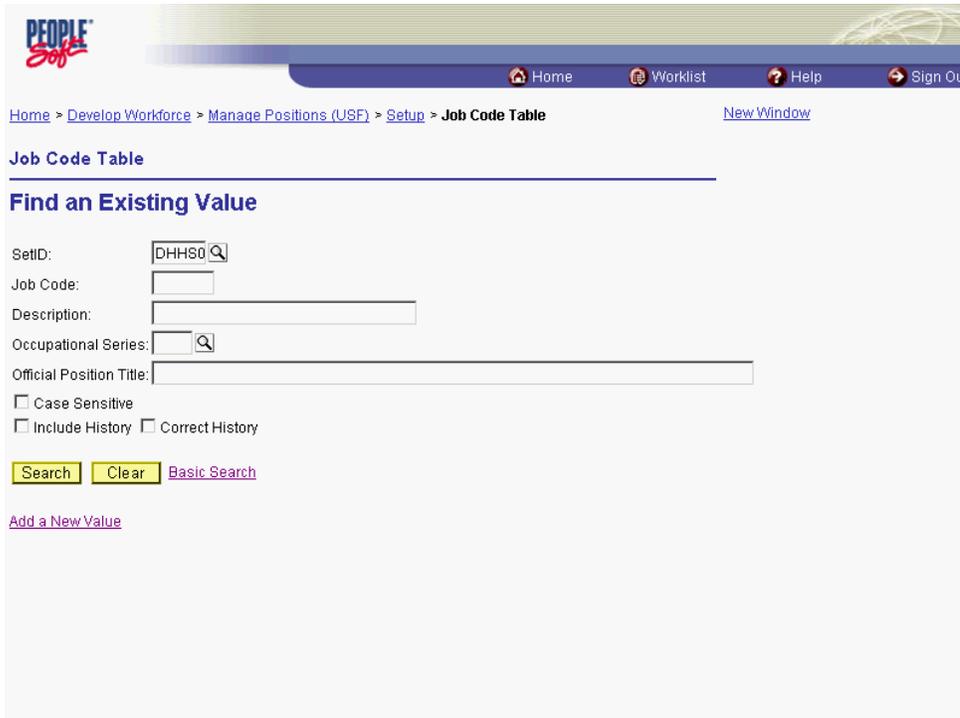
To reactivate an inactive job code, perform the following steps.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Setup</b> link.  <a href="#">Setup</a>
4.	Click the <b>Job Code Table</b> link. <a href="#">Job Code Table</a>
5.	NOTE: The <b>SetID</b> should default to your agency's <b>SetID</b> . Confirm or enter the <b>SetID</b> .



The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.



Step	Action
6.	Press <b>[Tab]</b> .
7.	Note: The <b>Job Code</b> number should be entered in all caps. Enter the desired information into the <b>Job Code</b> field. Enter " <b>RS8045</b> ".
8.	Click the <b>Search</b> button. 

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: R88045 [Business Units that use this SetID](#)

**Job Code Profile** View All First 1 of 1 Last

\*Effective Date: 12/03/2003 \*Status: Active + -

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
10.	Click the <b>Choose a date</b> button in order to enter the <b>Effective Date</b> for when the Job Code should be activated. 

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: RS8045 [Business Units that use this Setid](#)

Job Code Profile [View All](#) First 1 of 2 Last

\*Effective Date: 12/08/2003 \*Status: Active

Occupational Series: 0201

Official Posn Title Code: 07

Organization Posn Title Ctd:

Job Description: Human Res

Job Function Code:

Job Family:

\*Standard Hours: 40.00

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Step	Action
11.	Navigate as necessary and click on the desired date for when the <b>Job Code</b> should be activated.
	15

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: R88045 [Business Units that use this Setid](#)

**Job Code Profile** View All First 1 of 2 Last

\*Effective Date: 12/15/2003 \*Status: Active

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Step	Action
12.	Click the <b>*Status</b> list. 
13.	Click the <b>Active</b> entry in the <b>Status</b> list. 
14.	Scroll as necessary to view the <b>Save</b> button.

**PEOPLE**  
*Soft*

Home Worklist Help Sign Out

**Job Code Profile** View All First 1 of 3 Last

\*Effective Date: 12/15/2003 \*Status: Inactive

Occupational Series: 0201 HR Specialist

Official Posn Title Code: 07 Human Resources Officer

Organization Posn Title Cd: Human Resources Officer

Job Description: Human Resources Officer

Job Function Code:

Job Family: \*Manager Level: SupwMgr

\*Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

\*Comp Freq: A Annual

Regular/Temporary: Regular  Medical Checkup Required

USA

US Federal

Save Return to Search Add Update/Display Include History Correct History

Job Code Profile | [Default Compensation](#)

Step	Action
15.	Click the <b>Save</b> button. 
16.	The job code that was inactive is reactivated. <b>End of Procedure.</b>

## Positions

Positions are all of the jobs within a department, both encumbered and vacant. There is a one-to-one relationship between Positions and employees in that a Position cannot be filled by more than one employee. An exception to this rule is if two employees job share one Position.

In EHRP, there are five pages in the Position Data page group. Information is entered into the first four pages of the page group. Many of the fields on these pages default from the associated job code.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Position numbers are sequentially auto-generated by the system in the order that the positions are created. Position numbers, unlike Job Code numbers, have no inherent meaning tied to them.

Position numbers are assigned sequentially to newly established Positions by EHRP in the order that the Positions are saved, no matter what the location of the user or from what job code the Position is established.

For example, if an HR staff member at FDA creates a position for job code #2B2740 and an HR staff member at CMS creates a position for job code #7B2730, then the position number for the 1st position would be "1" and the position number for the 2nd position would be "2." Then when the FDA HR Staff creates another position for job code #2B2740, the position number will be "3."

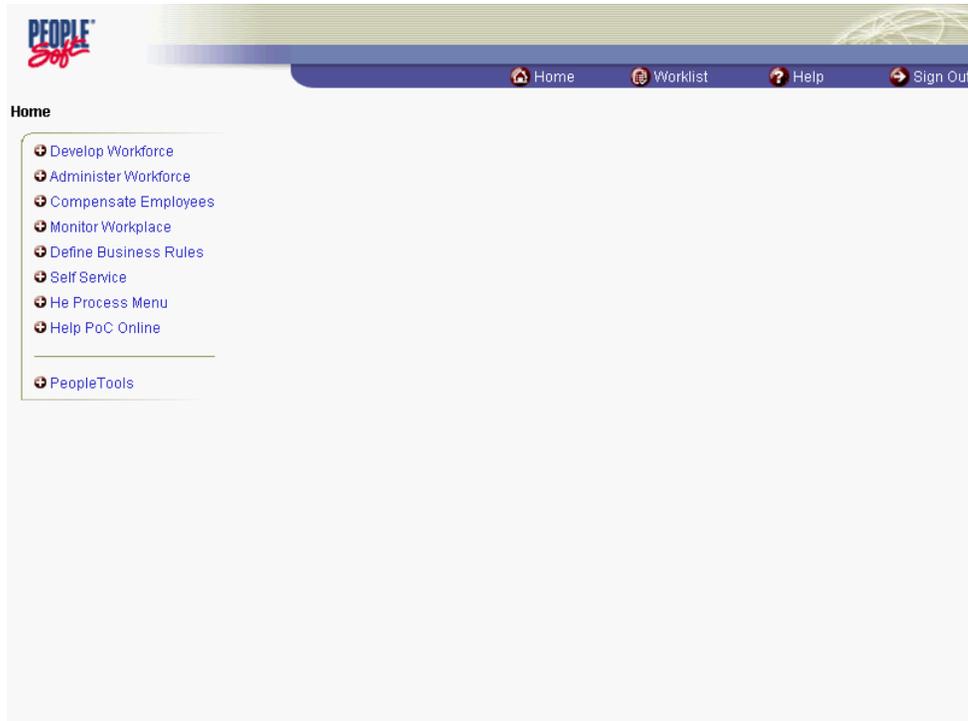
## Determining if a Position Already Exists

### Introduction

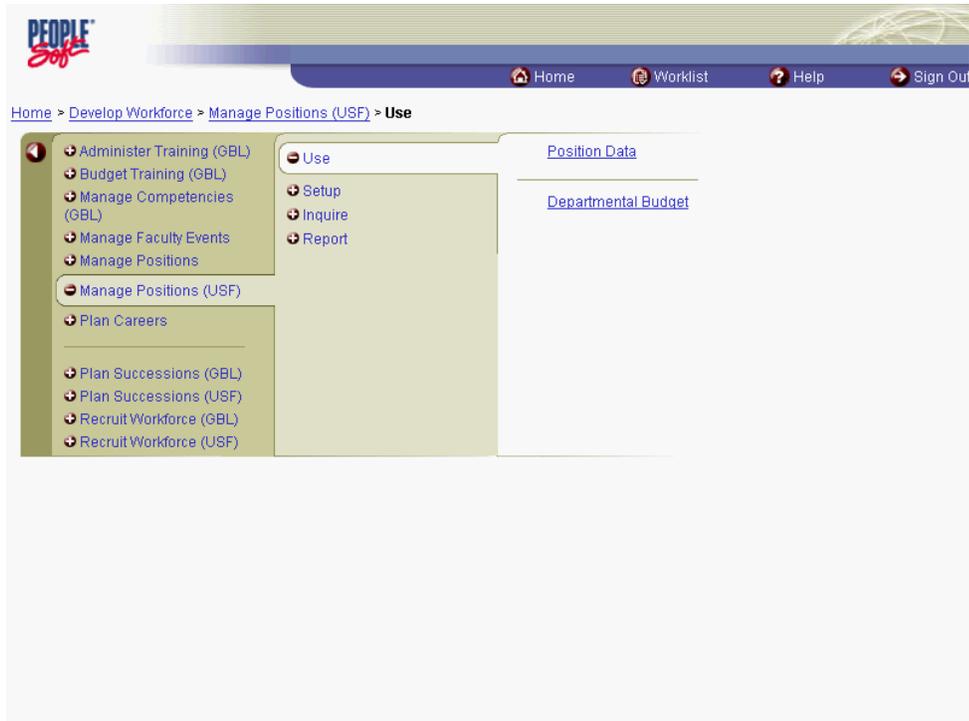
Positions are all of the jobs within a department, both encumbered and vacant. There is a one-to-one relationship between Positions and employees in that a Position cannot be filled by more than one employee. An exception to this rule is if two employees job share one Position.

## Procedure

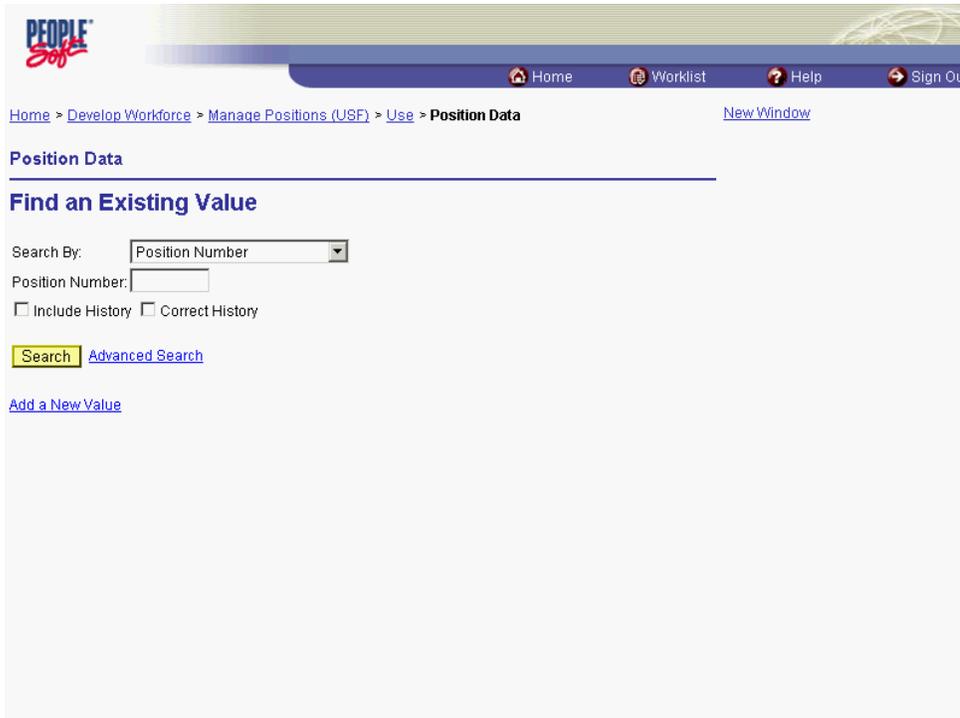
The following steps detail the procedure to determine whether a specific position already exists in the system or to determine the position number for a position.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>



Step	Action
4.	Click the <b>Position Data</b> link. <a href="#">Position Data</a>



Step	Action
5.	Click the <b>Advanced Search</b> link. <a href="#">Advanced Search</a>

