NFC Procedures

National Finance Center
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EmpowHR – Version 9.0 Section 4 – Position Management

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 4
Position Management

Table Of Contents

Position Management

EmpowHR is a position-driven front-end system. Position Management allows the creation or modification of all position information. Position Management is used to assign data to positions and move employees in and out of positions as appropriate. The data that is specific to each position is the basis for organizational planning, recruitment, and career planning. This is appropriate for federal positions as duties, responsibilities, pay, and other factors are determined by the position, not the incumbent.

Position Management can be used to attach detailed information, such as a job title, occupational series, and fund source to positions in the agency, and track the data regardless of whether employees fill those positions. Users can view job codes and maintain position information.

EmpowHR does not change the agency processes for submitting position action requests. Position Management is a tool for maintaining on-line Job Code and Position data and is not intended to replace management responsibility for submitting documents required for establishing Position Descriptions.

HR staff should inactivate/reactivate and abolish/unabolish Job Codes as appropriate. A new Job Code should be created in the system for a new position as needed. The application will maintain a history for Job Codes.

Information at the Job Code level defaults to the Position level, and information at the Position level defaults to the employee record.

Note: To correct a Job Code or a Position that has applied, click the **+** to add a new row. Make the appropriate corrections on the new row.

Position Management will display a Find an Existing Value tab. Data must be located in ***EmpowHR*** before the user can enter in Position Management. Enter any one of the fields to search for data. For more information on the ***Find an Existing Value*** tab refer Title I, Chapter 17 Section 1, Basics. Position Management will also display a ***Add a New Value*** tab. This tab is used to add new information in Position Management. For more information on the Add a New Value tab refer Title I, Chapter 17 Section 1, Basics.

Below is the Job code and Position Data Flow:

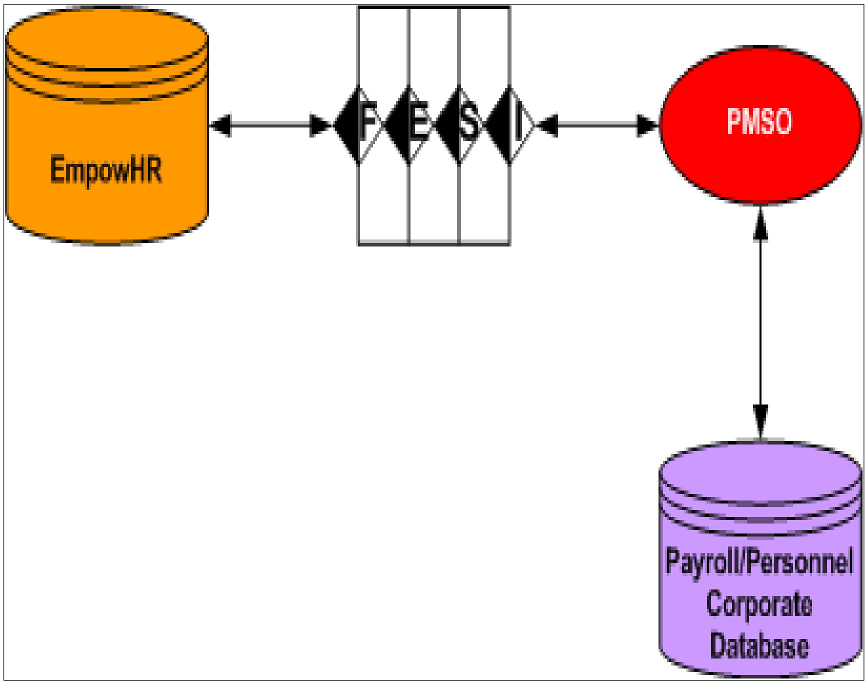


Figure 1. Job Code and Position Data Flow

This section contains the following topics:

Fair Act Inventory

The Fair Act Inventory tables are used by a System Administrator to establish a function and reason for a position.

This section includes the following functional topics:

Function Code Setup

This option allows the user to add or modify a function code.

To add or modify a Function Code:

1. Select the ***Position Management*** menu group.

2. Select the ***Fair Act Inventory*** menu.

3. Select the ***Function Code Setup*** component. The Find an Existing Value tab - Function Code Setup page (**Figure 2**) is displayed.

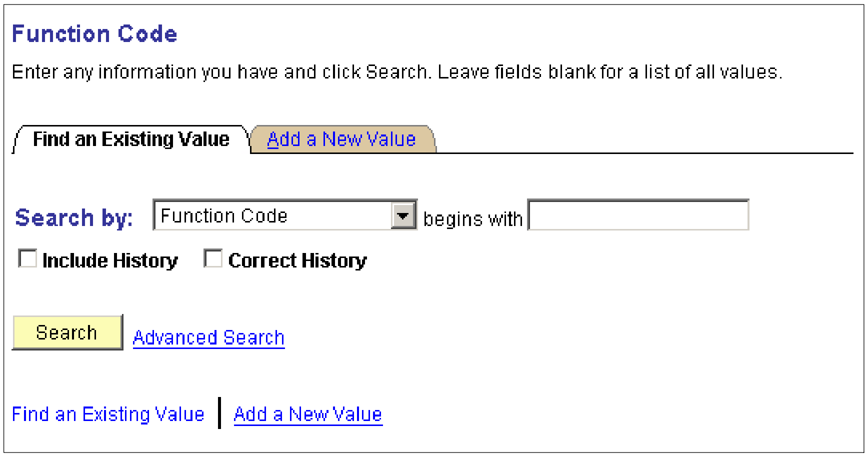


Figure 2. Find an Existing Value tab - Function Code Setup page

4. Complete the fields as follows:

Search by	This field defaults to **`Function Code`**. To change the default, select data from the drop-down list. The valid values are: **`Function Code`** **`Function Code Family Title`**
Begins with	Enter the information that corresponds with the search criteria selected in the **Search by** field.

5. Click **Search**. The Function Code Setup page (**Figure 4**) is displayed.

OR

Select the ***Add a New Value*** tab. The Add a New Value tab - Function Code Setup page (**Figure 3**) is displayed.

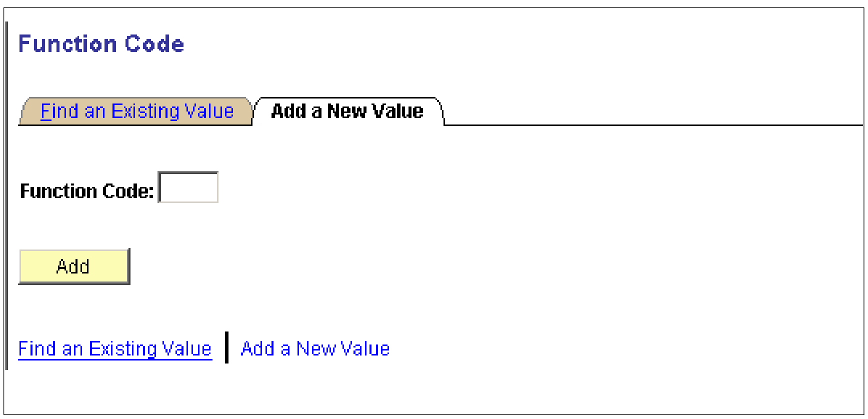


Figure 3. Add a New Value tab - Function Code Setup page

6. Complete the field as follows:

Function	Enter the function code to be added.

7. Click **Add**. The Function Code page (**Figure 4**) is displayed.

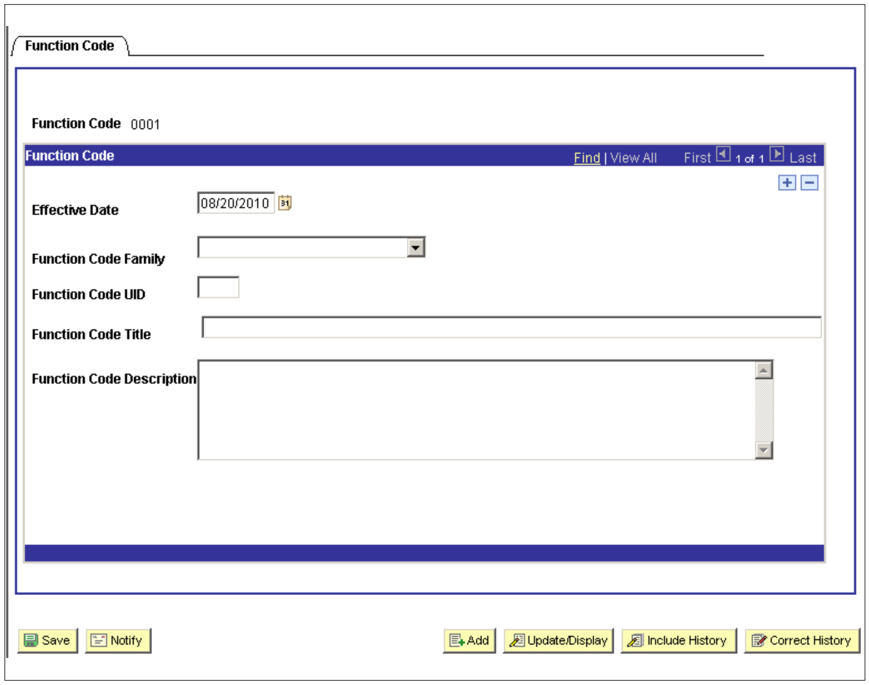


Figure 4. Function Code page

8. Complete the fields as follows:

Function Code

Effective Date	Enter the applicable effective date or select a date from the calendar icon. This field is the date an action begins. This date also determines when the user can view and change the information. Predate information to add historical data, or postdate information to enter before it actually goes into effect.
Function Code Family	Select a function code family from the drop-down list. The valid values are: **`Personnel Management`** **`Recurring Testing`** **`Inspection`**
Function Code UID	Enter the 4 position function code.
Function Code Title	Enter the narrative function code title.
Function Code Description	Enter the narrative for the function code description.

9. Click **Save**. At this point, the following options are available:

Step	Description
Click **Notify**	To email the next individual in the workflow.
Click **Add**	To add an additional function code.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Function-Reason Code Setup

To add or modify a Function-Reason Code:

1. Select the ***Position Management*** menu group.
2. Select the ***Fair Act Inventory*** menu.
3. Select the ***Function-Reason Code Setup*** component. The ***Find an Existing Value*** tab - Function-Reason Code Combo page is displayed. The information on this page will allow the user to locate existing data. Enter the search criteria.
4. Click **Search**. The Function Code Reason Code tab page (**Figure 5**) is displayed.

   OR

   Select the ***Add a New Value*** tab - Function-Reason Code Combo page. The information on this page will allow the user to add new data.
5. Enter the new criteria. Click **Add**. The Function Code Reason Code tab page (**Figure 5**) is displayed.

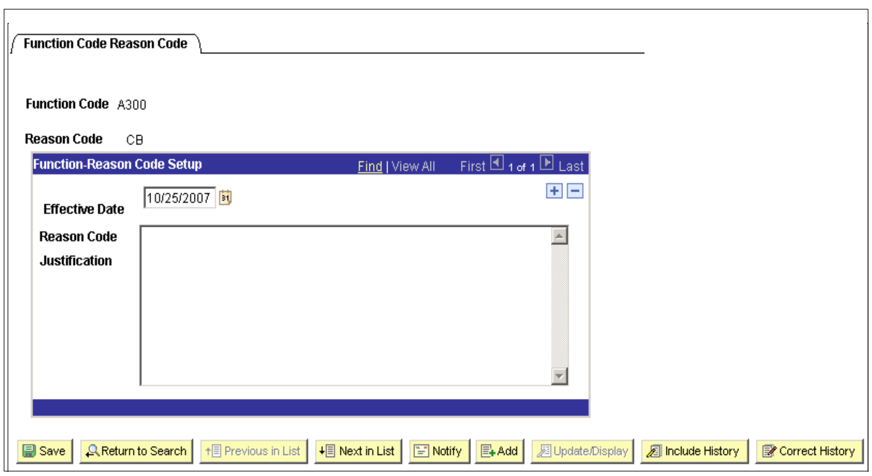


Figure 5. Function Code Reason Code tab - page

6. Complete the fields as follows:

Function Code	This field is populated from the criteria entered in the search/add page.
Reason	This field is populated from the criteria entered in the search/add page.

Function-Reason Code Setup

Effective Date	Enter the applicable effective date or select a date from the calendar icon. This field is the date an action begins. This date also determines when the user can view and change the information. Predate information to add historical data, or postdate information to enter before it actually goes into effect.
Reason Code Justification	Enter the reason code narrative justification.

7. Click **Save**. At this point, the following options are available:

Step	Description
Click **Notify**	To email the next individual in the workflow.
Click **Add**	To add an additional function code.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Competitive Level Setup

To add or modify a Competitive Level Setup:

1. Select the ***Position Management*** menu group.
2. Select the ***Fair Act Inventory*** menu.
3. Select the ***Competitive Level Setup*** component. The ***Find an Existing Value*** tab - Competitive Level Code page. The information will allow the user to locate existing data. Enter the search criteria.
4. Click **Search**. The Competitive Level Setup page (**Figure 6**) is displayed.

   OR

   Select the ***Add a New Value*** tab - Competitive Level Code page. The information on this page will allow the user to add new data.
5. Enter the new criteria. Click **Add**. Competitive Level Setup page (**Figure 6**) is displayed.

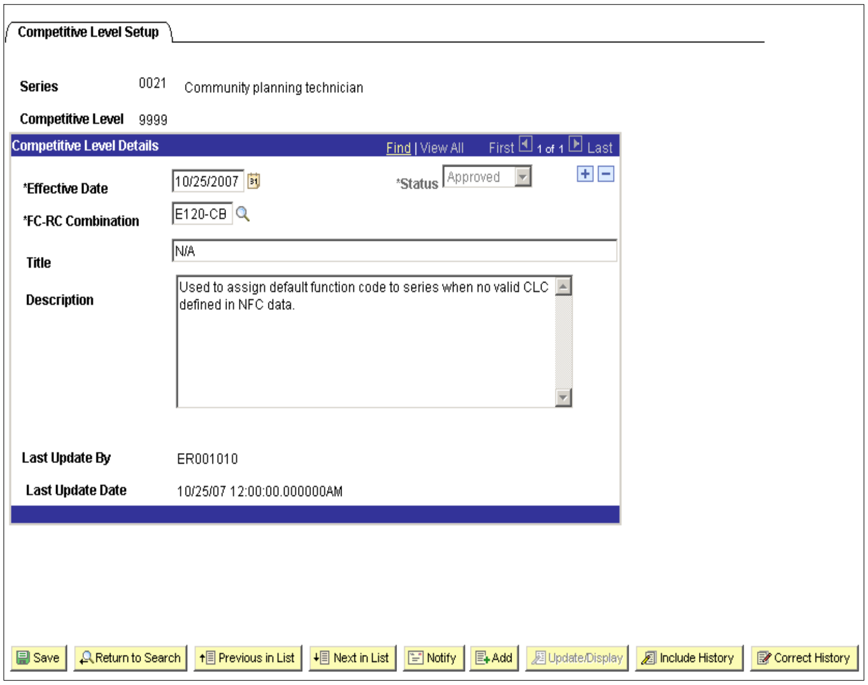


Figure 6. Competitive Level Setup page

6. Complete the fields as follows:

Series	This field is populated from the search/add criteria entered.
Competitive Level	This field is populated from the search/add criteria entered.
Competitive Level Details	
Effective Date	Enter the applicable effective date or select a date from the calendar icon. This field is the date an action begins. This date also determines when the user can view and change the information. Predate information to add historical data, or postdate information to enter before it actually goes into effect.
***Status**	This field defaults to **`Pending`** when a competitive level is added. The status will change will change when the **Save** button is selected.
***FC–RC Combinations**	Enter the function/reason for the position or select data by clicking on the search icon.
Title	Enter the description of the position in this field. This information appears on the incumbent's Job record.
Description	Enter the narrative description for the competitive level.

7. Click **Save**. At this point, the following options are available:

Step	Description
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional competitive level.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions
Click **Correct History**	To correct historical actions

Mass Office Information Profile (OIP) Update

This table is used to move and office from one location to another. Agency Administrators will have the role to complete this table.

To enter a Mass OIP Update:

1. Select the ***Position Management*** menu group.
2. Select the ***Mass OIP Update*** menu. The Mass OIP Update page (**Figure 7**) is displayed.

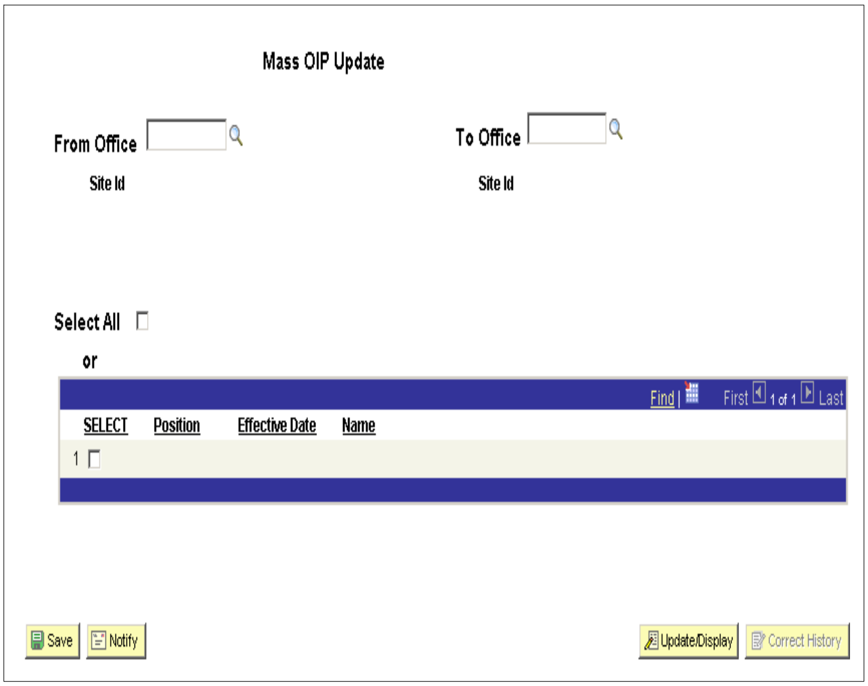


Figure 7. Mass OIP Update page

3. Complete the fields as follows:

From Office/Site ID	Enter the applicable information or select data by clicking on the search icon.
To Office/Site ID	Enter the applicable information or select data by clicking on the search icon.
Select All	Click this box to select all of the position in the list to be moved to a new Office/City ID.

