Position Management Introduction

This section provides an overview of classification concepts introduced with the implementation of **EmpowHR** Position Management.

**EmpowHR** is a position-driven front-end system. Position Management is where all of the position information is either created or modified. Position Management is the process of assigning data to positions and moving employees in and out of those 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 impact the documents and processes that management uses for submitting position action requests. Position Management is a tool for maintaining on-line Job Code and Position data and not a tool 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 an accurate data 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 in suspense, 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** in order to 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 to the Basics - **Find An Existing Value** of this procedure. 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 to the Basics - **Add A Value** of this procedure.
This section contains the following topics:

- **Fair Act Inventory**
- **Mass OIP Update**
- **Organizational Position Titles**
- **Job Codes**
- **Position Information**
- **Office Information Profile**
- **Classification Standards USF**
- **Vacant Positions**
- **Occupational Series USF**
- **Official Position Titles USF**
- **Organizational Posn Titles USF**
- **LC Classification Statuses**

**Fair Act Inventory**

This section includes the following functional topics:

- **Function Code Setup**
- **Function/Reason Code Setup**
- **Competitive level Setup**

**Function Code Setup**

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 is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

4. Click **Search**. The Function Code page (**Figure 279**) is displayed.
   
   **OR**

   Select the **Add A New Value** tab. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

5. Click **Add**. The Function Code page (**Figure 279**) is displayed.
6. Complete the fields as follows:

**Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Predate information to add historical data, or postdate information in order to enter before it actually goes into effect. When using effective dates, don’t delete values, enter a new value with a current effective date.

**Function Code Family**

Select data from the drop-down list. The valid values are Personnel Management and 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.
7. Click **Save**.
   
   OR
   
   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.
   
   OR
   
   Click **Add** to add an additional function code.
   
   OR
   
   Click **Update/Display** to update the page.
   
   OR
   
   Click **Include History** to include the transaction in history.
   
   OR
   
   Click **Correct History** to correct the transaction in history.

### 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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

4. Click **Search**. The Function Code Reason Code tab page (**Figure 280**) is displayed.
   
   OR
   
   Select the **Add A New Value** tab - Function-Reason Code Combo page. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

5. Click **Add**. The Function Code Reason Code tab page (**Figure 280**) is displayed.
6. Complete the fields as follows:

**Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.

**Reason Code Justification**

Enter the reason code narrative justification.

7. Click **Save**.

   OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

   OR

Click **Add** to add an additional function code.

   OR

Click **Update/Display** to update the page.

   OR

Click **Include History** to include the transaction in history.

   OR

Click **Correct History** to correct the transaction in history.
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 on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

4. Click **Search**. The Competitive Level Code page (**Figure 281**) is displayed.

   OR

   Select the **Add A New Value** tab - Competitive Level Code page. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

5. Click **Add**. Competitive Level Code page (**Figure 281**) is displayed.

![Figure 281. Competitive Level Code page](image)

6. Complete the fields as follows:

   **Effective Date**

   Enter the applicable effective date or select a data from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.
**Status**

This field defaults to **Pending** when a competitive level is added. The Status will change when the **Save** button is selected.

**FC-RC Combinations**

Enter the applicable information or select by clicking on the search icon.

**Title**

Enter the description of the position in this field. This information appears on the incumbent’s Job Date record.

**Description**

Enter the narrative description for the commutative level.

7. Click **Save**.
   - OR
     - Click **Notify** to notify a person in the workflow that the transaction is in their worklist.
     - OR
     - Click **Add** to add an additional competitive level.
     - OR
     - Click **Update/Display** to update the page.
     - OR
     - Click **Include History** to include the transaction in history.
     - OR
     - Click **Correct History** to correct the transaction in history.

**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 (**Figure 282**) is displayed.
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 beside the positions to be moved to a new Office/City ID.

4. Click **Save**.

**OR**

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

**OR**

Click **Update/Display** to update the page.

**OR**

Click **Correct History** to correct the transaction in history.
Organizational Position Titles

To add or modify a Organizational Position Title:

1. Select the Position Management menu group.

2. Select the Organization Position Titles menu. The Find An Existing Value tab - Official Position Titles USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click Search. The Organizational Position Title tab page (Figure 283) is displayed.
   OR

Select the Add A New Value tab - Official Position Titles USF page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click Add. The Organizational Position Title tab page (Figure 283) is displayed.

5. Complete the fields as follows:

*Effective Date

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.
*Status

This field defaults to **Active**. Change the status if applicable. Additional valid values are **Freeze, Inactive**.