Step	Action
6.	Click in the <b>Business Unit</b> field. 
7.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>PSC00</b> ".
8.	Click the <b>Search</b> button. 
9.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
10.	Note the position number and job code number. <b>End of Procedure.</b>

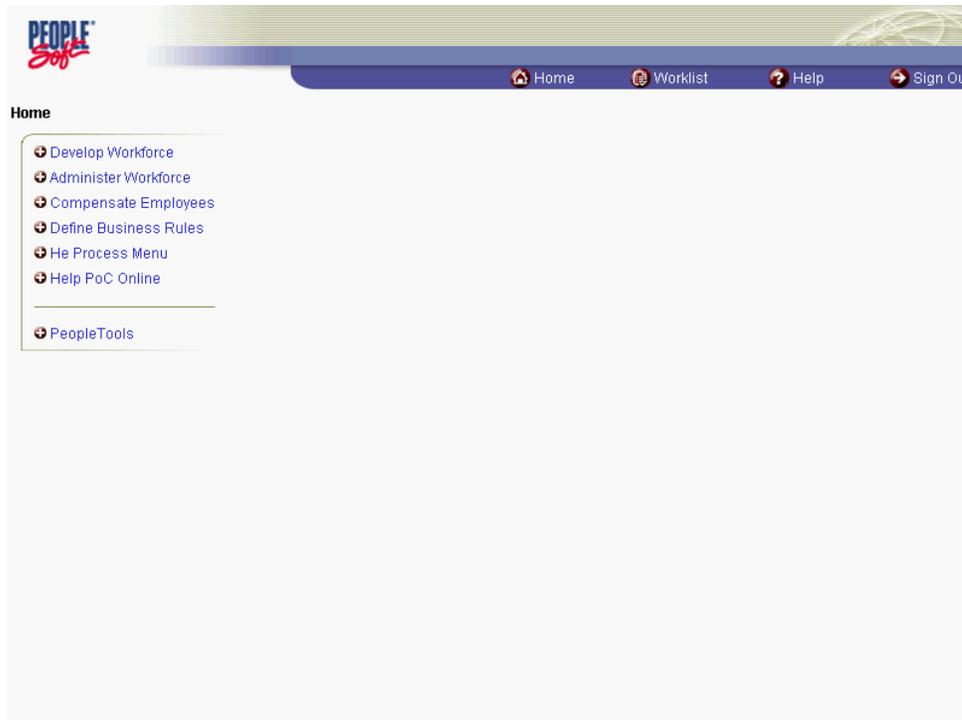
## Creating a Position

### Introduction

Before you create a position, you should determine whether or not a specific position already exists in the system. You can also determine a position number for a position. The topic prior to this one, "*Determining if a Position Already Exists*", will help you to do this.

### Procedure

The following steps detail the procedure for creating a position.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>Position Data</b> link. <a href="#">Position Data</a>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

### Position Data

#### Find an Existing Value

Position Number:

Description:

Position Status:

Business Unit:

Department:

Job Code:

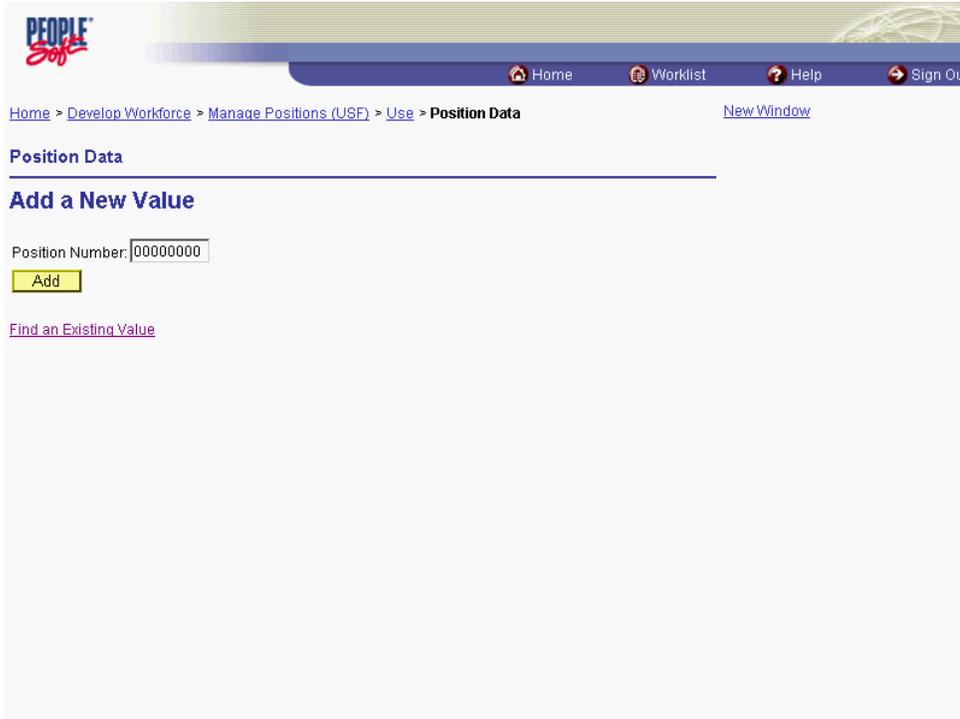
Reports To Position Number:

Case Sensitive  
 Include History  Correct History

[Basic Search](#)

[Add a New Value](#)

Step	Action
5.	Click the <b>Add a New Value</b> link. <a href="#">Add a New Value</a>



Step	Action
6.	Do not enter a <b>Position Number</b> . It will autogenerate when you save. Click the <b>Add</b> button. 

 NOTE: The Position Number will remain at "00000000" until the user saves the page group. At that point, a new position number will be sequentially autogenerated for the position.

Step	Action
7.	Click the <b>Choose a date</b> button. 



If a user is creating a new position, the **Initialize** button is displayed on the Description page of the Position Data page group. A user should select this button if the s/he wants to copy all or many of the characteristics of a similar existing position. When a user clicks the **Initialize** button, a dialog box appears, prompting the user for the Position Number of the position s/he wants to copy. Upon clicking the **Initialize** button, the system populates the pages with the position information of the position that was selected. A user may override any information that does not apply to the new position as necessary.

NOTE: This feature serves as a valuable time-saver when a user is required to create numerous similar positions.



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
8.	<p>NOTE: This date must be effective before the effective date of the action. For example, if the hire date is before the effective date of the position, it will not be accessible.</p> <p>Click the desired date.</p> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 5px 0;">1</div>

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description **Work Location** Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

\*Effective Date: 12/01/2003 \*Status: Active Initialize + -

Reason: NEW New Position Action Date: 12/03/2003

\*Position Status: Approved Status Date: 12/01/2003  Key Position

Reports To:

Dotted-Line Report:

Title:  Short Title:

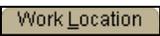
Long Description:

[Detailed Job Description](#)

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
9.	Click the <b>Work Location</b> tab. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
 Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

Effective Date: 12/01/2003 Status: Active

\*Regulatory Region: USA United States  
 \*Company:   
 \*Business Unit: DHHS0 Dept of Health and Human Svc  
 Department:   
 Location Code:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
10.	Click in the <b>*Company</b> field. <input type="text"/>

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
11.	Enter the desired information into the <b>*Company</b> field. Enter " <b>HE</b> ".
12.	Enter a Business Unit if a default entry does not appear. NOTE: Business units serve as data filters within the EHRP system. Therefore, this step is required before the appropriate job code can be selected.

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location **Job Information** Specific Information Budget and Incumbents

Position Number: 00000000  
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

Effective Date: 12/01/2003 Status: Active

\*Regulatory Region: USA United States  
\*Company: HE  
\*Business Unit: DHHS0 Dept of Health and Human Svc  
Department:  
Location Code:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
13.	Click the <b>Job Information</b> tab. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
 Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

Effective Date: 12/01/2003 Status: Active

Job Code:  Manager Level:  
 \*Reg/Temp: Regular  
 \*Full/Part Time: Full-Time  
 \*Regular Shift: Not Applicable  
 Union Code:

Defaults

Pay Plan:   
 Salary Plan:  Grade:  Step:   
 Standard Hours:  Work Period:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

Step	Action
14.	The <b>Job Code</b> number should be entered in all caps. Enter the desired information into the <b>Job Code</b> field. Enter " <b>RS8042</b> ".

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

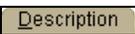
Effective Date: 12/01/2003 Status: Active

Job Code: RS8042 Manager Level:  
\*Reg/Temp: Regular  
\*Full/Part Time: Full-Time  
\*Regular Shift: Not Applicable  
Union Code:

Defaults  
Pay Plan: Salary Plan: Grade: Step:  
Standard Hours: Work Period:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

Step	Action
15.	Click the <b>Description</b> tab. 

Step	Action
16.	Click in the <b>Reports To</b> field. <input type="text"/>
17.	NOTE: The data contained in this field enables EHRP to drive automatic actions, like Within Grade Increases. This information can be overwritten at the employee level, if necessary. Enter the desired information into the <b>Reports To</b> field. Enter " <b>00000008</b> ".
18.	The Official Position Title from the job code is the default. Enter the <b>Title</b> of the new position if the default value is not correct. Enter a <b>Short Title</b> or a <b>Long Description</b> for the title, if applicable. If more detailed text is required, click on the <b>Detailed Job Description</b> link and enter the appropriate description.
19.	Click the <b>US Federal</b> icon button. 
20.	Scroll as necessary to view the information contained in the <b>US Federal</b> icon.
21.	The <b>Occupational Series</b> defaults from the job code. The <b>Date Position Established</b> defaults to the effective date. Click the <b>Position Occupied</b> list. 
22.	Select the desired entry. Click <b>Competitive</b> . <input type="text" value="Competitive"/>
23.	Select and change the <b>Medical Officer</b> and <b>Exempt Type</b> if applicable.

Step	Action
24.	Scroll as necessary to view the <b>Work Location</b> tab.

The screenshot displays the PEOPLE Soft web application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this, a breadcrumb trail reads: Home > Develop Workforce > Manage Positions (USF) > Use > Position Data. A 'New Window' link is also visible. The main content area features several tabs: Description, **Work Location**, Job Information, Specific Information, and Budget and Incumbents. The 'Work Location' tab is active, showing the following details:

- Position Number:** 00000000
- Headcount Status:** Current Head Count: 0 out of 0
- Effective Date:** 12/01/2003
- Status:** Active
- Reason:** NEW (New Position)
- Action Date:** 12/03/2003
- Position Status:** Approved
- Status Date:** 12/01/2003
- Key Position:** Checked
- Reports To:** 00000008 (FINANCIAL MGMT SPECIALIST)
- Dotted-Line Report:** (Empty)
- Title:** Public Health Analyst
- Short Title:** Public Hea
- Long Description:** (Empty text area)

Below the main form, there is a section for 'US Federal' with the following fields:

- Occupational Series:** 0685 (Public health program specialist)
- Medical Officer:** N/A
- Parentetical Title:** (Empty)
- Exempt Type:** N/A
- Organization Posn Title Cd:** (Empty)
- Position Occupied:** Competitive

Step	Action
25.	Click the <b>Work Location</b> tab.

Step	Action
26.	Click in the <b>Location Code</b> field. <input type="text"/>
27.	Enter the desired information into the <b>Location Code</b> field. Enter " <b>01000000</b> ".
28.	Click the <b>Expand section</b> button. 
29.	Confirm or modify the <b>Sub-Agency</b> . NOTE: The <b>Sub-Agency</b> is equivalent to a DHHS Agency, e.g., NIH. The sub-agency from the job code is the default.
30.	Click the <b>*Terminal ID</b> list. 
31.	Select the desired entry. Click <b>PSC</b> . <input type="text" value="PSC"/>

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

Effective Date: 12/01/2003 Status: Active

\*Regulatory Region: USA United States  
\*Company: HE Department of HHS  
\*Business Unit: DHHS0 Dept of Health and Human Svc  
Department:  
Location Code: 010000000 Alabama

US Federal

Position Location: Headquarters \*Terminal ID: PSC  
\*Personnel Office ID:  
Sub-Agency: 34 Health Resources and Services

Save Previous tab Next tab Add Update/Display Include History Correct History

Step	Action
32.	Click the <b>Job Information</b> tab. 
33.	Confirm the value in the <b>Reg/Temp</b> and <b>Full/Part Time</b> fields. The values default from the job code. These fields are not to be used to identify the work schedule.

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

Effective Date: 12/02/2003 Status: Active

Job Code: RS8042 Public Health Analyst Manager Level: All Other Positions

\*Reg/Temp: Regular  
\*Full/Part Time: Full-Time  
\*Regular Shift: Not Applicable  
Union Code:

Defaults

Pay Plan: GS  
Salary Plan: 0000 Grade: 14 Step:  
Standard Hours: Work Period:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

Step	Action
34.	Click the <b>*Regular Shift</b> list. 
35.	Select the desired entry. Click <b>1</b> . 
36.	Click in the <b>Grade</b> field. 
37.	Enter the desired information into the <b>Grade</b> field. Enter " <b>40</b> ".
38.	Press <b>[Tab]</b> .
39.	Enter the desired information into the <b>Work Period</b> field. Enter " <b>W</b> ".
40.	Click the <b>US Federal icon</b> button. 
41.	Scroll as necessary to view the information contained in the <b>US Federal icon</b> .
42.	Confirm or modify the <b>Bargaining Unit, Work Schedule, Fund Source, and FLSA Status</b> .



