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EmpowHR: Section 4 - Position Management

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HR and Payroll Processing

PROCEDURE MANUAL
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 (including a job code and position). 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 online job code and position data and is not intended to replace management responsibility for submitting documents required for establishing position descriptions.

Human Resources Management Staff (HRMS) should inactivate/reactivate and abolish/unabolish job codes as appropriate. A new job code should be created in *EmpowHR* 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.

All Position Management search options are displayed on the Find an Existing Value tab. Users can enter data in any one of the fields to search for data. For more information on the Find an Existing Value tab refer to Title I, Chapter 17, Section 1, Basics. All Position Management options also display an 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 are the job code and position data flow:

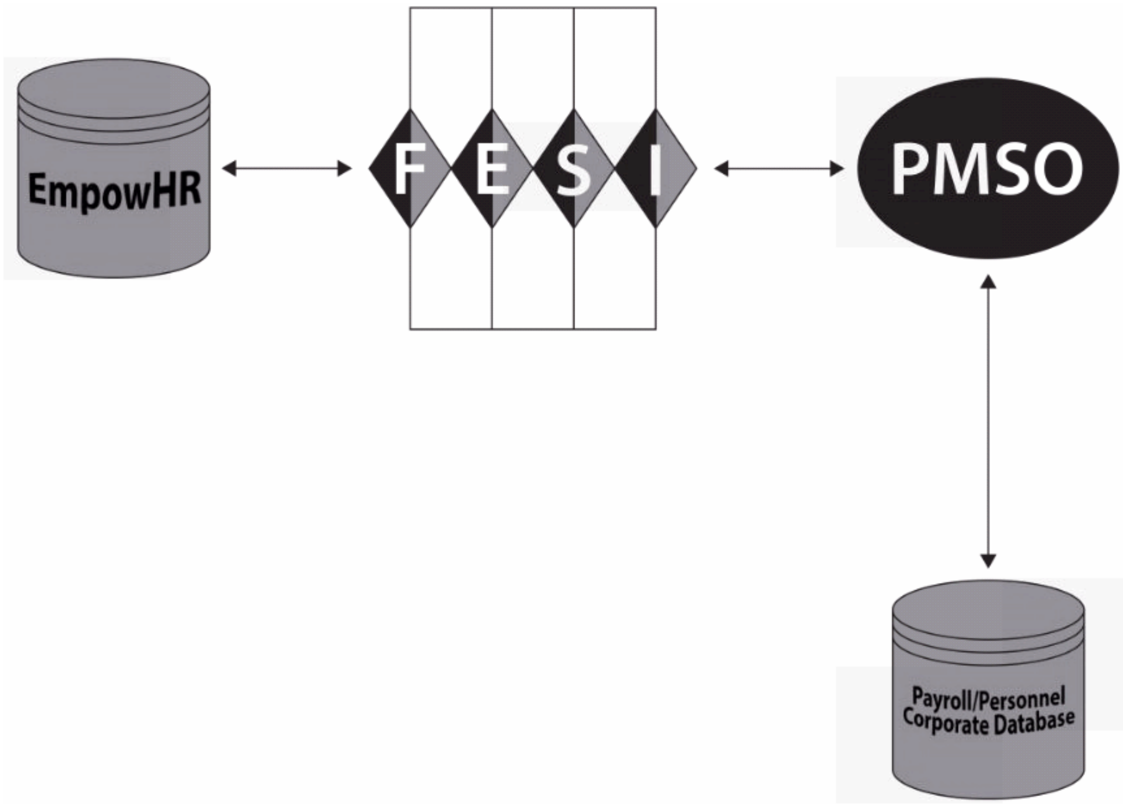

Figure 1: Job Code and Position Data Flow

This section includes 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 option is reserved for future use.

Mass Office Information Profile (OIP) Update

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 is displayed.

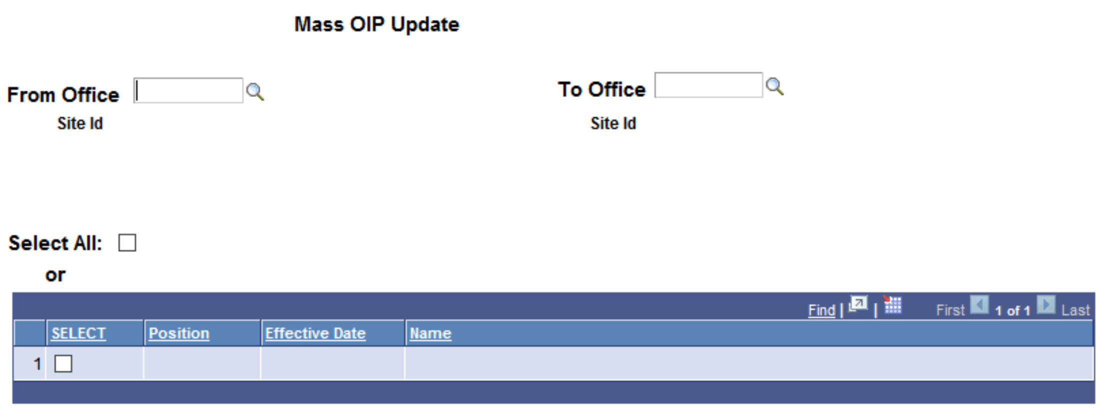

Figure 2: Mass OIP Update Page

3. Complete the fields as follows:

Field	Description/Instruction
From Office/Site Id	Enter the applicable office/site information or select data by clicking the search icon.
To Office/Site Id	Enter the applicable office/site information or select data by clicking the search icon.
Select All	Click this box to select all of the positions in the list to be moved to a new office/site identification (ID).
OR	
Select	Check the box beside the position(s) to be moved to a new office/site ID.

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

Step	Description
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Updates the page.
Click **Correct History**	Corrects historical actions.

Organizational Position Titles

An organizational position title is equivalent to a working title.

To add or modify an organizational position title:

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

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

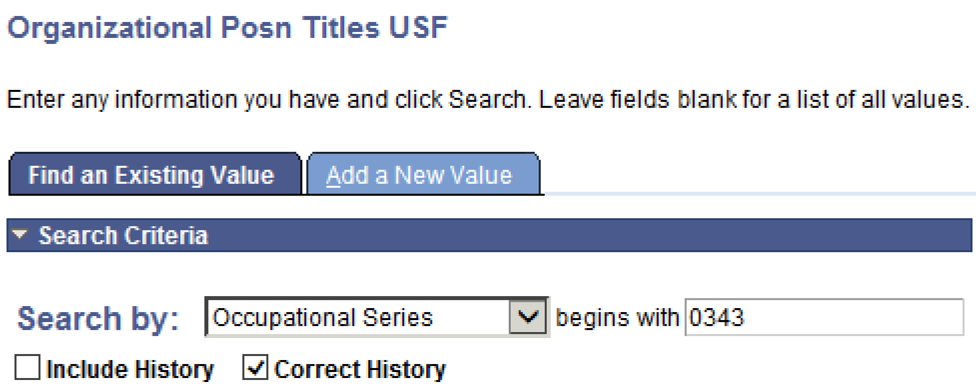

Figure 3: Organizational Posn Titles USF Page - Find an Existing Value Tab

3. Enter the search criteria. Click **Search**. The Organizational Position Title page is displayed.

OR

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

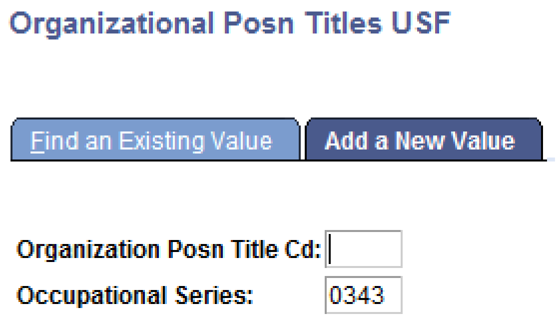

Figure 4: Organizational Posn Titles USF Page - Add a New Value Tab

4. Enter the new criteria.

5. Click **Add**. The Organizational Position Title tab page is displayed.

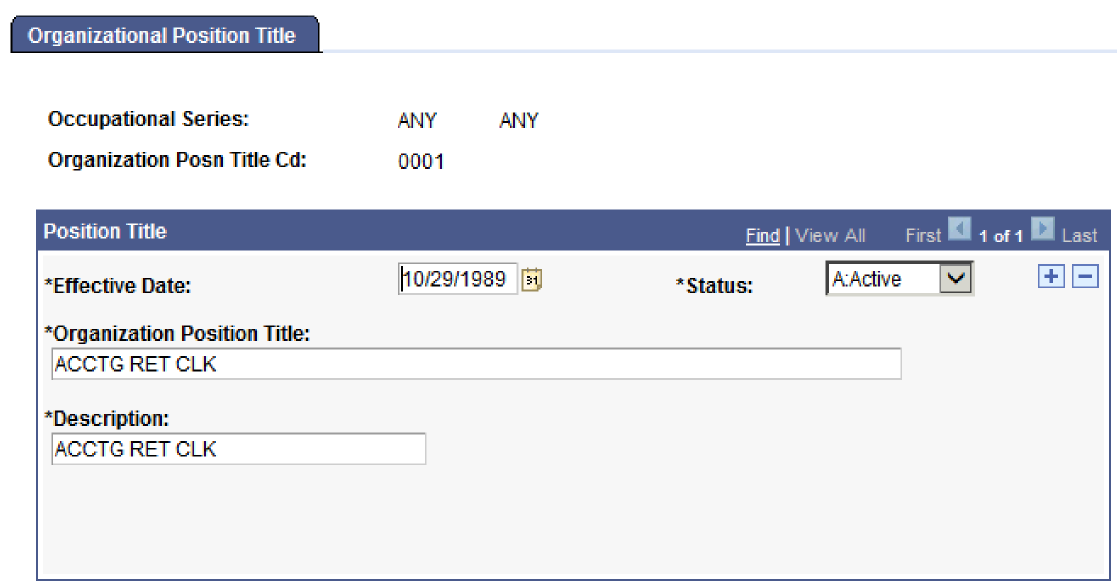

Figure 5: Organizational Position Title Tab Page

6. Complete the fields as follows:

Field	Description/Instruction
Occupational Series	Populated from the search criteria entered.
Organization Posn Title Cd	Populated from the search criteria entered.

Field	Description/Instruction
Position Title	Populated from the search 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 information can be viewed or changed.
***Status**	Defaults to **Active**. Change the status if applicable. The additional valid values are **Freeze** and **Inactive**.
***Organization Position Title**	Enter the title of the position.
***Description**	Enter the description of the position.

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

Step	Description
Click **Return to Search**	Searches for another organizational position title.
Click **Add**	Adds an additional organizational position title.
Click **Update/Display**	Updates the page.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects historical actions.

Job Codes

A job code is a unique code that is associated with a specific job or a standard job in the organization. Job codes (Master Records (MR)) are templates within the application used for grouping similar positions in a logical manner. A single job code can have many positions within 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.

If the supervisory status is updated on the job code, a Personnel Action Request (PAR) must be created. A popup will appear notifying the user that a PAR must be created. The field on the position cannot be modified.

The following information is required for the job code:

- Effective Date
- Status
- Reason Code

- Person Type
- Occupational Series
- Official Position Title Code
- Official Position Title
- Supervisory Status
- Fair Labor Standards Act (FLSA) Status
- Agency
- Personnel Office Identifier (POI)
- Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB) Code
- Functional Class
- Date Classified
- Salary Grade

For more information see:

Job Code Numbering

The job code number contains 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 are 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 Payroll/Personnel System (PPS) Master Record Number. This field is available if the Status on job code record is **Not Applied**, **NFC Ready**, **Future**, or **In Progress**. If the PPS Master Record Number 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, see the Payroll/Personnel Manual, Position Management System Online (PMSO), Title I, Chapter 3.

To add a job code:

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

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

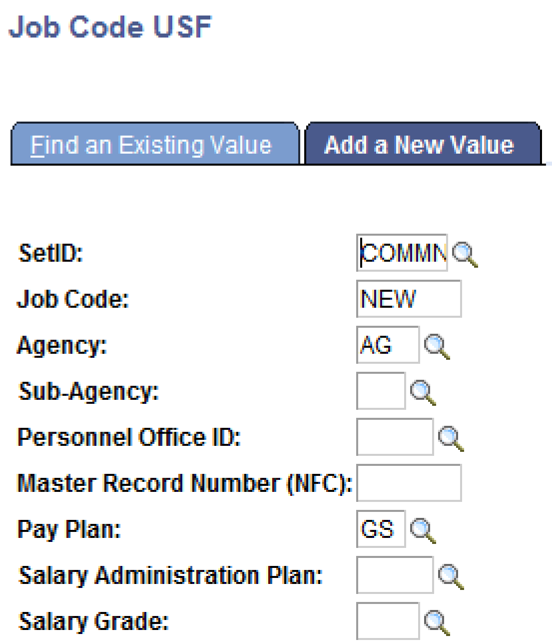

Figure 6: Job Code USF Page - Add a New Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the SetID or select an ID by clicking the search icon.
Job Code	Defaults to **New**. You can enter a new job code by typing the number in this field.
Agency	Enter the applicable Agency.
Sub-Agency	Enter the applicable sub-Agency.
Personnel Office ID	Enter the applicable POI.
Master Record Number (NFC)	Enter the National Finance Center (NFC) Master Record Number. If this field is left blank, the field is populated with the *EmpowHR* job code number when the record is saved.

Field	Description/Instruction
Pay Plan	Defaults to **GS**. Enter the applicable pay plan or select a pay plan by clicking the search icon.
Salary Administration Plan	Enter the applicable salary administration plan or select a plan by clicking the search icon. The list of available plans is filtered based upon the Pay Plan entered in the Pay Plan field.
Salary Grade	Enter the applicable grade or select a grade by clicking the search icon.

4. Click **Add**. The Job Code USF page - Job Code Profile tab is displayed. The following steps are mandatory to add a new job code.