OR

Select	Check the box next to the individual positions to move from one agency to another.

4. Click **Save**. At this point, the following options are available:

Step	Description
Click **Notify**	To notify the next individual in the workflow.
Click **Update**/**Display**	To update the page.
Click **Correct History**	To correct historical actions.

Organizational Position Titles

To add or modify a Organizational Position Title:

1. Select the ***Position Management*** menu group.

2. Select the ***Organization Position Titles*** component. The ***Find an Existing Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Organizational Position Title tab page (**Figure 8**) is displayed.

   OR

   Select the ***Add a New Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow the user to add new data.

4. Enter the new criteria. Click **Add**. The Organizational Position Title tab page (**Figure 8**) is displayed.

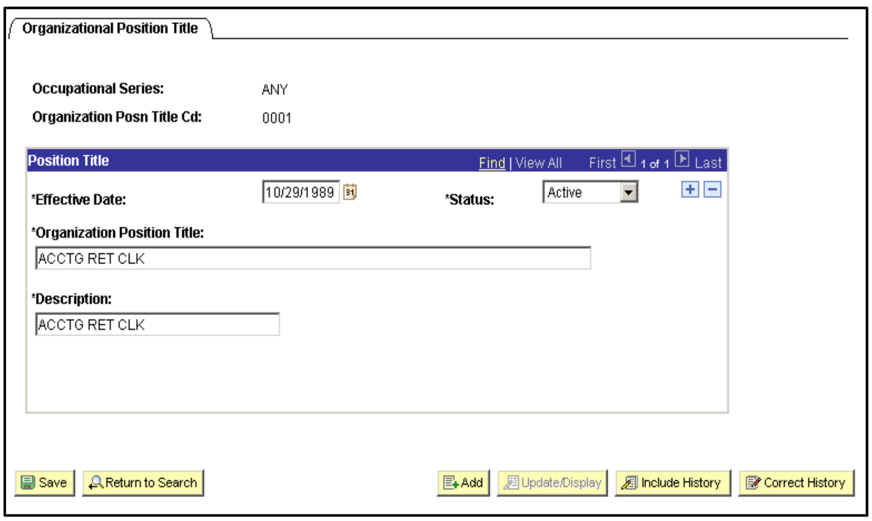


Figure 8. Organizatonal Position Title tab page

5. Complete the fields as follows:

Occupational Series	This field is populated from the search/add criteria entered.
Organizationa Posn Title Cd	This field is populated from the search/add criteria entered.
Position Title	

Effective Date	Enter the applicable effective date or select a date from the calendar icon. This field is the date an action begins. This date also determines when the user can view and change the information. Predate information to add historical data, or postdate information to enter before it actually goes into effect.
***Status**	This field defaults to **`Active`** when a competitive level is added. To change the default, select data from the drop-down list. The valid values are **`Freeze`**, **`Inactive`**, and **`Active`**. The status will change will change when the **Save** button is selected.
***Organization Position Title**	Enter the title of the position in this field.
***Description**	Enter the narrative description of the position.

6. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To search for another organizational position title.
Click **Add**	To add an additional organizational position title.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Job Codes

Job Codes (Master Records) are templates within the application used for grouping similar positions in a logical manner. A single job code can have many positions with the same grade level; thus, many employees are linked. Many employees may share the same job code, even though they may have different positions and perform work in different organizations, locations and agencies. A job code is a unique code that is associated with a specific job or standard job in the organization.

If the Manage Level is updated on the Job Code through any means, a PAR action must be created. A pop-up warning will appear notifying the user that a PAR action must be created. The Manager Level on the position will automatically be changed. The field on the position will not be able to be modified.

Required information for the Job Code is as follows:

- Department Code
- Personnel Office ID
- Occupational Series
- Pay Plan
- Pay Table
- Grade
- Supervisory Status
- PATCO Code
- Functional Classification

This section contains the following functional topics:

Job Code Numbering
Adding a Job Code
Modifying a Job Code
Delete/Abolish/Inactivate/Reactivate An Existing Record
Adding a New Position
Modifying a Position

Job Code Numbering

The Job Code Number consists of a six-digit number automatically assigned by the application when the job code information is saved. The user cannot create this number.

Adding a Job Code

This section explains how to add a new Job Code. Many fields an populated with a default value, possibly requiring modification.

The Job Code must be established before the position can be established. When entering a new Job Code, ***EmpowHR*** allows the entry of a NFC MR # (Master Record). This field is available if the **Status** on job code record is **`Not Applied`**, **`NFC Ready`**, **`Future`**, or **`In Progress`**. If the NFC MR # is left blank, the field is populated with the ***EmpowHR*** Job Code number when the record is saved. For more information regarding new Positions and Job Codes, refer to the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

To add a Job Code:

1. Select the ***Position Management*** menu group.

2. Select the ***Job Code*** menu. The ***Add a New Value*** tab - Job Code USF page is displayed. The information on this page will allow the user to add new data.

3. Enter the new criteria. Click **Add**. The Job Code Profile tab - Job Code USF page (**Figure 9**) is displayed. The following steps are mandatory to add a new Job Code.

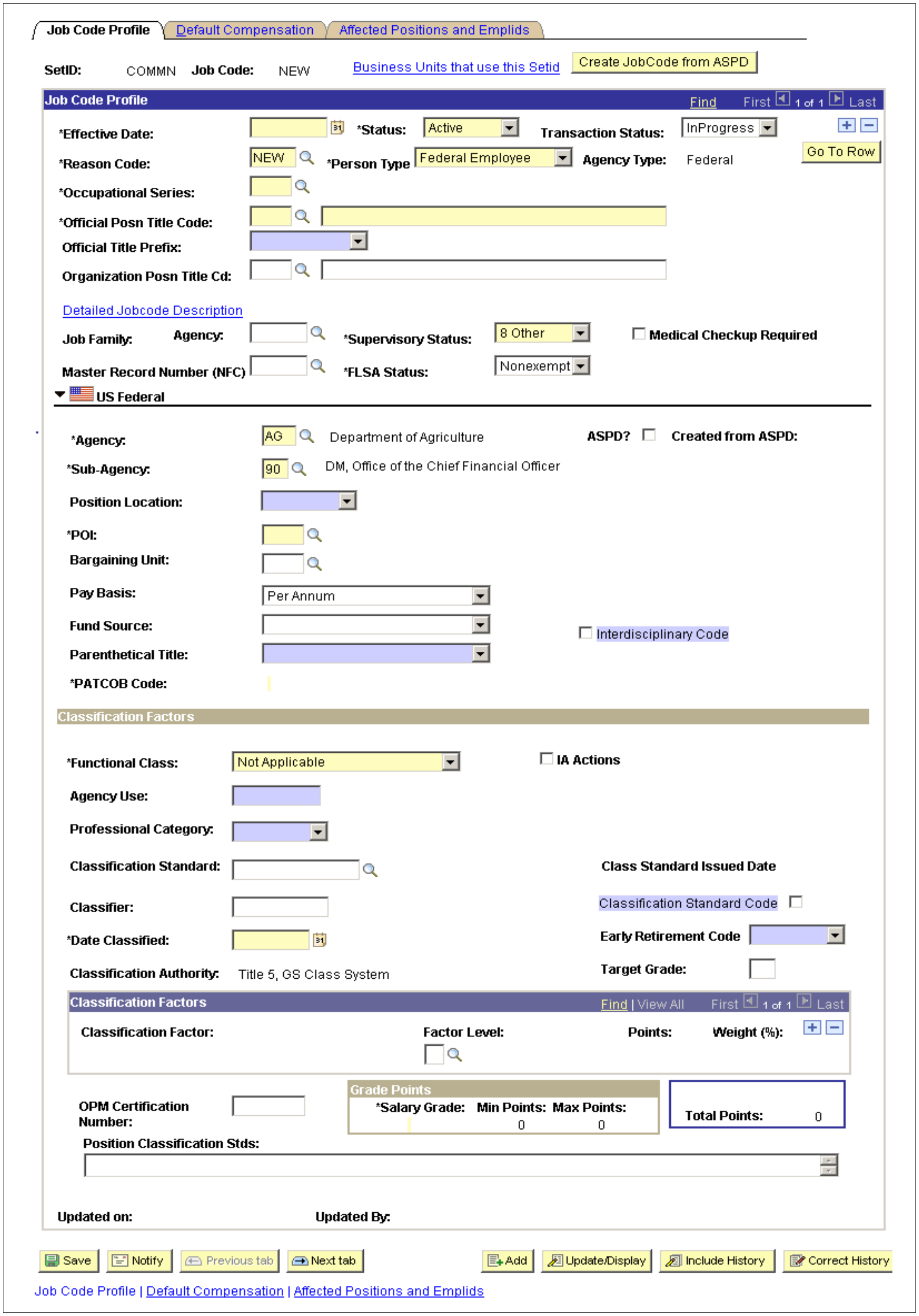


Figure 9. Job Code Profile tab - Job Code USF page

4. Complete the fields as follows:

Set ID	The set ID of the organization.
Job Code	This field defaults to **`New`**. One the job code is saved, the ***EmpowHR*** generated number is displayed.

5. Click the ***Business Units that Use this SetID*** link to view the narrative list of organizations that use the Set ID number. The Business Units by Job Code page (**Figure 10**) is displayed.

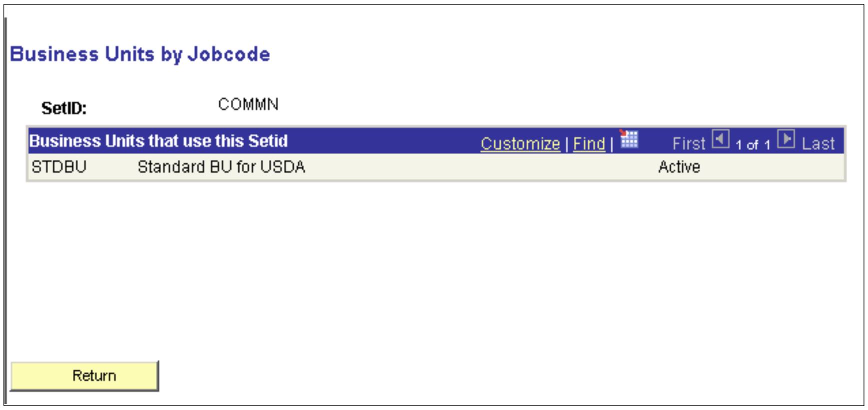


Figure 10. Business Units by Job Code page

6. Click **Return** to go back to the Job Code page.

Job Code Profile

***Effective Date**	Enter the effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; date that an action begins. It also determines when the information can be viewed. The Job Code should always be prior to the effective date of the Personnel action.
***Status**	This field defaults to **`Active`** when a competitive level is added. To change the default, select data from the drop-down list. The valid values are **`Freeze`**, **`Inactive`**, and **`Active`**. The status will change will change when the **Save** button is selected.
Transaction Status	The transaction status reflects the status of the transaction to be processed. For a new Job Code, the transaction status is **`In Progress`**. Once the Job Code is saved, the transaction status will change.

***Reason Code**	Select the reason that supports the action taken or select data from the drop-down list. The valid values are: ▪ **`INA`** - Inactivate an existing job code temporarily. ▪ **`NEW`** - Create a new job code. ▪ **`REA`** - Reactivate an inactive job code. ▪ **`UPD`** - Change the existing job code information.
***Person Type**	Select the person type from the drop-down list. The valid values are: ▪ **`Contingent Worker`** ▪ **`Federal Employee`** ▪ **`Person of Interest`**
Agency Type	This field is populated from the EmpowHR logon page.
***Occupational Series**	Enter the applicable information or select data by clicking the search icon. All occupations with the federal government are listed in the Occupational Series Table. This field designates a grouping of positions similar in work and qualification requirement. They are designated by a title and a four digit number. Occupational Series can also be found in the Handbook of Occupational Group and Families located on the OPM Web site.
***Official Title Prefix**	Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`Lead`** ▪ **`Senior`** ▪ **`Supervisory`**
Agency	Enter the agency of the Job Family.
***Supervisory Status**	This field defaults to **`8 Other`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`2 Supv/Mgr`** ▪ **`4 SupvrCSSRA`** ▪ **`5 MgmtCSRA`** ▪ **`6 Team Leader`** ▪ **`8 Other`**
Medical Check Up Required	Check this box when the position requires a medical check up.
Master Record Number (NFC)	Enter the Master Record Number or select data by clicking the search icon. If this field is left blank, the field is populated with the EmpowHR job code number when the record is saved.

***FLSA Status**	This field defaults to **Exempt**. To change the default, select data from the drop-down list. The valid values are: ▪ **Other** ▪ **Administrative** ▪ **Executive** ▪ **Management** ▪ **No FLSA Required** ▪ **Non Exempt**
US Federal icon - Select this icon and the page will expand with additional fields. Select the icon again, and the page will collapse.	
Agency	This field defaults to the agency entered when the job code is created. The agency is any Department or independent establishment of the Federal government that has the authority to hire employees in the competitive, excepted, and Senior Executive Services.
Department	Enter the applicable information or select data from the drop-down list. This is the identification code that represents an organization.
ASPD?	Check this box to create a job code from an Agency Assigned Position Description.
SubAgency	Enter the applicable information or search by clicking the search icon.
Position Location	Enter the location of the position or select data from the drop-down list. This is the location is associated with the position. The valid values are: ▪ **Field** ▪ **Headquarters**
POI	Enter the Personnel Office Identifier or search by clicking the search icon.

Pay Basis	Type the pay basis for the salary the employee is receiving for the occupied position, which is fixed by law, regulation, or administrative action. The value must be blank for grade retention action. The other valid values are: ▪ **`Bi-Weekly`** - For special employee code 36. ▪ **`Per Annum`** ▪ **`Fee Basis`** ▪ **`Per Diem`** ▪ **`Per Hour`** ▪ **`Per Month`** ▪ **`Piece Work`** ▪ **`School Year`** ▪ **`Semi-Monthly`** ▪ **`Without Compensation`** - For employees serving without compensation.
Fund Source	Enter the type of fund source or select data from the drop-down list. The valid values are: ▪ **`Appropriated Funds`** ▪ **`External Funds`** ▪ **`Non-Appropriated Funds`** ▪ **`Other Funds`**
Parenthetical Title	This title is used as a suffix to the Official Position Title Code. Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`Apprentice`** ▪ **`Correctional`** ▪ **`Data Transcribing`** ▪ **`Foreman`** ▪ **`Helper`** ▪ **`Inspector`** ▪ **`Instructor`** ▪ **`Missing`** ▪ **`Night`** ▪ **`Office Automation`** ▪ **`Steno/Office Automation`** ▪ **`Stenography`** ▪ **`Still In School`** ▪ **`Supervisor`** ▪ **`Trainee`** ▪ **`Training Leader`** ▪ **`Typing`**

PATCO Code (Professional, administrative, technical, clerical, other, blue collar code)	This field is populated based on the occupational series. Multiple PATCO codes may be present for an Occupational Series.
Functional Class	This field defaults to **`Not Applicable`** To change the default, select data from the drop-down list. The Functional Class denotes classification for describing certain types of work activities. This is required on certain series. For more information see OPM Introduction to the Position Classification Standards. The valid values are: ▪ **`Not Applicable`** ▪ **`Other`** ▪ **`Planning`** ▪ **`Production`** ▪ **`Regulatory Enforcement/License`** ▪ **`Research`** ▪ **`Research/Contract/Grant Admin`** ▪ **`Scientific/Technical Info`** ▪ **`Standard & Specifications`** ▪ **`Teaching/Training`** ▪ **`Technical Assistance/Consult`** ▪ **`Test and Evaluation`** ▪ **`Clinical Practice/Counseling`** ▪ **`Construction`** ▪ **`Design`** ▪ **`Development`** ▪ **`Install/Operations/Maintenance`** ▪ **`Management`** ▪ **`Natural Resource Operations`**
`IA Actions`	Check this box if applicable.
Agency Use	Enter the applicable information.
Professional Category	Enter the professional category or select data from the drop-down list. The valid values are: ▪ **`Exp & Cons`** ▪ **`Oth Profes`** ▪ **`Prof Audi`** ▪ **`Statutory`** ▪ **`Wage Plan`** ▪ **`Adm, Tec, CL`**
Classification Standard	Enter the classification standard.

Classifier	This field is the last name of the individual classifying the position. Enter the last name.
***Date Classified**	The date the position is classified. Enter the applicable date or select a date from the calendar icon.
Class Standard Issued Date	Enter the classification standard date or select a date from the calendar icon.
Classification Standard Code	Enter the classification standard code or search data by clicking the search icon.
Classification Authority	This field is populated with the authority used in the classification.
Early Retirement Code	Enter the applicable information or select data from the drop-down list. The valid values are: ▪ `Foreign Po` ▪ `Prim Pos` ▪ `Second Pos`
Target Grade	This is the projected highest grade for the position. Enter the target grade for the position.
Classifiction Factor	This field is populated. The system displays the classification factors associated with the classification standard.
Factor Level	Enter a classification factor level for each classification factor or search by clicking the search icon.
Points	The system displays the points associated with the classification standard. The points are populated based on the factor level entered.
Weights	The weight is populated based on the factor level entered.
OPM Certification Number	Enter the OPM Certification number associated with this job code.
Salary Grade	The grade is populated.
Min Points	Enter the applicable information or search by clicking the search icon.
Max Points	Determine the points. The greater the know-how, accountability, and problem solving for this job, the higher the points.
Total Points	This field is populated.