The Bargaining Unit from the job code is the default.

Work Schedule is the Federal work schedule identifier.

The Fund Source from the job code is the default.

The Target Grade from the associated job code is the default. This field is indicative of a career ladder job code.

The screenshot shows the 'Position Data' form in the PEOPLE Soft system. The form is divided into several sections:

- Navigation:** Home, Worklist, Help, Sign Out.
- Breadcrumbs:** Home > Develop Workforce > Manage Positions (USF) > Use > Position Data
- Tabs:** Description, Work Location, Job Information, **Specific Information** (selected), Budget and Incumbents.
- Position Number:** 00000000
- Headcount Status:** 0 out of 0
- Effective Date:** 12/01/2003
- Status:** Active
- Job Code:** RS8042 (Public Health Analyst)
- Manager Level:** All Other Positions
- Reg/Temp:** Regular
- Full/Part Time:** Full-Time
- Regular Shift:** Not Applicable
- Union Code:** [Empty]
- Defaults Section:**
  - Pay Plan:** GS
  - Salary Plan:** 0000
  - Grade:** 14
  - Step:** [Empty]
  - Standard Hours:** 40.00
  - Work Period:** W (Weekly)
  - Work Schedule:**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		
- US Federal:**
  - Bargaining Unit:** 0545
  - Personnel Action Request Nbr:** [Empty]

Step	Action
43.	Click the <b>Specific Information</b> tab. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000  
 Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

Effective Date: 12/01/2003 Status: Active

Max Head Count: 1  
 Mail Drop ID:   
 Work Phone:   
 Health Certificate:   
 Signature Authority:

Budgeted Position  
 Confidential Position  
 Job Sharing Permitted

Education and Government  
 US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
44.	Click the <b>US Federal icon</b> button. 
45.	Scroll as necessary to view the information contained in the <b>US Federal</b> icon.
46.	Select and modify the <b>Sensitivity Code</b> , <b>Security Clearance</b> , or <b>LEO/Fire Position</b> , if necessary. The <b>Sensitivity Code</b> and the <b>LEO/Fire Position</b> from the job code is the default. Click the <b>Drug Test (Applicable)</b> checkbox, if necessary.

Step	Action
47.	Saving assigns a number to the position. Click the <b>Save</b> button. 
48.	The position is created. <b>End of Procedure.</b>

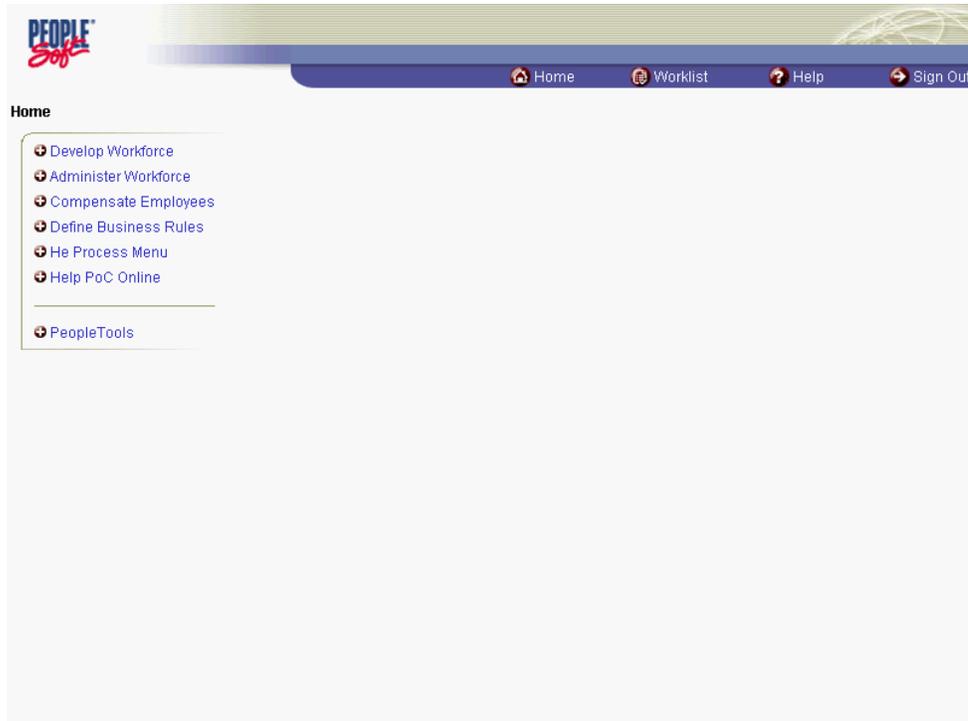
## Modifying Position Data

### Introduction

When you modify position data, changes made to the position data will not be automatically applied to related employees. Manual updates to the employees are required.

### Procedure

To modify data on an active position, perform the following steps.



Step	Action
1.	Click the <b>Develop Workforce</b> link. <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link. <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Use</b> link. <a href="#">Use</a>
4.	Click the <b>Position Data</b> link. <a href="#">Position Data</a>

Step	Action
5.	Click in the <b>Job Code</b> field. 
6.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>002880</b> ".
7.	Click the <b>Search</b> button. 



The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
8.	Click the <b>*Position Status</b> list. 

The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
9.	Select the desired entry. Click <b>Proposed</b> . 
10.	Click in the <b>Reports To</b> field. 
11.	Enter the desired information into the <b>Reports To</b> field. Enter " <b>00000045</b> ".
12.	Click the <b>Add a new row at row 1</b> button. 
13.	Click the <b>Choose a date</b> button. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000631 SUPPORT SERVICES SUPERVISOR  
Headcount Status: Open Current Head Count: 0 out of 1

View All First 1 of 2 Last

\*Effective Date: 12/03/2003 \*Status: Active + -

Reason:  Action Date: 12/03/2003

\*Position Status: Approved  Key Position

Reports To:

Dotted-Line Report:

Title: SUPPORT E Short Title:

Long Description:

US Federal [Detailed Job Description](#)

Save Return to Search Previous tab Next tab Add Update/Display Include History Correct History

Description | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
14.	Click the desired date. 8

The screenshot shows the 'Position Data' form in the PEOPLE SOFT system. The form is for a position titled 'SUPPORT SERVICES SUPERVISOR' with position number 00000631. The headcount status is 'Open' and the current head count is 0 out of 1. The effective date is 12/08/2003 and the status is 'Active'. The position is marked as a 'Key Position'. The form includes fields for 'Reason', 'Action Date' (12/03/2003), 'Position Status' (Approved), 'Status Date' (01/01/1940), 'Reports To', 'Dotted-Line Report', 'Title', and 'Long Description'. A 'Save' button is highlighted at the bottom left of the form area.

Step	Action
15.	Click the <b>Ok</b> button. 
16.	The data for an active position is modified. <b>End of Procedure.</b>

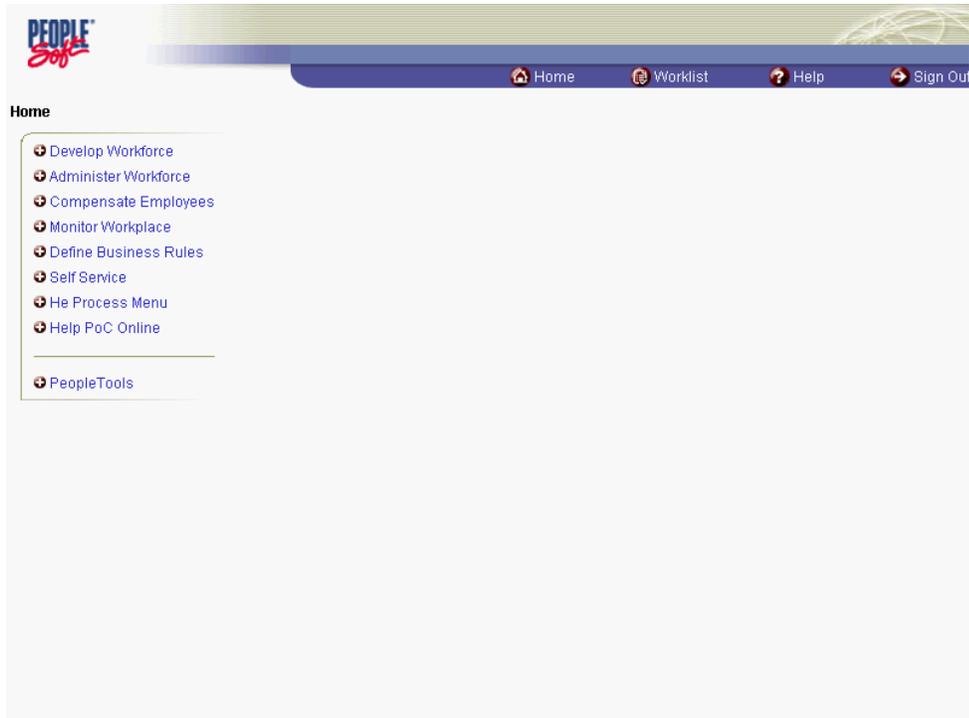
## Changing Reports to Information

### Introduction

Changing Reports To information is a two-step process. First, the position number must be changed at the Position level. Second, the Reports To information must be changed at the employee level.

### Procedure

The following steps detail the procedure for changing Reports To information.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>Position Data</b> link. <a href="#">Position Data</a>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

### Position Data

#### Find an Existing Value

Position Number:

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

Case Sensitive  
 Include History  Correct History

[Basic Search](#)

[Add a New Value](#)

Step	Action
5.	Click in the <b>Job Code</b> field. <input type="text"/>
6.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>01P001</b> ".
7.	Click the <b>Search</b> button. <input type="button" value="Search"/>
8.	Select the appropriate position. Click <b>SUPV HELP DESK SPECIALIST</b> <a href="#">SUPV HELP DESK SPECIALIST</a>

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000001 SUPV HELP DESK SPECIALIST  
 Headcount Status: Overalllocated Current Head Count: 2 out of 1

View All First 1 of 1 Last

\*Effective Date: 01/01/1940 \*Status: Active + -

Reason: NEW New Position Action Date: 01/01/1940

\*Position Status: Approved Status Date: 01/01/1940  Key Position

Reports To:

Dotted-Line Report:

Title: SUPV HELP DESK SPECIALIST Short Title:

Long Description:

[Detailed Job Description](#)

US Federal

Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 
10.	Update the <b>Effective Date</b> . Click the <b>Choose a date</b> button. 



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 0000001 SUPV HELP DESK SPECIALIST

Headcount Status: Overallocated Current Head Count: 2 out of 1

View All First 1 of 2 Last

\*Effective Date: 01/13/2004 \*Status: Active

Reason: [Search]

\*Position Status: Approved

Reports To: [Text Box]

Dotted-Line Report: [Text Box]

Title: SUPV HELP Short Title: [Text Box]

Long Description: [Text Area]

Action Date: 01/13/2004  Key Position

US Federal

Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

Description | Work Location | Job Information | Specific Information | Budget and Incumbents

Step	Action
11.	Click the desired date. Click <b>14</b>

The screenshot shows the 'Position Data' form in the PEOPLE Soft system. The form is titled 'Position Data' and includes the following fields and values:

- Position Number:** 00000001
- Position Title:** SUPV HELP DESK SPECIALIST
- Headcount Status:** Overalllocated
- Current Head Count:** 2 out of 1
- Effective Date:** 01/14/2004
- Status:** Active
- Reason:** (empty field with a look-up icon)
- Action Date:** 01/13/2004
- Position Status:** Approved
- Status Date:** 01/01/1940
- Key Position:**
- Reports To:** (empty field with a look-up icon)
- Dotted-Line Report:** (empty field with a look-up icon)
- Title:** SUPV HELP DESK SPECIALIST
- Short Title:** (empty field)
- Long Description:** (empty text area)

At the bottom of the form, there are navigation buttons: Save, Return to Search, Next in List, Previous in List, Previous tab, Add, Update/Display, Include History, Next tab, and Correct History. A 'Detailed Job Description' link is also present.

Step	Action
12.	Click in the <b>Reports To</b> field. <input type="text"/>

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
13.	Make any necessary changes to the <b>Reports To</b> field. Enter the desired information into the <b>Reports To</b> field. Enter " <b>00000042</b> ".