*Organization Position Title

Enter the title of the position.

*Description

Enter the description of the position.

6.  Click **Save**.

   OR

   Click **Return To Search** to search for another organizational position title.

   OR

   Click **Add** to add an additional organizational position title.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include the transaction in history.

   OR

   Click **Correct History** to correct the transaction in history.

**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; 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 administrative codes, locations and agencies. A job code is a unique code that is associated with a specific job in the organization.

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

- 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 contains a six-digit number automatically assigned by the application when the job code information is saved. The user will never create this number.

**Adding A Job Code**

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

When setting up a new position you must always use an established Job Code or create a new Job Code. For more information regarding new positions and Job Codes, see 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 you to add data in order to enter new information. Enter the new criteria.

3. Click *Add*. The Job Code Profile tab - Job Code USF page (Figure 284) is displayed.
4. Complete the fields as follows:

**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 you can view and change the information. The date the Job Code was classified and should always be prior to the effective date of the Personnel action.

**Status**

This field defaults to **Active** and is the status of the Job Code. The valid values are **Active, Freeze, Inactive**.

**Transaction Status**

The transaction status reflects the status of the transaction being 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. The valid values are as follows:

<table>
<thead>
<tr>
<th>Reason Code Valid Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>INA</td>
<td>Inactivate an Existing Job Code</td>
</tr>
<tr>
<td>NEW</td>
<td>Add a New Job Code</td>
</tr>
</tbody>
</table>
REA Reactivate an Inactive Job Code
UPD Change an Existing Job Code

Agency Type
This field is populated from the EmpowHR logon page.

Occupational Series
Enter the applicable information in this field. All occupations with the federal
government are listing 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.

Official Posn Title Code
Enter the applicable information in this field or search by clicking the search
icon. If the search does not contain a code covering a specific official title, enter
9999 and type in the title. This field is a code number for the official title.; an
official position title is the title of a position that is in accordance with the OPM
position classification standard.

Job Family
Enter the applicable information in this field or search by clicking the search
icon.

*Supervisory Status
This field defaults to 8 Other or select data from the drop-down list. The
valid values are as follows:

<table>
<thead>
<tr>
<th>Supervisory Code Valid Values</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Supv/Mgr</td>
</tr>
<tr>
<td>4</td>
<td>SupvrCSRA</td>
</tr>
<tr>
<td>5</td>
<td>MgmtCSRA</td>
</tr>
<tr>
<td>6</td>
<td>Team Leader</td>
</tr>
<tr>
<td>8</td>
<td>Other</td>
</tr>
</tbody>
</table>

Medical Check Up
Required
Check this box if the position requires a medical check up.
**Master Record Number (NFC)**

The record number is populated from the NFC Position Management System (PMSO).

**FLSA Status**

This field defaults to **Exempt**. Change the default by selecting data from the drop-down list. Other valid values are **Administrative**, **Executive**, **Management**, **No FLSA Required**, and **Nonexempt**.

**U.S. Federal**

This field is a **U. S. Federal** icon. Select this icon and the bottom half of the page will be displayed. Select this icon again the bottom half of the page is displayed again.

**Agency**

This field defaults to the agency entered when the job code was 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.

**SubAgency**

Enter the applicable information in this field 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 this position is associated with. The valid values are **Field** and **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 position being held, which is fixed by law, regulation, or administrative action. The valid values are as follows:

<table>
<thead>
<tr>
<th>Pay Basis Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly</td>
</tr>
<tr>
<td>Per Annum</td>
</tr>
</tbody>
</table>
Pay Basis Valid Values
Fee Basis
Per Diem
Per Hour
Per Month
Piece Work
School Year
Semi-monthly
Without Compensation

- Must be blank for grade retention action.
- Must be **BWeekly** for special employee code 36.
- Must be **BWeekly, Fee Basis, Per Month, or Piece Work** for biweekly, monthly, piece work, and fee basis work schedules
- Must be **Without Compensation** for employees serving without compensation.

Fund Source
Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Fund Source Valid Values
Appropriated Funds
External funds
Non-Appropriated Funds
Other Funds

Parenthetical Title
Enter the applicable information or select data from the drop-down list. This title is used as a suffix to the Official Position Title Code. The valid values are as follows:

Parenthetical Valid Values
Apprentice
Correctional
Data Transcribing
Foreman
General Foreman
Helper
Inspector
Instructor
### Parenthetical Valid Values
- 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 defaults to **Professional** and cannot be changed.