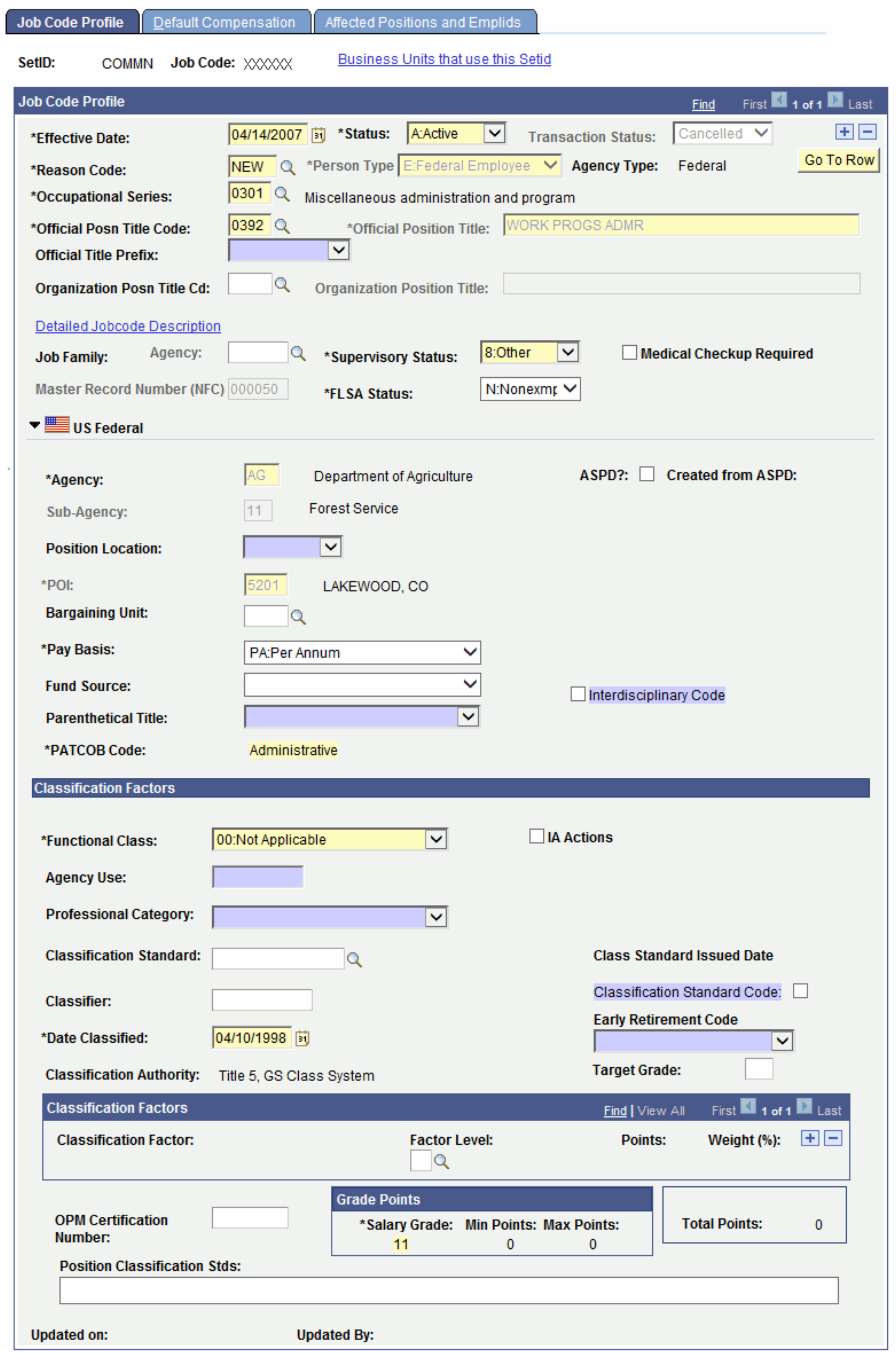

Figure 7: Job Code Profile Tab

5. Complete the fields as follows:

Field	Description/Instruction
***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**	Defaults to **`Active`** and displays the status of the job code.
Transaction Status	The status of the transaction to be processed. For a new job code, the transaction status is **`In Progress`**.
***Reason Code**	Select the reason that supports the action taken or select data from the drop-down list.
***Person Type**	Click the down arrow to select the type of person in which you are adding the job code. This field defaults to **`Federal Employee`**.
Agency Type	Populated from the Add a New Value tab.
***Occupational Series**	Enter the applicable information. All occupations within the Federal Government are listed in the Occupational Series Table. This field designates a grouping of positions similar in work and qualification requirements. 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 Office of Personnel Management (OPM) Web site.
***Official Posn Title Code**	Enter the applicable information or search by clicking the search icon. If the search does not contain a code covering a specific official title, submit a request via Table Management and PMSO guidance to have a code added. This field is a code number for the official title; an official position title is in accordance with the OPM position classification standard.
***Official Position Title**	Populated based upon the information entered in the Official Posn Title Code field.
Official Title Prefix	Enter the applicable information or select data from the drop-down list. The valid values are **`Lead`** and **`Senior Supervisory`**.
Organization Posn Title Cd	Enter the applicable code for position as it relates to the organization or search by clicking the search icon.
Organization Position Title	Populated based upon the code entered in the Organization Posn Title Cd field. The literal for the code is displayed.
Job Family: Agency	Enter the applicable information or search by clicking the search icon.
***Supervisory Status**	Defaults to **`8 Other`** or select data from the drop-down list.
Medical Checkup Required	Check this box when the position requires a medical check up.

Field	Description/Instruction
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. Use this field to enter an existing number or retain use of existing Agency numbering system.
***FLSA Status**	Defaults based on grade and series. Change the default by selecting data from the drop-down list. The valid values are **`Exempt`** and **`Nonexempt`**.
U.S. Federal	Select the **`U.S. Federal`** icon, and the bottom half of the page collapses. Select this icon again, and the bottom half of the page expands.
***Agency**	Defaults to the Agency entered when the job code is created from the Add a New Value tab. 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.
ASPD?	Check this box so that the job code information entered is saved in *EmpowHR* as a template row; the Transaction Status is **`Applied`**; and the information is not transmitted to NFC. The user can use the template to create multiple job codes. After a template is created, the button, **Create Job Code from ASPD**, is available on the page to create a new job code. By clicking the button and entering the newly generated Agency Standard Position Description (ASPD) number, the new job code fields are populated with the information on the template.
Sub-Agency	Populated from the Add a New Value tab. Enter the applicable information or search by clicking the search icon.
Position Location	Enter the applicable information or select data from the drop-down list. This is the location that is associated with the position. The valid values are **`Field`** and **`Headquarters`**.
***POI**	Populated from the Add a New Value tab. Enter the POI or search by clicking the search icon.
Bargaining Unit	Enter the applicable code for the bargaining unit or select a code by clicking the search icon.
***Pay Basis**	Select the applicable pay basis for the salary the employee is receiving for the occupied position, which is fixed by law, regulation, or administrative action.
Fund Source	Not used by NFC.
Interdisciplinary Code	Check this box if applicable.
Parenthetical Title	Select the applicable value from the drop-down list. This title is used as a suffix to the Official Position Title Code.
***PATCOB Code**	Populated with the PATCOB Code based on the occupational series.

Field	**Description/Instruction**
Classification Factors	
***Functional Class**	Defaults to `Not Applicable`. Change if applicable or 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.
IA Actions	Check this box if applicable.
Agency Use	Enter the applicable information.
Professional Category	Select the applicable professional category from the drop-down list.
Classification Standard	Enter the applicable information or search by clicking the search icon. Once the selection is made, the application will bring the user back to the Classification Standard Job Code USF page.
Class Standard Issued Date	Enter the classification standard date or select a date from the calendar icon.
Classifier	Enter the applicable information. This field is the last name of the individual classifying the position.
Classification Standard Code	Enter the classification standard code or search data by clicking the search icon.
***Date Classified**	Enter the applicable date that the classification of the position is approved or select a date from the calendar icon.
Early Retirement Code	Enter the applicable information or select data from the drop-down list.
Classification Authority	Populated with the authority used in the classification.
Target Grade	Enter the projected highest grade (target grade) for the position.
Classification Factors	
Classification Factor	Populated with 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	Populated based on the factor level entered. *EmpowHR* displays the points associated with the classification standard.
Weights	Populated based on the factor level entered.
OPM Certification Number	Enter the OPM certification number associated with this job code.
Grade Points	

Field	Description/Instruction
***Salary Grade**	Populated with the grade for the position.
Min Points	Enter the applicable information or search by clicking the search icon.
Max Points	Enter the applicable information or search by clicking the search icon.
Total Points	Determine the points. The greater the knowledge, accountability, and problem solving for this job, the higher the points. Enter the applicable information or search by clicking the search icon.
Position Classification Standards	Enter the position classification standards that are used. This information can be copied and pasted from the Classification Standard online.
Updated on	Populated with the date the record was last updated.
Updated By	Populated with the user ID that last updated the record.

6. Click the ***Detailed Jobcode Description*** link. The Detailed Jobcode Description page is displayed. This step is completed to add the detail description for the job code.

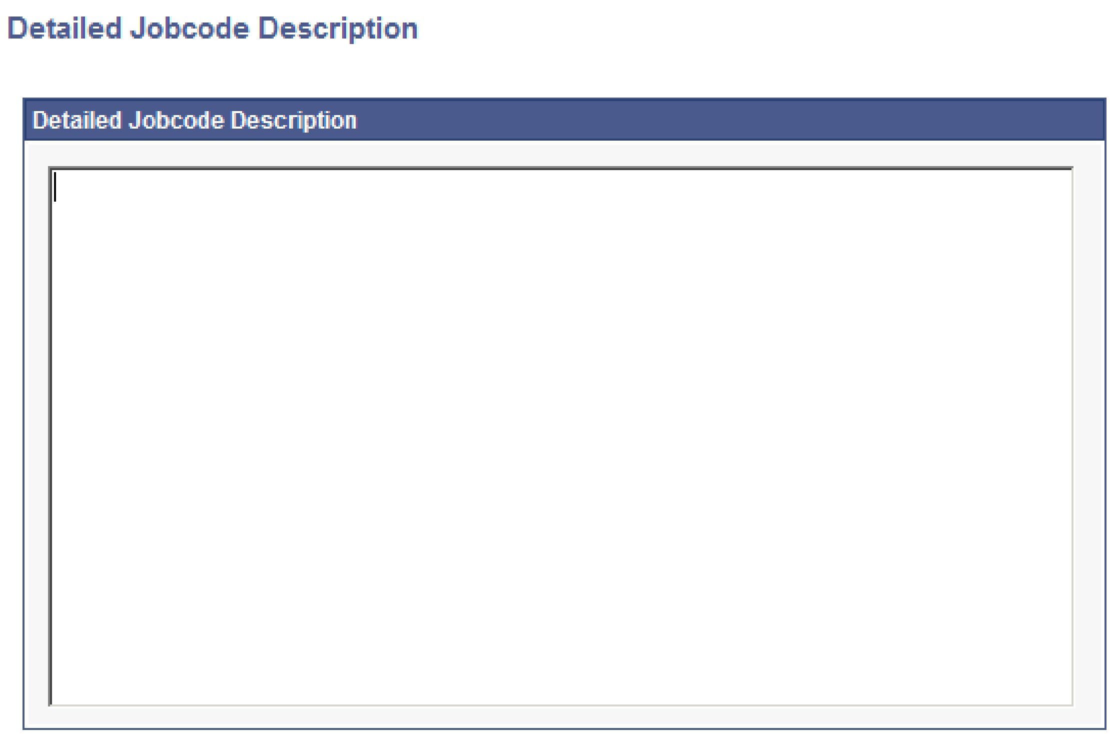

Figure 8: Detailed Jobcode Description Page

7. Enter the job code description.

8. Click **OK** to save the description. The Job Code USF page - Job Code Profile tab is displayed.

OR

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

9. Select the ***Default Compensation*** tab. The Job Code USF page - Default Compensation tab is displayed.

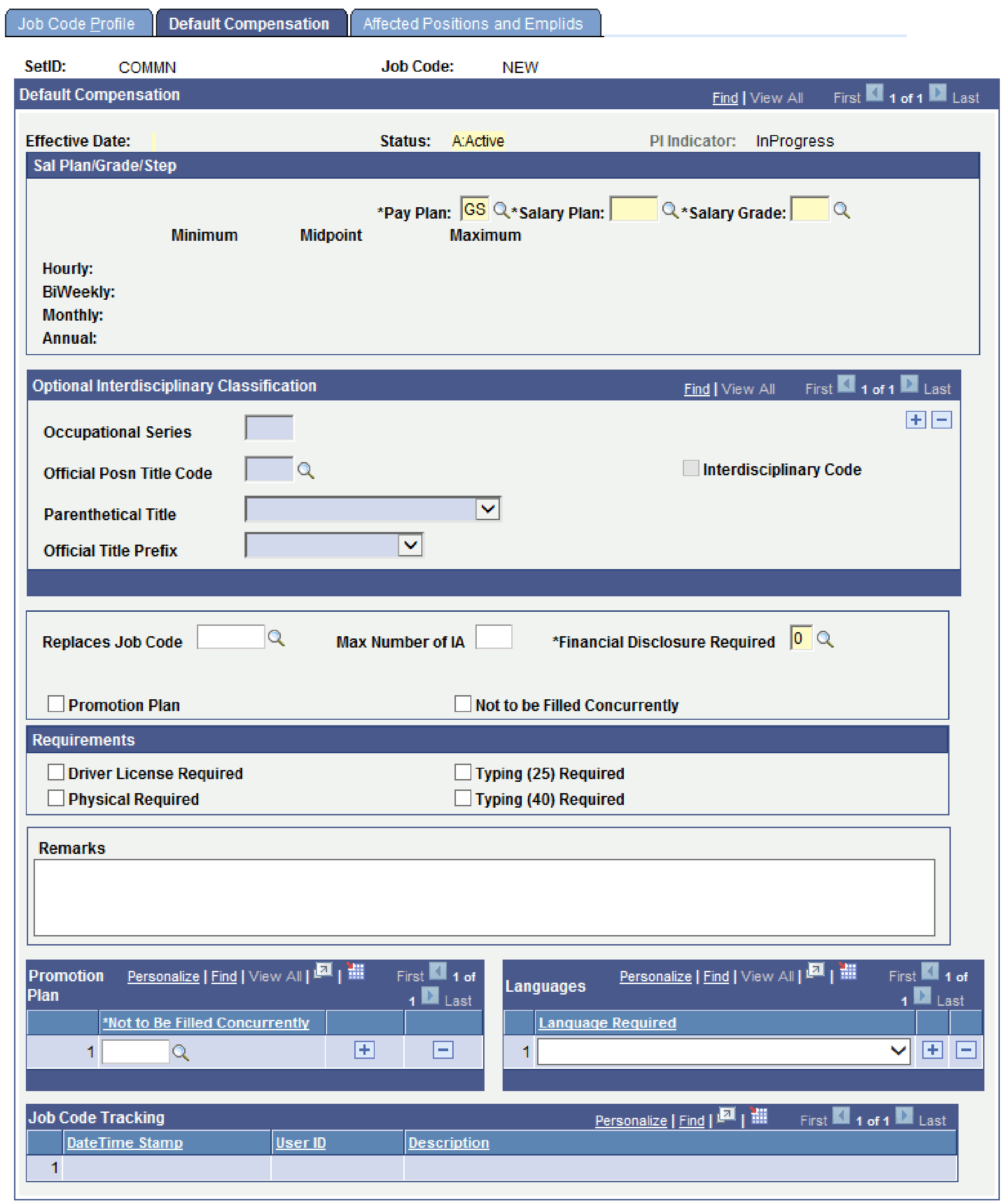

Figure 9: Default Compensation Tab

10. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated based on the Department of the employee accessing the application. The value displayed in this field is based upon a user's access.
Job Code	Populated with the Job Code Number after the job code is created.
Default Compensation	
Effective Date	Populated from the Job Code tab.
Status	Populated from the Job Code tab.
PI Indicator	Displays the transaction's status.
Sal Plan/Grade/Step	
***Pay Plan**	Enter the applicable pay plan or select a pay plan by clicking the search icon. This field defaults to **GS**.
***Salary Plan**	Enter the applicable salary plan or select a salary plan by clicking the search icon.
***Salary Grade**	Enter the applicable grade or select a grade by clicking the search icon.
Minimum	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
Midpoint	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
Maximum	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
Hourly	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
BiWeekly	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
Monthly	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
Annual	Populated after tabbing out of the Pay Plan/Salary Plan/Salary Grade field.
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 or select by clicking the

Field	Description/Instruction
	search icon.
Interdisciplinary Code	Check this box if applicable.
Parenthetical Title	Select the parenthetical title from the drop-down list.
Official Title Prefix	Select the official title prefix from the drop-down list.
Replaces Job Code	Enter the applicable information in this field or select by clicking the search icon. This field is the job code, if any, that this job code replaces.
Max Number of IA	Not used by NFC.
***Financial Disclosure Required**	Defaults to **0**. To change the value in this field, enter the applicable code or select by clicking the search icon.
Promotion Plan	Check the box if the promotion plan is required.
Not to be Filled Concurrently	Check the box if the position 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 words per minute) is required.
Physical Required	Check the box when a physical is required.
Typing (40) Required	Check the box when a typing test (40 words per minute) is required.
Remarks	Enter any remarks, if applicable.
Promotion Plan	
***Not to Be Filled Concurrently**	Check the box if the position is not to be filled concurrently.
Languages	
Language Required	Select the applicable requirement language, if any.
Job Code Tracking	
Date Time Stamp	Displays the date and time that the document was entered.
User ID	Displays the user ID of the person who entered the document.
Description	Displays a description of the document, if applicable.

Field	Description/Instruction
	Note: If the information on the Optional Disciplinary Classification section of the page is entered on the previous page, leave the Job Code Tracking section blank.