**PEOPLE**  
*Soft*

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000001 SUPV HELP DESK SPECIALIST  
 Headcount Status: Overalllocated Current Head Count: 2 out of 1

View All First 1 of 2 Last

\*Effective Date: 01/14/2004 \*Status: Active  
 Reason: Action Date: 01/13/2004  
 \*Position Status: Approved Status Date: 01/01/1940  Key Position  
 Reports To: 00000042  
 Dotted-Line Report:  
 Title: SUPV HELP DESK SPECIALIST Short Title:  
 Long Description:  
[Detailed Job Description](#)

US Federal

Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
14.	Click the <b>Save</b> button. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

**Position Number:** 00000001 **SUPV HELP DESK SPECIALIST**

**Headcount Status:** Overalllocated **Current Head Count:** 2 out of 1

View All First 1 of 2 Last

\*Effective Date: 01/14/2004 \*Status: Active

Reason: Action Date: 01/13/2004

\*Position Status: Approved Status Date: 01/01/1940  Key Position

Reports To: 00000042 MGMT AND PROG ANALYST

Dotted-Line Report:

Title: SUPV HELP DESK SPECIALIST Short Title: SUPV HELP

Long Description:

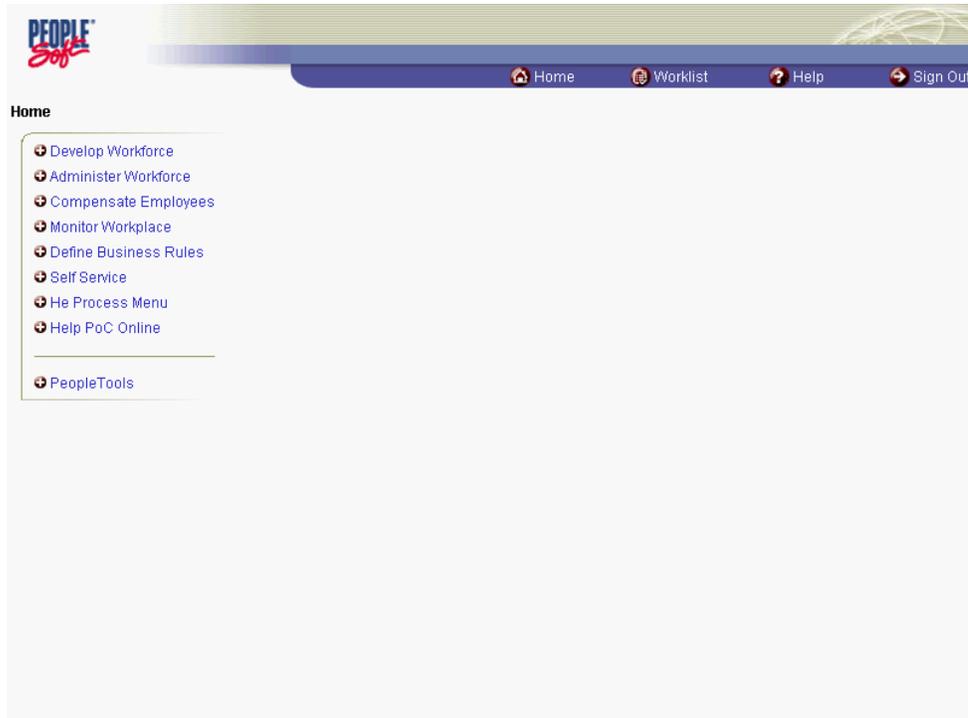
[Detailed Job Description](#)

US Federal

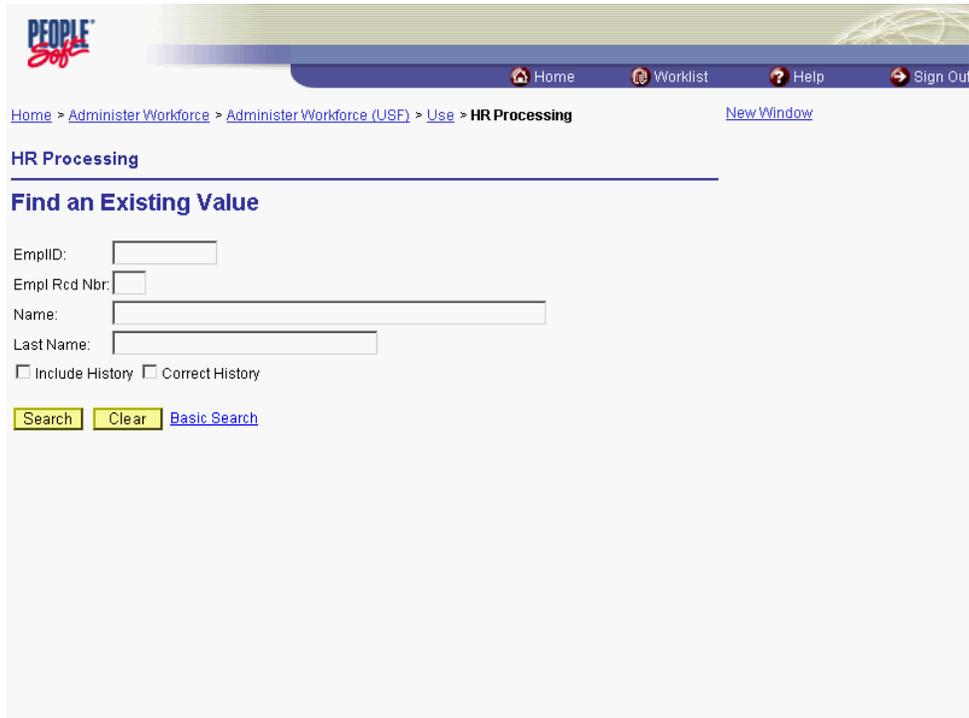
Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
15.	Click the <b>Home</b> link. <a href="#">Home</a>



Step	Action
16.	Click the <b>Administer Workforce</b> link.  <a href="#">Administer Workforce</a>
17.	Click the <b>Administer Workforce (USF)</b> link.  <a href="#">Administer Workforce (USF)</a>
18.	Click the <b>Use</b> link.  <a href="#">Use</a>
19.	Click the <b>HR Processing</b> link.  <a href="#">HR Processing</a>



Step	Action
20.	Click the <b>Correct History</b> option. <input type="checkbox"/> Correct History
21.	Click the <b>Search</b> button. <input type="button" value="Search"/>
22.	Select the appropriate employee. Click <b>SAMPSON, ELAINE</b> <input type="text" value="SAMPSON,ELAINE"/>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

SAMPSON, ELAINE EmplID: 00000298 Empl Rcd#: 0

Data Control View All 1 of 6

Actual Effective Date: 04/14/2002 Proposed Effective Date: 04/14/2002

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

\*Action: PAY Pay Rate Change PAR Status: PRO PROCESSED BY HUMAN RESOURCES

\*Reason Code: OTH Other Contact Emplid:

NOA Code: 818 AUO NOA Ext: 0

Authority (1): RMM Reg 550.151

Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data? Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
23.	Click the <b>Job</b> tab. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

SAMPSON, ELAINE EmplID: 00000298 Empl Rcd#: 0

**Job Data** View All First 1 of 6 Last

Effective Date: 04/14/2002 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Pay Rate Change NOA Code: 818 Empl Status: Active

Position: 00006967 GS- 0305- 04 MAIL CLERK  Posn Mgmt Rcd

\*Job Code: 00P238  Position Override

\*Agency: HE Department of HHS Transferred From Agency: DL

Sub-Agency: 11 Program Support Center Transferred To Agency:

\*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

\*Department: PBG Division Of Payroll [FEGLI/Retirement/FICA](#)

\*Location: 241450031 Silver Spring [Departmental Hierarchy](#)

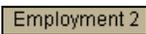
Tax Location: NA Not Applicable [Detail](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
24.	Click the <b>Position Override</b> option. <input type="checkbox"/>

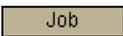
The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Job' tab is currently selected, displaying 'Job Data' for employee SAMPSON, ELAINE (EmpID: 00000298, Empl Rcd#: 0). The 'Job Data' section includes fields for Effective Date (04/14/2002), Transaction # / Seq (1), PAR Status (PROCESSED BY HUMAN RESOURCES), Act Type (Pay Rate Change), NOA Code (818), Empl Status (Active), Position (00008967 GS- 0305- 04 MAIL CLERK), Job Code (00P238), Agency (HE Department of HHS), Sub-Agency (11 Program Support Center), Business Unit (PSC00 Program Support Center), Department (PBG Division Of Payroll), Location (241450031 Silver Spring), and Tax Location (NA Not Applicable). There are also checkboxes for 'Posn Mgmt Rcd' (unchecked) and 'Position Override' (checked). At the bottom of the job data section, there are links for 'Benefits/FEHB Data', 'FEGLI/Retirement/FICA', 'Departmental Hierarchy', and 'Detail'. Below the job data section are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. At the very bottom, there is a breadcrumb trail: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
25.	Click the <b>Employment 2</b> tab. 

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area is titled 'Employment Data 2' and displays information for employee SAMPSON, ELAINE (EmpID: 00000298, Empl Rcd#: 0). The 'Reports To Position' field is set to '00000023' and is highlighted with a search icon. Other fields include 'Effective Date' (04/14/2002), 'Transaction # / Seq' (1), 'PAR Status' (PROCESSED BY HUMAN RESOURCES), 'Act Type' (Pay Rate Change), 'NOA Code' (818), 'Empl Status' (Active), 'Bargaining Unit', 'Union Code', 'Union Anniversary Date', 'Supervisor ID', 'Tenure' (Permanent), 'Probation Dates', and 'Retained Grade Expires'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
26.	Modify the <b>Reports To Position</b> number. Double-click in the <b>Reports To Position</b> field. <input type="text" value="00000023"/>
27.	Enter the desired information into the <b>Reports To Position</b> field. Enter " <b>00000028</b> ".

The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main interface has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Employment 2' tab is active, displaying data for 'SAMPSON, ELAINE' with 'EmplID: 00000298' and 'Empl Rcd#: 0'. The 'Employment Data 2' section includes fields for 'Effective Date' (04/14/2002), 'Transaction # / Seq' (1), 'PAR Status' (PROCESSED BY HUMAN RESOURCES), 'Act Type' (Pay Rate Change), 'NOA Code' (818), and 'Empl Status' (Active). There are also sections for 'Probation Dates' and 'Retained Grade Expires'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
28.	Click the <b>Job</b> tab. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

SAMPSON, ELAINE EmplID: 00000298 Empl Rcd#: 0

Job Data View All First 1 of 6 Last

Effective Date: 04/14/2002 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Pay Rate Change NOA Code: 818 Empl Status: Active

Position: 00006967 GS- 0305- 04 MAIL CLERK  Posn Mgmt Rcd

\*Job Code: 00P238  Position Override

\*Agency: HE Department of HHS Transferred From Agency: DL

Sub-Agency: 11 Program Support Center Transferred To Agency:

\*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

\*Department: PBG Division Of Payroll [FEGLI/Retirement/FICA](#)

\*Location: 241450031 Silver Spring [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
29.	Uncheck the <b>Position Override</b> checkbox. Click the <b>Position Override</b> option. <input checked="" type="checkbox"/>

The screenshot shows the PEOPLE Soft HR Processing interface. The user is logged in as SAMPSON, ELAINE with EmpID: 00000298 and Empl Rcd#: 0. The interface is divided into several tabs: Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The 'Position' tab is active, displaying the following information:

- Effective Date:** 04/14/2002
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Pay Rate Change
- NOA Code:** 818
- Empl Status:** Active
- Position:** 00008967 GS- 0305- 04 MAIL CLERK
- \*Job Code:** 00P238
- \*Agency:** HE Department of HHS
- Sub-Agency:** 11 Program Support Center
- \*Business Unit:** PSC00 Program Support Center
- \*Department:** PBG Division Of Payroll
- \*Location:** 241450031 Silver Spring
- Tax Location:** NA Not Applicable

Additional options include 'Posn Mgmt Rcd' and 'Position Override'. Navigation buttons at the bottom include Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History. A breadcrumb trail at the bottom reads: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2.

Step	Action
30.	NOTE: Changes made to position data will not be automatically applied to related employees. Manual updates to the employees are required. Click the <b>Save</b> button. 
31.	The change to Reports To information is saved. <b>End of Procedure.</b>

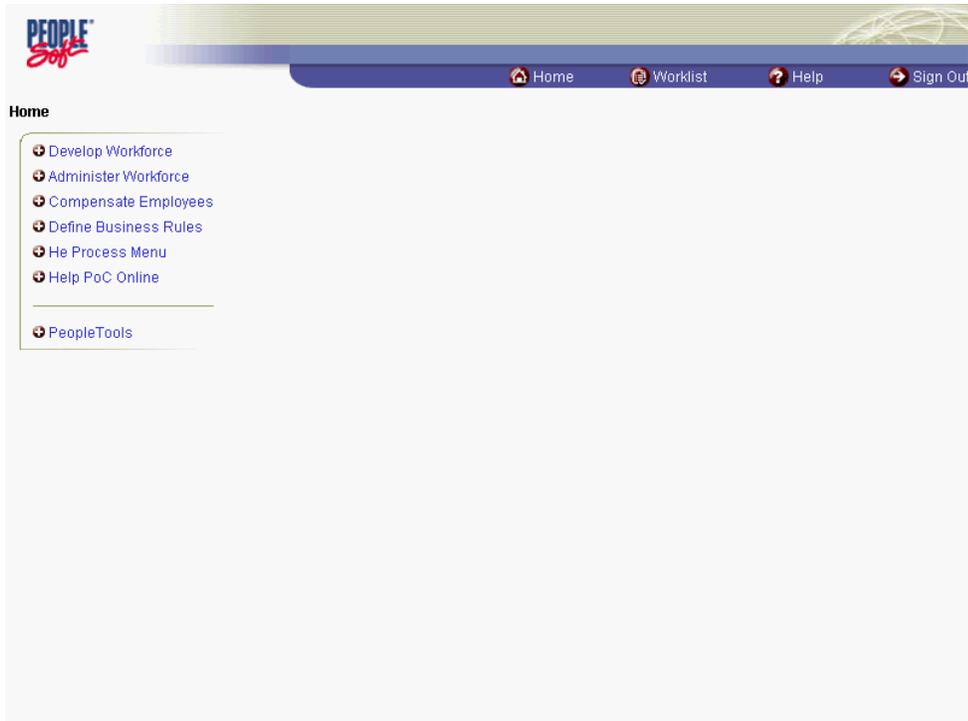
## Inactivating Positions

### Introduction

To retain an accurate system history, an end-user should never delete a position. Instead, when a position is no longer needed, it should be inactivated.