### Functional Class

This field 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. The valid values are as follows:

<table>
<thead>
<tr>
<th>Functional Class Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Planning</td>
</tr>
<tr>
<td>Production</td>
</tr>
<tr>
<td>Regulatory Enforcement/License</td>
</tr>
<tr>
<td>Research</td>
</tr>
<tr>
<td>Research/Contract/Grant Admin</td>
</tr>
<tr>
<td>Scientific/Technical Info</td>
</tr>
<tr>
<td>Standard &amp; Specifications</td>
</tr>
<tr>
<td>Teaching/Training</td>
</tr>
<tr>
<td>Technical Assistance/Consult</td>
</tr>
<tr>
<td>Test and Evaluation</td>
</tr>
<tr>
<td>Clinical Practice/Counseling</td>
</tr>
<tr>
<td>Construction</td>
</tr>
<tr>
<td>Design</td>
</tr>
<tr>
<td>Development</td>
</tr>
</tbody>
</table>
### Functional Class Valid Values
- Instal/Operations/Maintenance
- Management
- Natural Resource Operations

### IA Actions
Check this box if applicable.

### Agency Use
Enter the applicable information.

### Professional Category
Enter the applicable information or select data from the drop-down list. The valid values are as follows:

#### Professional Category Valid Values
- Exp & Cons
- Oth Profes
- Prof Audi
- Statutory
- Wage Plan
- Adm, Tec, Cl

### Classification Standard
Enter the applicable information or search by clicking the search icon. Once you make a selection, the application will bring you back to the Classification Standard Job Code USF page.

### Classifier
Enter the applicable information. This field is the last name of the individual classifying the position.

### Date Classified
The date the position is classified. Enter the applicable date or select a date from the calendar icon.

### Classification Authority
This field is populated with the authority used in the classification.

### Classification Standard Code
Enter the classification standard code or search data by clicking the search icon.
Class Standard Issued Date
Enter the classification standard date or select a date from the calendar icon.

Early Retirement Code
Enter the applicable information or select data from the drop-down list. The valid values are Foreign Po, Prim Pos, and Second Pos.

Target Grade
This is the ideal grade for the position. Enter the target grade for the position.

Classification Factor
This field is populated. The system displays the classification factors that are associated with the classification standard.

Factor Level
Enter a classification factor level for each classification factor that is associated with this classification standard or search by clicking the search icon.

Points
The system displays the points that are 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 that is 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
Enter the applicable information or search by clicking the search icon.
Total Points

Determine the points by comparing each of these factory to ever other job in your organization. The greater the know-how, 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 your Classification Standard on-line.

5. Click the Detailed Job Code Description link. The Detailed Jobcode Description page (Figure 285) is displayed.

![Detailed Jobcode Description](image)

Figure 285. Detailed Jobcode Description page

6. Enter the job code description.

7. Click OK to save the description. The Job Code Profile tab - Job Code USF page (Figure 284) is displayed.

   OR

   Click Cancel to exit the page without saving. The Job Code Profile tab - Job Code USF page (Figure 284) is displayed.

8. Select the Default Compensation tab - Job Code USF page. The Default Compensation tab - Job Code USF page (Figure 286) is displayed.
9. Complete the fields as follows:

**Set ID**

This field is populated with the Department accessing the application.

**Job Code**

This field is populated with the job code number once the job code is created.

**Effective Date**

This date is populated from the Job Code tab.

**Status**

This field is the status of the transaction.

**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.

Rate Code

Enter the applicable rate code.

Seq

This field is populated. This is the sequence number of the rate code if 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) the comp rate will be paid.

Percent

This field is populated.

Occupational Series

Enter the applicable information in this field.

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 as follows:

<table>
<thead>
<tr>
<th>Parenthetical Title Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprntc</td>
</tr>
<tr>
<td>Foreman</td>
</tr>
<tr>
<td>Corrtnl</td>
</tr>
<tr>
<td>GForeman</td>
</tr>
<tr>
<td>Data Trns</td>
</tr>
<tr>
<td>Helper</td>
</tr>
<tr>
<td>InScl</td>
</tr>
</tbody>
</table>
**Parenthetical Title Valid Values**

- Inspectr
- Instrctr
- Leader
- Night
- OA
- Steno
- Steno/OA
- Supvr
- 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**, and **Supvy**.

**Replaces Job Code**

Enter the applicable information in this field.