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

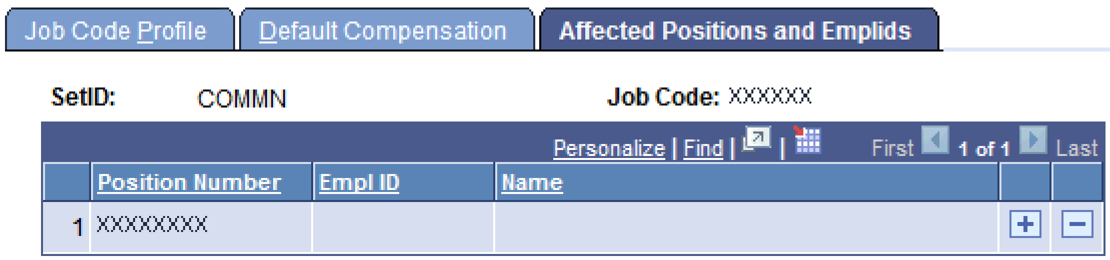

Figure 10: Affected Positions and Emplids Tab

12. Complete the fields as follows:

Field	Description/Instruction
SetID	Populates after the job is created. This value is based upon a user's access.
Job Code	Populates after the job is created.
Position Number	Reflects all of the positions for the created job code. The position number is a unique number assigned to a position.
Empl ID	Displays the EmplID 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	Displays the name for the EmplIDs. This is the name of the individual.

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

14. 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

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

To modify a job code:

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

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

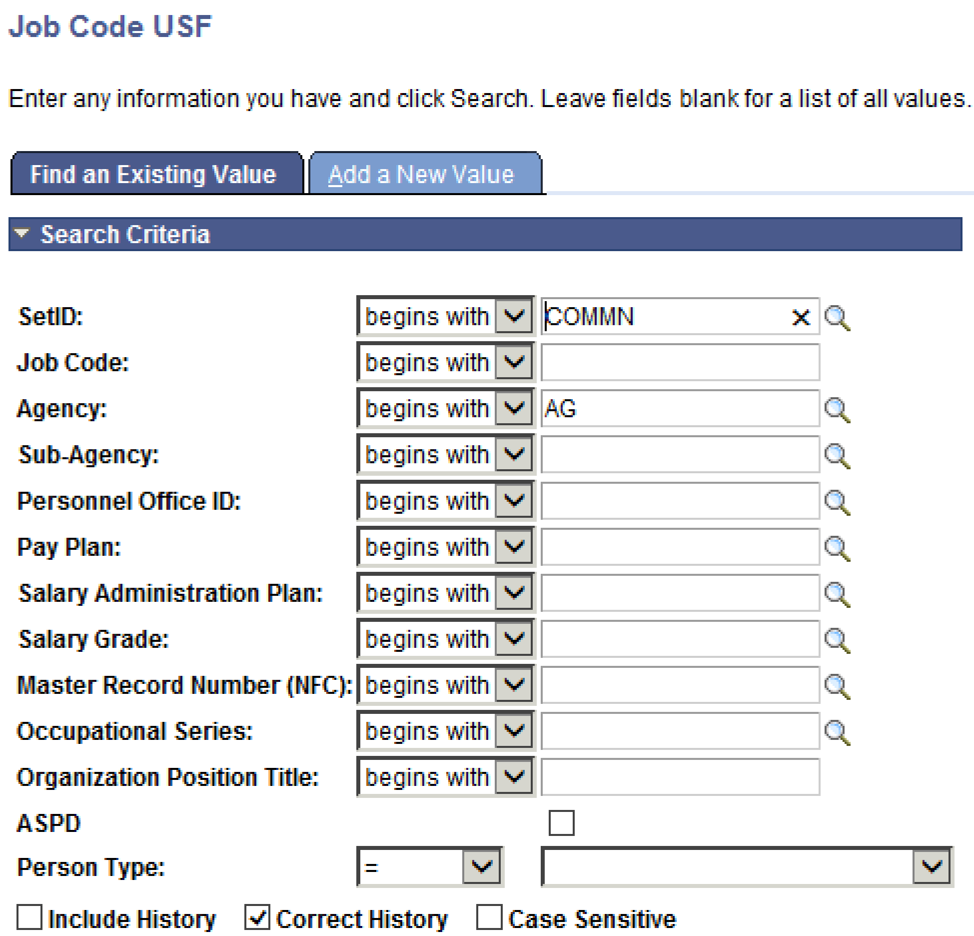

Figure 11: Job Code USF Page - Find an Existing Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the SetID or select an ID by clicking the search icon.
Job Code	Enter the applicable job code number to be modified.
Agency	Enter the applicable Agency.
Sub-Agency	Enter the applicable sub-Agency.
Personnel Office ID	Enter the applicable POI.
Pay Plan	Enter the applicable pay plan or select a pay plan by clicking the search icon.
Salary Administration Plan	Enter the applicable salary administration plan or select a plan by clicking the search icon. The list of available plans is filtered based upon the Pay Plan entered in the Pay Plan field.
Salary Grade	Enter the applicable grade or select a grade by clicking the search icon.
Master Record Number (NFC)	Enter the NFC Master Record Number. If this field is left blank, the field is populated with the *EmpowHR* job code number when the record is saved.
Occupational Series	Enter the applicable occupational series or select a series by clicking the search icon.
Organization Position Title	Enter the applicable organization position title or select a title by clicking the search icon.
ASPD	Check this box if applicable.
Person Type	Click the down arrow to select the applicable person type.
Include History	Check this box to include history.
Correct History	Check this box to correct history.
Case Sensitive	Check this box if the search criteria is case sensitive.

4. Click **Search**.

   OR

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

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

6. Complete the fields as follows:

Field	Description/Instruction
***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**	Defaults to **UPD** (Update).

7. Modify the applicable fields.

8. Click **OK** to save the information. The Job Code USF page - Job Code Profile tab is displayed.

   OR

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

9. Click **Save**. This saves the modified job code information.

Abolish/Unabolish/Inactivate/Reactivate an Existing Record

The following steps apply to the abolish/unabolish/inactivate/reactivate functions.

To abolish/unabolish/inactive/reactivate an existing record:

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

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

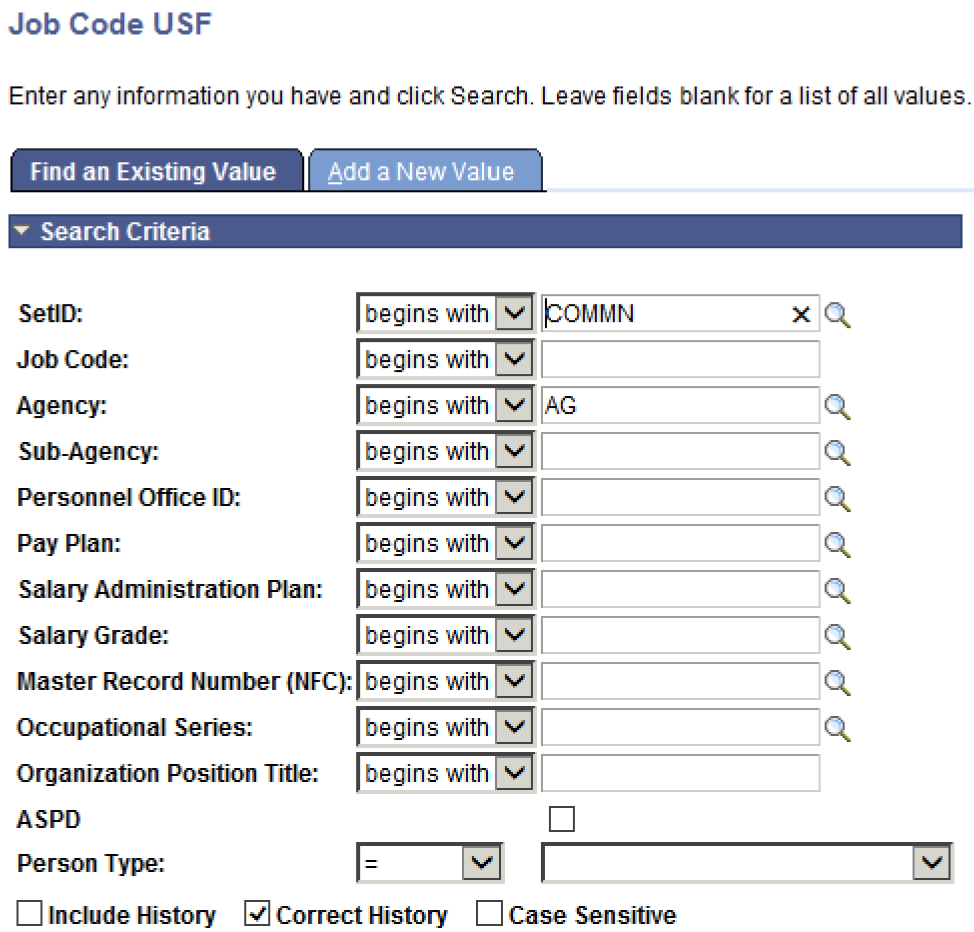

Figure 12: Job Code USF Page - Find an Existing Value Tab

3. Enter the job code to be abolished/inactivated/unabolish/reactivate.

4. Click **Search**. The applicable Job Profile page is displayed.

   OR

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

5. Click **+** at the top right corner of the page.

6. Complete the Reason Code field as follows:

Field	Description/Instruction
***Reason Code**	Select the applicable code to abolish, unabolish, inactivate, or reactivate, a record as applicable.

7. Click **Save**.

Position Information

EmpowHR allows Agencies to add, change, inactivate, reactivate, and delete or restore position data for immediate update to *EmpowHR*. Position Management in *EmpowHR* is validated with PMSO in PPS through PAR processing.

When setting up a new position, 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 numbers are assigned by the application. These position numbers are used when assigning an employee to a position.

A position number is a unique number assigned to the position. Periodically, changes are made to position data, such as a title change or a position becoming 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 (Organizational Structure code) for the position. When this occurs, an appropriate PAR must be processed to document the change. 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.

For more information see:

Position Numbering

The position number contains an eight-digit number automatically assigned by *EmpowHR* when the position information is saved. The user cannot create this number.

Information tracked at the position level within *EmpowHR* includes:

- Effective Date
- Status
- Reason Code
- Position Status
- Business Unit
- Master Record Number

- Job Code
- Shift Information
- Work Schedule Information
- Region
- Agency
- Department
- Location
- Pay Plan
- Salary Administration Plan
- Grade
- Competitive Level
- Date Position Established
- Bargaining Unit
- FLSA Status
- POI
- Sub-Agency Code

Adding a New Position

To create a new position, a job code is needed. Some of the data populates on 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 a PPS Individual Position (IP) number. This field is available for entry if the Status on the position record is **`Not Applied`**, **`NFC Ready`**, **`Future`**, or **`In Progress`**. If the NFC Posn Nbr is 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 only when adding a new position. 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. Information can be modified on the new position, or the data from the copied position can be used. Verify the data for each field.

For more information on Position Management, see the Title I, Payroll/Personnel Manual, Chapter 3, Position Management System Online (PMSO).

This section provides 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/Update Position Info page - Find an Existing Value tab is displayed.

3. Select the ***Add a New Value*** tab. The Description tab is displayed.

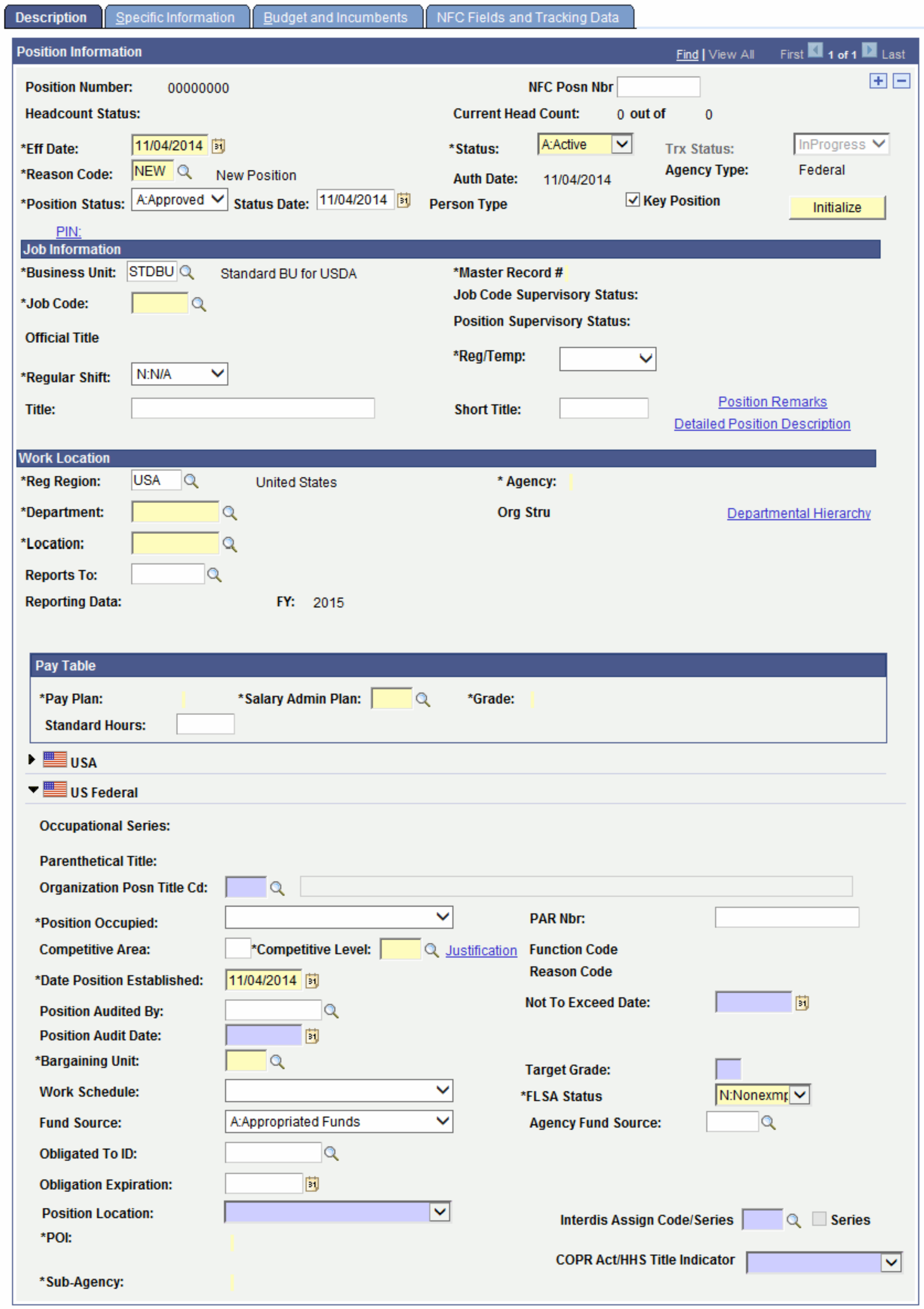

Figure 13: Description Tab

4. Complete the fields as follows:

Field	Description/Instruction
Position Information	
Position Number	Populated based on the job code. The position number is a unique number assigned to the position.
NFC Posn Nbr	Enter the PPS position stored in PMSO. If this field is left blank, *EmpowHR* assigns a position number when the record is saved.
Headcount Status	Populated by the system.
Current Head Count	Populated by the system.
***Eff 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. The effective date for a position should always be equal to or greater than the job code row.
***Status**	Defaults to **`Active`** when the user creates a new position. Other valid values are **`Frozen`** and **`Proposed`**.
Trx Status	Populated based on the status of the transaction.
***Reason Code**	Defaults to **`New`**. This code can be changed by clicking the Search icon.
Auth Date	Displays the date the position is authorized.
Agency Type	Defaults to information based on the type of Agency (e.g., Federal, county, etc.).
***Position Status**	Defaults to **`Approved`**.
Status Date	Populated based on the effective date.
Person Type	Not used.
Key Position	Check this box if applicable.
Job Information	
***Business Unit**	Represents an identification code for a high-level organization of business information - STDBU (Standard Business Unit). The business unit is used to define regional or Department units within a larger organization.
***Master Record #**	Populated with the master record number from the job code, if applicable.
***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.

Field	Description/Instruction
Job Code Supervisory Status	Populated from the job code.
Position Supervisory Status	Populated from the job code.