### **Procedure**

To inactivate a position, perform the following steps.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>Position Data</b> link. <a href="#">Position Data</a>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

### Position Data

#### Find an Existing Value

Position Number:

Description:

Position Status:

Business Unit:

Department:

Job Code:

Reports To Position Number:

Case Sensitive  
 Include History  Correct History

[Basic Search](#)

[Add a New Value](#)

Step	Action
5.	Click in the <b>Job Code</b> field. <input type="text"/>

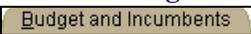
The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
6.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>002880</b> ".
7.	Click the <b>Search</b> button. <input type="button" value="Search"/>
8.	Click the desired entry in the <b>Search Results</b> table. <input type="text" value="SUPPORT SERVICES SUPERVISOR Proposed"/>
9.	Select the appropriate position. Click <b>SUPPORT SERVICES SUPERVISOR</b> <input type="text" value="SUPPORT SERVICES SUPERVISOR"/>

The screenshot shows the 'Position Data' form in the PEOPLE Soft system. The form is titled 'Position Data' and is part of the 'Manage Positions (USF) > Use' navigation path. The form contains the following fields and values:

- Position Number:** 00000631
- Headcount Status:** Open
- Current Head Count:** 0 out of 1
- Effective Date:** 12/08/2003
- Status:** Active
- Reason:** (empty)
- Action Date:** 12/03/2003
- Position Status:** Proposed
- Status Date:** 12/08/2003
- Key Position:**
- Reports To:** 00000004 SYSTEMS ACCOUNTANT
- Dotted-Line Report:** (empty)
- Title:** SUPPORT SERVICES SUPERVISOR
- Short Title:** SUPPORT SE
- Long Description:** (empty text area)

At the bottom of the form, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Previous tab, Add, Update/Display, Include History, Next tab, and Correct History. The form is also labeled 'US Federal'.

Step	Action
10.	Click the <b>Budget and Incumbents</b> tab. 
11.	Verify that the position is not encumbered.
12.	Click the <b>Description</b> tab. 

The screenshot shows the 'Position Data' form in the PEOPLE Soft system. The form is titled 'Position Data' and is part of the 'Manage Positions (USF) > Use' navigation path. The form contains the following fields and values:

- Position Number:** 00000631
- Headcount Status:** Open
- Current Head Count:** 0 out of 1
- Effective Date:** 12/08/2003
- Status:** Active
- Reason:** (empty)
- Action Date:** 12/03/2003
- Position Status:** Proposed
- Status Date:** 12/08/2003
- Key Position:** (checked)
- Reports To:** 00000004 SYSTEMS ACCOUNTANT
- Dotted-Line Report:** (empty)
- Title:** SUPPORT SERVICES SUPERVISOR
- Short Title:** SUPPORT SE
- Long Description:** (empty)

At the bottom of the form, there are several buttons: Save, Return to Search, Next in List, Previous in List, Previous tab, Add, Update/Display, Include History, Next tab, and Correct History. A 'Detailed Job Description' link is also present.

Step	Action
13.	Click the <b>Add a new row at row 1</b> button. 
14.	Click the <b>Choose a date</b> button. 

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

The screenshot displays the 'Position Data' form in the PEOPLE SOFT system. The 'Effective Date' field is set to 12/08/2003, and a calendar pop-up is open, showing the month of December 2003. The date 15 is highlighted in the calendar. The form includes various fields for position details, such as Position Number, Headcount Status, Reason, Position Status, Reports To, Dotted-Line Report, Title, and Short Title. Navigation buttons like Save, Return to Search, and Add are visible at the bottom of the form.

Step	Action
15.	Click the desired date. Click <b>15</b> 

**PEOPLE**  
*Soft*

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000631 SUPPORT SERVICES SUPERVISOR  
 Headcount Status: Open Current Head Count: 0 out of 1

View All First 1 of 3 Last

\*Effective Date: 12/15/2003 \*Status: Active  
 Reason: Action Date: 12/03/2003  
 \*Position Status: Proposed Status Date: 12/08/2003  Key Position  
 Reports To: 00000004 SYSTEMS ACCOUNTANT  
 Dotted-Line Report:  
 Title: SUPPORT SERVICES SUPERVISOR Short Title: SUPPORT SE  
 Long Description:  
[Detailed Job Description](#)

US Federal

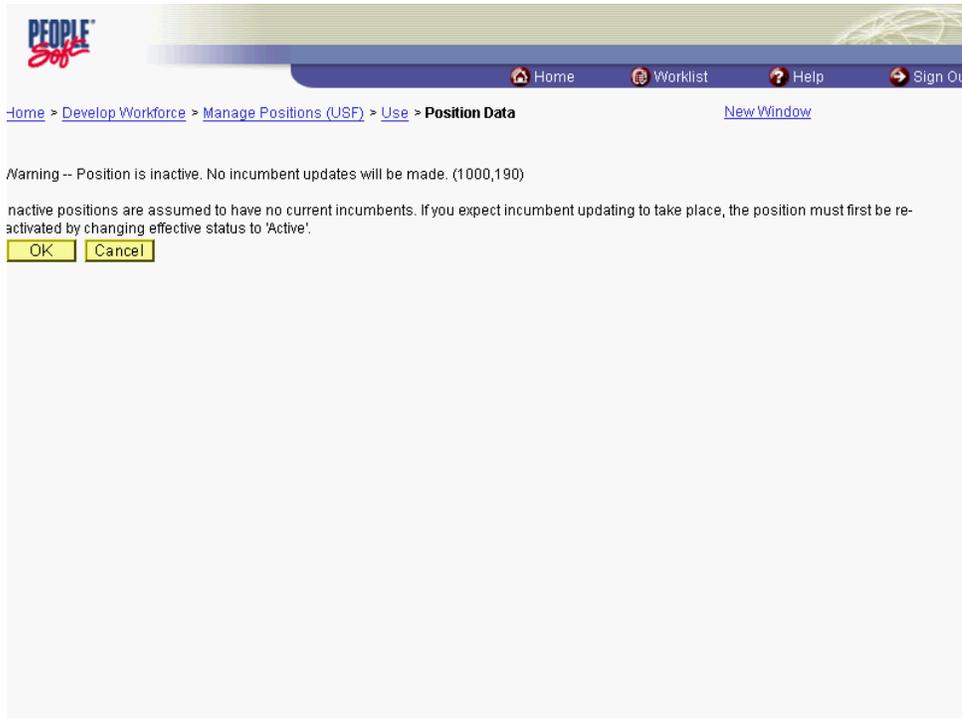
Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
16.	Click the <b>*Status</b> list. 
17.	Click <b>Inactive</b> . 

The screenshot shows the 'Position Data' form in the PEOPLE SOFT system. The form is for a position with the number 00000631, titled 'SUPPORT SERVICES SUPERVISOR'. The headcount status is 'Open' and the current head count is 0 out of 1. The effective date is 12/15/2003 and the status is 'Inactive'. The position status is 'Proposed' and the status date is 12/08/2003. The reports to field is populated with '00000004 SYSTEMS ACCOUNTANT'. The title is 'SUPPORT SERVICES SUPERVISOR' and the short title is 'SUPPORT SE'. The long description field is empty. The form includes various navigation and action buttons at the bottom, such as 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Previous tab', 'Add', 'Update/Display', 'Include History', 'Correct History', and 'Next tab'. There are also breadcrumb links at the top: 'Home > Develop Workforce > Manage Positions (USF) > Use > Position Data'.

Step	Action
18.	Click the <b>Save</b> button. 



Step	Action
19.	Users will receive a warning that confirms there are no employees attached to the position. Click the <b>Ok</b> button. 
20.	The position that is no longer needed is inactivated. <b>End of Procedure.</b>

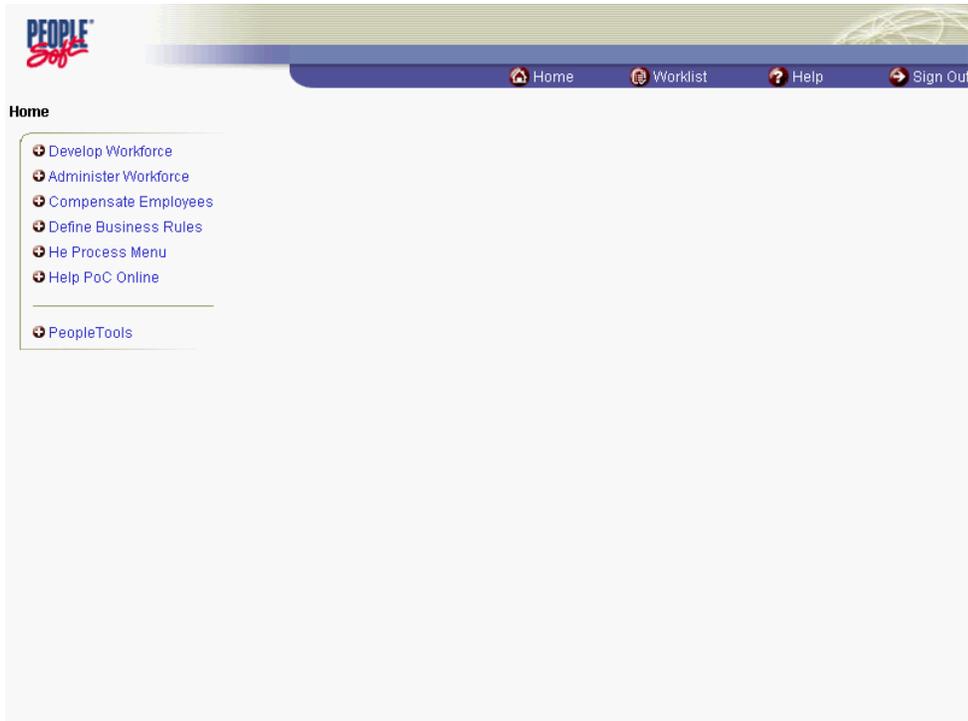
## Reactivating Inactive Positions

### Introduction

Inactive positions can be reactivated, if necessary.

### **Procedure**

To reactivate an inactive position, perform the following steps.



Step	Action
1.	Click the <b>Develop Workforce</b> link.  <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link.  <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>Position Data</b> link. <a href="#">Position Data</a>

Step	Action
5.	Click in the <b>Job Code</b> field. 

The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
6.	Enter the desired information into the <b>Job Code</b> field. Enter " <b>002880</b> ".
7.	Click the <b>Search</b> button. 
8.	Select the appropriate position. Click <b>SUPPORT SERVICES SUPERVISOR</b> 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000631 SUPPORT SERVICES SUPERVISOR  
 Headcount Status: Open Current Head Count: 0 out of 1

View All First 1 of 3 Last

\*Effective Date: 12/15/2003 \*Status: Inactive + -  
 Reason: [ ] Action Date: 12/03/2003  
 \*Position Status: Proposed Status Date: 12/08/2003 Key Position  
 Reports To: 00000004 SYSTEMS ACCOUNTANT  
 Dotted-Line Report: [ ]  
 Title: SUPPORT SERVICES SUPERVISOR Short Title: SUPPORT SE  
 Long Description: [ ] [Detailed Job Description](#)

US Federal

Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
9.	Click the <b>Add a new row at row 1</b> button. 
10.	Click the <b>Choose a date</b> button. 