**Max Number Of IA**

Enter the applicable information in this field.

**Financial Disclosure Required**

This field defaults to 0. This field can be changed.

**Promotion Plan**

Check the box if applicable.

**Not To Be Filled Concurrently**

Check the box if applicable.

**Driver License Required**

Check the box if applicable.

**Typing (25) Required**

Check the box if applicable.
Physical Required

Check the box if applicable.

Typing (40) Required

Check the box if applicable.

Remarks

Enter the applicable remarks

*Not To Be Filled Concurrently

Click the link to customize this field.

Language Required

Click the link to customize this field. This is the language spoken by the employee/applicant/non-employee.

Job Code Tracking

This block is used to reflect the activity for the job code.

Note: If the information on the Optional Disciplinary Classification section of the page was 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.

Not To Be Filled Concurrently

Check this box if the job is not to be filled concurrently with another position.

Driver’s License Required

Check this box if a driver’s license is required for this position.

Typing (25) Required

Check this box if typing is required at 25 words per minute for this position.

Typing (40) Required

Check this box if typing is required at 40 words per minute for this position.
Remarks

This block is used to enter any remarks for the position.

Promotion Plan

Check this box if a promotion plan is in place for this position.

Max Number If IA

This block is used to enter text.

10. Select the **Affected Positions and EmplIds** tab - Job Code USF page (Figure 287) is displayed. This page is populated when the employees are hired in the positions.

![Figure 287. Affected Positions And Emplids tab - Job Code USF page](image)

11. This tab is populated when the employees are hired in the positions.

Set ID

This information is populated after the job is created.

Job Code

This information is populated after the job is created.

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 with 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.

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

13. 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 inquire and to enter 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 row. Adding a new row preserves the previous record. If a data element is modified on the Job Code, then the modification applies to all positions. The Correction button can be used to update **EmpowHR** only. This information does not transfer to NFC. Use the + to add a new row to preserve the integrity of the data records. For more information on Position Management, see the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

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 is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

   OR

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

3. Click + to insert a new row.

4. Complete the fields as follows:

   **Effective Date**

   Change the effective date. This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

   **Reason Code**

   This field defaults to **UPD** (Update).
5. Modify the applicable fields.

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

**Abolish/Unabolish/Inactivate/Reactivate An Existing Record**

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

**Follow the steps as follows:**

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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Enter the Position Number to be inactivated.

4. Click **Search**. The Job Profile page (Figure284) 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**

   Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view or change information.

   **Reason Code**

   Select **INA** to inactivate an existing record. Select **REA** to reactivate a record.

7. Click **Save**.

**Position Information**

Position Number is a unique number assigned to the position. Specify the position number when creating a new position or enable the system to assign the next number (when you save) by accepting the default value **00000000** on the **Add A New Value** page.

Periodically, changes are to be made to position data, such as a title change or a position that becomes inactive. Employee data must be updated occasionally, such as entering a pay rate change or a leave of absence. In addition, changes could be made that affect both the position and the incumbent (an employee assigned to a position) job data, such as changing the department code for the position. Positions are all of the jobs within a department, both encumbered 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 topic:

- **Position Numbering**
- **Adding A New Position**
- **Modifying A Position**

### Position Numbering

The Position Number contains an eight-digit number automatically assigned by the system when the position information is saved. The user will never 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 will populate 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 pages will have automatic defaults, which may require modification.

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 if adding a new position. Click to copy all or many of the characteristics of a similar existing position. When clicking this button, a new page is displayed to enter the position number of the position to be copied. Click **OK** to populate the Position Data with the position information of the position that was selected. New information can be modified on the new position. If unaware of any similar positions that could be used to populate the remaining fields, just populate the fields individually.

For more information on Position Management, see 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 you to add data in order to enter new information. Enter the new criteria.

3. Click the **Add A New Value** tab. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

![Figure 288. Description tab - Add/Update Position Info page](image)

4. Complete the fields on as follows:

**Position Number**

The position number is populated from the establishment of the Job Code. The position number is a unique number assigned to the position.

**Headcount Status**

This field is populated.

**Current Head Count**

This field is populated.

**Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.
*Status

This field defaults to **Active** when you create a new position. Other valid values are **Frozen** and **Proposed**.

*Reason

This field defaults to **New**.

Action Date

This field is the date the position was created.

TRX Status

This field is populated based on the status of the transaction.

Agency Type

This field defaults to **Federal** and cannot be changed.