5. Press **Tab** to retrieve the following populated fields from the job code.

Field	Description/Instruction
Official Title	Populated from the job code. This is the description of the position. This information appears on the incumbent's Job Code Profile.
***Reg/Temp**	Defaults to **`Regular`** for a new position and indicates the status of the position, not the incumbent. If the position is temporary, select **`Temporary`** from the available options.
***Regular Shift**	Defaults to **`N/A`**. Select data from the drop-down list.
Title	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 section of the Description tab, this field displays the short title associated with that job code. The default value can be changed.
Work Location	
***Reg Region**	Defaults to **`USA`** (United States). Search by clicking the search icon.
***Agency**	Populated from the job code (Set ID).
***Department**	Represents an organization where the position resides. Enter the applicable data or search by clicking on the search icon.
Org Stru	Populated from the Department Code.
***Location**	Enter the applicable data or search by clicking the search icon. This is the actual duty location. This code is determined from the Table Management System (TMGT) or the OPM Duty Location Web site.
Reports To	Populated from the job code. This field establishes reporting relationships among positions. Search for data by clicking the search icon. This field is required when using the Manager Self Service function of *EmpowHR*. This allows the manager to submit actions on the incumbent or position. The supervisor's position number is entered in this field.
Reporting Data	Populated based on the Reports To information.
FY	Populated with the fiscal year.
Pay Table	

Field	Description/Instruction
***Pay Plan**	Populated from the Job Code.
***Salary Admin Plan**	Populated from the Job Code.
Grade	Populated with the grade of the position.
Standard Hours	Enter the standard hours per week to be worked.
USA	Select this icon, and the bottom half of the page is not displayed.
US Federal	Select the **U.S. Federal** icon, and the bottom half of the page is not displayed.
Occupational Series	Populated with the occupational series of the position from the Job Code.
Parenthetical Title	Populated based on fields entered on the Job Code.
Organization Posn Title Cd	Enter the applicable information or search by clicking the search icon. The literal is displayed based upon the code entered.
***Position Occupied**	Defaults to **Competitive**. Change by selecting data from the drop-down list. Other valid values are **Excepted**, **SES Career Research**, and **SES General**.
PAR Nbr	Enter the number of the PAR, if applicable.
Competitive Area	Enter the applicable information.
***Competitive Level**	Displays 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 (RIF).
Function Code	Populated from the job code.
***Date Position Established**	Enter the date the position is established or select a date from the calendar icon.
Reason Code	Populated from the job code and is the reason for the function performed by the position.
Position Audited By	Enter the applicable information or search by clicking the search icon. This field is the assigned auditor for the position.
Not To Exceed Date	Enter the applicable date or select a date by clicking 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.
***Bargaining Unit**	Enter the applicable information. This field indicates when this position is eligible for coverage by a bargaining unit and the union is representing

Field	Description/Instruction
	the person in the position. Search for data by clicking the search icon.
Target Grade	Enter the applicable target grade associated with the position.
Work Schedule	Select the applicable work schedule from the drop-down list.
***FLSA Status**	Select the applicable FLSA status from the drop-down list. This field defaults based upon the grade and occupational series of the position.
Fund Source	Select the applicable fund source from the drop-down list.
Agency Fund Source	Enter the six-position fund source code.
Obligated To ID	Enter the applicable information or search by clicking the search icon.
Obligation Expiration	Enter the expiration date or select a date from the calendar icon. This is the date the obligation for this position expires.
Position Location	Select the applicable location from the drop-down list.
Interdis Assign Code/Series	Enter the applicable information. This code is assigned to the position after selection of an employee for interdisciplinary positions. Search for data by clicking the search icon.
Series	Check this box if applicable. This is the indicator for interdisciplinary series.
***POI**	Populated with the POI for the position from the Job Code.
COPR ACT/HHS Indicator	Check the box if applicable. This is the indicator for application of the Customers Officer Pay Reform Act.
Sub-Agency	Populated with the sub-Agency for the position from the Job Code.

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

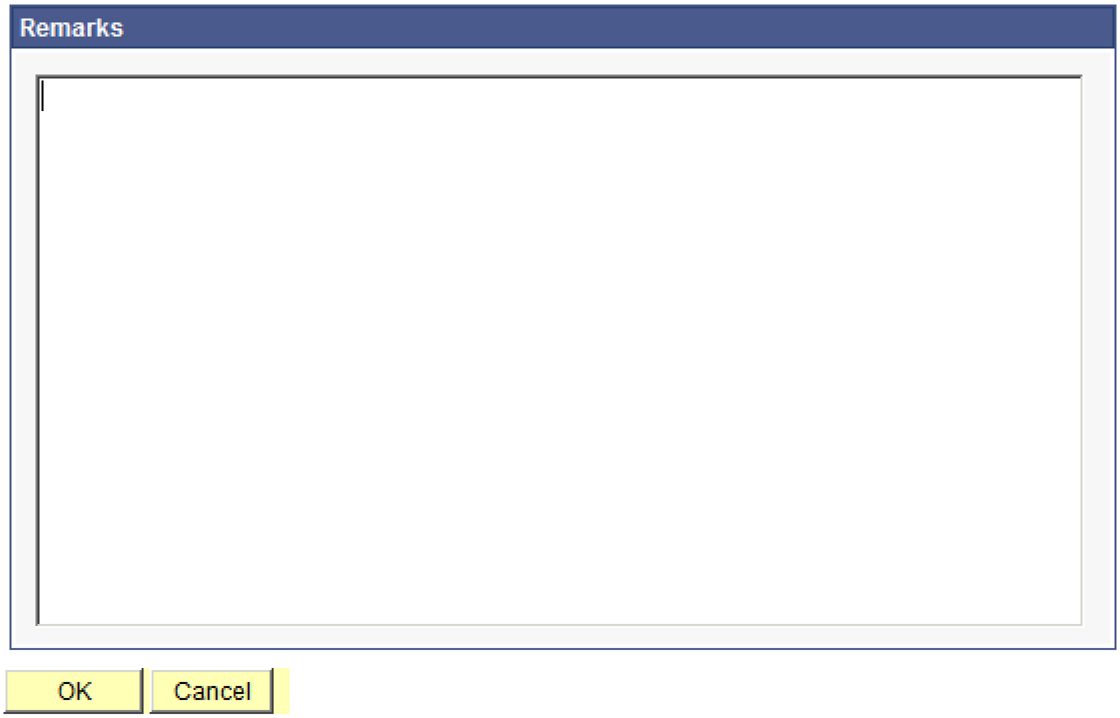

Figure 14: Remarks Page

7. Click **OK** to save the data. The Detailed Position Description page is displayed.

   OR

   Click **Cancel** to disregard the entry. The Detailed Position Description page is displayed.

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

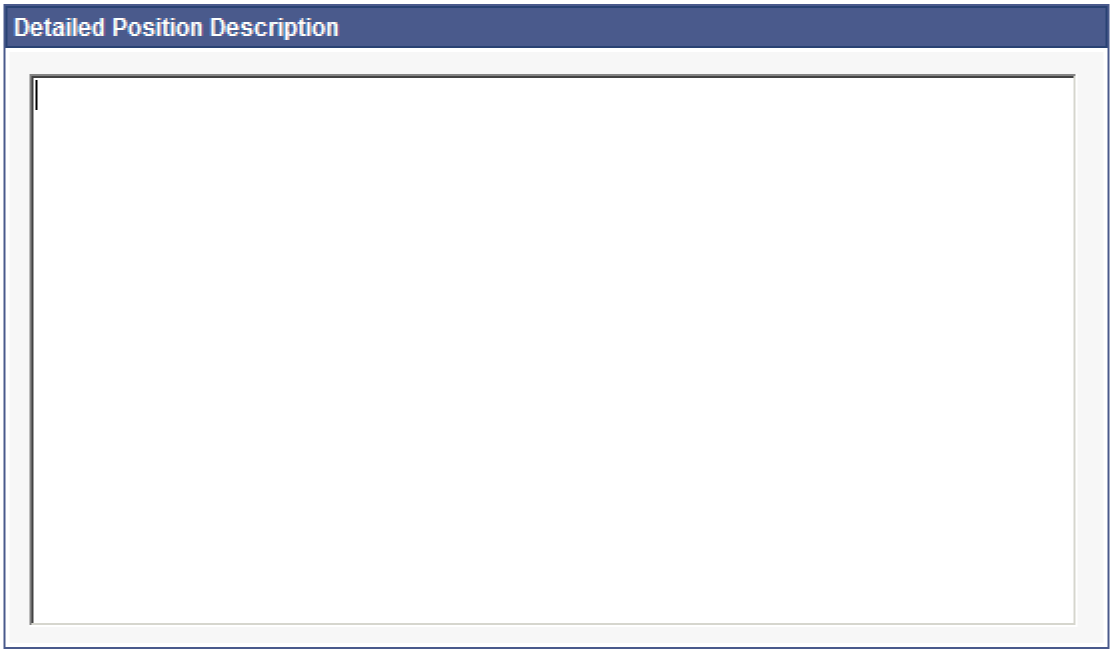

Figure 15: Detailed Position Description Page

9. Click **OK** to save the data. The Add/Update Position Info page - Description tab is displayed.

   OR

   Click **Cancel** to disregard the entry. The Add/Update Position Info page - Description tab is displayed.

Note: The ***Departmental Hierarchy*** link enables 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 is displayed.

Figure 16: Departmental Hierarchy Page

11. Click **OK**. The Add/Update Position Info page - Description tab is displayed.

    OR

    Click **Cancel** to disregard the view. The Add/Update Position Info page - Description tab is displayed.

12. Click the ***Specific Information*** tab. The Specific Information tab is displayed.

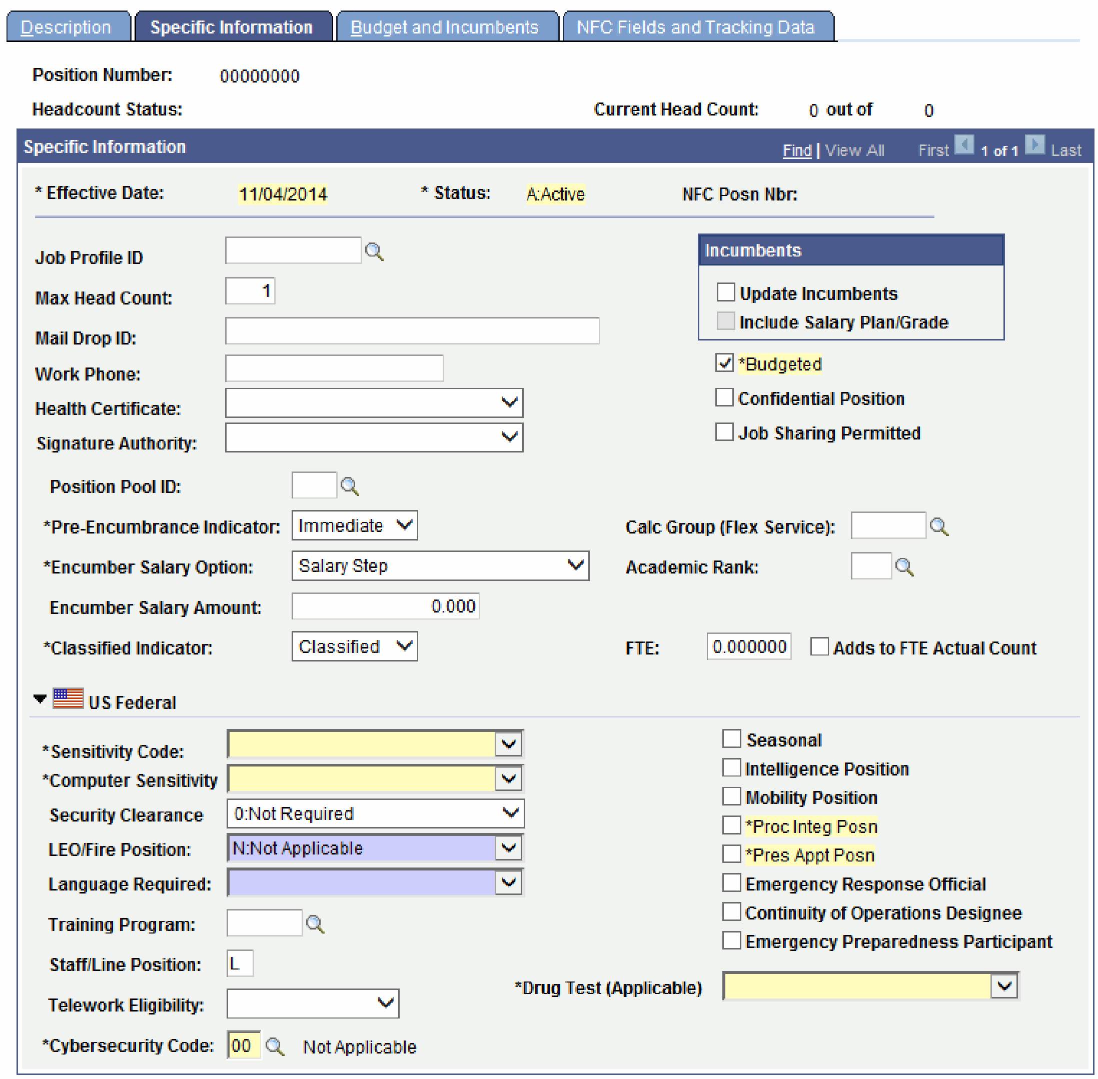

Figure 17: Specific Information Tab

13. Complete the fields as follows:

Field	Description/Instruction
Position Number	Populated with the position number after the record is saved.
Headcount Status	Populated with the status, if applicable.

Field	Description/Instruction
Current Head Count	Populated with the current number in reference to the total number.
Specific Information	
***Effective Date**	Not used.
***Status**	Not used.
NFC Posn Nbr	Not used.
Job Profile ID	Not used.
Incumbents	
Update Incumbents	Not used.
Include Salary Plan/Grade	Not used.
Max Head Count	Not used.
Mail Drop ID	Not used.
***Budgeted**	Defaults to checked. If this position is not budgeted, clear the check box.
Work Phone	Not used.
Confidential Position	Not used.
Health Certificate	Not used.
Job Sharing Permitted	Not used.
Signature Authority	Not used.
Position Pool ID	Not used.
***Pre-Encumbrance Indicator**	Not used.
Calc Group (Flex Service)	Not used.
***Encumber Salary Option**	Not used.
Academic Rank	Not used.
Encumber Salary Amount	Not used.
***Classified Indicator**	Not used.
FTE	Not used.

Field	Description/Instruction
Adds to FTE Actual Count	Not used.

14. Click **US Federal** to expand the page.

Field	Description/Instruction
***Sensitivity Code**	Defaults to **`Non Sensitive`**. Change by selecting data from the drop-down list. Indicates whether or not an Individual Position is sensitive and the extent of the sensitivity. Valid values are: **`Critical sensitive`** **`High risk`** **`Moderate risk`** **`Nonsensitive`** **`Non-critical, sensitive`** **`Special sensitive`** Note: If the occupational series code on the Master Record is **`0332`**, **`0334`**, or **`0335`**, the second position of the position sensitivity code must be **`C`** (Computer-ADP).
Seasonal	Not used.
***Computer Sensitivity**	Defaults to **`NonComputer-ADP`**. Change if applicable by selecting data from the drop-down list. The valid values are **`NonComputer-ADP`** and **`Computer-ADP`**. Note: If the occupational series code on the Master Record is **`0332`**, **`0334`**, or **`0335`**, the second position of the position sensitivity code must be **`C`** (Computer-ADP).
Intelligence Position	Not used.
Security Clearance	Not used.
Mobility Position	Not used.
LEO/Fire Position	Defaults to **`Not Applicable`**. Change, if applicable, by selecting data from the drop-down list. Indicates that the position is classified as law enforcement under the Federal Employees Pay Comparability Act of 1990 (FEPCA). Note: This field must be completed for all law enforcement

Field	Description/Instruction
	officers (LEO) positions to ensure correct pay entitlement. Any change to the LEO indicator requires the processing of a personnel action to document the change in the Payroll/Personnel database. If the LEO indicator is changed, an error is automatically generated to inform the user a personnel action is needed.
***Proc Integ Posn**	Indicates whether the position requires the incumbent to be trained/certified in accordance with the Procurement Integrity Act. Check the box when the position is covered by the Procurement Integrity Act. The box checked is defined as the position requires the incumbent to be trained/certified in accordance with the Procurement Integrity Act. The box unchecked is defined as the position does not require the incumbent to be trained/certified in accordance with the Procurement Integrity Act.
Language Required	Select the applicable language from the drop-down list. This is the language(s) required to be spoken by the employee/applicant/non-employee for the position.
***Pres Appt Posn**	Indicates a Presidential appointment with Senate Confirmation (PAS) Indicator for those positions that can only be filled by Presidential appointment and require approval of the U.S. Senate. Check the box used to indicate when the position is a Presidential appointment.
Training Program	Not used.
Emergency Response Official	Not used.
Staff/Line Position	Not used.
Continuity of Operations Designee	Indicates whether or not the position is part of Agency's Continuity of Operations (COOP) team. Check the box to designate this position as a COOP position.
Emergency Preparedness Participant	Indicates whether or not the position is an emergency preparedness position. Check the box to designate this position as an emergency preparedness position.
Telework Eligibility	Indicates whether or not the position is eligible for telework. Click the down arrow to select the applicable telework eligibility code.
***Drug Test (Applicable)**	Indicates whether or not the position requires the incumbent and/or applicant to be drug tested. Click the down arrow to select drug test information, if applicable. Defaults to **`Not Applicable`** for all users except the Department of Housing and Urban Development, the Library of Congress, the Copyright Royalty Tribunal, and the John C. Stennis Center of Public Service Training and Development. **`Undesignated`** is generated for these users.