Position Classfication Standards	Enter the position classification standards that are used. This information can be copied and pasted from the Classification Standard on-line.
Updated On	This date is populated and is the date the record was last updated.
Updated By	This date is populated and is the date the User ID last updated the record.

7. Click the ***Detailed Job Code Description*** link. Complete this step to add the detail description for the Job Code. The Detailed Job Code Description page (**Figure 11**) is displayed.

Figure 11. Detailed Jobcode Description page

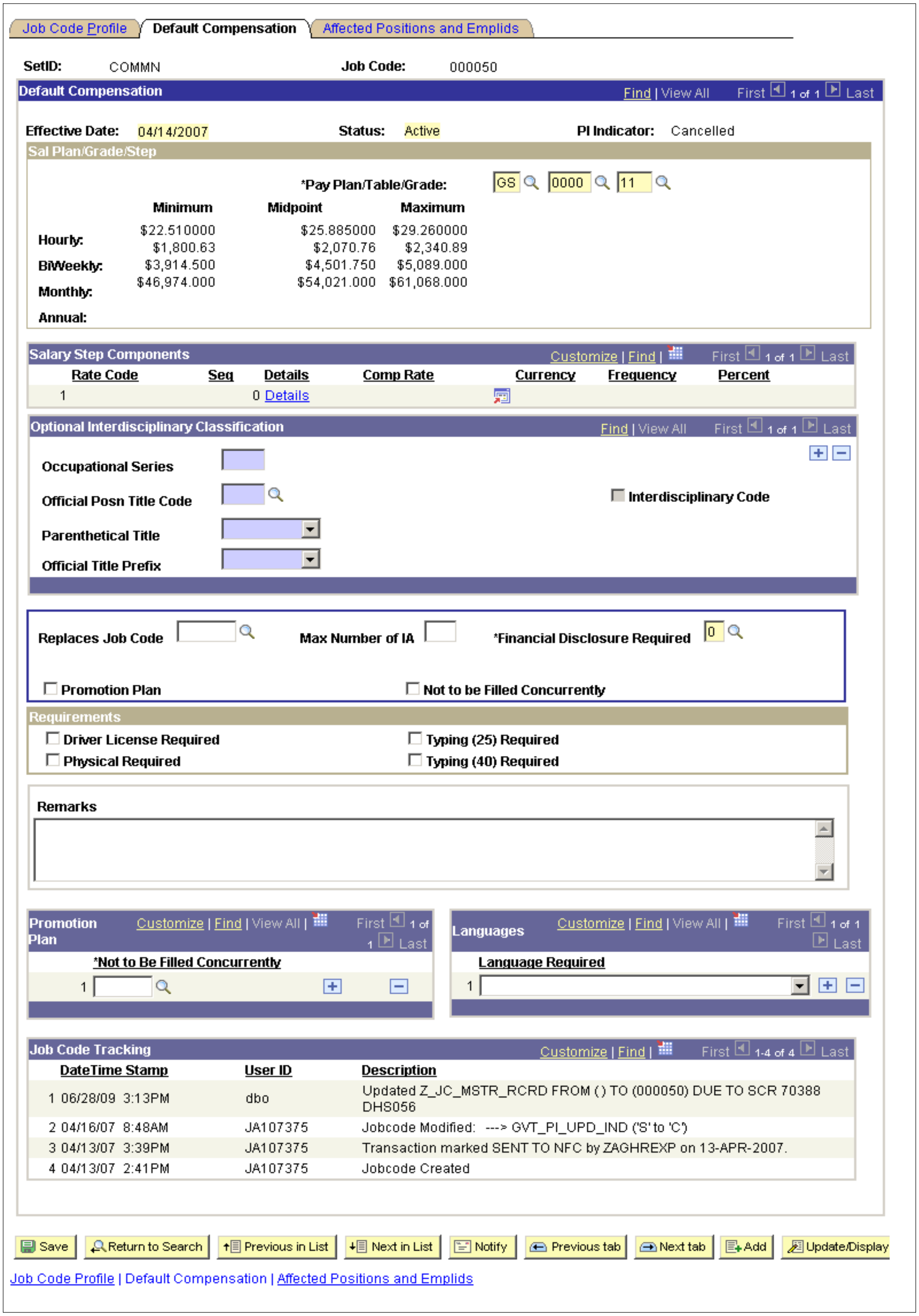
8. Enter the job code description.

9. Click **OK** to save the description. The Job Code Profile tab - Job Code USF page (**Figure 9**) is displayed.

   OR

   Click **Cancel** to exit the page without saving. The Job Code Profile tab - Job Code USF page (**Figure 9**) is displayed.

10. Select the ***Default Compensation*** tab - Job Code USF page. The Default Compensation tab - Job Code USF page (**Figure 12**) is displayed.



Job Code Profile | Default Compensation | Affected Positions and Emplids

SetID: COMMN Job Code: 000050

Default Compensation Find | View All First 1 of 1 Last

Effective Date: 04/14/2007 Status: Active PI Indicator: Cancelled

Sal Plan/Grade/Step

*Pay Plan/Table/Grade: GS 0000 11

	Minimum	Midpoint	Maximum
Hourly:	$22.510000	$25.885000	$29.260000
BiWeekly:	$1,800.63	$2,070.76	$2,340.89
Monthly:	$3,914.500	$4,501.750	$5,089.000
Annual:	$46,974.000	$54,021.000	$61,068.000

Salary Step Components Customize | Find | First 1 of 1 Last

	Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1		0	Details				

Optional Interdisciplinary Classification Find | View All First 1 of 1 Last

Occupational Series

Official Posn Title Code

Interdisciplinary Code

Parenthetical Title

Official Title Prefix

Replaces Job Code Max Number of IA *Financial Disclosure Required 0

Promotion Plan Not to be Filled Concurrently

Requirements

Driver License Required Typing (25) Required

Physical Required Typing (40) Required

Remarks

Promotion Plan Customize | Find | View All | First 1 of 1 Last

*Not to Be Filled Concurrently

1

Languages Customize | Find | View All | First 1 of 1 Last

Language Required

1

Job Code Tracking Customize | Find | First 1-4 of 4 Last

	DateTime Stamp	User ID	Description
1	06/28/09 3:13PM	dbo	Updated Z_JC_MSTR_RCRD FROM () TO (000050) DUE TO SCR 70388 DHS056
2	04/16/07 8:48AM	JA107375	Jobcode Modified: ---> GVT_PI_UPD_IND ('S' to 'C')
3	04/13/07 3:39PM	JA107375	Transaction marked SENT TO NFC by ZAGHREXP on 13-APR-2007.
4	04/13/07 2:41PM	JA107375	Jobcode Created

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Add | Update/Display

Job Code Profile | Default Compensation | Affected Positions and Emplids

Figure 12. Default Compensation tab - Job Code USF page

11. Complete the fields as follows:

Set ID	The set ID of the organization.
Job Code	This field defaults to **`New`**. One the job code is saved, the ***EmpowHR*** generated number is displayed.
Default Compensation	
***Effective Date**	Enter the effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; date that an action begins. It also determines when the information can be viewed. The Job Code should always be prior to the effective date of the Personnel action.
Sal Plan/Grade/Step	
***Status**	This field defaults to **`Active`** when a competitive level is added. To change the default, select data from the drop-down list. The valid values are **`Freeze`**, **`Inactive`**, and **`Active`**. The status will change will change when the **Save** button is selected.
PI Indicator	Displays the transaction's status.
Hourly, BiWeekly, Monthly, and Annually	The salary is populated after tabbing out of the Pay Plan/Table/Grade field.
Minimum Salary	The salary is populated after tabbing out of the Pay Plan/Table/Grade field.
Midpoint Salary	The salary is populated after tabbing out of the Pay Plan/Table/Grade field.
Maximum Salary	The salary is populated after tabbing out of the Pay Plan/Table/Grade field.
Salary Step Components	
Rate Code	The salary is populated after tabbing out of the Pay Plan/Table/Grade field.
Seq	This field is populated. This is the sequence number of the rate code when it is used more than once.
Details	This field is populated. Click the details button to open the Comp Rate Code Secondary page.
Comp Rate	This field is populated. The compensation rate, its currency and the frequency (for example: annually, weekly, or hourly) at which the comp rate is paid.

Percent	This field is populated.
Optional Interdisciplinary Classification	
Occupational Series	Enter the applicable information in this field. This field is the job category of the Job Code.
Official Posn Title Code	Enter the applicable information in this field. Search by clicking the search icon.
Parenthetical Title	Enter the parenthetical title or select data from the drop-down list. The valid values are: ▪ **Apprntc** ▪ **Foreman** ▪ **Corrtnl** ▪ **GForeman** ▪ **Data Trns** ▪ **Helper** ▪ **InScl** ▪ **Inspectr** ▪ **Instrctr** ▪ **Leader** ▪ **Night** ▪ **OA** ▪ **Steno** ▪ **Steno/OA** ▪ **Suprvisr** ▪ **Trainee** ▪ **Trn Ldr** ▪ **Typing**
Interdisciplinary Code	Check this box if applicable.
Official Title Prefix	Enter the official title prefix or select data from the drop-down list. The valid values are: ▪ **LD** ▪ **Senior** ▪ **Supvy**
Replaces Job Code	This field is the Job Code if any, this Job Code replaces. Enter the applicable information in this field.
Max Number of IA	This field is the maximum number of individual alike positions. Enter the applicable information in this field.
***Financial Disclosure Required**	This field defaults to **0**. To change the default, enter the applicable information.

Promotion Plan	Check the box if the promotion plan is required.
Not to be Filled Concurrently	Check the box if the promotion plan is not to be filled concurrently.
Requirements	
Driver License Required	Check the box when a driver's license is required.
Typing (25) Required	Check the box when a typing test (25) is required.
Physical Required	Check the box when a physical is required.
Typing (40) Required	Check the box when a typing test (40) is required.
Remarks	
Remarks	Enter any required remarks.
Promotion Plan	
***Not to be Filled Concurrently**	Promotion plan not to be filled concurrently.
Languages	
Language Required	Click the link to customize this field. This is the language spoken by the employee/applicant/non-employee.
Job Code Tracking	
Job Code Tracking	This field is used to reflect the activity for the job code.

Note: If the information on the Optional Disciplinary Classification section of the page is entered on the previous page, leave this section blank.

Note: Below are the fields available for the Library of Congress (LOC) only

Job Code	This block is used to enter text for the job code.
Driver License Required	Check the box when a driver's license is required.
***Not to be Filled Concurrently**	Promotion plan not to be filled concurrently.
Typing (25) Required	Check the box when a typing test (25) is required.
Typing (40) Required	Check the box when a typing test (40) is required.
Remarks	Enter any required remarks.

Max Number of IA	This field is the maximum number of individual alike positions. Enter the applicable information in this field.
Promotion Plan	Check this box if a promotion plan is in place for this position.

12. Select the ***Affected Positions and Emplids*** tab - Job Code USF page (**Figure 13**) is displayed. This page is populated when the employee(s) are hired.

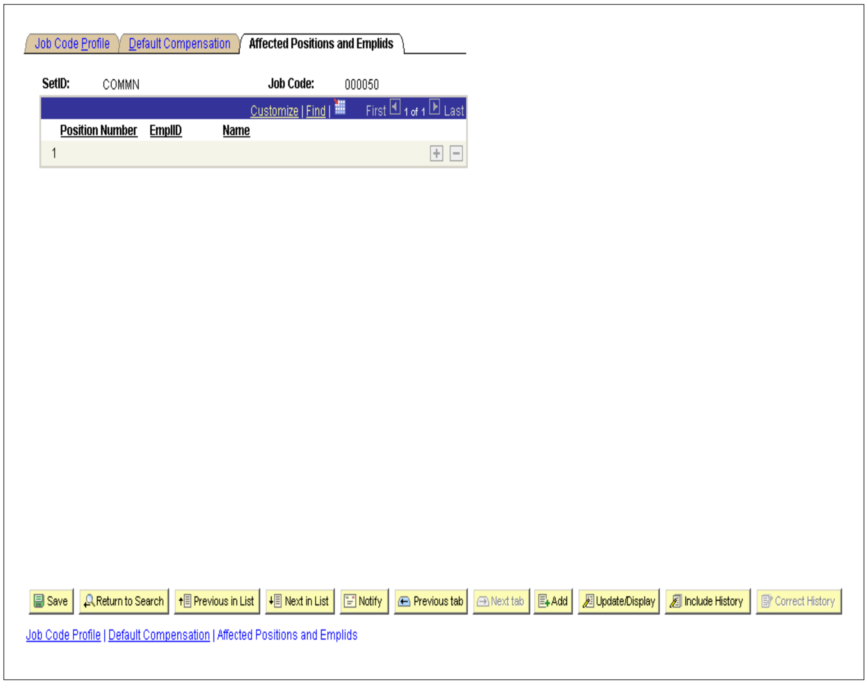


Figure 13. Affected Posiitons And Emplids tab - Job Code USF page

13. This tab is populated when the employees are hired.

Set ID	The set ID of the organization.
Job Code	This field defaults to **`New`**. One the job code is saved, the ***EmpowHR*** generated number is displayed.
Position Number	All of the positions for the created job code are reflected. The position number is a unique number assigned to a position.
EmplID	All of the EmplIDs for the created positions assigned to the specific job code. The EmplID is a unique identification code for an individual associated with an organization.
Name	The name for the EmplIDs listed. This is the name of the individual.

14. Click **Save** to save the transaction.

15. Click the **Job Code Profile** link at the bottom of the page. The Job Code Number is automatically assigned after the record has been saved. The Job Code Number is required to create a position. A New Job Code is now successfully established. The Job Code number is used to enter or find a position.

    Note: Be sure to make a note of the Job Code Number assigned.

Modifying a Job Code

Job Code data can be modified by locating an existing Job Code and adding a new record. Adding a new record preserves the historical record. If a data element is modified on the Job Code, then the modification applies to all positions.

When the change is entered in ***EmpowHR*** and the Transaction Status is set to NFC Ready, and the change to the Job Code is exported to NFC. When the change applies and it is an official title code change, PPS generates a Change in Non-CPDF Data Element Nature of Action (NOA) 903 personnel action. The action has the same effective date as the date of the change in PMSO and the action is inserted in ***EmpowHR***. When a personnel action is processed in the pay period of the change, the system does not generate the change in PMSO Element personnel action.

An Official change PAR action is required for submission by the POI when any of the following data changes:

- Occupational Function
- PATCOB Code
- Play Plan
- Occupational Series
- Supervisory Status

The Correction button is used to update ***EmpowHR*** only. This information is not transferred to NFC. Use the **+** to add a new record. For more information on Position Management, see the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

If the Manage Level is updated on the Job Code through any means, a PAR action must be created. A pop-up warning will appear notifying the user that a PAR action must be created. The Manager Level on the position will automatically be changed.

This is an example of how to modify an existing Job Code.

To modify a Job Code:

1. Select the ***Position Management*** menu group.

2. Select the ***Job Codes*** menu. The ***Find an Existing Value*** tab - Job Code USF page will display. The information on this page allows the user to locate existing data.

3. Enter the search criteria. Click **Search**.

OR

Click **Clear** to clear the screen and re-enter the information.

4. Click **+** to insert a a new record.

5. Complete the fields as follows:

***Effective Date**	Change the effective date. This is the date the change becomes effective or the date the action begins. This date also determines when to view and change the information.
***Reason Code**	This field defaults to **UPD** (Update).

6. Modify the applicable fields.

7. Click the ***Detailed Job Code Description*** link. Complete this step to modify the detail description for the Job Code if applicable. The Detailed Job Code Description page (**Figure 14**) is displayed.

Figure 14. Detailed Jobcode Description page

8. Enter the job code description.

9. Click **OK** to save the description. The Job Code Profile tab - Job Code USF page (**Figure 9**) is displayed.

OR

Click **Cancel** to exit the page without saving. The Job Code Profile tab - Job Code USF page (**Figure 9**) is displayed.

10. Click **Save**. This will save the modified Job Code information.

Abolish/Unabolish/Inactivate/Reactivatean Existing Record

The steps are the same for the Abolish/Unabolish/Inactivate/Reactivate functions.

To abolish/unabolish/inactive/reactivate an exiting record.

1. Select the ***Position Management*** menu group
2. Select the ***Job Codes*** menu. The ***Find an Existing Value*** tab - Job Code USF page is displayed. The information on this page will allow the user to locate existing data.
3. Enter the Position Number to be abolished/inactivated/unabolish/reactivate.
4. Click **Search**. The Job Profile page (**Figure 9**) is displayed.

   OR

   Click **Clear** to clear the screen and re-enter the information.
5. Click **+** at the top right corner of the page.
6. Complete the fields as follows:

***Effective Date**	Change the effective date. This is the date the change becomes effective or the date the action begins. This date also determines when to view and change the information.
***Reason Code**	Select **INA** to inactivate an existing record. Select **REA** to reactivate a record.

7. Click **Save**.

Position Information

EmpowHR allows agencies to add, change, inactivate, reactivate, and delete or restore position data for immediate update to ***EmpowHR***. It also provides agencies report generation and online inquiry capabilities for Position Management data and allows for complete control and management of position data. Position Management in ***EmpowHR*** is validated with PMSO in the NFC Payroll Personnel System through PAR (Personnel Action Request) Processing.

When setting up a new position always use an established Job Code (PMSO master record) or create a new Job Code. Some data will populate on the position pages when the Job Code number is entered. The position number is assigned by the application. These position numbers are used when assigning an employee to a position.

The Position Number is a unique number assigned to the position. The user does not have the option to specify a position number in ***EmpowHR***. Periodically, changes are made to position data, such as a title change or if a position becomes inactive. In addition, changes could be made that affect both the position and the incumbent (an employee assigned to a position), such as changing the department code for the position. Positions include all of the jobs within a department, both incumbent and vacant. There is a one-to-one relationship between positions and employees; therefore, no more than one employee can fill a position.