*Position Status

This field defaults to **Approved**. Select data from the drop-down list to change if applicable. The valid values are **Frozen**, **Approved**, and **Proposed**.

Status Date

The date is populated based on the Effective Date.

Key Position

This box indicates if this is a key position and defaults to a check. On a permanent position delete the check in the box.

Business Unit

STDBU (Standard Business Unit for USDA). This is an identification code that represents a high-level organization of business information. The business unit can be used to define regional or department units within a larger organization.

Job Code

Enter the applicable Job Code. This number is created when the Job Code is entered. The information from the job code populated certain fields for the position. Search data by clicking the search icon.

Supervisory Status

This field is populated from the Job Code.
5. Press Tab to retrieve the following populated fields from the Job Code.

*Reg/Temp

This field defaults 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.

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.

*Regular Shift

This field defaults to N/A. Select data from the drop-down list. The valid values are as follows:

<table>
<thead>
<tr>
<th>Regular Shift Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Any</td>
</tr>
<tr>
<td>Compressed</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Rotating</td>
</tr>
</tbody>
</table>

Title

This field is populated from the Job Code.

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.

6. Complete the remaining fields as follows:

*Reg Region

This field defaults to USA (United States). Search by clicking the search icon. This field displays a regulatory region for the position.

*Agency

The agency code with the narrative is system-generated from the Job Code. When creating a new position this field is blank. Search for data by clicking the search icon.
Department

This is the department where the position resides. Enter the applicable data or search by clicking on the search icon. This code represents an organization. The Department can be obtained from a report that can be retrieved through *EmpowHR*.

Org Stru

This is the organizational structure where the position resides. This field is system-generated from the Job Code.

Location

Enter the applicable data or search by clicking on the search icon. This will be the actual duty location that the position is associated with. This code is determined from the Geography Location Book (State, County, City).

Reports To

This field is populated from the Job Code. This field establishes reporting relationships among positions. Search for data by clicking on the search icon.

Pay Plan

Enter the applicable information or search by clicking the search icon. The value that is selected appears on the Job Data page when you assign a new employee to a position.

Pay Table

Enter the applicable grade associated with the position or search by clicking the search icon.

Step

Enter the applicable step associated with the position or search by clicking the search icon.

Standard Hours

Enter the standard hours to be worked in the associated Work Period for this position.

Work Period

Enter the work period associated with this position. The work period is the smallest unit of time that employers use to communicate working hours. Search data by clicking the search icon.

Mon

This field is populated based on the work period selected.
Tue
This field is populated based on the work period selected.

Wed
This field is populated based on the work period selected.

Thu
This field is populated based on the work period selected.

Fri
This field is populated based on the work period selected.

Sat
This field is populated based on the work period selected.

Sun
This field is populated based on the work period selected.

Grade
Enter the grade associated with the position or search for data by clicking on the search icon.

USA
This field is a USA icon. Select this icon and the bottom half of the page will not be displayed.

FLSA Status
This field defaults to Nonexempt. Change the information if applicable. This field defaults to Exempt. Change the default by selecting data from the drop-down list. Other valid values are Administrative, Executive, Management, No FLSA Required, and Exempt.

Bargaining Unit
Enter the 4 position bargaining unit number or select data by clicking the search icon.

U. S. Federal
This field is a U. S. Federal icon. Select this icon and the bottom half of the page will not be displayed.

Parenthetical Title
This field is populated based on other fields entered.
Organization Posn Title Cd

Enter the applicable information in this field or search by clicking the search icon.

Position Occupied

This field defaults to Competitive. Change by selecting data from the drop-down list. Other valid values are Exception, SES Career Research, and SES General.

Competitive Area

Enter the applicable information.

Competitive Level

For Agency use only. This field is sent to NFC.

Function Code

This field is populated.

Date Position Established

Enter the date that the position was established or select a date from the calendar icon.

Reason Code

This field is populated.

Position Audited By

Enter the applicable information in this field or search by clicking the search icon.