Field	Description/Instruction
***Cybersecurity Code**	Enter the applicable cybersecurity code associated with the position or click the search icon to select the applicable code.The cybersecurity codes are stored in Table Management System (TMGT) Table 025, AD-350 (Personnel Block and Description), Block 500.

15. Select the ***Budget and Incumbents*** tab. The Add/Update Position Info page - Budget and Incumbents tab is displayed and contains the information for the current incumbent of the position. The information is populated from the position on this page. This is a view-only page. The Current Incumbents section reflects the employee ID and name.

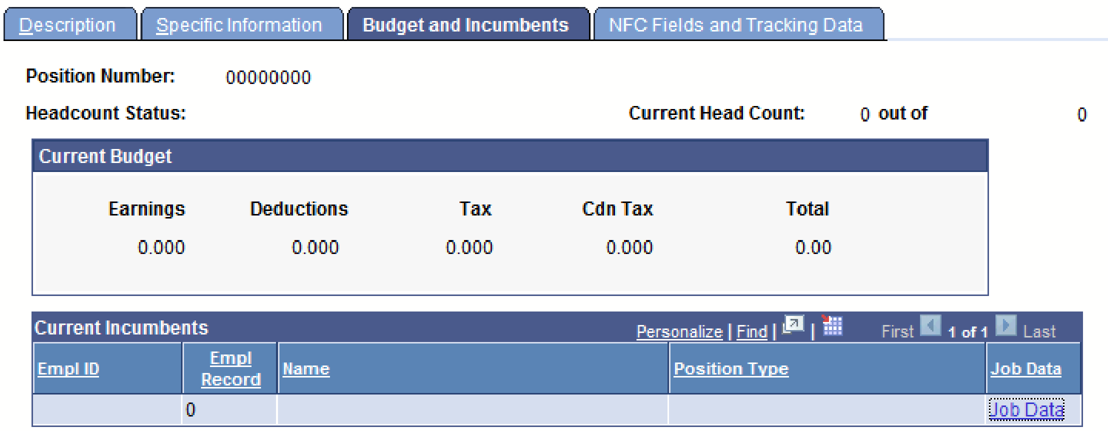

Figure 18: Budget and Incumbents Tab

16. Select the ***NFC Fields and Tracking Data*** tab. The NFC Fields and Tracking Data tab is displayed. The Position Tracking Data box populates when transactions are processed.

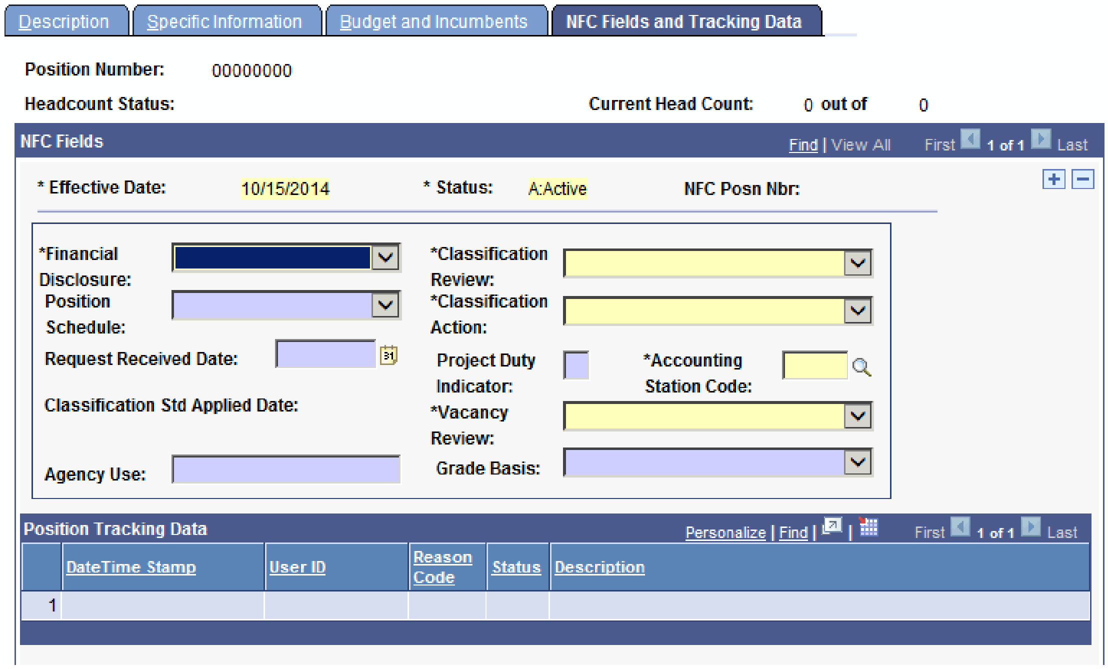

Figure 19: NFC Fields and Tracking Data Tab

17. Complete the fields as follows:

Field	Description/Instruction
Position Number	Populated after the position is created. This is a unique number assigned to the position.
Headcount Status	Populated after the position is created.
Current Head Count **(x out of x)**	Populated after the position is created.
NFC Fields	
***Effective Date**	Defaults to the current date. This is the date an action begins. This date also determines when a transaction can be view or changed.
***Status**	Defaults to **`Active`**. The field will change when the position is saved.
NFC Posn Nbr	Populated from the position.
***Financial Disclosure**	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.
***Classification Review**	Indicates the type of review. Select the applicable information from the

Field	Description/Instruction
	drop-down list.
Position Schedule	Select the applicable information from the drop-down list.
***Classification Action**	Indicates the action that the Agency wants to take with respect to the position that an employee is vacating. Select the applicable information from the drop-down list. Must be completed on the personnel document when certain personnel actions, such as a reassignment, promotion, or change to a lower grade, are processed. The purpose of the code is to provide a method for processing a classification and personnel action at the same time. After a selection is made on the processing personnel action and successfully processed through PINE, the employee is removed from the former position. The status of the vacated position is determined by the classification action. Whenever the employee is being reassigned to an Agency within the same Department, the losing Agency should inform the gaining Agency of the disposition of the former position. Note: If the employee is being moved to a new position, information regarding the new position must be entered on the personnel action. The personnel office should make sure that the new position is vacant and active.
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 applicable data or search by clicking the search icon.
Classification Std Applied Date	Populated with the date the classification standard was applied.
***Vacancy Review**	Indicates the management process prior to refilling a vacant position. Grade changes take priority over series and title changes. Select the applicable information from the drop-down list. Valid values are: **`Different title and/or series`**. The applicable code when the position being filled replaces a vacant job that has a different title and/or series. **`Higher grade`**. The applicable code when the position replaces a vacant job that is at a lower grade level. **`Lower grade`**. The applicable code when the position replaces a vacant job that is at a higher grade level. **`New position/new (FTE)`**. The applicable code when the position is new, is not in lieu of any vacant position, and increases the full-time equivalent (FTE) of the immediate unit. This is not applicable

Field	Description/Instruction
	when the FTE can be tracked to an abolished position in another unit. `No change`. The applicable code for any action in which the vacant position did not change. `Position action no vacancy`. The applicable code for any action that does not involve the filling of a vacancy.
Agency Use	Enter the applicable information.
Grade Basis	Select the applicable information from the drop-down list.
Position Tracking Data	
DateTime Stamp	Date and time for the activity of the transaction.
User ID	System identifier for the individual who generates a transaction.
Reason	Reason for the change or creation of the position.
Status	Status of the listed transaction.
Description	Description of what is accomplished with the transaction.

18. Click **Save**. The position number will automatically be assigned.

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

19. Select the ***Office Information*** tab. The Office Information tab is displayed.

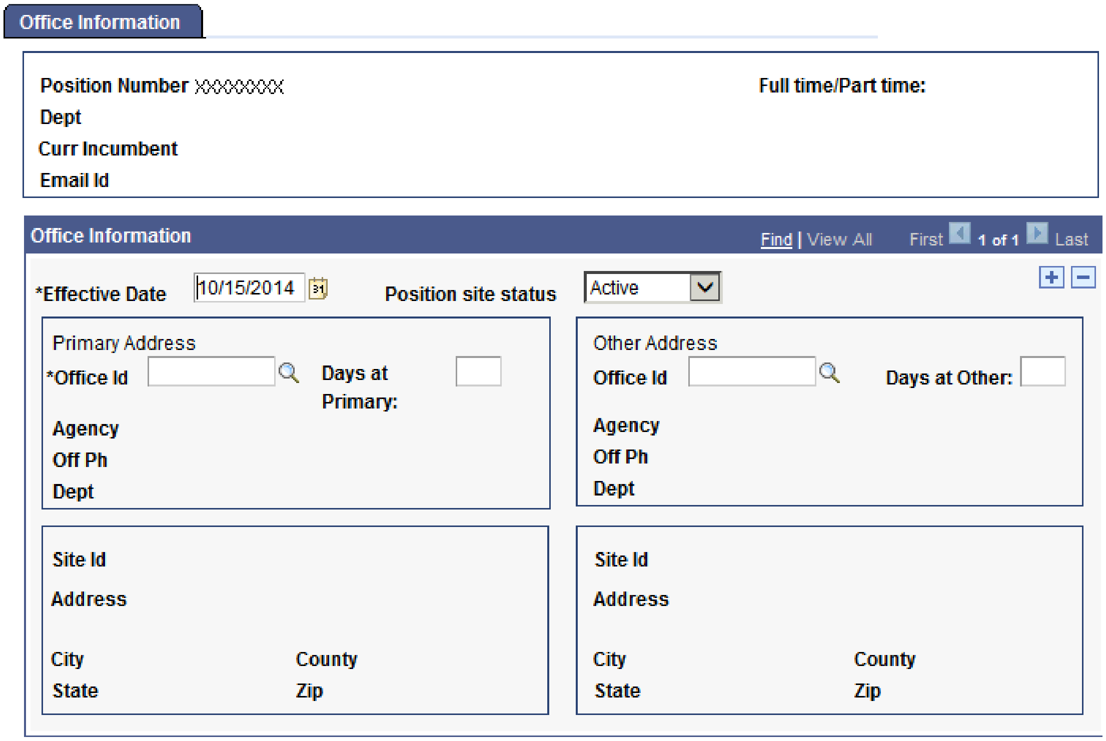

Figure 20: Office Information Tab

20. Complete the fields as follows:

Field	Description/Instruction
Position Number	Populated with the position number and the literal associated with position.
Full time/Part time	Populated with either an **F** (full time) or **P** (part time).
Dept	Populated with the Department number and the literal associated with the Department.
Curr Incumbent	Populated with the incumbent information, if applicable.
Email Id	Populated with the email address.
Office Information	
***Effective Date**	Defaults to the current date. This is the date an action begins. The effective date is the same as the newly established position or the updated position if the location is changing. This date also determines when a transaction can be viewed or changed.
Position site status	Defaults to **`Active`**. Change if applicable by selecting data from the drop-down list.

Field	Description/Instruction
Primary Address	
***Office Id**	Enter the applicable data or search by clicking the search icon. This is the address where the position is located within the Agency. The Office Id will populate the Site Id, Address, City, State, County, and Zip fields on the bottom portion of the page.
Days at Primary	Enter the number of days the incumbent works at the primary duty location.
Agency	Enter the applicable Agency.
Off Ph	Enter the applicable phone number of a person or organization.
Dept	Enter the applicable Department. This field represents an organization.
Site Id	Enter the applicable site ID.
Address	Populated with the address of the primary office.
City	Populated with the city of the primary office.
County	Populated with the county of the primary office.
State	Populated with the State for the primary office.
Zip	Populated with the ZIP Code of the primary office.
Other Address	
Office Id	Enter the applicable data or search by clicking the search icon. The Office Id will populate the Site Id, Address, City, State, County, and Zip fields on the bottom portion of the page. This address should only be completed if this position works at more than one site.
Days at Other	Enter the number of days the incumbent works at the other office.
Agency	Enter the applicable Agency.
Off Ph	Enter the applicable phone number of a person or organization.
Dept	Enter the applicable Department information. This field represents an organization.
Site Id	Enter the applicable site ID.
Address	Populated with the address of the other office.
City	Populated with the city of the other office.
County	Populated with the county of the other office.
State	Populated with the State for the other office.

Field	Description/Instruction
Zip	Populated with the Zip Code of the other office.

21. Click **Save**. The information entered on the Add/Update Position Info page - Office Information tab is saved. This creates a position number.

Note: Be sure to make a note of the position number because it is used for inquiry and processing the PAR action.

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

OR

Click **Notify**. This option will send an email to a person in the workflow.

Modifying a Position

This section explains how to update position information. All changes to positions are maintained in *EmpowHR*. To add or modify a field on the position, click the **+** to insert a new row to the record. For additional information see Title I, Payroll/Personnel Manual, Chapter 3, Position Management System Online (PMSO). When a new row is added, the new row has the smaller number (i.e., one of four with one being the row (action) just added). Previous actions have the larger numbers.

To modify a position:

1. Select the ***Position Management*** menu group.
2. Select the ***Position Information*** menu. The Add/Update Position Info page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.
3. Enter the search criteria.
4. Click **Search**. The Add/Update Position Info page - Description tab is displayed.

OR

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

5. Click **+** to add a new row.
6. Modify the applicable fields on the page.
7. Click **Save**. The modified information is saved.

Note: The **Correction** button is used to update *EmpowHR* only. This information is not transferred to PPS. To assure changes are sent to PMSO, use the ***Add a New Row (+)*** function.