This section contains the following topics:

Position Numbering

The Position Number consists of an eight-digit number automatically assigned by the system when the position information is saved. The user cannot create this number.

Some of the information tracked at the position level within ***EmpowHR*** includes:

- Agency Code
- Sub-Agency Code
- Personnel Office ID
- Geographic Location Code
- Sensitivity Code
- Vacancy Review
- Bargaining Unit
- FLSA Status
- Financial Disclosure

- LEO Position

Adding a New Position

To create a new Position, a Job Code is needed. Some data populates on the Position pages when the Job Code number is entered. The position numbers are assigned by the application. Many of the fields in the position have automatic defaults, which may require modification. When entering a new position, ***EmpowHR*** allows the entry of an NFC IP# (Individual Position). This field is available for entry if the **Status** on position record is **`Not Applied`**, **`NFC Ready`**, **`Future`**, or **`In Progress`**. If the NFC IP # is left blank, the field is populated with the ***EmpowHR*** position number when the record is saved.

If a previous position exists that is identical to the current position, use the **Initialize** button to copy many of the characteristics of a similar existing position. This button displays when adding a new position only. After clicking this button, a new page is displayed. Enter the position number of the position to be copied. Click **OK** to populate the Position Data with the position information of the selected position. New information can be modified on the new position. If unaware of any similar positions that can be used to populate the remaining fields, enter the data for each field.

For more information on Position Management, refer to the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title 1, Chapter 3.

This section will provide instructions on adding new positions.

To add a New Position:

1. Select the ***Position Management*** menu group.
2. Select the ***Position Information*** menu. The ***Add a New Value*** tab - Add/Update Position Info page is displayed. The information on this page will allow the user to add data.
3. Enter the new criteria. Click the ***Add a New Value*** tab. The Description tab - Add/Update Position Info page (**Figure 15**) is displayed.

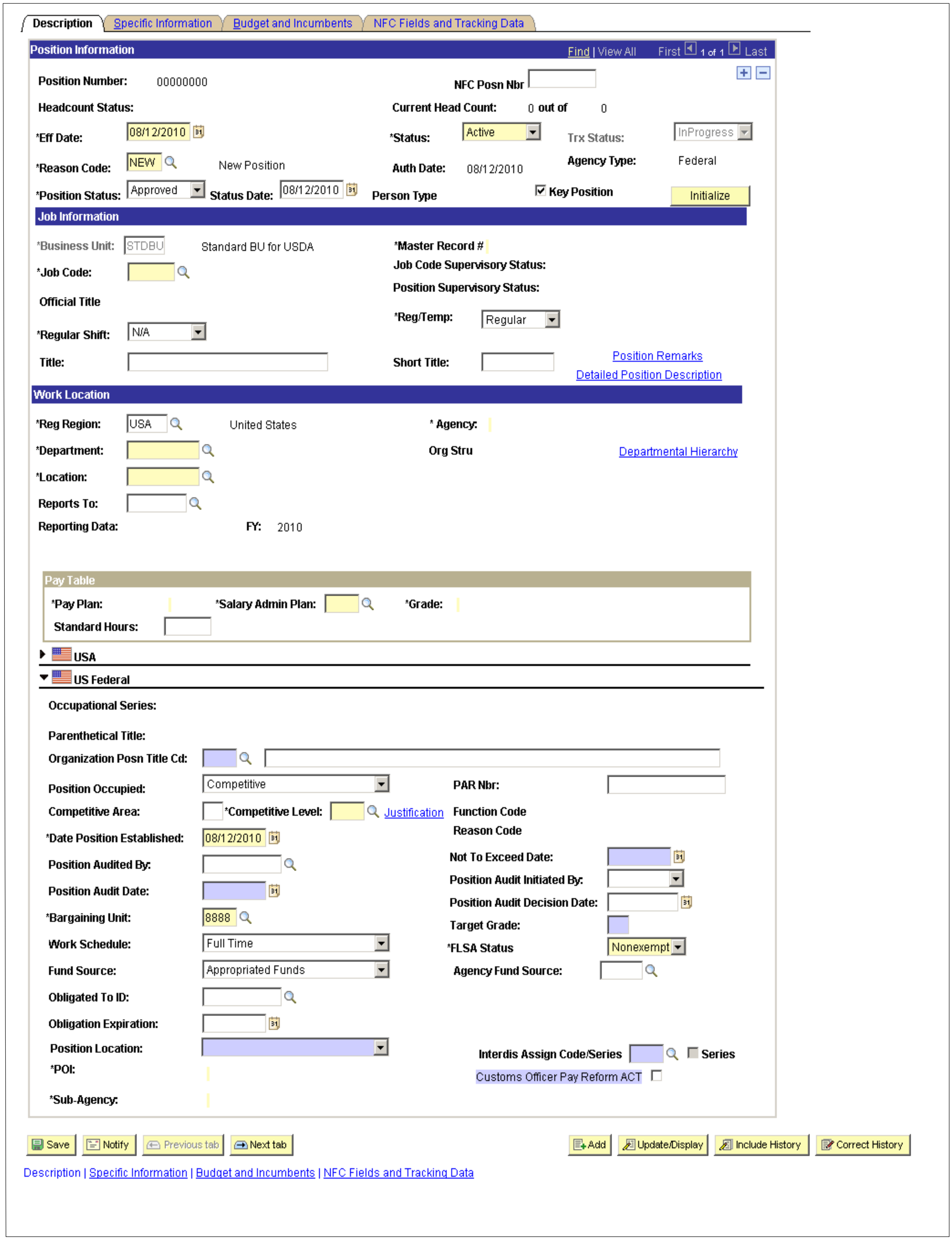


Figure 15. Description tab - Add/Update Position Info page

4. Complete the fields as follows:

Position Information

Position Number	This field defaults to `0000000` for a new position. The position number is a unique number assigned to the position. A position number is assigned when the position is saved.
NFC Posn Nbr	Enter the NFC position stored in the Position Management System (PMSO). If this field is left blank, EmpowHR will assign a position number when the record is saved.
Current Head Count	This field is populated.
***Effective Date**	The effective date defaults to the current date. This is the date an action begins. This date also determines when the user can view and change the information.
***Status**	This field defaults to **`Active`** when creating a new position. Other valid values are: ▪ **`Frozen`** ▪ **`Proposed`**
***Reason**	This field defaults to **`New`** when creating a new position. To change the default, select data by clicking the search icon.
Action Date	This field is the date the position is created.
TRX Status	This field is populated based on the status of the transaction.
Agency Type	This field defaults to information based on the type of agency, e.g. federal, county, etc.
***Position Status**	This field defaults to **`Approved`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`Frozen`** ▪ **`Approved`** ▪ **`Proposed`**
Status Date	This field is populated base on the **Effective Date** field.
Person Type	This field is populated with the type of person that is hired in the position. (Contingent Worker, Employee, Person of Interest).
Key Position	Check this box if the position is a key position in the organization.

Job Information

***Business Unit**	STDBU (Standard Business Unit for USDA). This is an identification code representing a high-level organization of business information. The business unit is be used to define regional or department units within a larger organization.
***Master Record #**	This field is populated with the master record number from the PMSO database if it exists.
***Job Code**	Enter the applicable Job Code. This number is created when the Job Code is entered. The information from the job code populates certain fields for the position. Search data by clicking the search icon.

5. Press **Tab** to retrieve the following populated fields from the Job Code.

Supervisory Status	This field is populated from the Job Code.
Official Title	This field is populated from the Job Code. This is the description of the position. This information appears on the incumbent's Job Data record.
***Reg/Temp**	This field default to **`Regular`** for a new position. This field indicates the status of the position, not the incumbent. If the position is temporary, select **`Temporary`** from the available options.
***Regular Shift**	This field defaults to **`N/A`**. Select data from the drop-down list. The valid values are: ▪ **`1`** ▪ **`2`** ▪ **`3`** ▪ **`Any`** ▪ **`Compressed`** ▪ **`N/A`** ▪ **`Rotating`**
Title	This field is populated from the Job Code. This is the position title.
Short Title	Enter the short title of the position. When a job code is selected on the Job Information page, this field displays the short title associated with that job code. The default value can be changed.

Work Location

***Reg Region**	This field displays a regulatory region for the position and defaults to `USA` (United States. To change the default, select data by clicking the search icon.
***Agency**	The agency code with the alpha description narrative is populated from the Job Code. When creating an new position this field is blank.
***Department**	This code represents an organization where the position resides. Enter the applicable data or search by clicking on the search icon. The Department can be obtained from a report retrieved through ***EmpowHR***.
Org Stru	This is the organizational structure where the position resides. This field is system-generated from the Job Code.
***Location**	This code is determined from the Geography Location Book (State, County, City). Enter the applicable data or search by clicking on the search icon. This is the actual duty location.
Reports To	This field establishes reporting relationships among positions and is populated from the Job Code. To change the data, click on the search icon and select data from the list.
Reporting Data	This field is populated.
FY	This field is populated with the current Fiscal Year.
Pay Table	
Pay Plan	This field is populated from the Job Code.
Salary Admin Plan	Enter the salary administrative plan or select data by clicking the search icon.
Grade	This field is populated.
Standard Hours	Enter the standard hours to be worked.

USA icon - Select this icon and the page will expand with additional fields. Select the icon again, and the page will collapse.

***FLSA Status**	This field defaults to **`Nonexempt`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`Administrative`** ▪ **`Executive`** ▪ **`Management`** ▪ **`No FLSA Required`** ▪ **`Exempt`**

US Federal icon - Select this icon and the page will expand with additional fields. Select the icon again, and the page will collapse.

Occupational Series	This field is populated based on the Job Code entered.
Parenthetical Title	This field is populated based on the Job Code entered.
Organization Posn Title Cd	Enter the code or select data by clicking the search icon. Once the code is selected, the narrative for the code is displayed
Position Occupied	This field defaults to **`Competitive`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`Excepted`** ▪ **`SES Career Research`** ▪ **`SES Genera;`**
PAR Nbr.	Enter the SF–52 number from the PAR if applicable.
Competitive Area	Enter the 2 position competitive area code.
***Competitive Level**	This field is jobs in a competitive area which are so similar in all important aspects that the agency can readily move an employee from one to another without significant training and without loss of productivity during a reduction-in-force. For Agency Use Only. This field is sent to NFC. Enter the competitive level or select data by clicking the search icon.
Function Code	This field is populated from the Job Code. This field is the function performed by the position.
Date Position Established	Enter the date the position is established or select a date from the calendar icon.
Reason Code	This field is populated from the Job Code and is the reason for the function performed by the position.
Position Audited By	This field is the assigned auditor for the position. Enter the applicable information or select data by clicking the search icon.

Position Audit Initiated By	This field is the person that initiated the audit. Select data from the drop-down list. The valid values are: ▪ **`Employee`** ▪ **`HR`** ▪ **`Manager`**
Not To Exceed Date	Enter the applicable date or select a date by clicking on the calendar icon. This field is the expiration date for temporary positions.
Position Audit Date	Enter the date the position is audited or select a date from the calendar icon.
Position Audit Decision Date	This is the date that audit should be completed and a decision is made on the grade and series for the position. Enter a date or select a date from the calendar icon.
***Bargaining Unit**	This field indicates when a this position is eligible for coverage by a bargaining unit and the union representing the person in the position. Enter the 4 position bargaining unit number or select data by clicking the search icon.
Target Grade	Enter the target grade associated with the position if applicable.
Work Schedule	Enter the applicable work schedule or select data from the drop-down list. The valid values are: ▪ **`Full Time`** ▪ **`Balor Plan`** ▪ **`Full Time Seasonal`** ▪ **`Intermittent`** ▪ **`Intermittent Seasonal`** ▪ **`Part Time`** ▪ **`Part Time Job Sharer`** ▪ **`Part Time Seasonal`** ▪ **`Part Time Seasonal Job Sharer`**
***FLSA Status**	This field defaults to **`Nonexempt`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`Administrative`** ▪ **`Executive`** ▪ **`Management`** ▪ **`No FLSA Required`** ▪ **`Exempt`**

Fund Source	This field defaults to **`Appropriated Funds`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`External Funds`** ▪ **`Non Appropriated`** ▪ **`Appropriated Funds`** ▪ **`Other Funds`**
Agency Fund Source	Enter the 6-position fund source code.
Obligated to ID	Enter the applicable information or search by clicking the search icon.
Obligation Expiration	This is the date the obligation for this position expires. Enter the expiration date or select a date from the calendar icon.
Position Location	This field determines locality pay. Select data from the drop-down list. The valid values are **`Field`** and **`Headquarters`**.
***POI**	This field is populated with the Personnel Office Identifier and is based on the Job Code entered for the position.
Interdis Assign Code/Series	Enter the applicable information. This field can be left blank or can have up to 10 codes. This code is assigned to the position after selection of an employee for interdisciplinary positions. Search for data by clicking the search icon.
Series	This field is the indicator for interdisciplinary series. Check this box if applicable.
Customs Officer Pay Reform ACT	Check the box if applicable. This is the indicator for application of the Customers Officer Pay Reform ACT.
***Sub-Agency**	This field is populated from the Job Code entered.

6. Click ***Position Remarks*** link to enter position remarks. The Position Remarks page is optional. If this link is not applicable, complete the ***Specific Information*** tab. The Position Remarks page (**Figure 16**) is displayed.

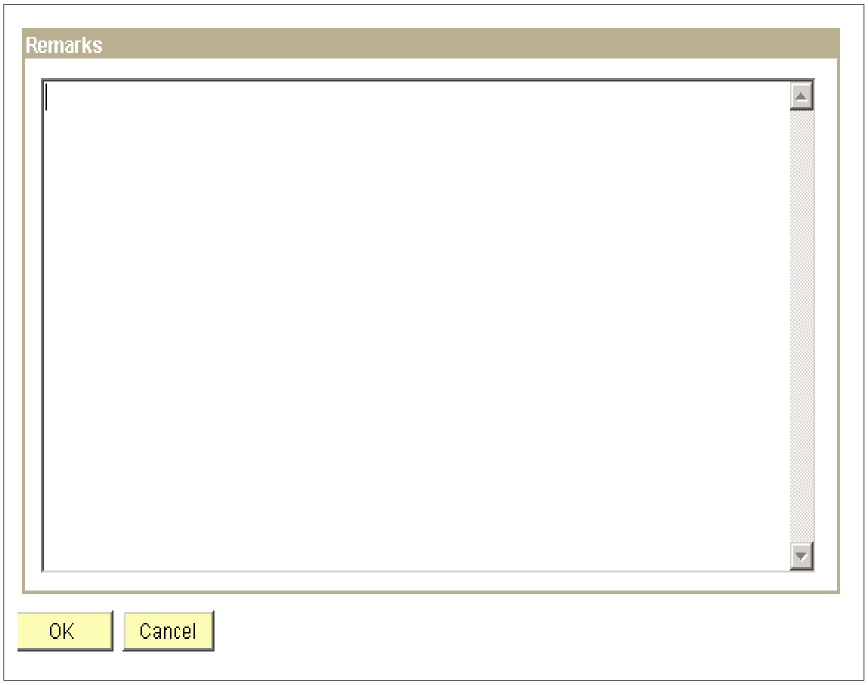


Figure 16. Position Remarks page

7. Click **OK** to save the data. The Description tab - page (**Figure NO TAG**) is displayed.

   OR

   Click **Cancel** to disregard the entry. The Description page (**Figure NO TAG**) is displayed.

8. Click the ***The Detailed Position Description*** link to enter or view the details of the position. The Detailed Position Description page (**Figure 17**) is displayed. When adding a new position, complete this page and proceed to the ***Specific Information*** tab for completion.

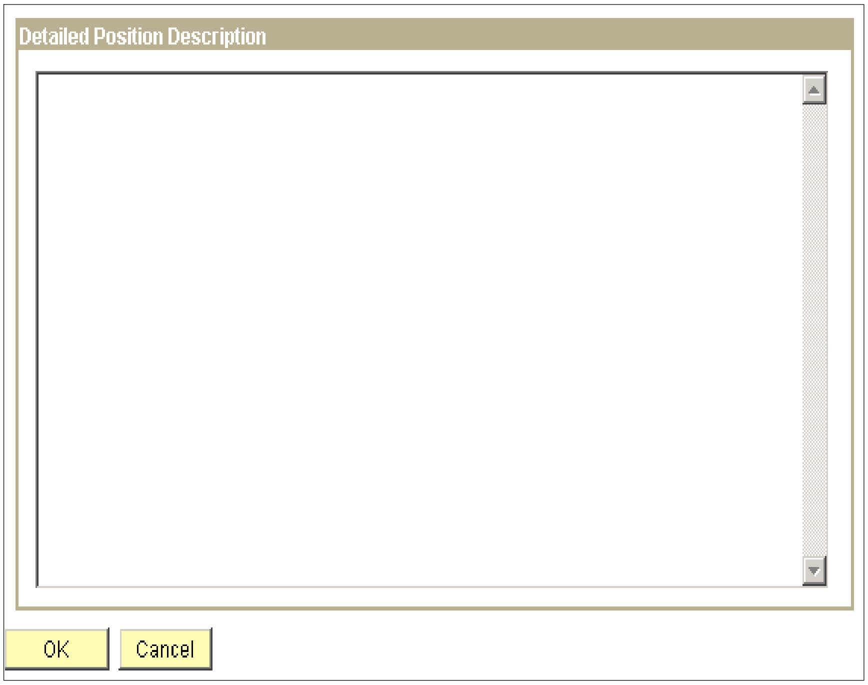


Figure 17. Detailed Position Description page

9. Click **OK** to save the data. The Description tab - Add/Update Position Info page (**Figure NO TAG**) is displayed.

   OR

   Click **Cancel** to disregard the entry. The Description tab - Add/Update Position Info page (**Figure NO TAG**)is displayed.

Note: The ***Departmental Hierarchy*** link provides the the user to view the location of the position within the Department. If this link is not necessary to view, proceed to the ***Specific Information*** tab for completion.