The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000631 SUPPORT SERVICES SUPERVISOR  
 Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 12/15/2003 Status: Inactive  
 Reason: Action Date: 12/03/2003  
 Position Status: Proposed Key Position  
 Reports To: 00000004  
 Dotted-Line Report:  
 Title: SUPPORT SE Short Title: SUPPORT SE  
 Long Description:

US Federal

Save Return to Search Next in List Previous in List Previous tab Add Update/Display Include History Next tab Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
11.	Click the desired date. Click <b>22</b> <b>22</b>

The screenshot shows the 'Position Data' form in the PEOPLE Soft application. The form is for a position titled 'SUPPORT SERVICES SUPERVISOR' with position number 00000631. The headcount status is 'Open' and the current head count is 0 out of 1. The effective date is 12/22/2003 and the status is 'Inactive'. The position status is 'Proposed' and the status date is 12/08/2003. The reports to field is populated with '00000004 SYSTEMS ACCOUNTANT'. The title is 'SUPPORT SERVICES SUPERVISOR' and the short title is 'SUPPORT SE'. The long description field is empty. The form is for the 'US Federal' organization. Navigation buttons include Save, Return to Search, Next in List, Previous in List, Previous tab, Next tab, Add, Update/Display, Include History, and Correct History. The breadcrumb trail is Home > Develop Workforce > Manage Positions (USF) > Use > Position Data.

Step	Action
12.	Click the <b>*Status</b> list. 
13.	Click <b>Active</b> . 

PEOPLE SOFT

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data

Description | Work Location | Job Information | Specific Information | Budget and Incumbents

Position Number: 00000631 SUPPORT SERVICES SUPERVISOR  
 Headcount Status: Open Current Head Count: 0 out of 1

Effective Date: 12/22/2003 \*Status: Active  
 Reason: Action Date: 12/03/2003  
 Position Status: Proposed Status Date: 12/08/2003 Key Position  
 Reports To: 00000004 SYSTEMS ACCOUNTANT  
 Dotted-Line Report:  
 Title: SUPPORT SERVICES SUPERVISOR Short Title: SUPPORT SE  
 Long Description:  
 US Federal

Save | Return to Search | Next in List | Previous in List | Previous tab | Add | Update/Display | Include History | Next tab | Correct History

Description | Work Location | Job Information | Specific Information | Budget and Incumbents

Step	Action
14.	Click the <b>Save</b> button. 
15.	The inactive position is reactivated. <b>End of Procedure.</b>

## **Position Management Information Tools**

In addition to the EHRP Position Management pages, an end-user can obtain Position Management information in condensed formats from the following:

Inquire Pages

Position History

Vacant Budgeted Positions

Reports

Active/Inactive Positions

Active Position History

Incumbent History

Vacant Position Report

Exception Override Report

OF8 Report

Inquire pages are queries that are built into EHRP for users to easily access. Since EHRP is accessed in a browser format, the inquiries can be printed using the Print button on the browser tool bar. Inquire pages will allow the user to view data that meets inquiry criteria.

Reports are also queries that are built for users to easily access data. Reports can be printed, as well.

## **Position History Inquire Page**

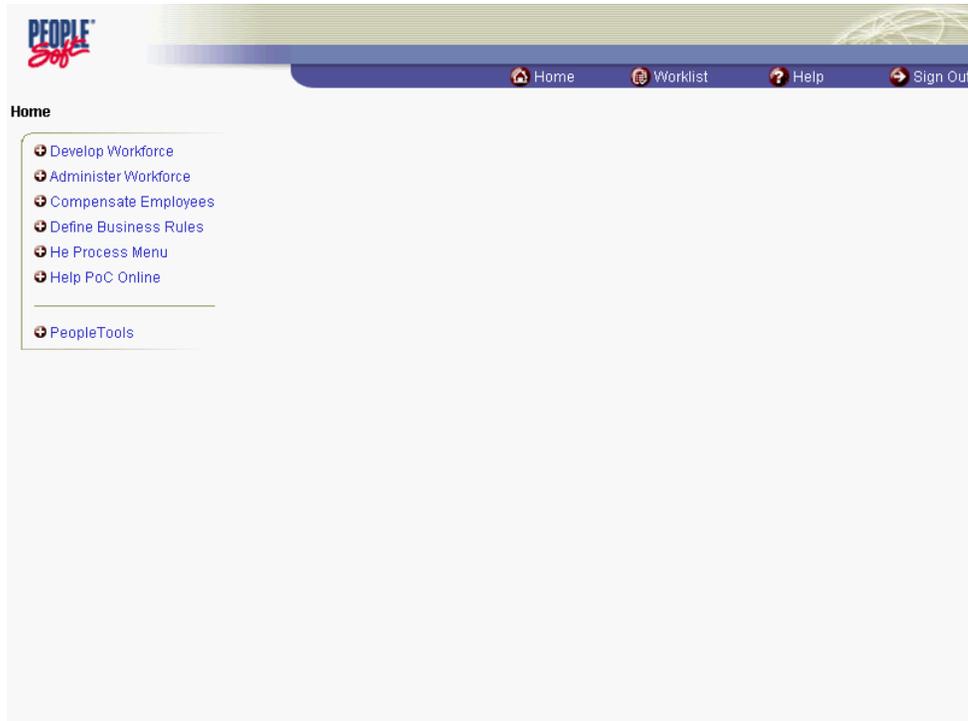
### **Introduction**

The Position History inquire page provides information on incumbents currently and previously assigned to a position. Included are position entry and end dates, and salary information.

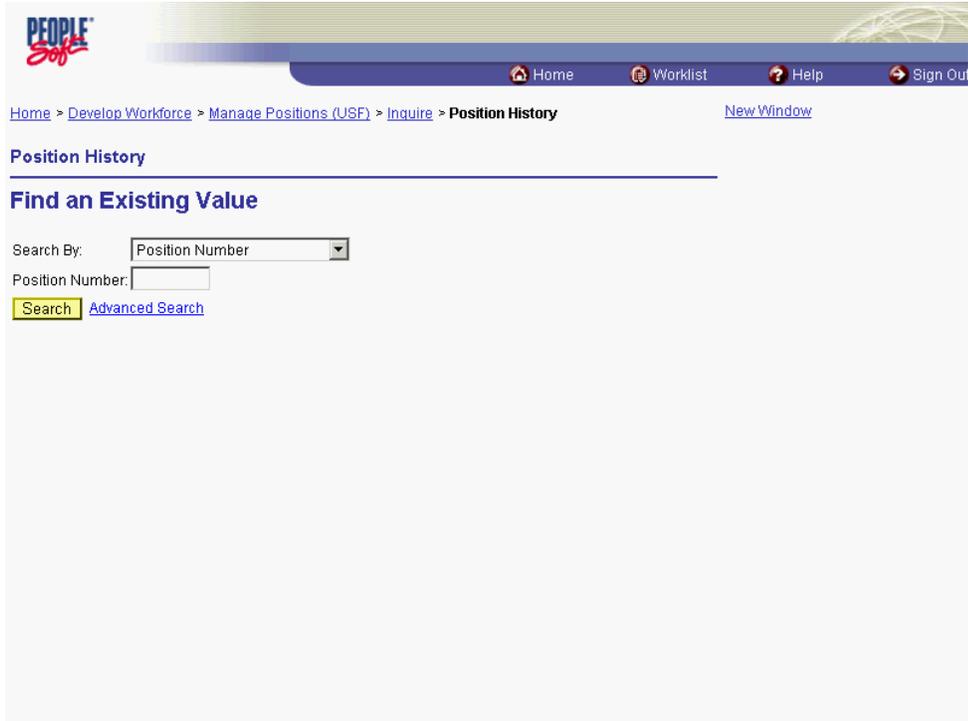
The view also contains a hyperlink (Current Position Data) that provides detailed summary information for the position.

## **Procedure**

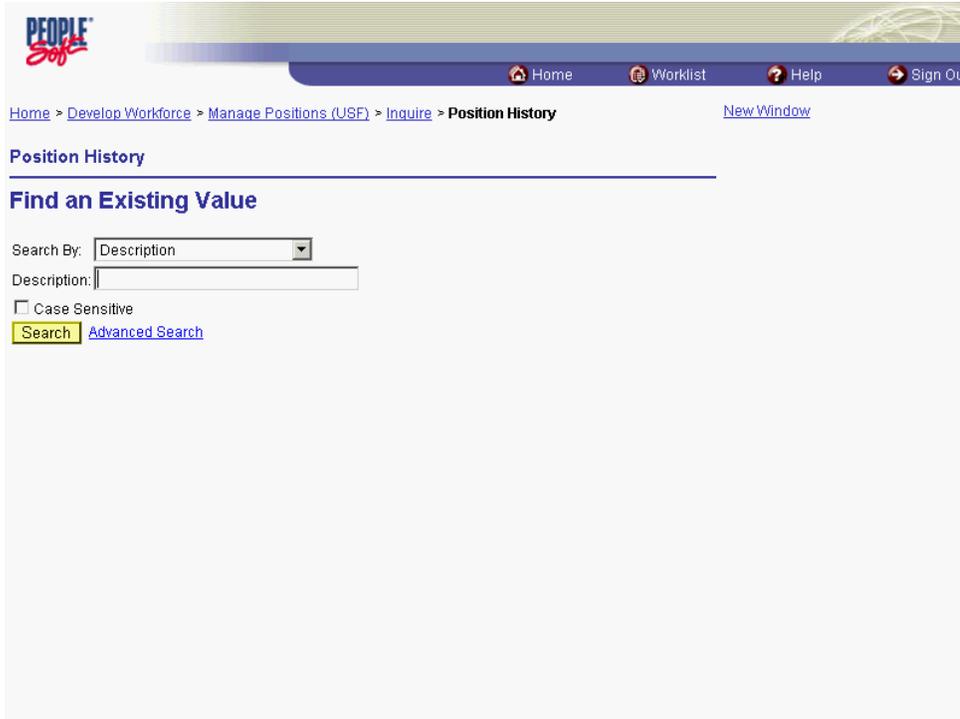
The following steps detail the procedure for generating the Position Management Inquire pages.



Step	Action
1.	Click the <b>Develop Workforce</b> link. <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link. <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Inquire</b> link. <a href="#">Inquire</a>
4.	Click the <b>Position History</b> link. <a href="#">Position History</a>



Step	Action
5.	Click the <b>Search By</b> list. <input type="button" value="v"/>
6.	Select the desired entry. Click <b>Description</b> . <input type="text" value="Description"/>



Step	Action
7.	Enter the desired information into the <b>Description</b> field. Enter " <b>Mail Clerk</b> ".
8.	Click the <b>Search</b> button. 
9.	Click the desired entry in the <b>Search Results</b> table. 

Position History

Position Number: 00000007 MAIL CLERK [Current Position Data](#)

0008 Duda,D

	Position Entry Date	Position End Date	Compensation Rate	Currency	Frequency	Components	Sal Plan	Grade	Step
	10/10/2001	10/14/2001	26,644.800000	USD	Annual	<a href="#">Components</a>	0023	05	1
	10/10/2001	10/14/2001	26,644.800000	USD	Annual	<a href="#">Components</a>	0023	05	1

Exit Reason: Change to Lower Grade

[Save](#) [Return to Search](#)

Step	Action
10.	Click the <b>Current Position Data</b> link. <a href="#">Current Position Data</a>

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Home Worklist Help Sign Out

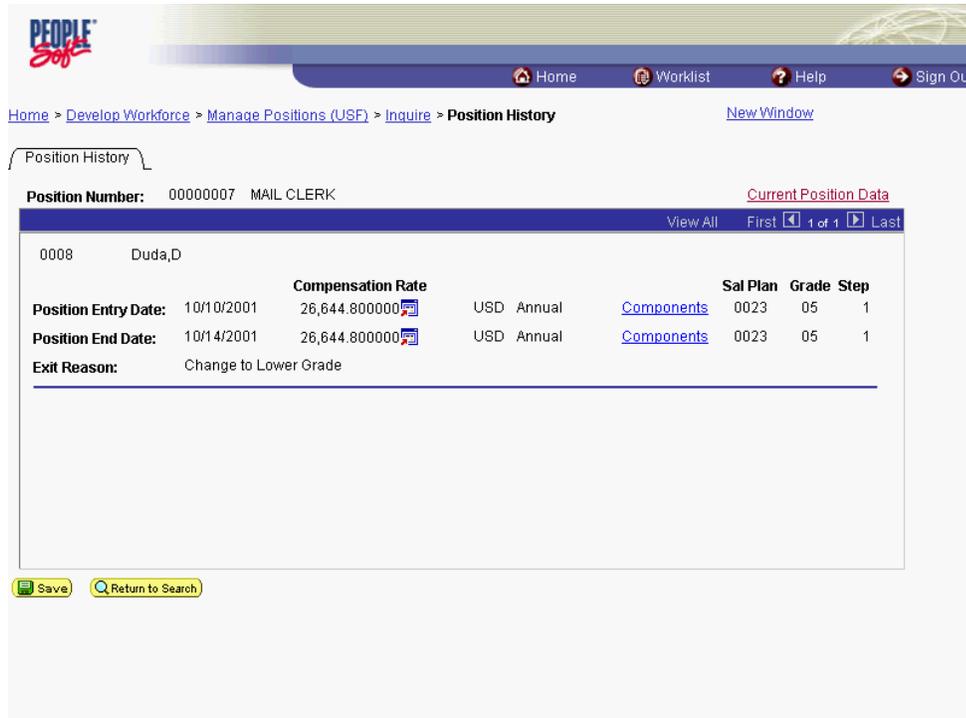
Home > Develop Workforce > Manage Positions (USF) > Inquire > Position History [New Window](#)