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. The valid types are as follows:

<table>
<thead>
<tr>
<th>Valid Types Of NTE Positions</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment NTE Date</td>
<td>Indicates the length of time a person may serve in a position.</td>
</tr>
<tr>
<td>Classification Temporary NTE Date</td>
<td>Established temporary date that is used for a temporary classification of a unique position.</td>
</tr>
<tr>
<td>Health Benefits Renewal Self-Supported NTE</td>
<td>Date when an employee's incapacitated child must be re-evaluation for car under employee's hospitalization coverage.</td>
</tr>
</tbody>
</table>
Valid Types Of NTE Positions

<table>
<thead>
<tr>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWOP NTE Date</td>
</tr>
<tr>
<td>NTE data is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.</td>
</tr>
<tr>
<td>Position NTE Date</td>
</tr>
<tr>
<td>Indicated the length of time a position is available for use.</td>
</tr>
<tr>
<td>Promotion NTE Date</td>
</tr>
<tr>
<td>Specific time for an increase in grade on a temporary basis.</td>
</tr>
<tr>
<td>Suspension NTE Date</td>
</tr>
<tr>
<td>Specific time an employee is to be on suspension. No salary to be paid for the period.</td>
</tr>
</tbody>
</table>

Position Audit Date

Enter the date the position was audited or select a date from the calendar icon.

Bargaining Unit

Enter the applicable information. This field indicates whether this position is eligible for coverage in the bargaining unit. Search for data by clicking the search icon.

Work Schedule

Enter the applicable work schedule or select data from the drop-down list. The valid values are:

<table>
<thead>
<tr>
<th>Work Schedule Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
</tr>
<tr>
<td>Baylor Plan</td>
</tr>
<tr>
<td>Full Time Seasonal</td>
</tr>
<tr>
<td>Intermittent</td>
</tr>
<tr>
<td>Intermittent-Seasonal</td>
</tr>
<tr>
<td>Part Time</td>
</tr>
<tr>
<td>Part-Time Job Sharer</td>
</tr>
<tr>
<td>Part-Time Seasonal</td>
</tr>
<tr>
<td>Part-Time Seasonal Job Sharer</td>
</tr>
</tbody>
</table>

Fund Source

Enter the applicable fund source or select data from the drop-down list. The valid values are:

<table>
<thead>
<tr>
<th>Fund Source Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Funds</td>
</tr>
<tr>
<td>Non Appropriated</td>
</tr>
<tr>
<td>Appropriated Funds</td>
</tr>
<tr>
<td>Other Funds</td>
</tr>
</tbody>
</table>
Target Grade
Enter the applicable target grade associated with the position.

Agency Fund Source
Enter the 6-position fund source code.

Personnel Action Request Nbr
Enter the personnel action request number.

Obligated To ID
This field is the EmplID of the person this position is obligated to. Enter the applicable information or search by clicking the search icon.

Obligation Expiration
This date is the obligation for this position. Enter the expiration date or select a date from the calendar icon.

Position Location
This field determines locality pay. Search for data by clicking on the search icon.

Interdis Assign Code/Series
Enter the applicable information. This field can be left blank or can have up to 10 codes. Search for data by clicking the search icon.

Series
This field is the indicator for interdisciplinary assignments code or series. Check this box if applicable.

Personnel Office ID
Enter the POI or search by clicking the search icon.

Customs Officer Pay Reform ACT
Check the box if applicable.

Sub-Agency
This field is the individual departments within an Agency. Enter the applicable information or search by clicking the search icon.
7. Click **Position Remarks** link to enter position remarks. The Position Remarks page (Figure 289) is displayed.

8. Click **OK** to save the data. The Description tab - page (Figure 288) is displayed.

   **OR**

   Click **Cancel** to disregard the entry. The Description page (Figure 288) is displayed.

9. Click the **Detailed Position Description** link to enter or view the details of the position. The Detailed Position Description page (Figure 290) is displayed.
10. Click **OK** to save the data. The Description tab - Add/Update Position Info page ([Figure 288](#)) is displayed.

    **OR**

    Click **Cancel** to disregard the entry. The Description tab - Add/Update Position Info page ([Figure 288](#)) is displayed.

11. Click the **Departmental Hierarchy** link to view the organizational location. The Departmental Hierarchy page ([Figure 291](#)) is displayed.
12. Click **OK**. The Description tab - Add/Update Position Info page (Figure 288) is displayed.  
   **OR**  
   Click **Cancel** to disregard the view. The Description tab - Add/Update Position Info page (Figure 288) is displayed.

13. Click **Notify**. The transaction will now display on a worklist.  
   **OR**  
   Click **Previous Tab** to go back to the previous tab.  
   **OR**  
   Click **Add**. This option will add the position.  
   **OR**  
   Click **Update Display**. The position must be saved before this option can be used.  
   **OR**  
   Click **Include History**. The position must be saved before this option can be used.
14. Click the **Specific Information** tab - Add/Update Position Info page. The Specific Information tab - Add/Update Position Info page (Figure 292) is displayed.