10. Click the **Departmental Hierarchy** link to view the organizational location. The Departmental Hierarchy page (**Figure 18**) is displayed. If this link is not necessary to view, proceed to the ***Specific Information*** tab for completion.

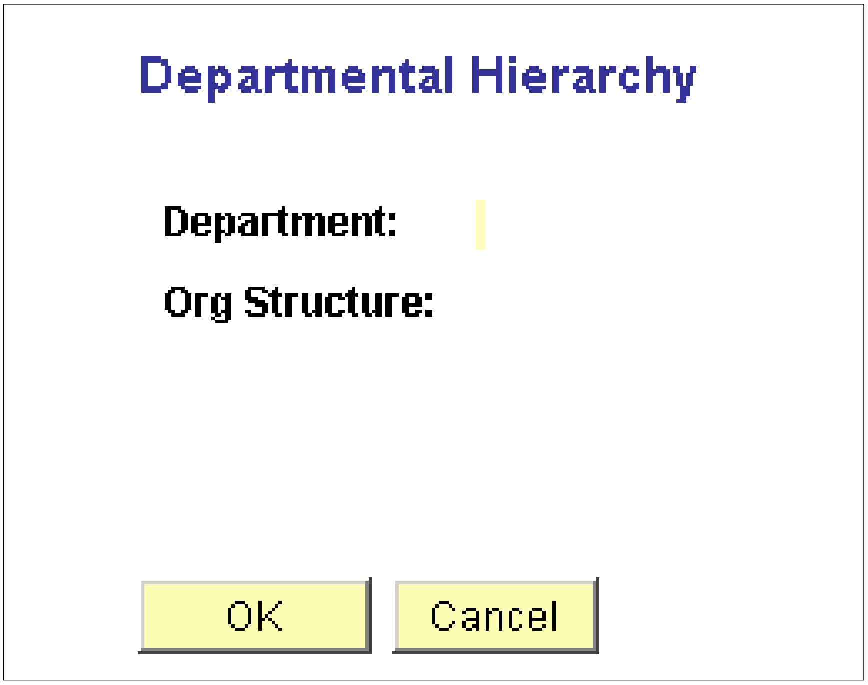


Figure 18. Departmental Hierarchy page

11. Click **OK**. The Description tab - Add/Update Position Info page (**Figure NO TAG**) is displayed.

OR

Click **Cancel** to disregard the view. The Description tab - Add/Update Position Info page (**Figure NO TAG**)

12. Click the ***Specific Information*** tab - Add/Update Position Info page. The Specific Information tab - Add/Update Position Info page (**Figure NO TAG**) is displayed.

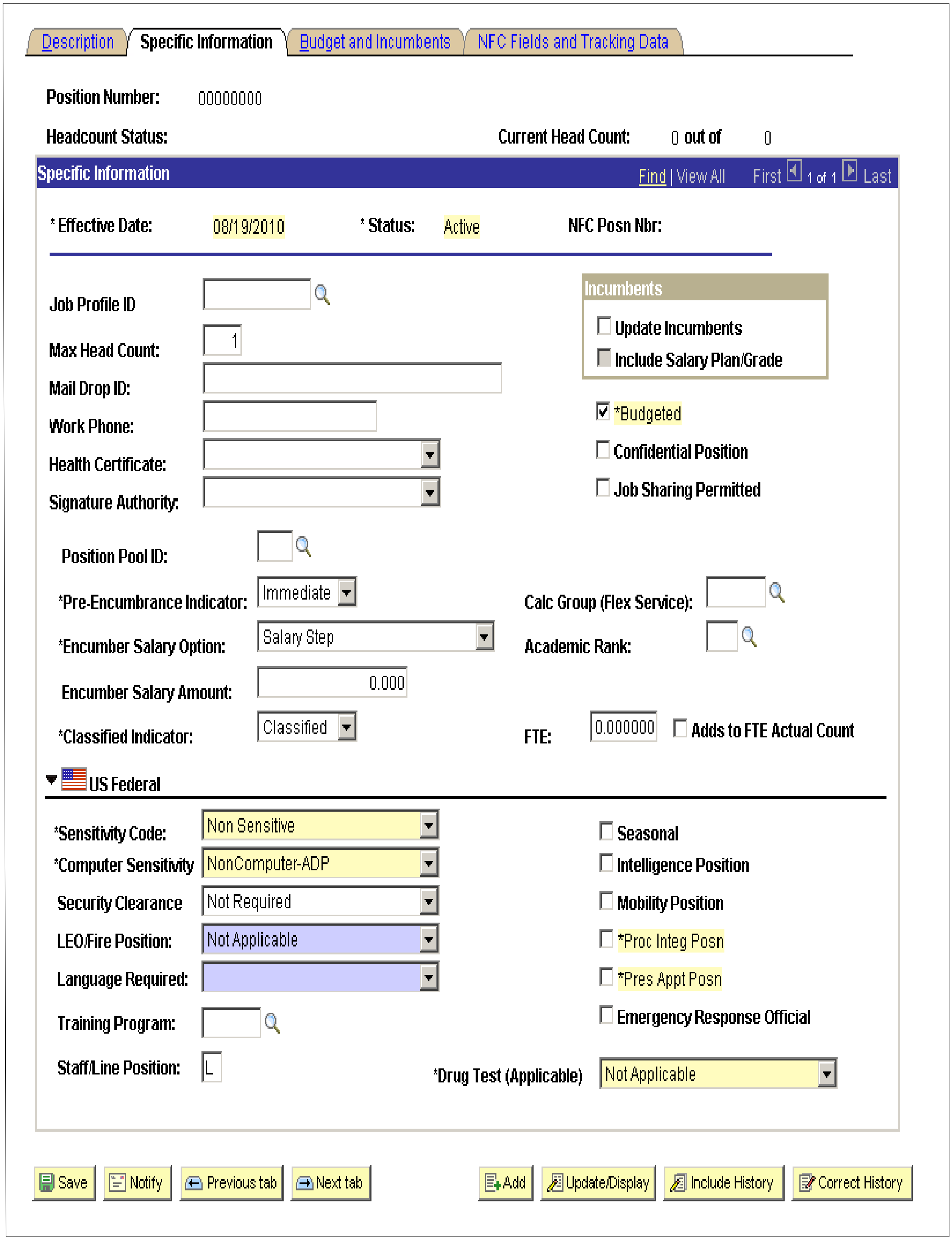


Figure 19. Specific Information tab - Add/Update Position Info page

13. Complete the fields as follows:

Position Number	This field defaults to `0000000` for a new position. The position number is a unique number assigned to the position. A position number is assigned when the position is saved.
Heascount Status	This field is blank for a new position. Once the position is saved, and the person is placed in the position, this field will change.
Current Head Count	This field is populated. Once the position is saved, and the person is placed in the position, this field will change.
Specific Information	
***Effective Date**	The effective date defaults to the current date. This is the date an action begins. This date also determines when the user can view and change the information.
***Status**	This field defaults to **`Active`** when creating a new position. Other valid values are: ■ **`Frozen`** ■ **`Proposed`**
NFC Posn Nbr	Enter the NFC position stored in the Position Management System (PMSO). If this field is left blank, ***EmpowHR*** will assign a position number when the record is saved.
Job Profile ID	Enter the applicable job profile ID for the position or search by clicking the search icon.
Max Head Count	This is the maximum head count allowed for this position. This field defaults to `1` because OPM required a one-on-one relationship with employees. However, if this position permits job sharing or can be assigned to more than one person, change the head count to the appropriate number.
Mail Drop ID	Enter the mail drop ID assigned to this position.
Work Phone	This is the work phone number assigned to the individual assigned to this position. Enter the applicable information.
***Budgeted**	This field defaults to checked if the position is budgeted. If this position's status is **`Proposed`**, **`Frozen`**, or if the position is **`Temporary`**, clear the check box.

Health Certificate	Enter the applicable health certificate required for this position or select data from the drop-down list. The valid values are: ▪ **Ear Check** ▪ **Eye Check** ▪ **Full Health Ck** ▪ **Radiation Ck**
Confidential Position	Check the box if the position is confidential.
Signature Authority	Enter the signature authority assigned to this position or select data from the drop-down list. The valid values are: ▪ **Credit Competence** ▪ **Procuration** ▪ **Signature Competence**
Job Sharing Permitted	Check the box if job sharing is permitted for this position. If job sharing is permitted, indicate the position's maximum head count (the maximum number of people who can share the position) in the Max Head Count field. OPM requires one person per position regardless of job sharing so the Max Head Count is always 1.
Position Pool ID	Enter the position pool ID or select data by clicking the search icon. This code maps to the position pool used to budget this position in Accounting. Position pools enable the grouping of related position together for budgeting purposes.
***Pre Encumbrance Indicator**	This field defaults to **Immediate**. To change the default, select data from the drop-down list. The other valid values are: ▪ **None** ▪ **Requisitn**
Cale Group (Flex Service)	Enter the applicable data or select data by clicking the search icon. This field is used when using Track Flexible Service, select a calculation group.

***Encumber Salary Option**	This field defaults to **`Salary Step`**. To change the default, select data from the drop-down list. This is not a required field on the PAR (Personnel Action Request). The valid values are: ▪ **`Salary Grade Max`** ▪ **`Salary Grade Midpoint`** ▪ **`Salary Step`** ▪ **`Sum of Default Components`** ▪ **`User Specified Amt`** ▪ **`Salary Grade Minimum`**
Academic Rank	Enter the rank if the position is a faculty position or select data by clicking the search icon.
Encumber Salary Amount	Enter the salary amount if the position is for an incumbent only.
***Classified Indicator**	This field defaults to **`Classified`** and can be changed by selecting data from the drop-down list. This field is associated with the position with an FTE Classification (full time equivalents classification) that is established on the Budget tab. When a worker is hired into a position in the Workforce Administration menu, the system displays the FTE data tied to the Position in the Job Data pages. The valid values are: ▪ **`All`** ▪ **`Temporary`** ▪ **`Unclassified`**
FTE	Enter the FTE value for this position. This field is used for maintaining an FTE budget in Manage Commitment Accounting.
Incumbents	
Update Incumbents	Check this box to update incumbents with the position information.
Adds To FTE Actual Count	Check the box to include this position when processing FTE edits for budget purposes. Do not select this box if the position is not included when processing FTE edits.

US Federal icon - Select this icon and the page will expand with additional fields. Select the icon again, and the page will collapse.

***Sensitivity Code**	This field defaults to **`Non Sensitive`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`High Risk`** ▪ **`Critical/Sensitive`** ▪ **`Moderate Risk`** ▪ **`Non-Sensitive`** ▪ **`Non-Critical`** ▪ **`Sensitive`** ▪ **`Special Sensitive`**
***Computer Sensitivity**	This field defaults to **`Non-Computer-ADP`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`Con Computer ADP`** ▪ **`Computer ADP`**
Security Clearance	This field defaults to **`Not Required`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`Confidential`** ▪ **`L(Atomic Energy Act)`** ▪ **`National Agency Ck & Inq`** ▪ **`Natl Agcy Ckck w/Law * Credit`** ▪ **`Not Required`** ▪ **`Other`** ▪ **`Public Trust`** ▪ **`Q Non-Sensitive`** ▪ **`Q Sensitive`** ▪ **`Secret`** ▪ **`Sensitive Compartmented Info`** ▪ **`Top Secret`**
LEO/Fire Position	This field defaults to **`Non Applicable`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`LEO Posn - Pay Under 7AFLSA`** ▪ **`LEO Posn - Pay Under 7KFLSA`** ▪ **`Not Applicable`**
Language Required	This field is the language required to be spoken by the employee/applicant/non-employee. Select a language from the drop-down list.
Training Program	Enter the type of training needed for the position or select data by clicking the search icon.

Staff Line Position	This field defaults to **L**. This field indicates if the position is a staff or line position.
***Drug Test (Applicable)**	This field indicates whether the position requires a dug test. This field defaults to **Not Applicable**. To change the default, select data from the drop-down list. The valid values are: ▪ **Applicant & Incumbent** ▪ **Comm Motor Vehicle License** ▪ **Not Applicable** ▪ **Undesignated**
Seasonal	Check this box if the work is seasonal.
Intelligence Position	Check this box when the position is intelligence related.
Mobility Position	Check this box if mobility is required of the position.
***Procurement Integ Posn**	Check this box when the position is covered by the Procurement Integrity Act.
***Presidential Appt Posn**	Check this box to indicate if the position is a presidential appointment.
Emergency Response Official	Check this box when the position requires an Emergency Response Official.

14. Select the ***Budget And Incumbents*** tab - Add/Update Position Info page. The Budget And Incumbent tab - Add/Update Position Info page (**Figure NO TAG**) is displayed and contains budget and incumbent information for the position. The information is populated once the position is created and saved. This page is blank for a newly created position. This is a view only page.

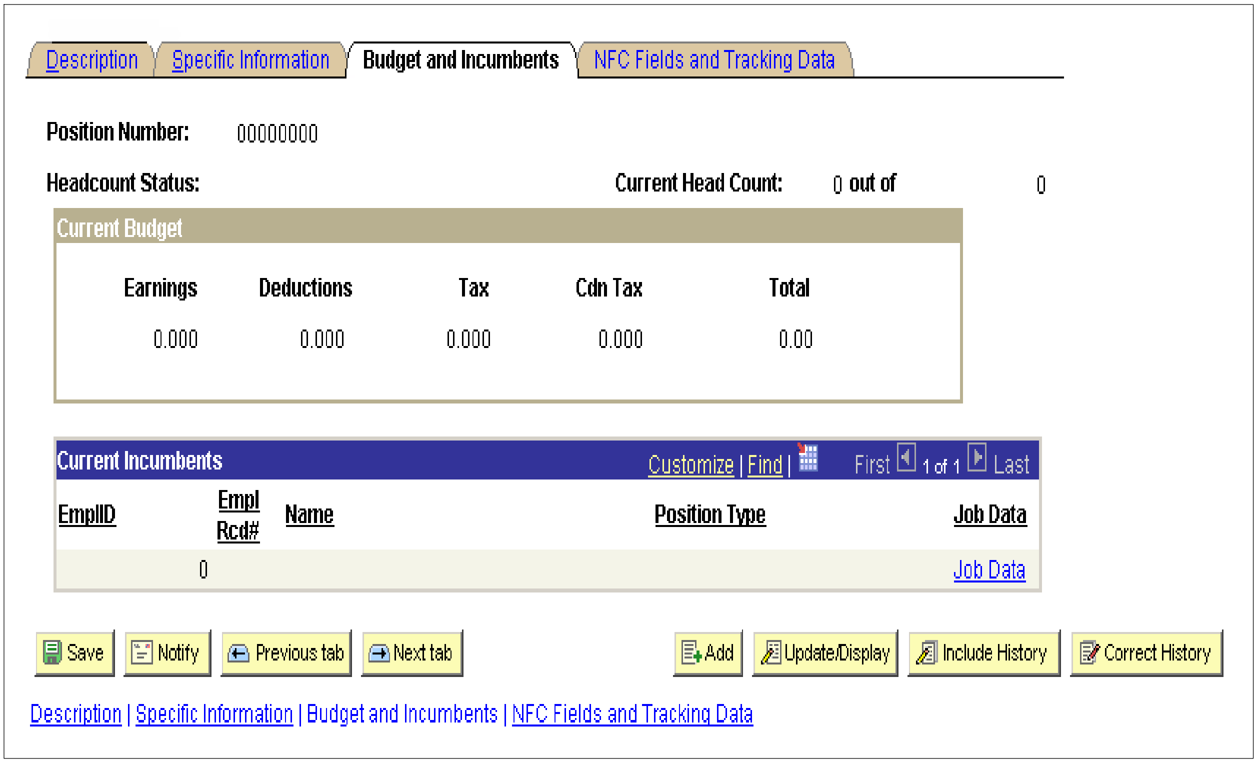


Figure 20. Budget and Incumbent tab - Add/Update Position Info page

15. The page contains the following information:

Position Number	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated position number will populated.
Headcount Status	This field is blank for a new position. Once the position is created and saved, the ***EmpowHR*** generated headcount status will populated.
Current Head Count	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated current head count will populated.
Current Budget	
Earnings	This field is zeros for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populate the earnings.
Deductions	This field is zeros for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populate the deductions.
Tax	This field is zeros for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populate the tax.

Cdn Tax	This field is zeros for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populate the conditional tax.
Total	This field is zeros for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will calculate the total of the **Earnings**, **Deductions**, **Tax**, and **Cdn Tax**.
Current Incumbents - This section is the incumbents of the position.	
EmplID	This field is blank for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populated this field with the employee identification number.
Empl Rcd#	This field is blank for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populated this field with the employee identification number.
Name	This field is blank for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populated this field with the employee's name.
Position Type	This field is blank for a new position. Once the position is created, saved and an employee is hired in the position, ***EmpowHR*** will populated this field with the type of position.

16. Click the ***Job Data*** link to view the Job Code information related to the position.

17. Select the ***NFC Fields And Tracking Data*** tab - Add/Update Position Info page. The NFC Fields And Tracking Data tab - Add/Update Position Info page (**Figure NO TAG**) is displayed. The position tracking data group box populates as transactions are processed.