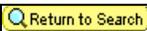
**Current Position Data**

<b>Position Number:</b>	00000007	MAIL CLERK
<b>Company:</b>	HE	Department of HHS
<b>Business Unit:</b>	PSC00	Program Support Center
<b>Department:</b>	PEAFF1	Administrative Operations Serv
<b>Job Code:</b>	99H019	
<b>Salary Plan:</b>	0023 05	
<b>Max Head Count:</b>	1	
<b>Current Head Count:</b>	0	
<b>Headcount Status:</b>	Open	

[Return](#)

Step	Action
11.	Click the <b>Return</b> button to return to the Position History view. <a href="#">Return</a>



Step	Action
12.	Click the <b>Return to Search</b> button to search for additional Position History. 
13.	Continue to search by the desired category, if desired. <b>End of Procedure.</b>

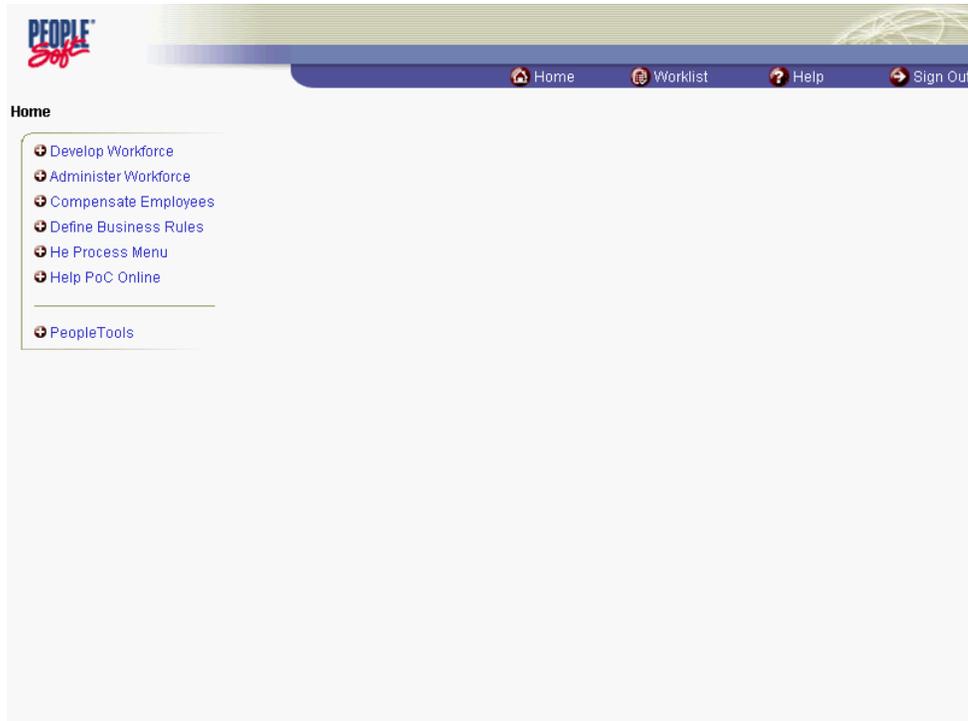
## Vacant Budgeted Positions Inquire Page

### Introduction

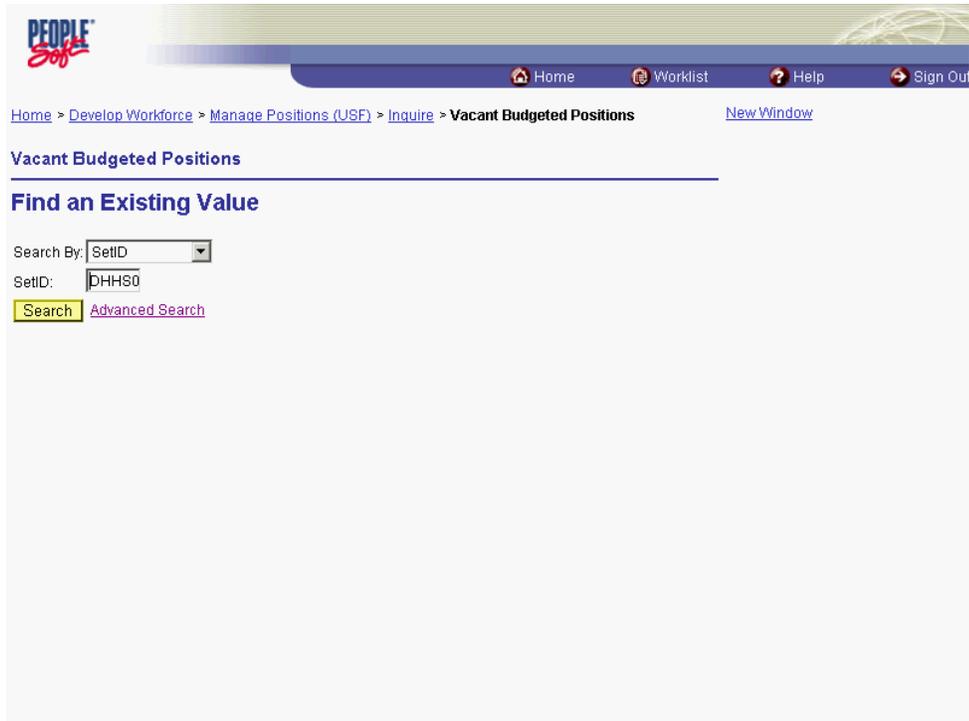
The Vacant Budgeted Positions inquire page provides information on each vacant position in a selected department (admin code). This view contains three pages: Position Information, Job Code Information, and Work Location. Using the three pages of this view, HR Staff can determine what positions are vacant in a particular admin code and specific attributes of those positions.

### **Procedure**

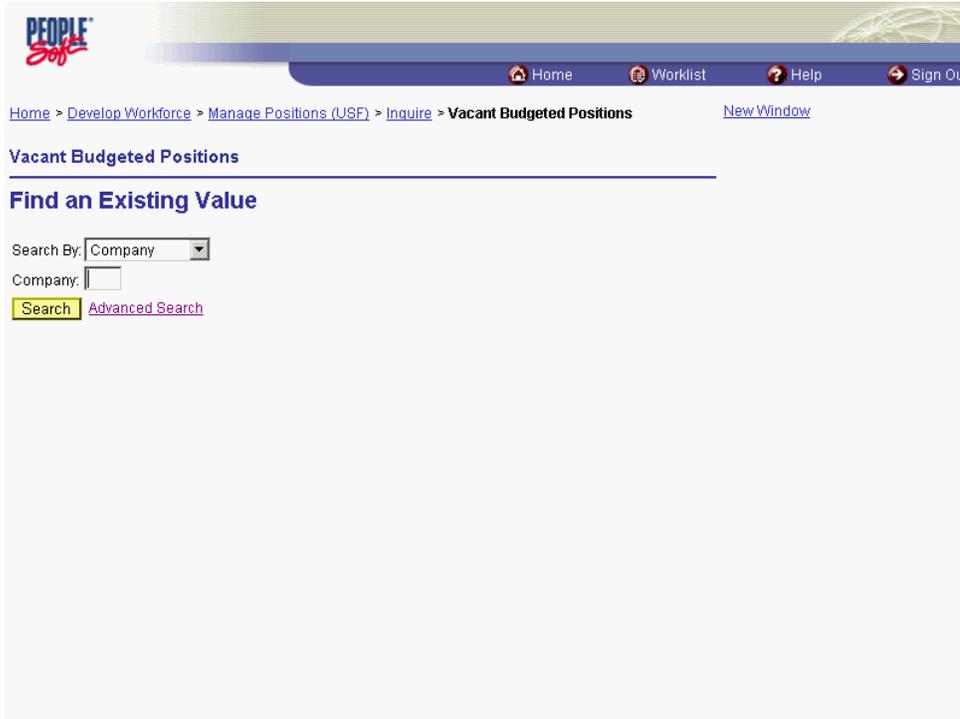
The following steps detail the procedure for generating the Vacant Budgeted Positions pages.

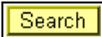


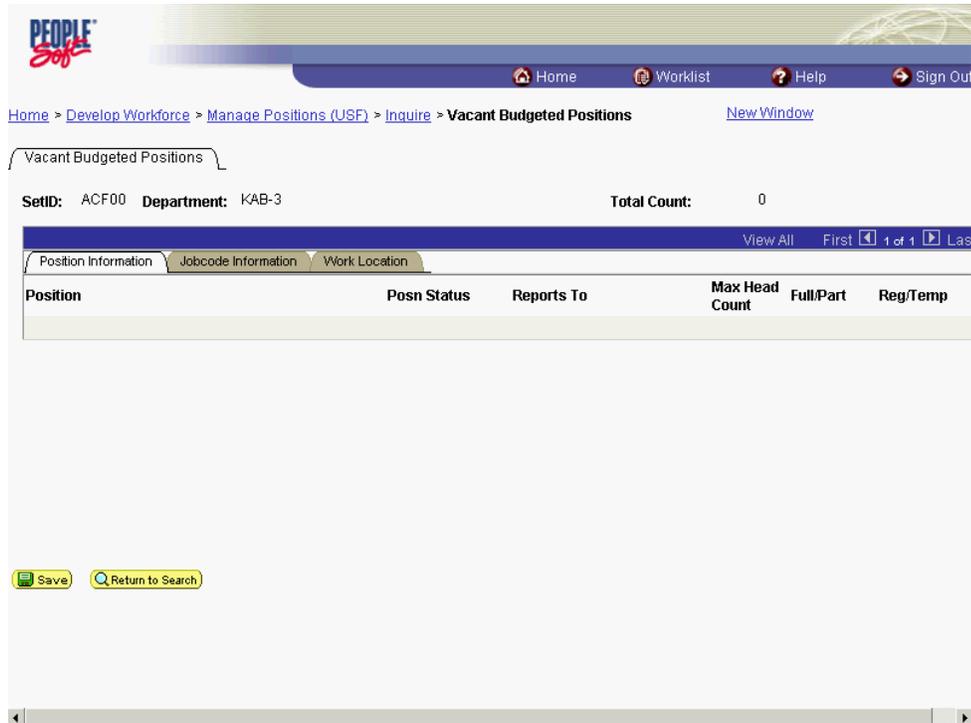
Step	Action
1.	Click the <b>Develop Workforce</b> link. <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link. <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Inquire</b> link. <a href="#">Inquire</a>
4.	Click the <b>Vacant Budgeted Positions</b> link. <a href="#">Vacant Budgeted Positions</a>

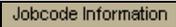


Step	Action
5.	Click the <b>Search By</b> list. <input type="button" value="▼"/>
6.	Select the desired entry. Click <b>Company</b> . <input type="text" value="Company"/>



Step	Action
7.	Enter the desired information into the <b>Company</b> field. Enter " <b>HE</b> ".
8.	Click the <b>Search</b> button. 
9.	Click the desired entry in the <b>Search Results</b> table to view the Position Information page. 