![Specific Information tab - Add/Update Position Info page](image)

**Figure 292.** Specific Information tab - Add/Update Position Info page

15. Complete the fields as follows:

**Effective Date**

This field defaults to the **current date**. This is the date on which a table row becomes effective; the date that an action begins. This date also determines that a transaction can be viewed or changed.

**Status**

This field defaults to **Active**. Valid values are **Active**, **Frozen**, and **Proposed**.

**Job Profile ID**

Enter the applicable job profile ID for the position or search by clicking the search icon.

**Include Salary Plan/Grade**

Check the box if applicable.

**Update Incumbents**

Check the box if applicable.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Max Head Count</strong></td>
<td>This is the maximum head count allowed for this position. This field defaults to 1 because positions normally have 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 applicable number.</td>
</tr>
<tr>
<td><strong>Mail Drop ID</strong></td>
<td>Enter the mail drop ID assigned to this position.</td>
</tr>
<tr>
<td><strong>Budgeted Position</strong></td>
<td>This field defaults to the box being checked. If this position’s status is proposed, frozen, or if the position is temporary, clear this check box. Otherwise, leave it selected for reporting purposes, so that the application recognizes that this is an approved position.</td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
<td>This is the work phone number assigned to this position. Enter the applicable information.</td>
</tr>
<tr>
<td><strong>Confidential Position</strong></td>
<td>Check the box if the position is confidential.</td>
</tr>
<tr>
<td><strong>Health Certificate</strong></td>
<td>Enter the applicable health certificate required for this position or select data from the drop-down list. The valid values are <strong>Ear Check</strong>, <strong>Eye Check</strong>, <strong>Full Health Ck</strong>, and <strong>Radiation Ck</strong>.</td>
</tr>
<tr>
<td><strong>Job Sharing Permitted</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Signature Authority</strong></td>
<td>Enter the signature authority assigned to this position or select data from the drop-down list. The valid values are <strong>Credit Competence</strong>, <strong>Procuration</strong>, and <strong>Signature Competence</strong>.</td>
</tr>
<tr>
<td><strong>Position Pool ID</strong></td>
<td>Enter the position pool ID or search by clicking the search icon. This code maps to the position pool with which this position should be budgeted in Accounting. Position pools enable the grouping of related position together for budgeting purposes.</td>
</tr>
</tbody>
</table>
*Pre Encumbrance Indicator

This field defaults to **Immediate**. Change if applicable by selecting data from the drop-down list. The other valid values are **None** and **Requisitn**.

Cale Group (Flex Service)

Enter the applicable data or search by clicking the search icon.

*Encumber Salary Option

This field defaults to **Salary Step**. Change if applicable by selecting data from the drop-down list. This is not a required field on the PAR (Personnel Action Request). If encumber salaries using Manage Commitment Accounting should use this field. The system uses the option that is selected to determine salary when it encumber the salaries of vacant positions. The valid values are as follows:

**Encumber Salary Option Valid Values**

- Salary Grade Max
- Salary Grade Midpoint
- Salary Step
- Sum of Default Components
- User Specified Amt
- Salary Grade Minimum

Academic Rank

Enter the applicable data if the position is a faculty position or search by clicking the search icon.

Encumber Salary Amount

Enter the applicable amount.

*Classified Indicator

This field defaults to **Classified** and can be changed by selecting data from the drop-down list. The valid values are **All**, **Temporary**, and **Unclassified**. This field is associated with the position with an FTE Classification (full time equivalents classification) that was 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 or the worker.

FTE

Enter the FTE value for this position to be used for maintaining an FTE budget in Manage Commitment Accounting.
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 should not be included in this position when processing FTE edits.

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

**Sensitivity Code**

This field defaults to **Non Sensitive** change by selecting data from the drop-down list. The valid values are as follows:

<table>
<thead>
<tr>
<th>Sensitivity Code Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Risk</td>
</tr>
<tr>
<td>Critical/Sensitive</td>
</tr>
<tr>
<td>Moderate Risk</td>
</tr>
<tr>
<td>Non-Sensitive</td>
</tr>
<tr>
<td>Non-Critical, Sensitive</td>
</tr>
<tr>
<td>Special Sensitive</td>
</tr>
</tbody>
</table>

**Computer Sensitivity**

This field defaults to **Non Computer-ADP**. Change if applicable by selecting data from the drop-down list. The valid values are **Non Computer-ADP** and **Computer-ADP**.