Position Management

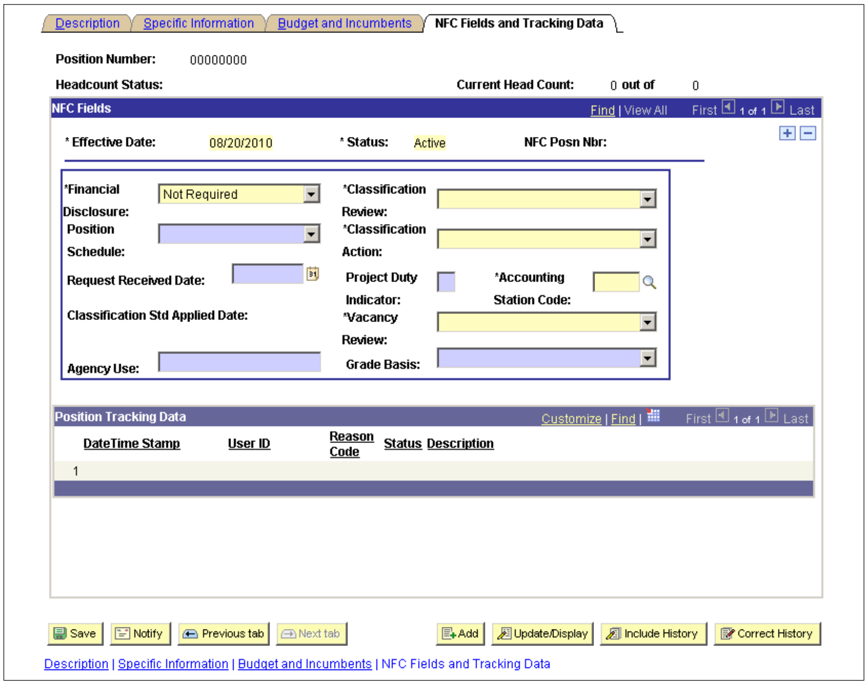


Figure 21. NFC Fields and Tracking Data tab - Add/Update Position Info page

18. Complete the fields as follows:

Position Number	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated position number will populated.
Headcount Status	This field is blank for a new position. Once the position is created and saved, the ***EmpowHR*** generated headcount status will populated.
Current Head Count	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated current head count will populated.
NFC Fields	
***Effective Date**	The effective date defaults to the current date. This is the date an action begins. This date also determines when the user can view and change the information.
***Status**	This field defaults to **`Active`** when creating a new position. Other valid values are: ▪ **`Frozen`** ▪ **`Proposed`**
NFC Posn Nbr	Enter the NFC position stored in the Position Management System (PMSO). If this field is left blank, ***EmpowHR*** will assign a position number when the record is saved.

Financial Disclosure	This field defaults to **`Not Required`**. The financial disclosure required field indicates when the duties of the position requires the incumbent to file a conflict of interest statement or a financial disclosure statement. Data can be selected from the drop-down list. The valid values are: ▪ **`SF 278 Required`** ▪ **`Ramp Only`** ▪ **`Not Required`** ▪ **`278 Ramp`** ▪ **`450 Ramp`** ▪ **`CD 219`** ▪ **`CD 220`** ▪ **`MSPB 849 Required`** ▪ **`OGE 450 Required`** ▪ **`Ramp Only 278 Required`**
Classification Review	This field defaults to **`N/A`**. This field indicates the type of review. Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`N/A for this Field`** ▪ **`Maintenance Desk Audit`** ▪ **`Maintenance Panel Review`** ▪ **`Maintenance Paper Review`** ▪ **`Maintenance Supervisory Audit`** ▪ **`Normal Desk Audit`** ▪ **`Normal PME/Activity Review`** ▪ **`Normal Paper Review`** ▪ **`Normal Supervisory Audit`**
Position	Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`Excepted, Not A, B, or C`** ▪ **`Schedule A`** ▪ **`Schedule B`** ▪ **`Schedule C`**
Schedule	This field is populated.

Classification Action	This field defaults to **`N/A for this Field`**. Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`Minor Description Changes`** ▪ **`N/A. for this Field`** ▪ **`New Position`** ▪ **`No Action Required`** ▪ **`Occupational Series Changes`** ▪ **`Other`** ▪ **`Position Downgraded`** ▪ **`Position Title Change`** ▪ **`Position Upgraded`** ▪ **`Rewrite or New Posn Desc Rqd`**
Request Received Date	Enter the date the request was received or select a date from the calendar.
Project Duty Indicator	Check the box if yes.
***Accounting Station Code**	Enter the accounting station or select data by clicking the search icon.
Classification Std Applied Date	This field is populated with the date the classification standard was applied.
***Vacancy Review**	This field defaults to **`Position Action No Vacancy`**. Enter the applicable information or select data from the drop-down list. The vacancy review code indicates the management process involved in modifying a vacant position. The valid values are: ▪ **`Different Title &/or Series`** ▪ **`Higher Grade`** ▪ **`Lower Grade`** ▪ **`New Position/New FTE`** ▪ **`No Change`** ▪ **`Position Action No Vacancy`**
Agency Use	This field is used by the Agency and is not sent to NFC.

Grade Basis	Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`Administrative`** ▪ **`Agency Use`** ▪ **`Core`** ▪ **`Eqp Der Grd Eval Guide`** ▪ **`Focal Point`** ▪ **`Impact of the Person`** ▪ **`Policy Anal Grade Eval Guide`** ▪ **`Research Grade Evaluation Guide`** ▪ **`Review When Vacant`** ▪ **`Super Posn Supp by Prgm Duties`** ▪ **`Supervisory Posn Supp by GSSG`**
Date Time Stamp	This field is the date and time for the activity of the transaction.
User ID	This field is the system Identifier for the individual who generates the transaction.
Reason	This field is the reason for the change or creation of the position.
Status	This field is the status of the listed transaction.
Description	This field is the description of what is accomplished with the transaction.

19. Click the ***Fill A Position*** tab. This tab is created when the Manager fills a position through Manager Self Service. When Manger Self Service is not utilized, this tab will not display. This tab is for view only and used by HR.

20. Click **Save**. The position number will automatically be assigned. The ***Office Information*** tab- Add/Update Position Info page (**Figure 22**) is displayed.

Note: Be sure to make a note of the position number because it is used to process a personnel action.

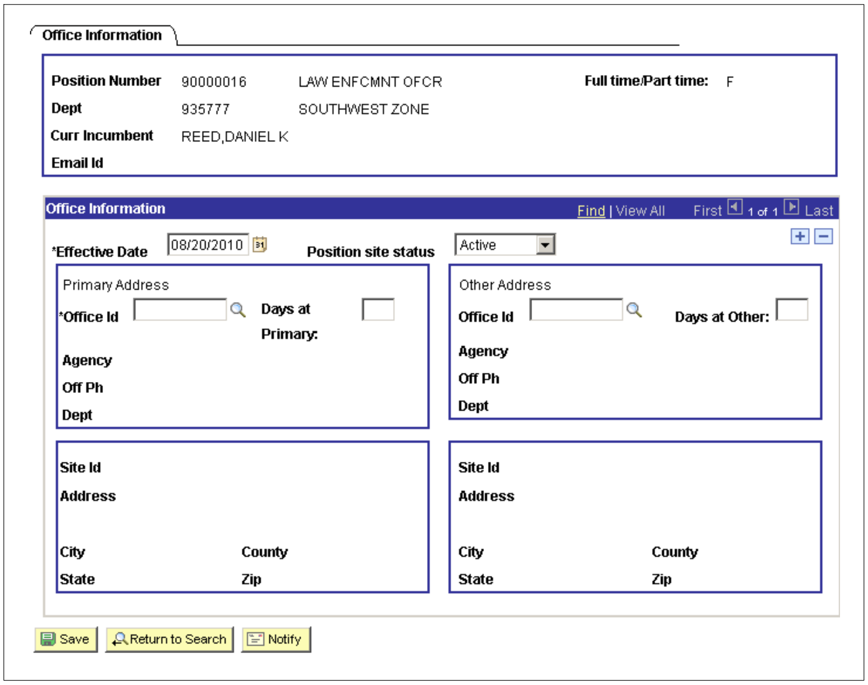


Figure 22. Office Information tab - Add/Update Position Info page

21. Complete the as follows:

Position Number	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated position number will populated.
Full time/Part time	This field is populated and is based on the type of position. The valid values are **`F`** (Full time), **`P`** (Part time), or **`T`** (Temporary).
Department	This field is department code and name and is populated based on the information entered on the Poseidon.
Curr Incumbent	If this field is filled with a person, the name is populated.
Email ID	This information is populated if the agency is using the workflow functionality.
Office Information	
***Effective Date**	The effective date defaults to the current date. This is the date an action begins. This date also determines when the user can view and change the information.
Position Site Status	This field defaults to **`Active`** when creating a new position. Other valid values are: ▪ **`Frozen`** ▪ **`Proposed`**

Primary Address

***Office ID**	Enter the office identification number or select data by clicking the search icon. This is the address where the position is located within the agency. The **Office ID** field will populate the **Agency**, **Office Ph**, **Dept**, **Site Id**, **Address**, **City**, **County**, **State**, and **Zip**.

Other Address

Office ID	Enter the office identification number or select data by clicking the search icon. This is the alternate address for the position where it is located within the agency. The **Office ID** field will populate the **Agency**, **Office Ph**, **Dept**, **Site Id**, **Address**, **City**, **County**, **State**, and **Zip**.
Days At Other	Enter the number of days the incumbent works at the other duty location.

22. Click **Save**. The information entered on the Office Information tab – Add/Update Position Info page is saved. This creates a Position number. Be sure to make a note of the Position Number because it used for inquiry and processing the PAR action.

23. Click **Return To Search** to return to the search page.

    OR

    Click **Notify**. This option will send an e–mail to a person in the workflow.

Modifying a Position

This section explains how to update Position Information. To add or modify a field on the position, click the **+** to insert a new row to the record. For additional information see NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

When the change is entered in ***EmpowHR*** and the **Transaction Status** field set to `NFC Ready`, and the change to the Position is exported to NFC. When the position sensitivity changes, PPS generates a Change in Non-CPDF Data Element Nature of Action (NOA) 903 personnel action. The action has the same effective date as the date of the change in PMSO. If a personnel action is processed in the pay period of the change, the system does not generate the change in PMSO Element personnel action.

An Official change PAR action is required for submission by the POI when any of the following data changes:

- Bargaining Unit (BUS)
- Location (Duty Station)
- Department (Organizational Structure)
- FLSA Code

- Interdisciplinary Assigned Occupational Series
- Pay Plan
- LEO Indicator
- Salary Admin Plan (Pay Table)

Below is an example of modifying a position:

To modify a Position:

1. Select the ***Position Management*** menu group.
2. Select the ***Position Information*** menu. The ***Find an Existing Value*** tab - Add/Update Position Info page is displayed. The information on this page will allow the user to locate existing data.
3. Enter the search criteria. Click **Search**. The Description tab - Add/Update Position Info page (**Figure NO TAG**) is displayed.

   OR

   Click **Clear** to clear the screen and re-enter the information.
4. Click **+** to add a new row.
5. Modify the applicable fields on the page.
6. Click **Save**. The modified information is saved.

Note: The **Correction** button is used to update ***EmpowHR*** Only. This information is not transferred to NFC. To preserve the integrity of the data records, use the ***Add a New Row (+)*** function.

Build Positions

This section explains how to build mass positions based on a job code.

To build multiple positions from a Job Code:

1. Select the ***Position Management*** menu group.
2. Select the ***Build Positions*** component. The Build Positions page (**Figure 23**) is displayed.

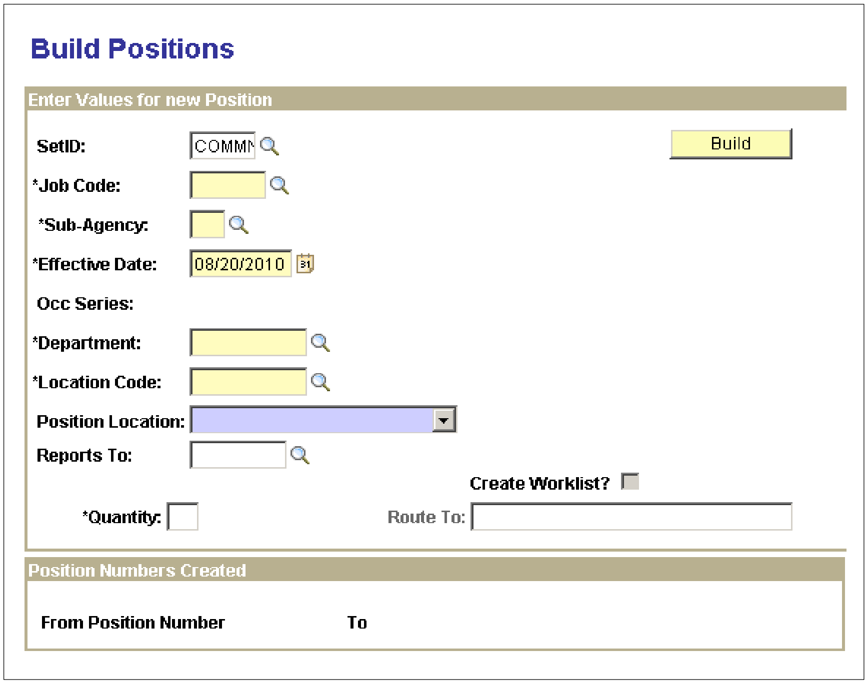


Figure 23. Build Positions page

3. Complete the fields as follows:

Enter Values for New Position

SetID	Enter the SetID or select an ID by clicking the search icon.
***Job Code**	Enter the Job Code or select a code by clicking the search icon. This field is populated based on the Job Code entered or selected.
***Sub-Agency**	This field can be modified by entering an new Sub-Agency or selecting one by clicking on the search icon.
***Effective Date**	Enter the effective date or select a date by clicking the calendar icon.

Occ Series	This field is populated based on the Job Code entered or selected. This field cannot be modified.
***Department**	Enter the Department or select a Department by clicking on the search icon.
***Location Code**	Enter the Location Code or select a code by clicking the search icon.
Position Location	Select the Position Location from the drop-down menu. The valid values are `Field` and `Headquarters`.
Reports To	Enter the person that the job should report to or select data by clicking the search icon
Create Worklist?	Check this box to create a worklist. **Note:** If this box is selected the **Route To** field is required.
***Quantity**	Enter the number of positions to be created.
Route To	Enter the role user data or select data by clicking the search icon. **Note:** If this field is completed, the Create Worklist box will be required to be checked.
From Position Number	This field is populated with the starting number of the positions created.
To	This field is populated with the last number of the positions created.

4. Click **Build**. A confirmation pop-up appears and displays the range of position numbers created.

5. Click **OK**. The Office Information tab - Build Positions page(**Figure 24**) is displayed.

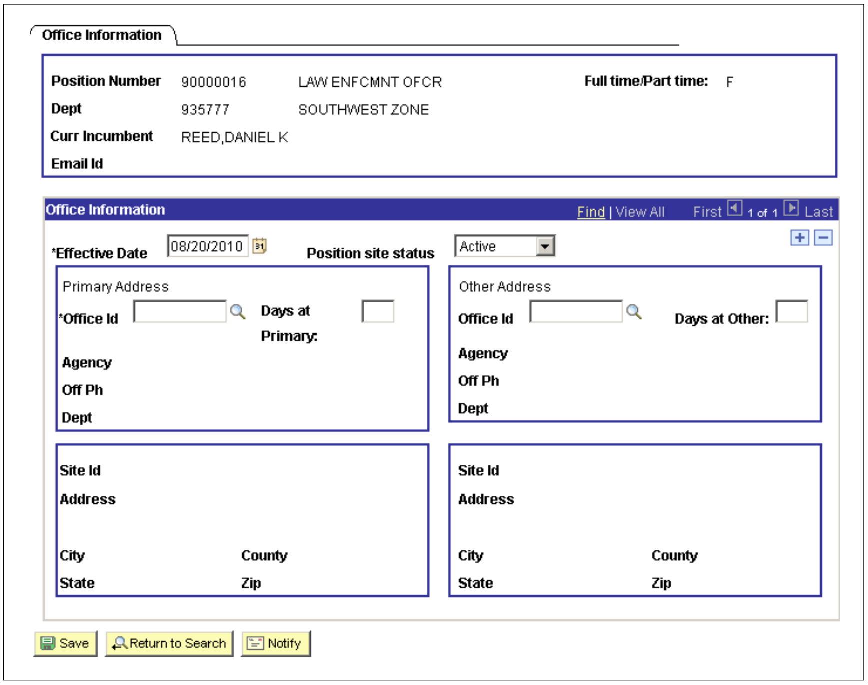


Figure 24. Office Information tab - Build Positions page

6. Complete the fields as follows:

Position Number	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated position number will populated.
Full time/Part time	This field is populated and is based on the type of position. The valid values are **F** (Full time), **P** (Part time), or **T** (Temporary).
Department	This field is department code and name and is populated based on the information entered on the Poseidon.
Curr Incumbent	If this field is filled with a person, the name is populated.
Email ID	This information is populated if the agency is using the workflow functionality.
Office Information	
***Effective Date**	The effective date defaults to the current date. This is the date an action begins. This date also determines when the user can view and change the information.
Position Site Status	This field defaults to **Active** when creating a new position. Other valid values are: ▪ **Frozen** ▪ **Proposed**

Primary Address

***Office ID**	Enter the office identification number or select data by clicking the search icon. This is the address where the position is located within the agency. The **Office ID** field will populate the **Agency**, **Office Ph**, **Dept**, **Site Id**, **Address**, **City**, **County**, **State**, and **Zip**.

Other Address

Office ID	Enter the office identification number or select data by clicking the search icon. This is the alternate address for the position where it is located within the agency. The **Office ID** field will populate the **Agency**, **Office Ph**, **Dept**, **Site Id**, **Address**, **City**, **County**, **State**, and **Zip**.
Days At Other	Enter the number of days the incumbent works at the other duty location.

7. At this point the following options are available:

Step	Description
Click **Save**	The position Information is saved.
Click **Return To Search**	To search for an additional office information profile.
Click **Notify**	To notify the next individual in the workflow.

Build Positions Setup

To setup the position to be built:

1. Select the ***Position Management*** menu group.

2. Select the ***Build Positions Setup*** component. The Find an Existing Value tab - Build Positions Setup page is displayed.

3. Enter the search criteria. Click **Search**. The Build Positions Setup page (**Figure 25**) is displayed.

   OR

   Click the ***Add a New Value*** tab. The Add a New Value - Build Positions Setup page is displayed. The information on this page will allow the user to add new data. Enter the new criteria. Click **Add**. The Build Positions Setup page (**Figure 25**) is displayed.