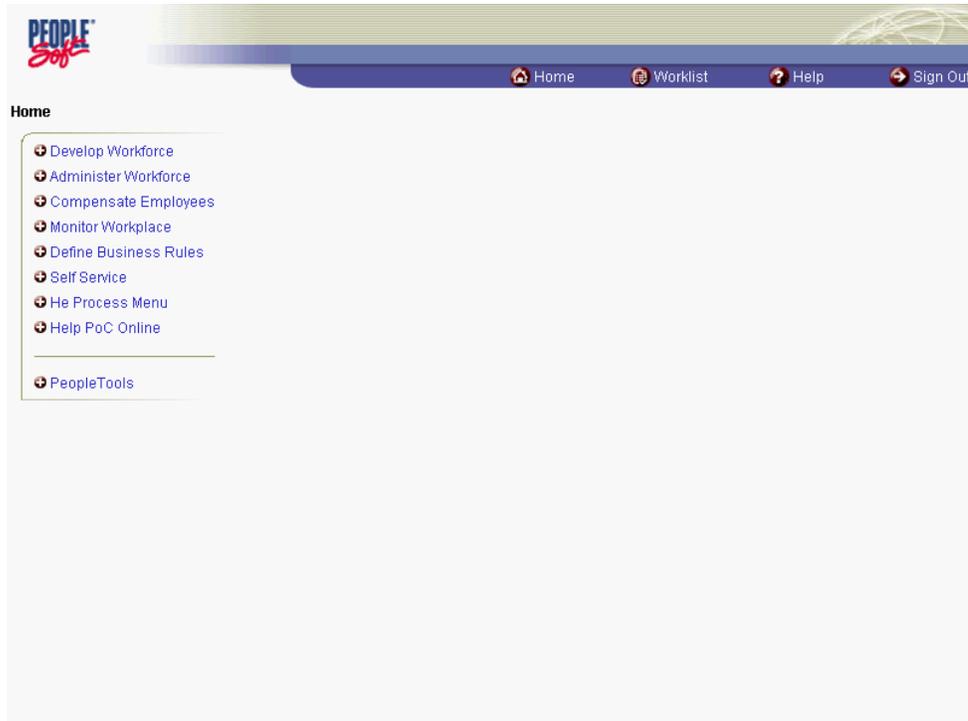
Step	Action
10.	Click the <b>Jobcode Information</b> tab. 
11.	Click the <b>Work Location</b> tab to view the Work Location page. 
12.	Click the <b>Return to Search</b> button to search for additional information. You can also save the search for future reference by clicking the <b>Save</b> button.. 
13.	Continue to search as desired. <b>End of Procedure.</b>

## Active/Inactive Positions Report

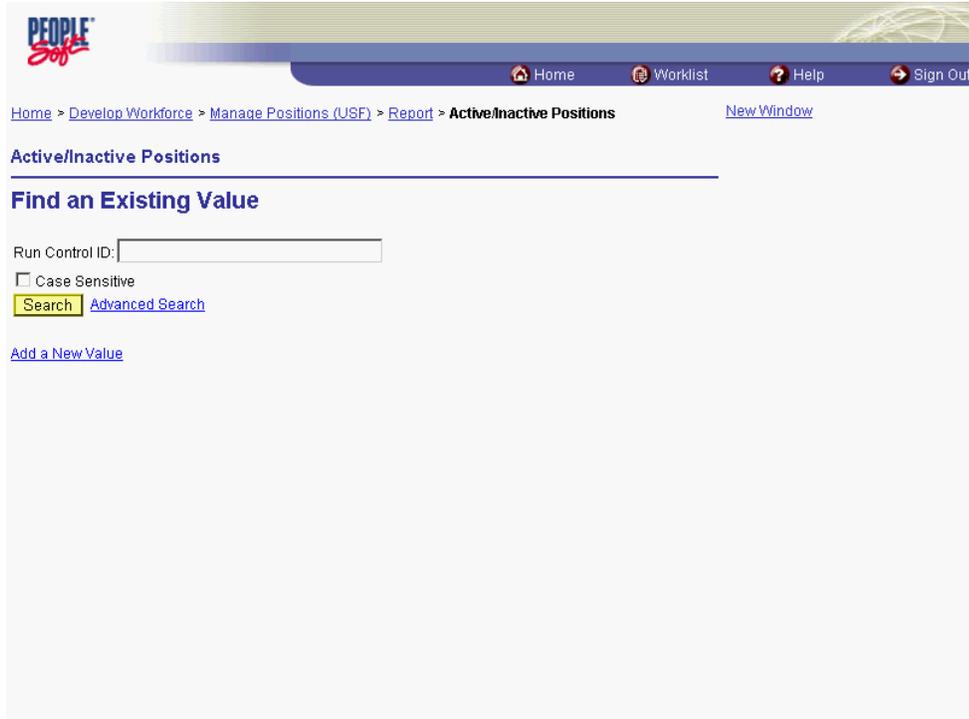
### Introduction

The Active/Inactive Positions Report provides information on active or inactive positions in a specific department (admin code) as of a specified date.

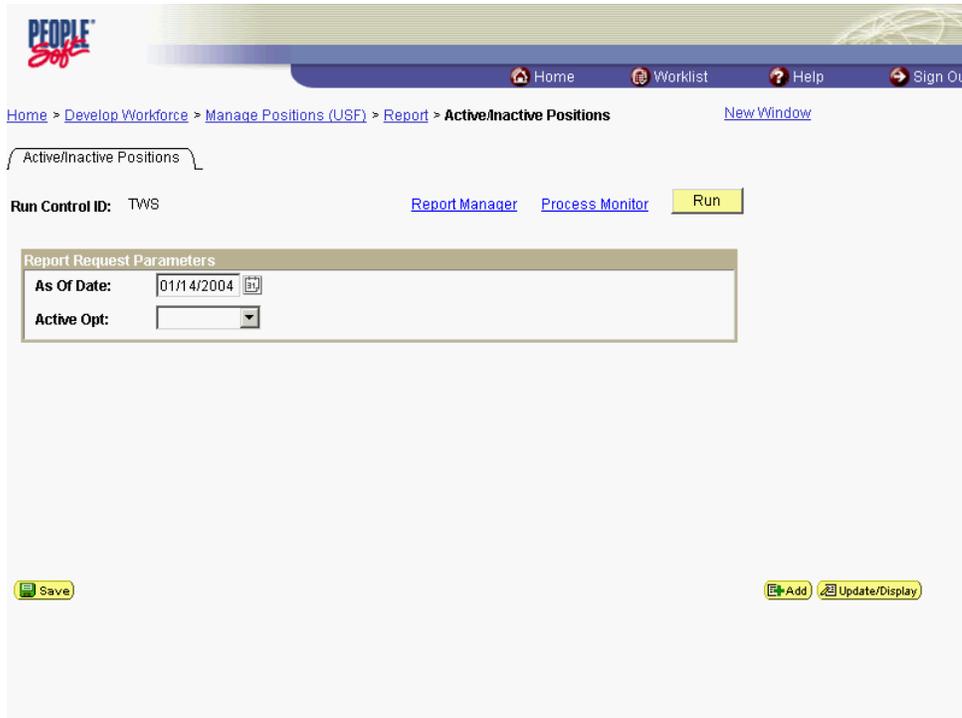
### Procedure



Step	Action
1.	Click the <b>Develop Workforce</b> link. <a href="#">Develop Workforce</a>
2.	Click the <b>Manage Positions (USF)</b> link. <a href="#">Manage Positions (USF)</a>
3.	Click the <b>Report</b> link. <a href="#">Report</a>
4.	Click the <b>Active/Inactive Positions</b> link. <a href="#">Active/Inactive Positions</a>



Step	Action
5.	Click the <b>Add a New Value</b> link. <a href="#">Add a New Value</a>
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>TWS</b> ".
7.	Click the <b>Search</b> button. <input type="button" value="Add"/>



Step	Action
8.	Click the <b>Choose a date</b> button. 

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Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Report > Active/Inactive Positions [New Window](#)

Active/Inactive Positions

Run Control ID: TWS [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

As Of Date: 01/14/2004

Active Opt:

Choose a date

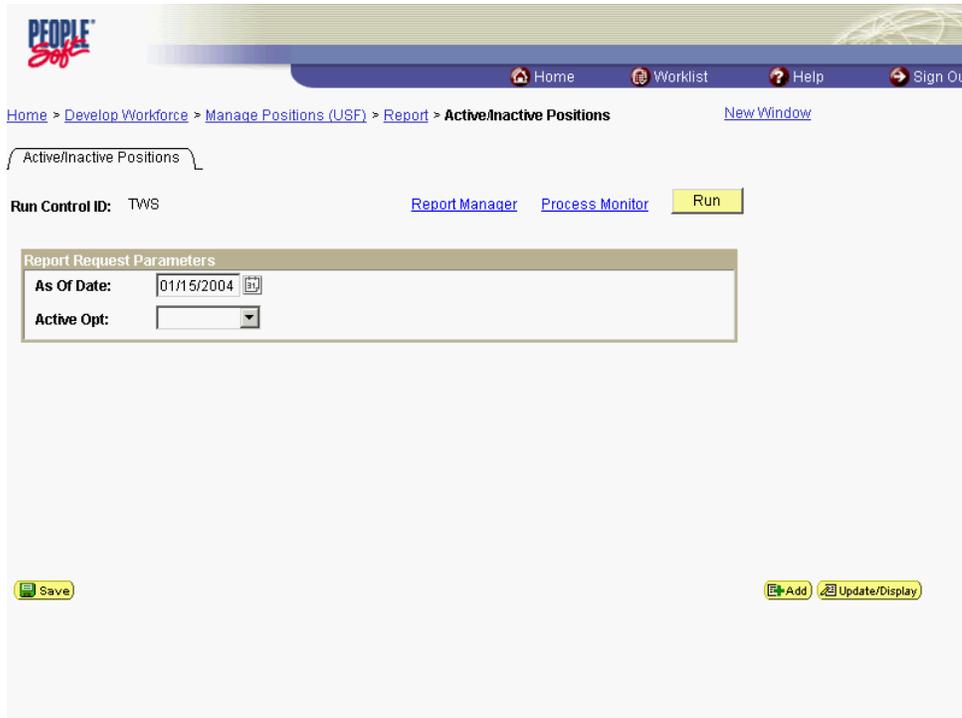
January 2004

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current Date

Save Add Update/Display

Step	Action
9.	Click the desired date.



Step	Action
10.	Click the <b>Active Opt</b> list. <input type="text" value=""/>
11.	Click an entry in the list.
12.	Click the <b>Run</b> button. <input type="button" value="Run"/>

**PEOPLE Soft**

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Report > Active/Inactive Positions [New Window](#) **Saved**

**Process Scheduler Request**

User ID: THENSON Run Control ID: TWS

Server Name: [Dropdown] Run Date: 01/14/2004 [Calendar Icon]

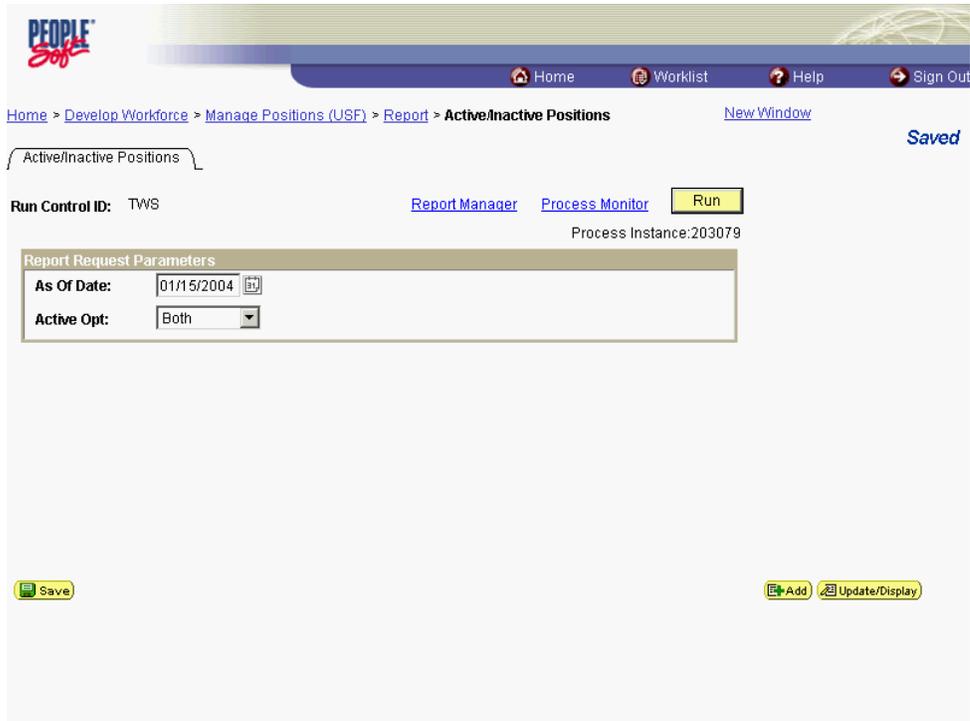
Recurrence: [Dropdown] Run Time: 12:38:28PM

Time Zone: [Dropdown] [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Active/Inactive Positions	FGHR025	SQR Report	Web	PDF

OK Cancel

Step	Action
13.	Click the <b>Server Name</b> list. [Dropdown]
14.	Click an entry in the list.
15.	Click the <b>Ok</b> button. [OK]



Step	Action
16.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
17.	Click the <b>Process Monitor</b> link. <input type="text"/>

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process List **Server List**

View Process Request For

UserID: THENSON  Process  Last: 1 Days

Server  Process  Instance:  to

Run Status:  View Job Items  Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
203079	SQR Report	FGHR025	THENSON	01/14/2004 12:38:28PM EST	Success	<a href="#">Details</a>

[Go back to Active/Inactive Positions](#)

Process List | [Server List](#)

Step	Action
18.	Click the <b>Process Detail</b> link. <a href="#">Details</a>

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > PeopleTools > Process Monitor > Inquire > Process Requests. A "New Window" link is visible on the right. The main content area is titled "Process Detail" and contains several sections:

- Process:** Instance: 203079, Type: SQR Report, Name: FGHR025, Description: Active/Inactive Positions.
- Run:** Run Control ID: TWS, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:** A list of radio buttons for actions: Hold Request, Queue Request, Cancel Request, **Delete Request** (selected), and Restart Request.
- Date/Time:** Request Created On: 01/14/2004 12:39:00PM EST, Run Anytime After: 01/14/2004 12:38:28PM EST, Began Process At: 01/14/2004 12:39:09PM EST, Ended Process At: 01/14/2004 12:39:27PM EST.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace.

At the bottom of the process detail section, there are "OK" and "Cancel" buttons.

Step	Action
19.	Click the <a href="#">View Log/Trace</a> link.
20.	<b>End of Procedure.</b>