Build Positions

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

To build positions:

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

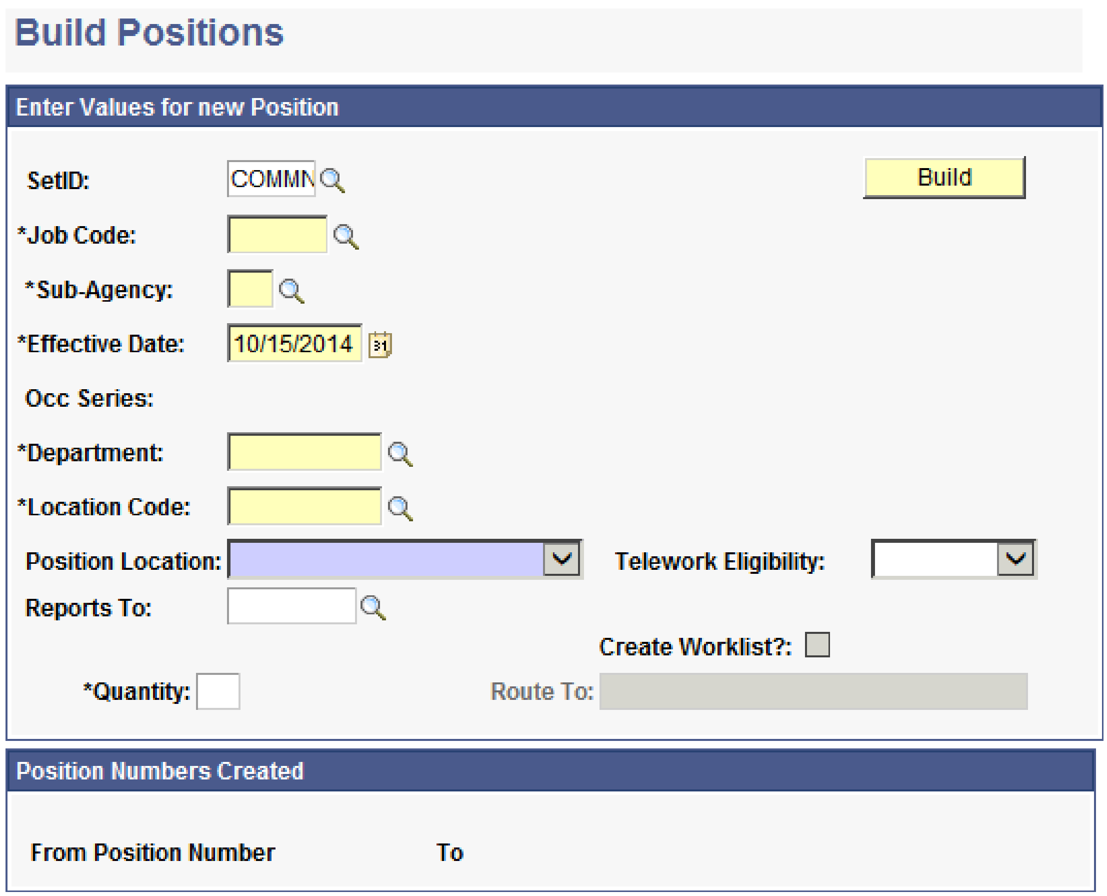

Figure 21: Build Positions Page

3. Complete the fields as follows:

Field	Description/Instruction
Enter Values for new Position	

Field	**Description/Instruction**
SetID	Enter the Set ID or select an ID by clicking the search icon.
***Job Code**	Enter the job code or select a code by clicking the search icon.
***Sub-Agency**	Populated based on the job code entered or selected. This field can be modified by entering a new Sub-Agency or selecting one by clicking the search icon.
***Effective Date**	Enter the effective date or select a date by clicking the calendar icon.
Occ Series	Populated based on the job code entered or selected. This field cannot be modified.
***Department**	Enter the Department or select a Department by clicking 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`**.
Telework Eligibility	Click the down arrow to indicate whether or not the position is eligible for telework. The valid values are **`N: Not Eligible`** and **`Y: Eligible`**.
Reports To	Enter the Reports To data or select data by clicking the search icon. This field establishes reporting relationships among positions. Search for data by clicking the search icon. This field is required when using the Manager Self Service function of *EmpowHR*. This allows the manager to submit actions on the incumbent or position. The supervisor's position number is entered in this field.
Create Worklist?	Check this box to create a work list. 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.
Position Numbers Created	
From Position Number	Populated with the starting number of the positions created.
To	Populated with the last number of the positions created.

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

5. Click **OK**. The Office Information tab is displayed.

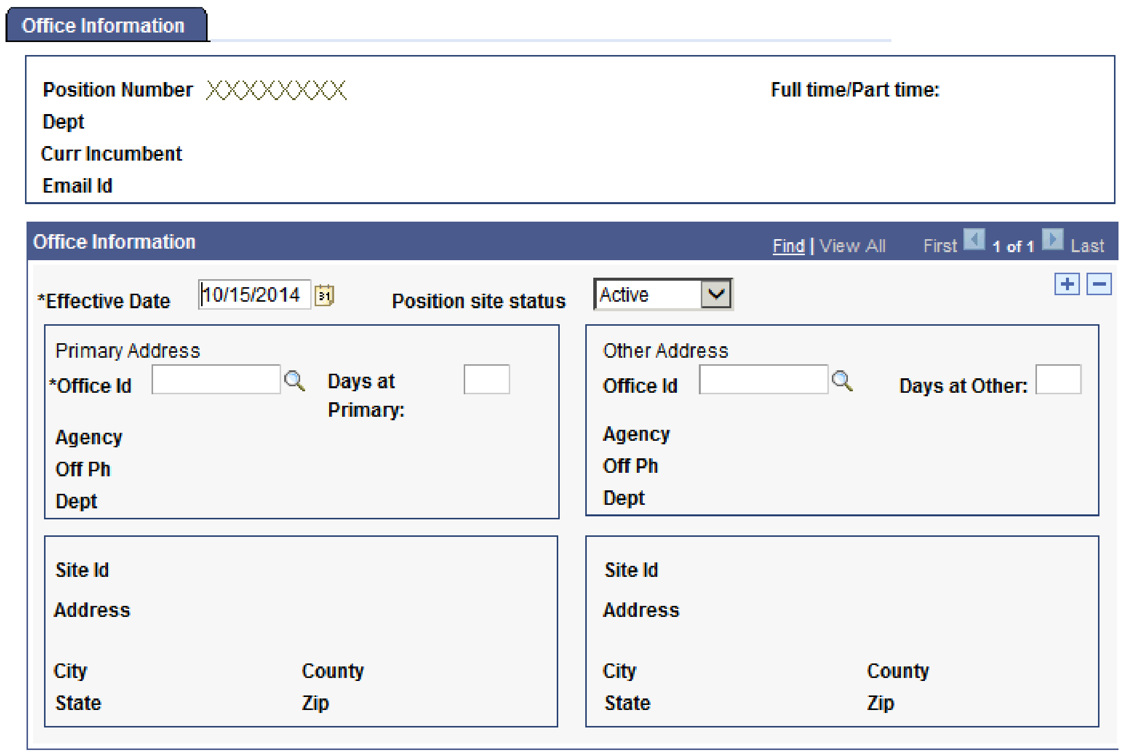

Figure 22: Office Information Tab

6. Complete the fields as follows:

Field	Description/Instruction
Position Number	Populated with the position number and the literal associated with position.
Full time/Part time	Populated with either an **F** (full time) or **P** (part time).
Dept	Populated with the Department number and the literal associated with the Department.
Curr Incumbent	Populated with the incumbent information, if applicable.
Email ID	Populated with the email address.
Office Information	
***Effective Date**	Defaults to the current date. This is the date an action begins. The effective date is the same as the newly established position or the updated position if the location is changing. This date also determines

Field	Description/Instruction
	when a transaction can be viewed or changed.
Position Site Status	Defaults to **`Active`**. Change if applicable by selecting data from the drop-down list.
Primary Address	
***Office Id**	Enter the applicable data or search by clicking the search icon. This is the address where the position is located within the Agency. The Office Id will populate the Site Id, Address, City, State, County, and Zip fields on the bottom portion of the page.
Days at Primary	Enter the number of days the incumbent works at the primary duty location.
Agency	Enter the applicable Agency.
Off Ph	Enter the applicable phone number of a person or organization.
Dept	Enter the applicable Department. This field represents an organization.
Site Id	Enter the applicable site ID.
Address	Populated with the address of the primary office.
City	Populated with the city of the primary office.
County	Populated with the county of the primary office.
State	Populated with the State for the primary office.
Zip	Populated with the Zip Code of the primary office.
Other Address	
Office Id	Enter the applicable data or search by clicking the search icon. The Office Id will populate the Site Id, Address, City, State, County, and Zip fields on the bottom portion of the page. This address should only be completed if this position works at more than one site.
Days at Primary	Enter the number of days the incumbent works at the other office.
Agency	Enter the applicable Agency.
Off Ph	Enter the applicable phone number of a person or organization.
Dept	Enter the applicable Department. This field represents an organization.
Site Id	Enter the applicable site ID.
Address	Populated with the address of the other office.
City	Populated with the city of the other office.

Field	Description/Instruction
County	Populated with the county of the other office.
State	Populated with the State for the other office.
Zip	Populated with the Zip Code of the other office.

7. At this point the following options are available:

Step	Description
Click **Save**	Saves position information.
Click **Return to Search**	Searches for an additional office information profile.
Click **Notify**	Notifies the next individual in the workflow.

Build Positions Setup

To build position setup:

1. Select the ***Position Management*** menu group.
2. Select the ***Build Position Setup*** component. The Build Position Setup page - Find an Existing Value tab is displayed.
3. Enter the search criteria.
4. Click **Search**. The Build Position Setup page is displayed.

   OR

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

5. Click **Add**. The Build Position Setup page is displayed.

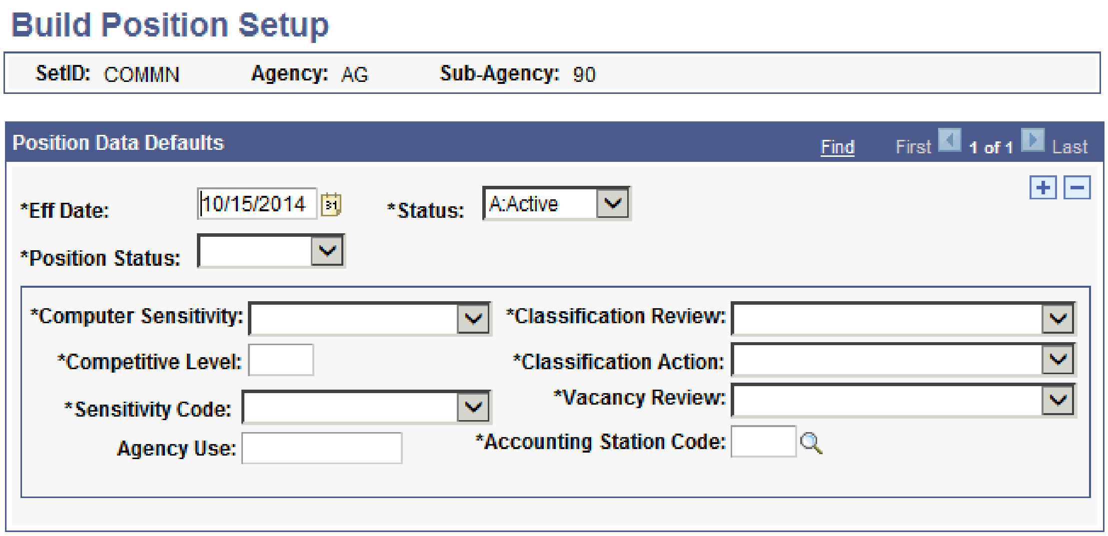

Figure 23: Build Position Setup Page

6. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the search criteria entered.
Agency	Populated with the search criteria entered.
Sub-Agency	Populated with the search 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**	Select the classification review from the drop-down menu.
***Competitive Level**	Enter the competitive level.
***Classification Action**	Select the classification action from the drop-down menu.
***Sensitivity Code**	Select the sensitivity code from the drop-down menu.

Field	Description/Instruction
***Vacancy Review**	Select the vacancy review information from the drop-down menu.
Agency Use	Enter the Agency use information.
***Accounting Station Code**	Enter the accounting station code or select a code by clicking the search icon.

At this point the following options are available:

Step	Description
Click **Save**	Saves the build position setup.
Click **Return to Search**	Searches for another position setup.
Click **Previous in List**	Views the previous position setup.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Adds an additional position setup.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects 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 Office Information Profile page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.

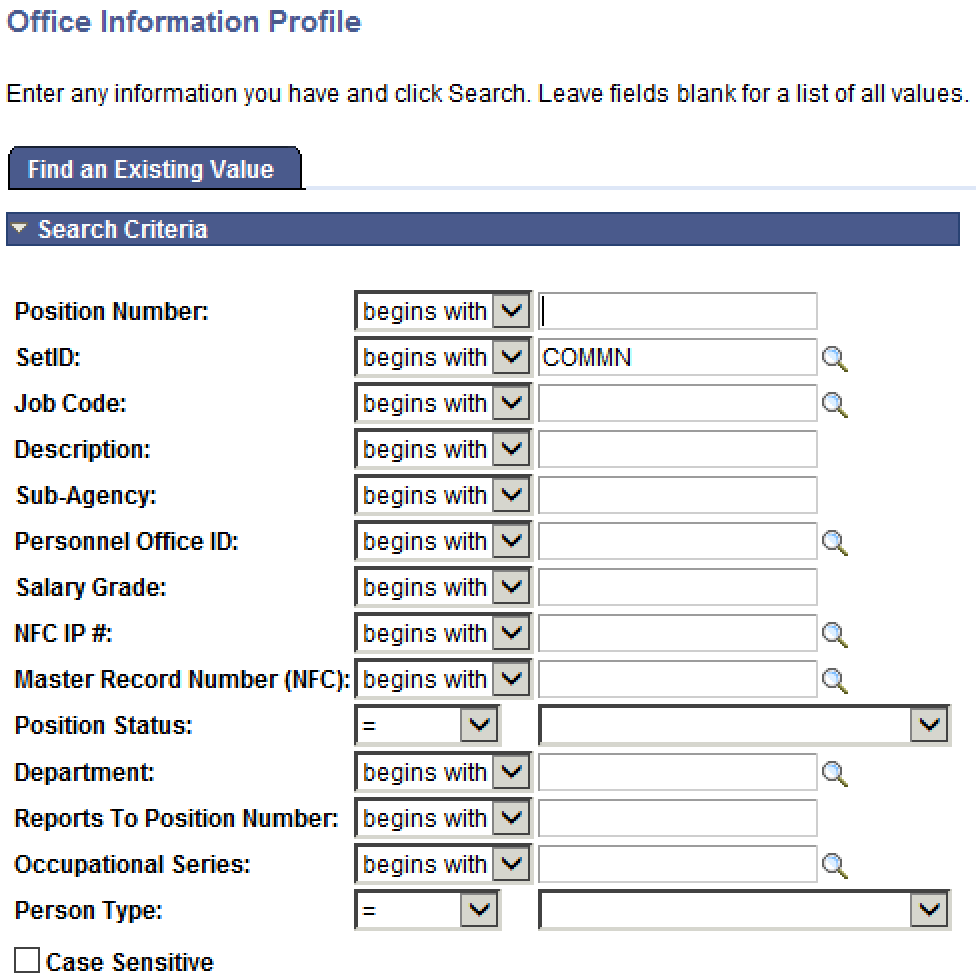

Figure 24: Office Information Profile Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Office Information tab is displayed.

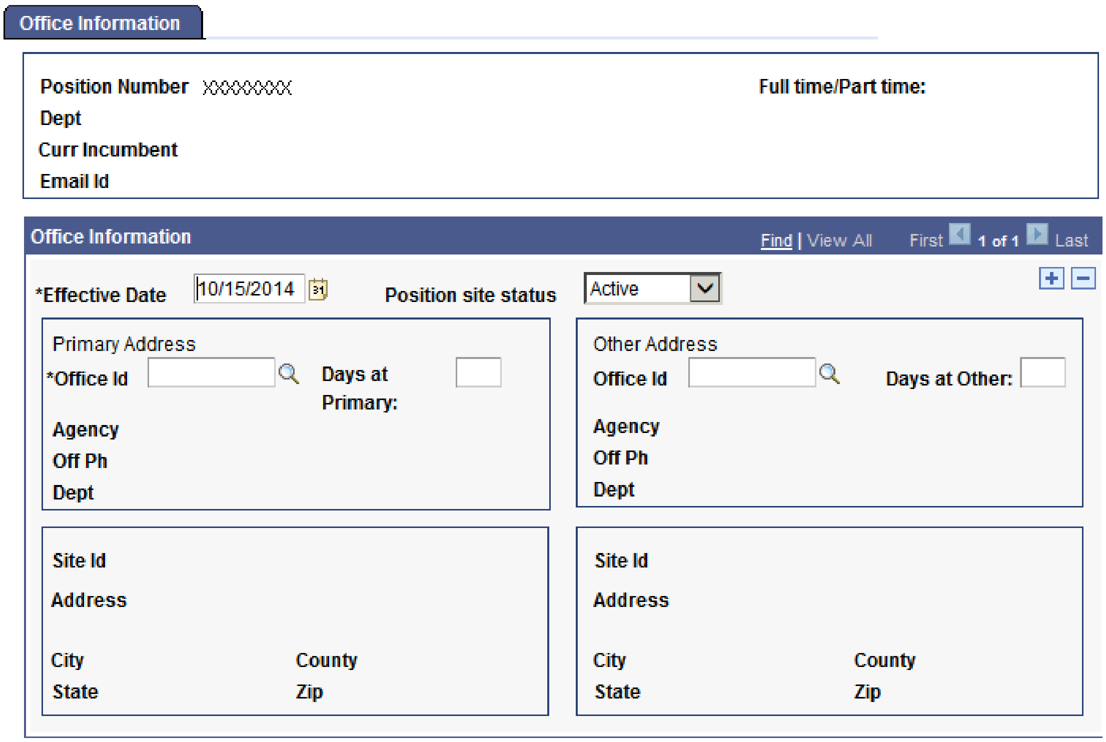

Figure 25: Office Information Tab

5. Complete the fields as follows:

Field	Description/Instruction
Position Number	Populated with the position number and the literal associated with position.
Full time/Part time	Populated with either an **F** (full time) or **P** (part time).
Dept	Populated with the Department number and the literal associated with the Department.
Curr Incumbent	Populated with the incumbent information, if applicable.
Email Id	Populated with the email address.
Office Information	
***Effective Date**	Defaults to the current date. This is the date an action begins. The effective date is the same as the newly established position or the updated position if the location is changing. This date also determines when a transaction can be viewed or changed.
Position site status	Defaults to **Active**. Change, if applicable, by selecting data from the drop-down list.