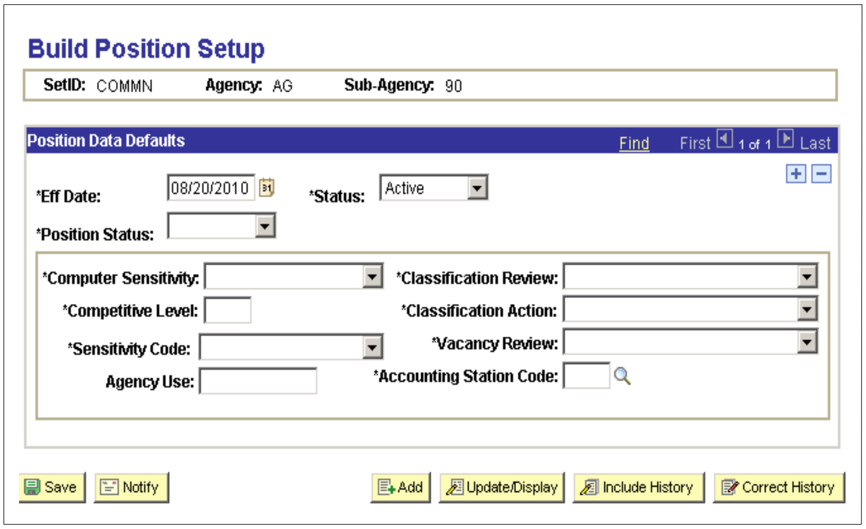


Figure 25. Build Position Setup page

4. Complete the fields as follows:

Set ID	This field is populated with the search/add criteria entered.
Agency	This field is populated with the search/add criteria entered.
Sub-Agency	This field is populated with the search/add criteria entered.
Position Data Defaults	
***Eff Date**	Enter the effective date or select a date by clicking the calendar icon.

***Status**	Select the status from the drop-down menu. The valid values are **`Active`** and **`Inactive`**.
***Position Status**	Select the status from the drop-down menu. The valid values are **`Approved`** and **`Proposed`**.
***Computer Sensitivity**	Select the computer sensitivity from the drop-down menu. The valid values are **`Computer-ADP`** and **`Non Computer-ADP`**.

Classification Review	This field defaults to **`N/A`**. This field indicates the type of review. Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`N/A for this Field`** ▪ **`Maintenance Desk Audit`** ▪ **`Maintenance Panel Review`** ▪ **`Maintenance Paper Review`** ▪ **`Maintenance Supervisory Audit`** ▪ **`Normal Desk Audit`** ▪ **`Normal PME/Activity Review`** ▪ **`Normal Paper Review`** ▪ **`Normal Supervisory Audit`**
***Competitive Level**	Enter the competitive level for the position.
Classification Action	This field defaults to **`N/A for this Field`**. Enter the applicable information or select data from the drop-down list. The valid values are: ▪ **`Minor Description Changes`** ▪ **`N/A. for this Field`** ▪ **`New Position`** ▪ **`No Action Required`** ▪ **`Occupational Series Changes`** ▪ **`Other`** ▪ **`Position Downgraded`** ▪ **`Position Title Change`** ▪ **`Position Upgraded`** ▪ **`Rewrite or New Posn Desc Rqd`**
Classification Std Applied Date	This field is populated with the date the classification standard was applied.

***Sensitivity Code**	This field defaults to **`Non Sensitive`**. To change the default, select data from the drop-down list. The valid values are: ▪ **`High Risk`** ▪ **`Critical/Sensitive`** ▪ **`Moderate Risk`** ▪ **`Non-Sensitive`** ▪ **`Non-Critical`** ▪ **`Sensitive`** ▪ **`Special Sensitive`**
***Vacancy Review**	This field defaults to **`Position Action No Vacancy`**. Enter the applicable information or select data from the drop-down list. The vacancy review code indicates the management process involved in modifying a vacant position. The valid values are: ▪ **`Different Title &/or Series`** ▪ **`Higher Grade`** ▪ **`Lower Grade`** ▪ **`New Position/New FTE`** ▪ **`No Change`** ▪ **`Position Action No Vacancy`**
Agency Use	This field is used by the Agency and is not sent to NFC.
***Accounting Station Code**	Enter the accounting station or select data by clicking the search icon.

5. At this point the following options are available:

Step	Description
Click **Save**	To save the build position setup.
Click **Return To Search**	To search for another position setup.
Click **Previous In List**	To view the previous position setup.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional position setup.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Office Information Profile

To modify an Office Information Profile:

1. Select the ***Position Management*** menu group.

2. Select the ***Office Information Profile*** menu. The ***Find an Existing Value*** tab - Office Information Profile page is displayed. The information on this page will allow the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Office Information Profile tab page (**Figure 26**) is displayed.

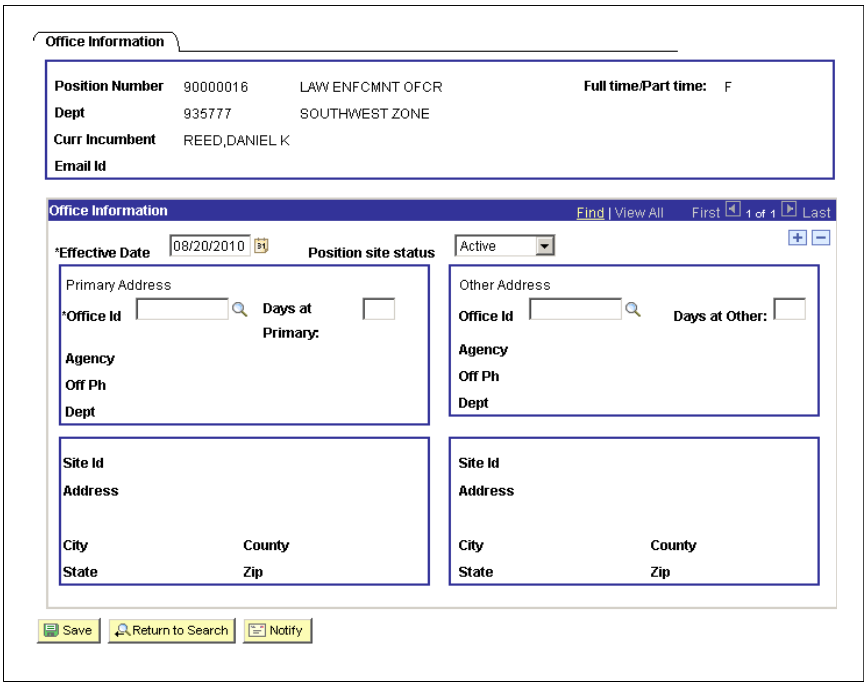


Figure 26. Office Information tab page

4. Complete the as follows:

Position Number	This field is zeros for a new position. Once the position is created and saved, the ***EmpowHR*** generated position number will populated.
Full time/Part time	This field is populated and is based on the type of position. The valid values are **F** (Full time), **P** (Part time), or **T** (Temporary).
Department	This field is department code and name and is populated based on the information entered on the Poseidon.
Curr Incumbent	If this field is filled with a person, the name is populated.

Email ID	This information is populated if the agency is using the workflow functionality.
Office Information	
***Effective Date**	The effective date defaults to the current date. This is the date an action begins. This date also determines when the user can view and change the information.
Position Site Status	This field defaults to **`Active`** when creating a new position. Other valid values are: ▪ **`Frozen`** ▪ **`Proposed`**
Primary Address	
***Office ID**	Enter the office identification number or select data by clicking the search icon. This is the address where the position is located within the agency. The **Office ID** field will populate the **Agency**, **Office Ph**, **Dept**, **Site Id**, **Address**, **City**, **County**, **State**, and **Zip**.
Other Address	
Office ID	Enter the office identification number or select data by clicking the search icon. This is the alternate address for the position where it is located within the agency. The **Office ID** field will populate the **Agency**, **Office Ph**, **Dept**, **Site Id**, **Address**, **City**, **County**, **State**, and **Zip**.
Days At Other	Enter the number of days the incumbent works at the other duty location.

5. At this point the following options are available:

Step	Description
Click **Save**	The position Information is saved.
Click **Return To Search**	To search for an additional office information profile.
Click **Notify**	To notify the next individual in the workflow.

Vacant Positions

The Vacant Positions option is used to display a list of vacant positions. This option is available on the Position Management menu.

To access a list of Vacant Positions:

1. Select the ***Position Management*** menu group.

2. Select the ***Vacant Positions*** menu. The ***Find an Existing Value*** tab - Vacant Positions page is displayed. The information on this page will allow the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Vacant Positions page Position Information tab (**Figure 27**) is displayed. This is a view only page.

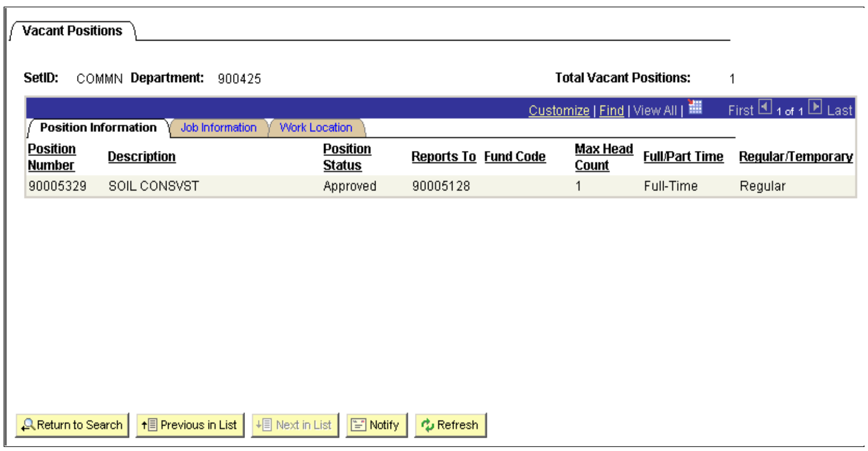


Figure 27. Vancant Positions page - Position Information tab

4. Click the

At this point, the following options are available:

Step	Description
Click **Return To Search**	To locate another vacant position.
Click **Next In List**	To view or change the next record in the list. This option is not active where there are multiple records.
Click **Previous In List**	To view or change the previous record in the list. This option is active when there are multiple records.
Click **Notify**	To notify the next individual in the workflow.
Click **Refresh**	To refresh the page of the search.

Occupational Series USF

To enter a Occupational Series USF:

1. Select the ***Position Management*** menu group.
2. Select the ***Occupational Services USF*** menu. The ***Find an Existing Value*** tab - Occupational Series USF page is displayed. The information on this page will allow the user to locate existing data.
3. Enter the search criteria. Click **Search**. The Occupational Series page (**Figure 28**) is displayed.

   OR

   Click ***Add a New Value*** tab - Occupational Series USF page. The information on this page will allow the user to add new data. Enter the new criteria. Click **Add**. The Occupational Series tab page (**Figure 28**) is displayed.

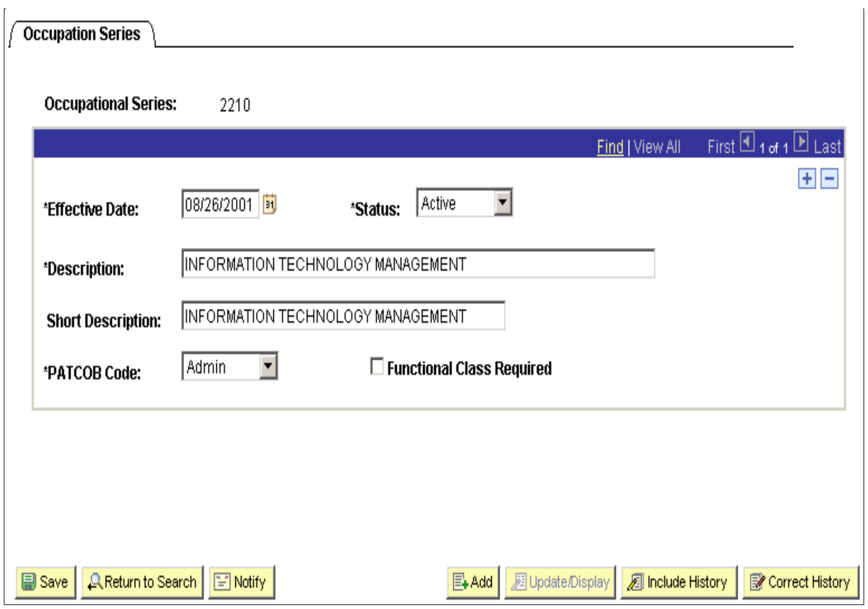


Figure 28. Occupational Series tab page

4. Complete the fields as follows:

Occupational Series	This field is populated based on the search/add criteria entered.
***Effective Date**	Enter the applicable effective date or select a date from the calendar icon. This is the date an action begins. This date also determines when the user can be view or change the information.
***Status**	This field defaults to `Active`. To change, select data from the drop-down list. The valid values are `Freeze`, `Active`, and `Inactive`.

***Description**	Enter the description of the occupational series.
***Short Description**	Enter the short description of the occupational series. Freeflow text up to 15 characters.
***PATCOB Code**	Enter the applicable code or select data from the drop-down list. The valid values are: ▪ **`Admin`** ▪ **`Blu Collar`** ▪ **`Clerical`** ▪ **`Mix Collar`** ▪ **`Other`** ▪ **`Professional`** ▪ **`Technical`**
Functional Class Required	Check this box if functional class is required.

5. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To locate for another occupational series.
Click **Previous In List**	To view the previous occupational series.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional occupational series.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Official Position Titles USF

To add or modify an Official Position Title:

1. Select the ***Position Management*** menu group.

2. Select the ***Official Position Titles USF*** menu. The ***Find an Existing Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Official Position Titles Codes page (**Figure 29**) is displayed.

   OR

   Click ***Add a New Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow the user to add new data. Enter the new criteria. Click **Add**. The Official Position Titles Codes page (**Figure 29**) is displayed.

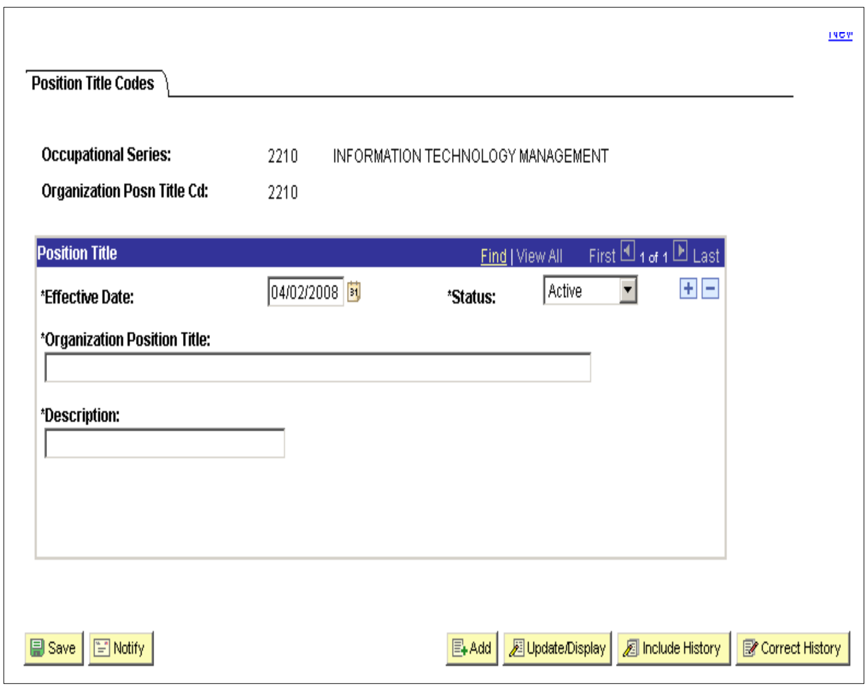


Figure 29. Oficial Position Titles Codes page

4. Complete the fields as follows:

Occupational Series	This field is populated based on the search/add criteria entered.
Organizational Posn Title Cd	This field is populated based on the search/add criteria entered.
Position Title	

***Effective Date**	Enter the applicable effective date or select a date from the calendar icon. This is the date an action begins. This date also determines when the user can be view or change the information.
***Status**	This field defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Freeze`**, **`Active`**, and **`Inactive`**.
***Official Position Title**	Enter the description of the position. This information appears on the incumbent's Job Data record.
***Description**	Enter the description of the position. The Description is a freeflow test up to 36 characters.

5. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To locate another position title code.
Click **Previous In List**	To view the previous position title code.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional position title code.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Organizational Posn Titles USF

To add or modify Organizational Position Titles USF:

1. Select the ***Position Management*** menu group.

2. Select the ***Organizational Position Titles USF*** menu. The ***Find an Existing Value*** tab - Organizational Position Titles USF page is displayed. The information on this page will allow the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Position Titles Code page (**Figure 30**) is displayed.

   OR

   Click ***Add a New Value*** tab - Organizational Position Titles USF page is displayed. The information on this page will allow the user to add new data. Enter the new criteria. Click **Add**. The Position Titles Code page (**Figure 30**) is displayed.