Field	Description/Instruction
Primary Address	
***Office Id**	Enter the applicable data or search by clicking the search icon. This is the address where the position is located within the Agency. The Office Id will populate the Site Id, Address, City, State, County, and Zip fields on the bottom portion of the page.
Days at Primary	Enter the number of days the incumbent works at the primary duty location.
Agency	Enter the applicable Agency.
Off Ph	Enter the applicable phone number of a person or organization.
Dept	Enter the applicable Department. This field represents an organization.
Site Id	Enter the applicable site ID.
Address	Populated with the address of the primary office.
City	Populated with the city of the primary office.
County	Populated with the county of the primary office.
State	Populated with the State for the primary office.
Zip	Populated with the Zip Code of the primary office.
Other Address	
Office Id	Enter the applicable data or search by clicking the search icon. The Office Id will populate the Site Id, Address, City, State, County, and Zip fields on the bottom portion of the page. This address should only be completed if this position works at more than one site.
Days at Other	Enter the number of days the incumbent works at the other office.
Agency	Enter the applicable Agency.
Off Ph	Enter the applicable phone number of a person or organization.
Dept	Enter the applicable Department information. This field represents an organization.
Site Id	Enter the applicable site ID.
Address	Populated with the address of the other office.
City	Populated with the city of the other office.
County	Populated with the county of the other office.
State	Populated with the State for the other office.

Field	Description/Instruction
Zip	Populated with the Zip Code of the other office.

6. Click **Save**.

   OR

   Click **Return to Search** to search for an additional office information profile.

   OR

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

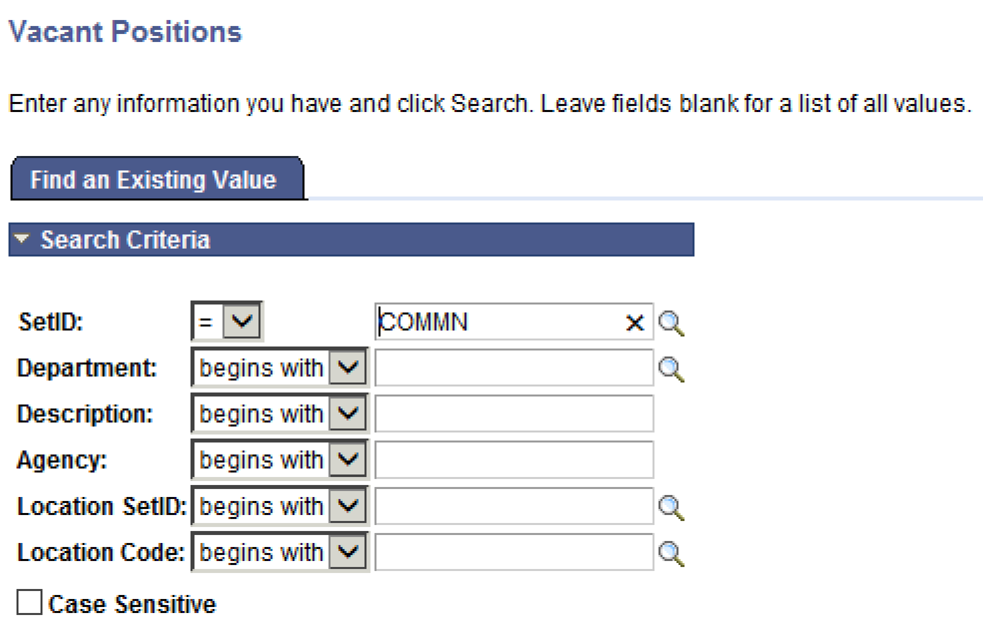

Figure 26: Vacant Positions Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Vacant Positions tab is displayed. This is view only.

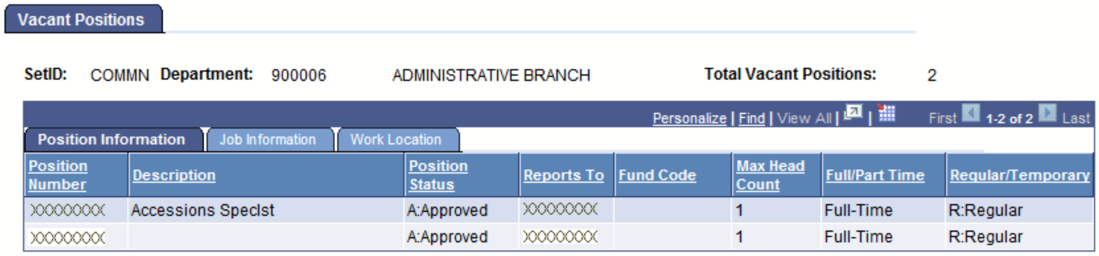

Figure 27: Vacant Positions Tab

At this point, the following options are available:

Step	Description
Click **Return to Search**	Returns you to Search where you can locate another vacant position.
Click **Next in List**	Views or changes the next record in the list. This option is not active where there are multiple records.
Click **Previous in List**	Views or changes the previous record in the list. This option is active when there are multiple records.
Click **Notify**	Notifies the next individual in the workflow.
Click **Refresh**	Refreshes the page of the search.

Occupational Series United States Federal

To enter an occupational series United States Federal (USF):

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

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

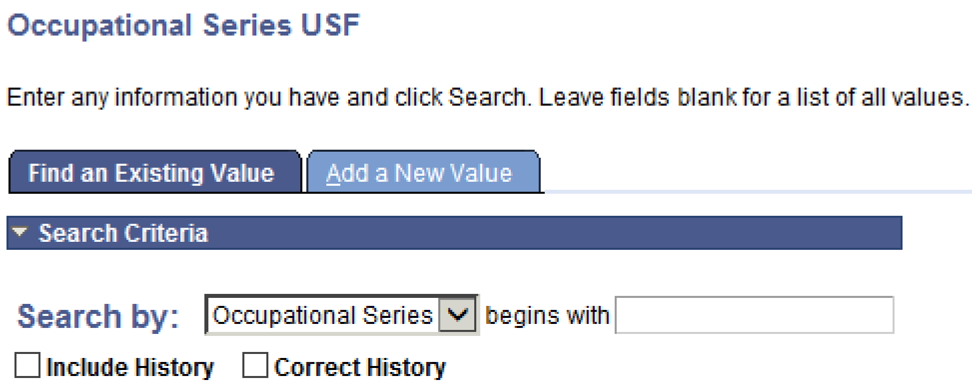

Figure 28: Occupational Series USF Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Occupational Series tab is displayed.

OR

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

Figure 29: Occupational Series USF Page - Add a New Value Tab

5. Enter the new criteria.

6. Click **Add**. The Occupation Series tab page is displayed.

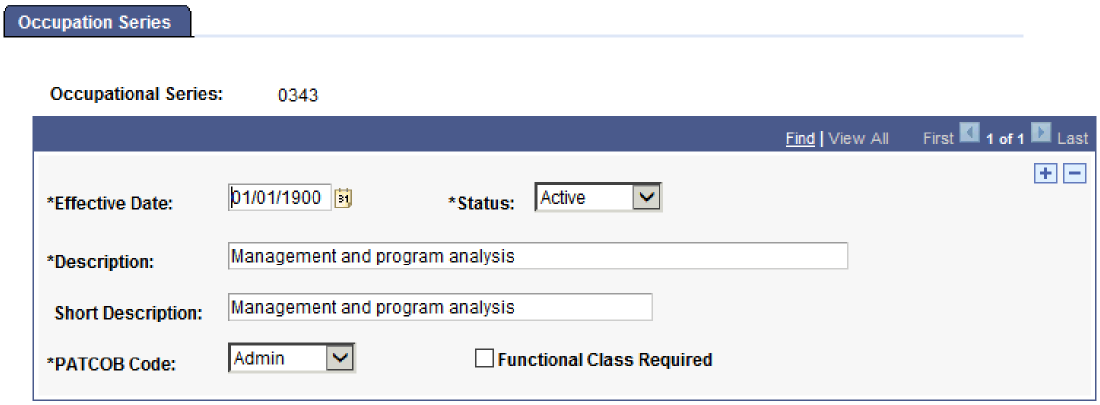

Figure 30: Occupation Series Tab Page

7. Complete the fields as follows:

Field	Description/Instruction
Occupational Series	Populated based upon the search 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 view or change the information.
***Status**	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.
Functional Class Required	Check this box if functional class is required.

8. Click **Save.**

At this point, the following options are available:

Step	Description
Click **Return to Search**	Returns you to Search where you can locate another occupational series.
Click **Previous in List**	Views the previous occupational series.
Click **Notify**	Notifies the next individual in the workflow.

Click **Add**	Adds an additional occupational series.
Click **Update/Display**	Updates the page.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects historical actions.

Official Position Titles USF

Note: This option is for NFC use only.

To add or modify an official position title:

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

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

Figure 31: Official Position Titles USF Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Position Title Codes tab is displayed.

OR

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

Figure 32: Official Position Titles USF Page - Add a New Value Tab

5. Enter the new criteria.
6. Click **Add**. The Position Title Codes tab is displayed.

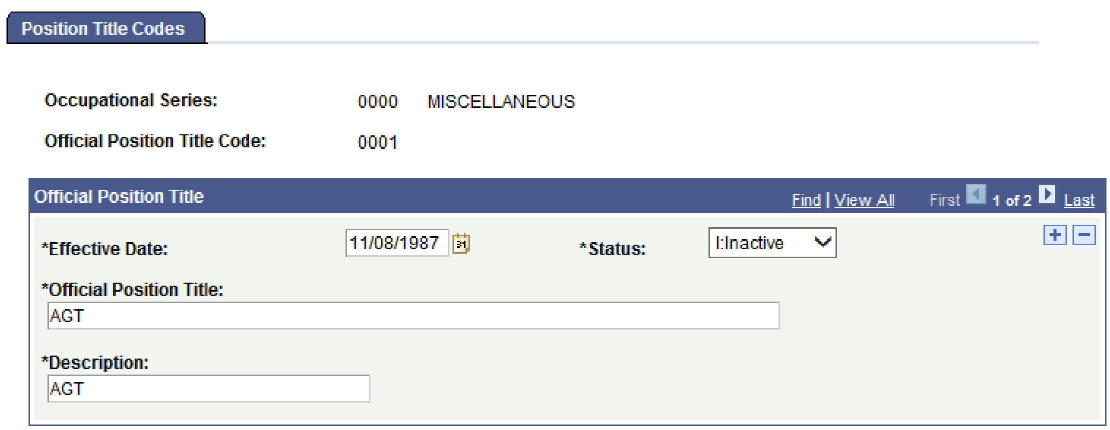

Figure 33: Position Title Codes Tab Page

7. Complete the fields as follows:

Field	Description/Instruction
Occupational Series	Populated with the search criteria entered. The code and the literal are both displayed in this field.
Official Position Title Code	Populated with the search criteria entered.
Official Position Title	
***Effective 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

Field	Description/Instruction
	the user can view and change the information.
***Status**	Defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Inactive`**, **`Active`**, and **`Freeze`**.
***Official Position Title**	Enter the title of the position. This information appears on the incumbent's Job Data record.
***Description**	Enter the description of the position. The Description is a free-flow text up to 36 characters.

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

Step	Description
Click **Return to Search**	Returns you to Search where you can locate another position title code.
Click **Previous in List**	Views the previous position title code.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Adds an additional position title code.
Click **Update/Display**	Updates the page.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects historical actions.

Organizational Position Titles USF

Note: This option is for NFC use only.

To add or modify organizational position titles:

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

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

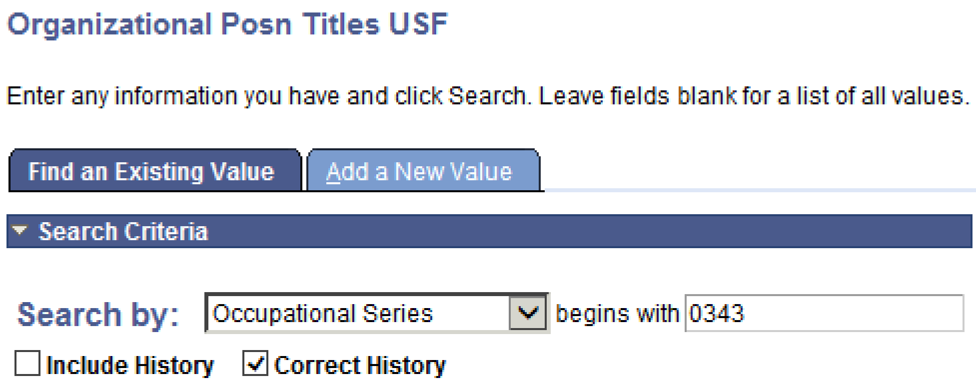

Figure 34: Organizational Posn Titles USF Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Organizational Position Title tab is displayed.

OR

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

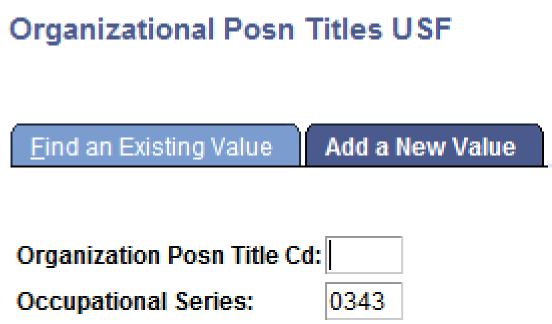

Figure 35: Organizational Posn Titles USF Page - Add a New Value Tab

5. Enter the new criteria.

6. Click **Add**. The Organizational Position Title tab page is displayed.

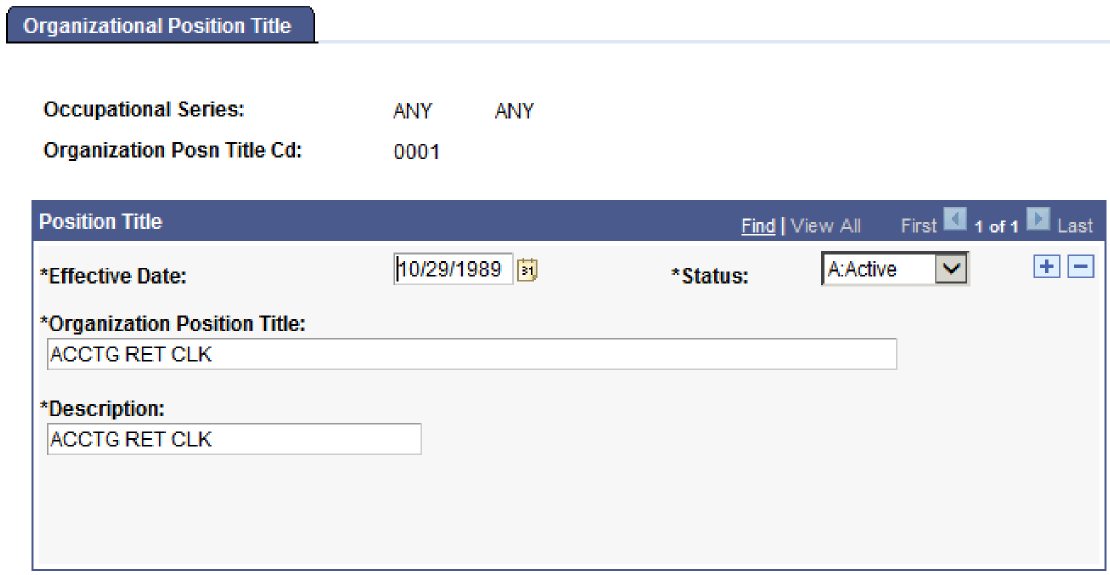

Figure 36: Organization Position Title Tab Page

7. Complete the fields as follows:

Field	Description/Instruction
Occupational Series	Populated based on the search criteria entered.
Organization Posn Title Cd	Populated based on the search criteria entered.
Position Title	
***Effective 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**	Defaults to **Active**. To change, select data from the drop-down list. The valid values are **Inactive**, **Active**, and **Freeze**.
***Organization Position Title**	Enter the position title.
***Description**	Enter the description of the position.

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

Steps	Description
Click **Return to Search**	Returns you to Search where you can locate another organizational position title.

Click **Previous in List**	Views the previous organizational position title.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Adds an additional organizational position title.
Click **Update/Display**	Updates the page.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects historical actions.

LC Classification Statuses

To add or modify an LC classification status:

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

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

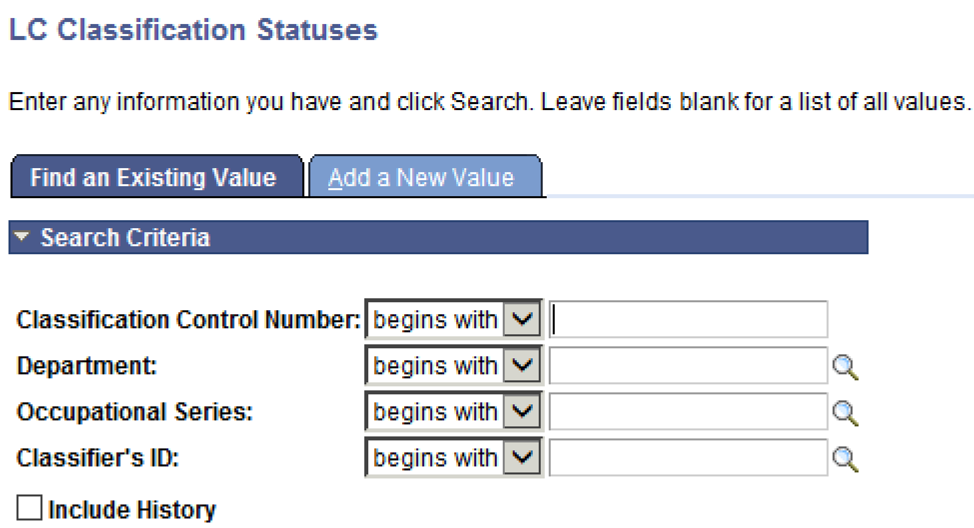

Figure 37: LC Classification Statuses Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The LC Classification Statuses page - Classification Status tab is displayed.

OR

Select the ***Add a New Value*** tab. The LC Classification Statuses page - Add a New Value tab is displayed. The information on this page will allow the user to add new data.

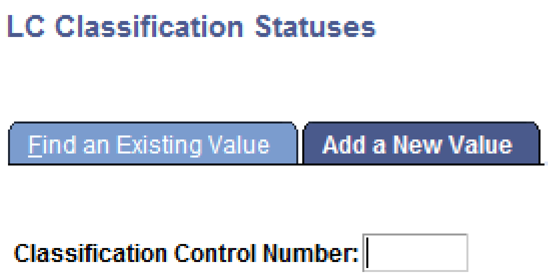

Figure 38: LC Classification Statuses Page - Add a New Value Tab

5. Enter the new criteria.

6. Click **Add**. The LC Classification Statuses page - Classification Status tab is displayed.

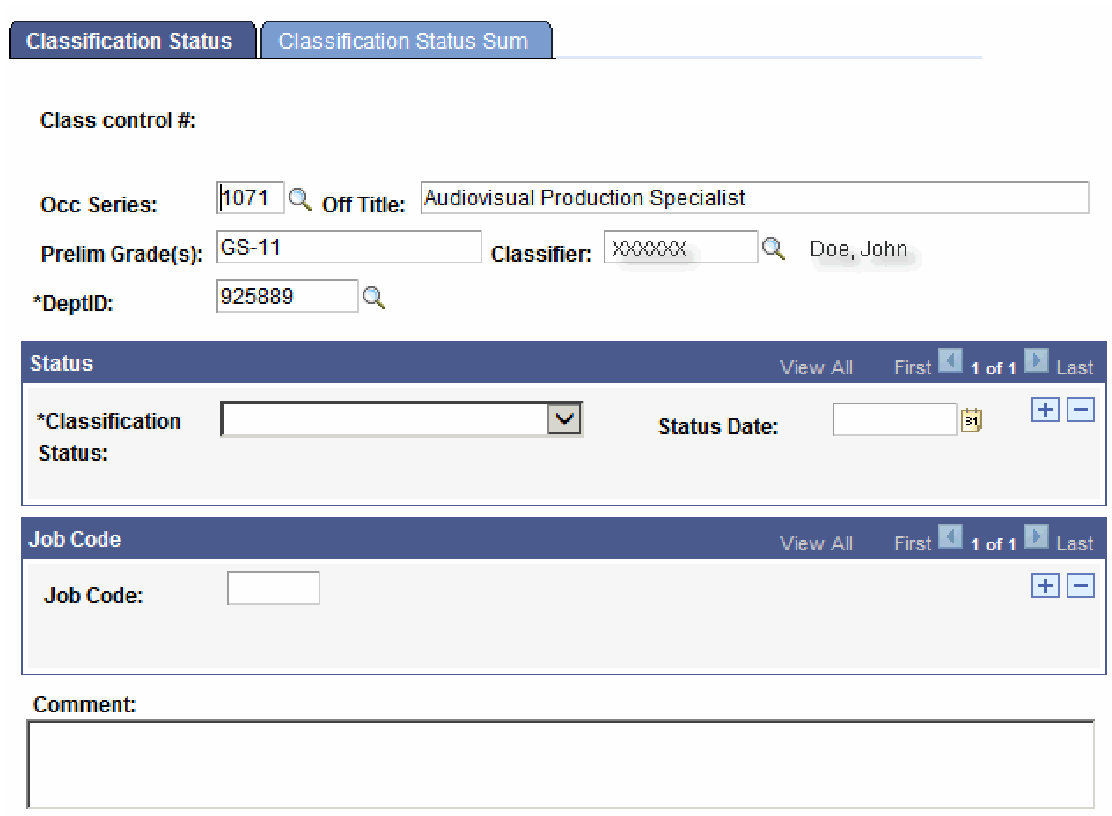

Figure 39: LC Classification Statuses Page - Classification Status Tab

7. Complete the fields as follows:

Field	Description/Instruction
Class Control #	Is not used.
Occ Series	Enter the occupational series or search data by clicking 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.
***DeptID**	Enter the Department ID or select data by clicking the search icon.
Status	
***Classification Status**	Select the classification status from the drop-down list.
Status Date	Enter the applicable date or select a date from the calendar icon. This is the date for the position status.
Job Code	
Job Code	Enter the applicable data.
Comment	Enter any comment(s), if applicable.

8. Click the LC Classification Statuses page - Classification Status Sum tab. The Classification Status Sum tab is displayed. The information on the tab is populated.

Figure 40: LC Classification Statuses Page - Classification Status Sum Tab

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

Step	Description
Click **Return to Search**	Returns you to Search where you can locate another LC Clarification Status.
Click **Previous in List**	Views the previous LC Clarification Status.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Adds an additional LC Clarification Status.
Click **Update/Display**	Updates the page.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects historical actions.

Classification Standards USF

Note: This option is for NFC use only.

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 Classification Standards USF page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.

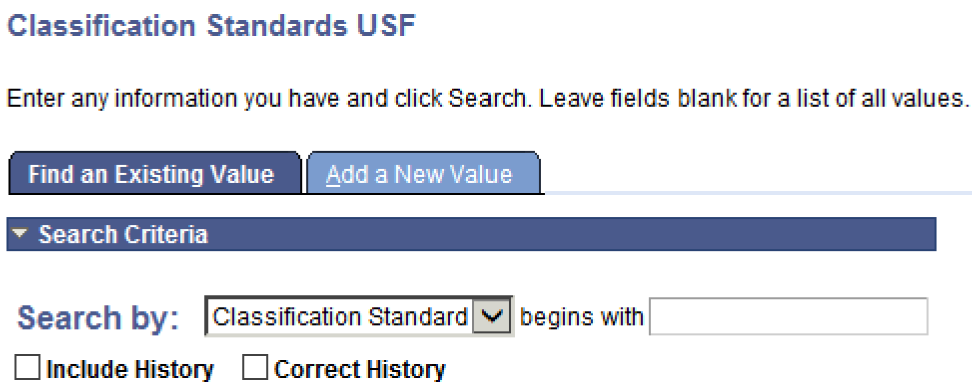

Figure 41: Classification Standards USF Page - Find an Existing Value Tab

3. Enter the search criteria.

4. Click **Search**. The Classification Standard Table tab is displayed.

OR

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

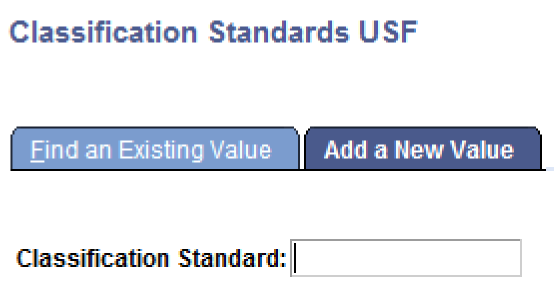

Figure 42: Classification Standards USF Page - Add a New Value Tab

5. Enter the new criteria.

6. Click **Add**. The Classification Standards USF page - Classification Standard Table tab is displayed.

Figure 43: Classification Standards USF Page - Classification Standard Table Tab

7. Complete the fields as follows:

Field	Description/Instruction
Classification Standard	Populated based upon the search criteria entered.
Classification Standard Information	
***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**	Defaults to **Active**. Change by selecting data from the drop-down list. The valid values are **Active**, **Freeze**, and **Inactive**.
***Description**	Enter the description of the standard.
***Pay Plan/*Occ Series**	Enter the applicable pay plan and occupational series to be classified.
***Manager Level**	Enter the applicable manager level or select data from the drop-down list. Note: Modifying the manager level will require a PAR transaction.
Remarks	Enter the applicable remarks.

8. Click Classification Standards USF page - Classification Factor Table tab. The Classification Standards USF page - Classification Factor Table tab is displayed.

9. Complete the fields as follows:

Field	Description/Instruction
Classification Standard	Populated with the search criteria entered.
Pay Plan/Series/Supv	Is not used.
Classification Standard Information	
Effective Date	Populated from the Classification Standard Table page.
Classification Factor Details	
***Classification Factor**	Enter the applicable classification factor or search data by clicking the search icon.

10. Click Classification Standards USF page - Classification Level Table tab. The Classification Standards USF page - Classification Level Table tab is displayed.

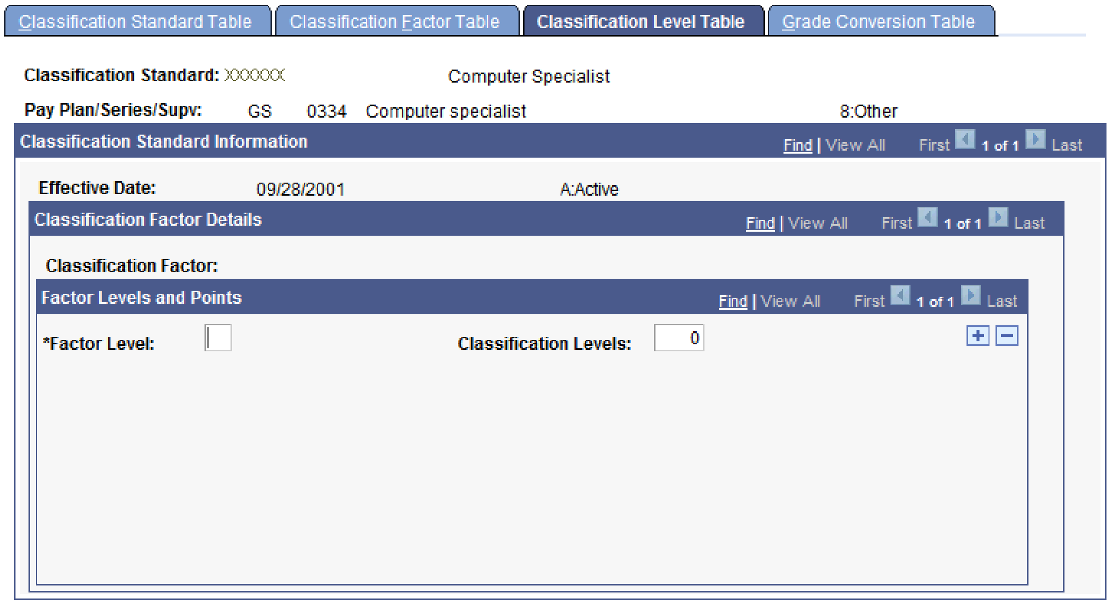

Figure 44: Classification Standards USF Page - Classification Level Table Tab

11. Complete the fields as follows:

Field	Description/Instruction
Classification Standard	Populated from the Classification Standard Table page.
Pay Plan/Series/Supv	Is not used.
Classification Standard Information	
Effective Date	Populated from the Classification Standard Table page.
Classification Factor Details	
Classification Factor	Populated from the Classification Factor Table page.
Factor Level and Points	
***Factor Level**	Enter a classification factor level for each classification is associated with the classification standard.
Classification Levels	Enter the applicable classification level for the standard.

12. Select the ***Grade Conversion Table*** tab. The Classification Standard page - Grade Conversion Table tab is displayed.

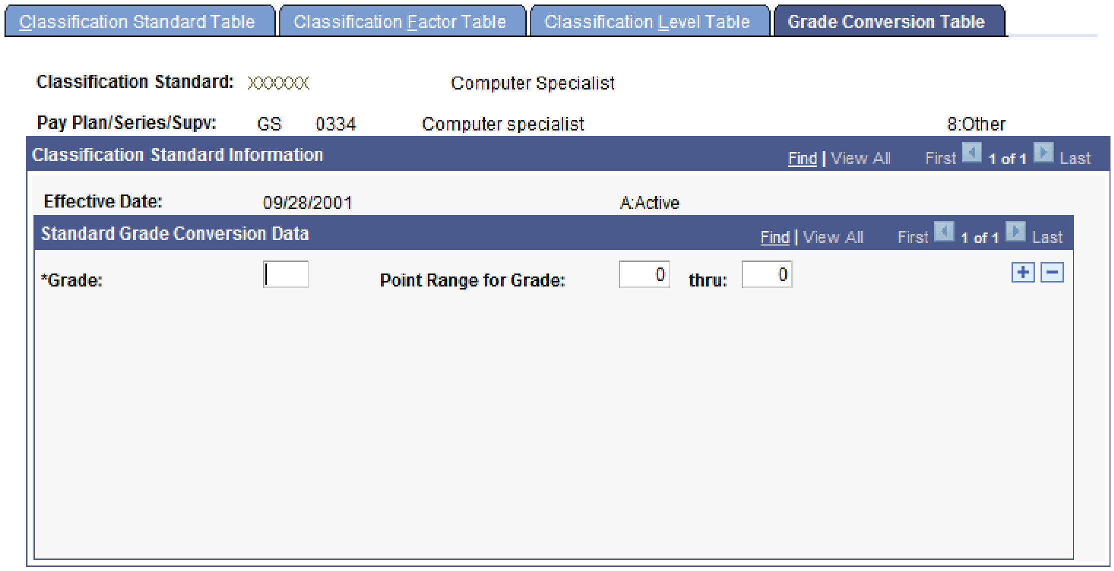

Figure 45: Classification Standards USF Page - Grade Conversion Table Tab

13. Complete the fields as follows:

Field	Description/Instruction
Classification Standard	Populated from the Classification Standard Table.
Pay Plan/Series/Supv	Is not used.
Classification Standard Information	
Effective Date	Populated from the Classification Standard Table.
***Grade**	Enter the applicable grade to be converted.
Point Range for Grade	Enter the point range from and through for the grade. The points are associated with the classification standard.

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

Step	Description
Click **Return to Search**	Returns you to Search where you can locate another classification standard.
Click **Previous in List**	Views the previous classification standard.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Adds an additional classification standard.

Click **Update/Display**	Updates the page.
Click **Include History**	Includes historical actions.
Click **Correct History**	Corrects historical actions.

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