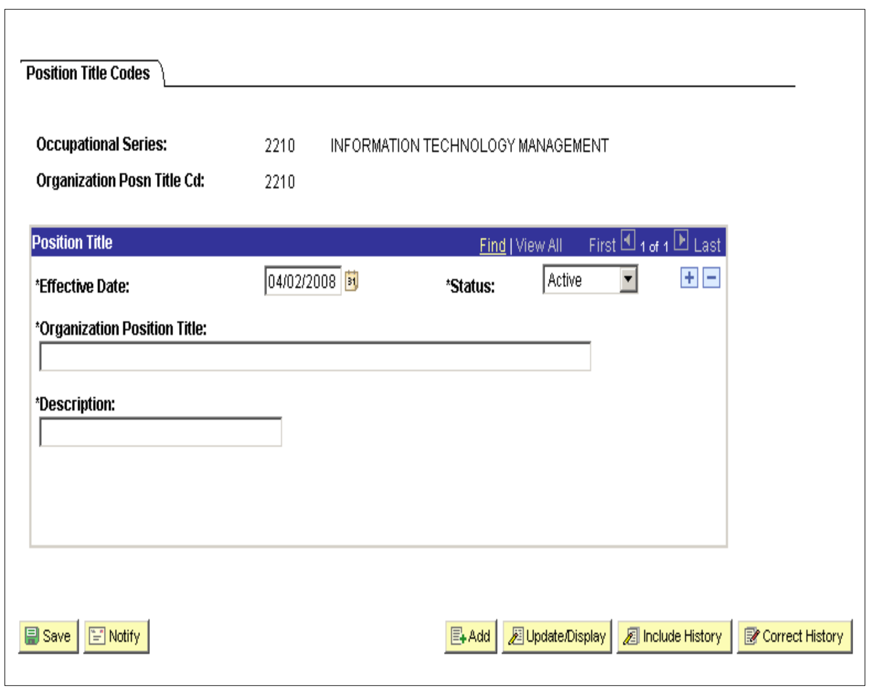


Figure 30. Position Titles Code page

Occupational Series	This field is populated based on the search/add criteria entered.
Organizational Posn Title Cd	This field is populated based on the search/add criteria entered.

Position Title

***Effective Date**	Enter the applicable effective date or select a date from the calendar icon. This is the date an action begins. This date also determines when the user can be view or change the information.
***Status**	This field defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Freeze`**, **`Active`**, and **`Inactive`**.
***Official Position Title**	Enter the description of the position. This information appears on the incumbent's Job Data record.
***Description**	Enter the description of the position. The Description is a freeflow test up to 36 characters.

4. Complete the fields as follows:
5. Click **Save**. At this point, the following options are available:

Steps	Description
Click **Return To Search**	To locate for another organizational position title.
Click **Previous In List**	To view the previous organizational position title.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional organizational position title.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

LC Classification Statuses

To add or modify a LC Classification Status:

1. Select the ***Position Management*** menu group.

2. Select the ***LC Classification Statuses*** menu. The ***Find an Existing Value*** tab - Classification Status page is displayed. The information on this page will allow the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Classification Status tab - Classification Standards USF page (**Figure 31**) is displayed.

   OR

   Click ***Add a New Value*** tab - Classification Status USF page is displayed. The information on this page will allow the user to add new data. Enter the new criteria. Click **Add**. The Classification Standards USF page (**Figure 31**) is displayed.

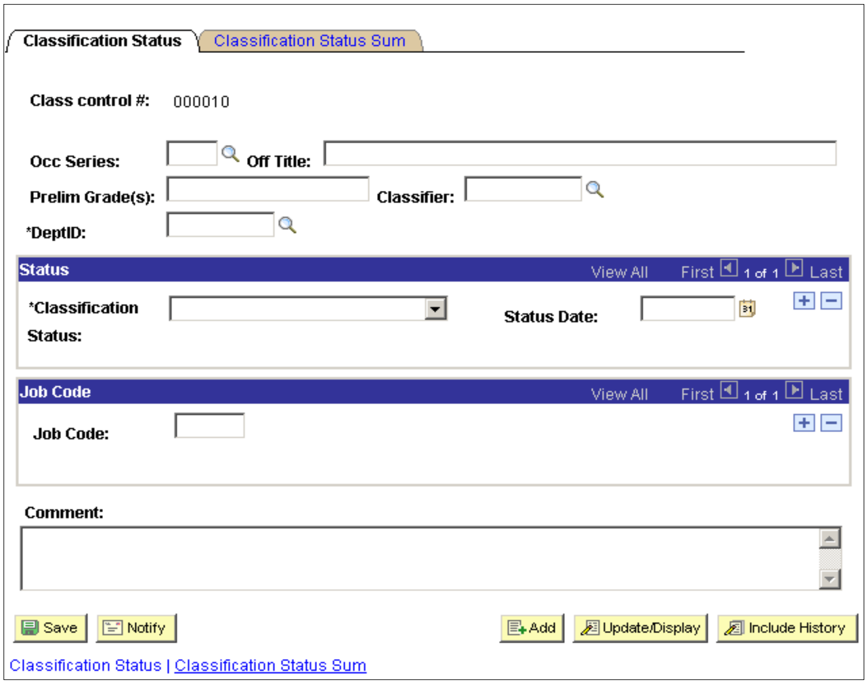


Figure 31. Classification Statuses page

4. Complete the fields as follows:

***Occ Series**	Enter the occupational series or search data by clicking on the search icon.
Off Title	Enter the official title for the occupational series.
Prelim Grade(s)	Enter the applicable grade. This is the preliminary grade associated with position.

Classifier	Enter the classifier's code. The alpha description of the name is displayed.
Dept ID	Enter the department ID or select data by clicking the search icon.
***Classification Status**	Enter the classification status or select data from the drop-down list. The valid values are as follows:

Classification Status Valid Values
Completed to HR Classifier
Assigned To HR Classifier
Classification paperwork rec'd
Classifier completes cert
Completed PD send to SU
Contractor Completes
On Hold
Requestor for Classification
Send to contractor

Status Date	Enter the applicable date or select a date from the calendar icon. This is the date for the position status.
Job Code	Enter the applicable data.

5. Click ***Classification Status Sum*** tab - Classification Statuses page. The Classification Status Sum tab - Classification Statuses page (**Figure 32**) is displayed. The information on the tab is populated.

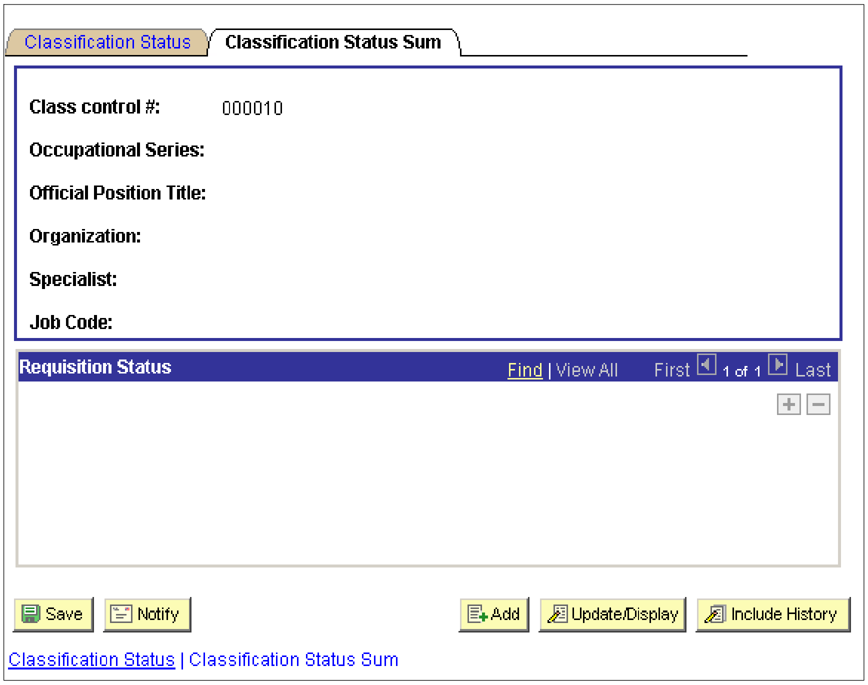


Figure 32. Classification Status Sum tab - Classification Status page

6. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To locate another LC Clarification Status
Click **Previous In List**	To view the previous LC Clarification Status.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional LC Clarification Status.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Classification Standards USF

This section provides instructions on adding/updating organizational position titles.

To add or modify a Classification Standard USF:

1. Select the ***Position Management*** from the menu group.
2. Select the ***Classification Standards USF*** menu. The ***Find an Existing Value*** tab - Classification Standards USF page is displayed. The information on this page will allow the user to locate existing data.
3. Enter the search criteria. Click **Search**. The Classification Standard Table tab - Classification Standards USF page (**Figure 33**) is displayed.

   OR

   Click ***Add a New Value*** tab - Classification Standards USF page is displayed. The information on this page will allow the user to add new data. Enter the new criteria. Click **Add**. The Classification Standard Table tab - Classification Standards USF page (**Figure 33**) is displayed.

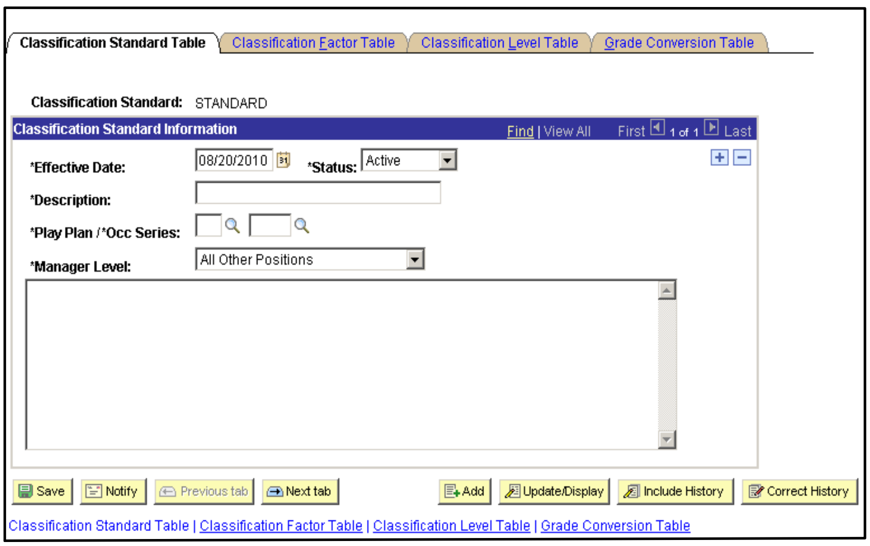


Figure 33. Classification Standard Table tab - Classification Stadards USF page

4. Complete the fields as follows:

Classification Standard	This field is populated based on the search/add criteria entered.
Classification Standard Information	
***Effective Date**	The effective date defaults to the current date. Enter the applicable effective date or select a date from the calendar icon. This is the date the action begins. This date also determines when the user can view and change the information.

***Status**	This field defaults to **`Active`**. Other valid values are **`Freeze`**, and **`Inactive`**.
***Description**	This field is the description of the standard.
***Pay Plan/Occ Series**	This field is populated.
***Manager Level**	This field is the managerial level of the position. The valid values are: ▪ **`7 Team Leader`** ▪ **`8 All other Positions`** ▪ **`Leader`** ▪ **`Management Official (CSRA)`** ▪ **`Supervisor (CSRA)`** ▪ **`Supervisor or Manager`**
Remarks	Remarks will be shown in this field.

5. Click ***Classification Factor Table*** tab - Classification Standards USF. The Classification Factor Table tab - Classification Standards USF page (**Figure 34**) is displayed.

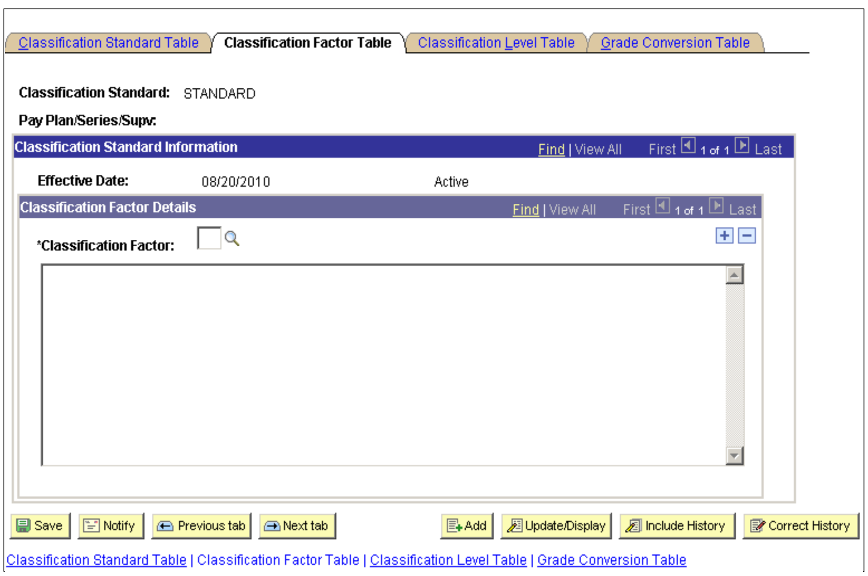


Figure 34. Classification Factor Table tab - Classification Standards USFpage

6. Complete the fields as follows:

Classification Standard	This field is populated based on the search/add criteria entered.
***Pay Plan/*Occ SeriesSupv**	This field is populated from the information on the Classification Standard Table page (**Figure 33**) .

Classification Standard Information

***Effective Date**	This field is populated from the Classification Standard Table (**Figure 33**) page.
***Status**	This field defaults to **`Active`**. Other valid values are **`Freeze`**, and **`Inactive`**.

Classification Factor Details

***Classification Factor**	This field is populated and is used for the classification factor narrative.

7. Click ***Classification Level Table*** tab - Classification Standards USF page. The Classification Level Table tab - Classification Standards USF page (**Figure 35**) is displayed.

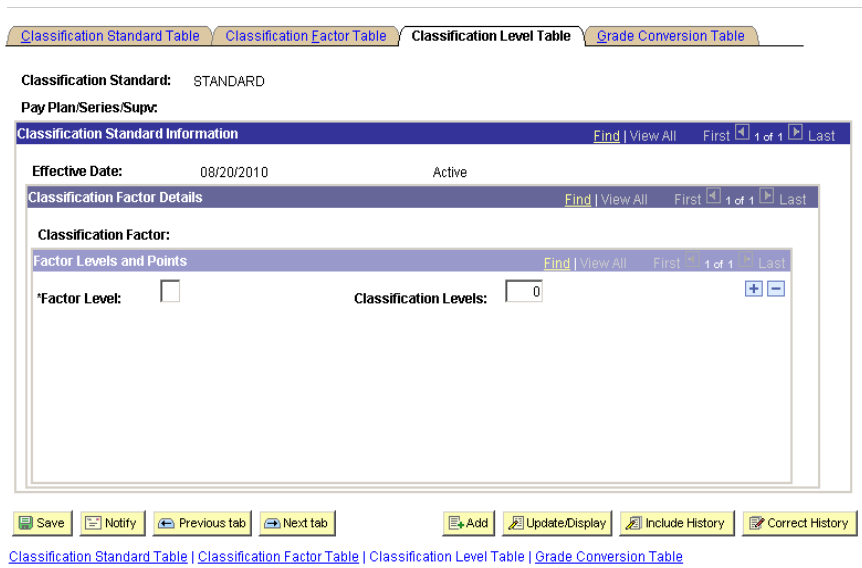


Figure 35. Classification Level Table tab - Classification Standards USF page

8. Complete the fields as follows:

Classification Standard	This field is populated based on the search/add criteria entered.
***Pay Plan/*Occ SeriesSupv**	This field is populated from the information on the Classification Standard Table page (**Figure 33**) .

Classification Standard Information

***Effective Date**	This field is populated from the Classification Standard Table (**Figure 33**) page.
***Status**	This field defaults to **`Active`**. Other valid values are **`Freeze`**, and **`Inactive`**.

Classification Factor Details

***Classification Factor**	This field is populated and is used for the classification factor narrative.

Factor Levels and Points

***Factor Level**	This field is he classification factor level for each classification associated with a classification standard.

9. Select the ***Grade Conversion Table*** tab - Classification Standards page. The Grade Conversion Table tab - Classification Standards USF page (**Figure 36**) is displayed.

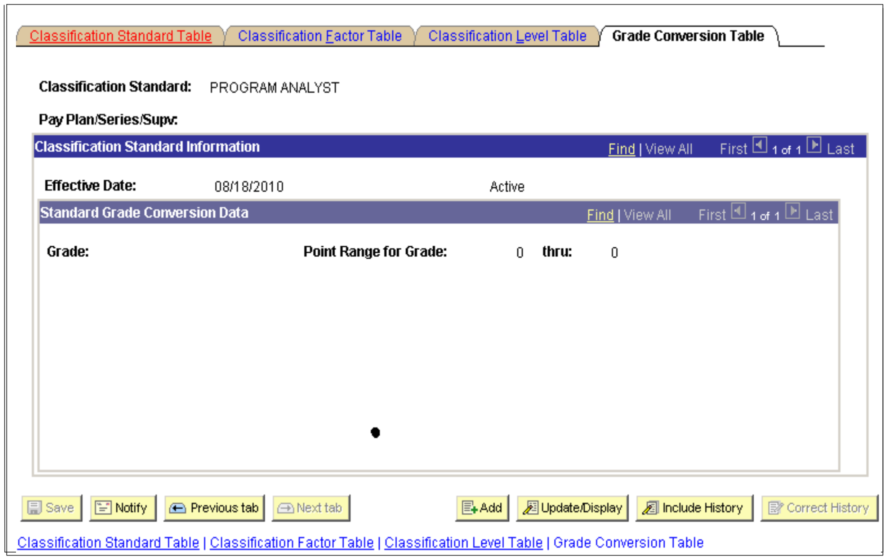


Figure 36. Grade Conversion Table tab - Classification Standards USF page

10. Complete the fields as follows:

Classification Standard	This field is populated based on the search/add criteria entered.
Pay Plan/*Occ SeriesSupv	This field is populated from the information on the Classification Standard Table page (**Figure 33**) .

Classification Standard Information

Effective Date	This field is populated from the Classification Standard Table (**Figure 33**) page.
Status	This field defaults to `Active`. Other valid values are `Freeze`, and `Inactive`.

Standard Grade Conversion Data

Grade	This field is the grade for the conversion data.
Point Range For Grade	This field is the point rant from and trough for the grade. The points are associated with the classification standard.

11. Click **Save**. At this point, the following options are available:

Step	Description
Click **Return To Search**	To locate another classification standard.
Click **Previous In List**	To view the previous classification standard.
Click **Notify**	To notify the next individual in the workflow.
Click **Add**	To add an additional classification standard.
Click **Update/Display**	To update the page.
Click **Include History**	To include historical actions.
Click **Correct History**	To correct historical actions.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.