**Security (Computer) Clearance**

This field defaults to **Non Applicable**. Change if applicable by selecting data from the drop-down list. The valid values are as follows:

<table>
<thead>
<tr>
<th>Security (Computer) Clearance Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid Value</td>
</tr>
<tr>
<td>National Agency Check &amp; Inq</td>
</tr>
<tr>
<td>National Agcy Chck w/Law &amp; Credit</td>
</tr>
<tr>
<td>Public Trust</td>
</tr>
</tbody>
</table>

**LEO/Fire Position**

This field defaults to **Not Applicable**. Change if applicable by selecting data from the drop-down list. The valid values are **Leo Posn- pay under 7AFLSA**, **LEO Posn - pay under 7KFLSA**, and **Not Applicable**.
Language Required

Enter the applicable information or select data from the drop-down list. This is the language spoken by the employee/applicant/non-employee. The valid values are as follows:

Language Valid Values

- Arabic
- Can French
- CZech
- Danish
- Dutch
- Tinnish
- French
- German
- Greek
- Hebrew
- Hungarian
- Italian
- Japanese
- Korean
- Malay
- Norwegian
- Polish
- Portuguese
- Russian
- SChinese
- Spanish
- TChinese
- Thai
- Turkish

Training Program

Enter the applicable data or search by clicking the search icon.

Staff/Line Position

This field defaults to L. Change if applicable.

Seasonal

Check this box if the position is seasonal.
Intelligence Position
Check the box if applicable.

Mobility Position
Check the box if applicable.

Procurement Integ Posn
Check the box if applicable.

Presidential Appt Posn
Check the box if applicable.

Emergency Response Official
Check the box if applicable.

17. Select the **Budget And Incumbents** tab - Add/Update Position Info page. The Budget And Incumbent tab - Add/Update Position Info page (Figure 293) is displayed and contains the current incumbent of the position.

![Figure 293. Budget And Incumbent tab - Add/Update Position Info page](image)

18. The information below is populated from the position on this page. No entry is required.

19. The Current Incumbents section reflects the employee ID and name and contains a Customize/Find link. There are also First and Last arrow options. Use these links and options as applicable. No entry is required.
20. 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 294) is displayed. The position tracking data group box populates as transactions are processed for the position.

Figure 294. NFC Fields And Tracking Data tab - Add/Update Position Info page

21. Complete the fields as follows:

**Position Number**

This field is populated once the position is created. This is a unique number assigned to the position.

**Headcount Status**

This field is populated once the position is created. This is a unique number assigned to the position.

**Current Head Count**

This field is populated once the position is created. This is a unique number assigned to the position.

**Effective Date**

This field defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when a transaction can be view or changed.
Status

This field defaults to **Active**. The field will change when the position is saved. The valid values are **Active**, **Inactive**, and **Freeze**.

Financial Disclosure

This field defaults to **Not Required**. The financial disclosure required field indicates whether 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 as follows:

<table>
<thead>
<tr>
<th>Financial Disclosure Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 278 Required</td>
</tr>
<tr>
<td>Ramp Only</td>
</tr>
<tr>
<td>Not Required</td>
</tr>
<tr>
<td>278 Ramp</td>
</tr>
<tr>
<td>450 Ramp</td>
</tr>
<tr>
<td>CD 219</td>
</tr>
<tr>
<td>CD 220</td>
</tr>
<tr>
<td>MSPB 849 Required</td>
</tr>
<tr>
<td>OGE 450 Required</td>
</tr>
<tr>
<td>Ramp Only 278 Required</td>
</tr>
</tbody>
</table>

Classification Review

This field defaults to **N/A for this field**. This field indicates the type of review. Enter the applicable information or select data from the drop-down list. The valid values are as follows:

<table>
<thead>
<tr>
<th>Classification Review Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A for this field</td>
</tr>
<tr>
<td>Maintenance Desk Audit</td>
</tr>
<tr>
<td>Maintenance Panel Review</td>
</tr>
<tr>
<td>Maintenance Paper Review</td>
</tr>
<tr>
<td>Maintenance Supervisory Audit</td>
</tr>
<tr>
<td>Normal Desk Audit</td>
</tr>
<tr>
<td>N/A For This Field</td>
</tr>
<tr>
<td>Normal PME/Activity Review</td>
</tr>
<tr>
<td>Normal Paper Review</td>
</tr>
<tr>
<td>Normal Supervisory Audit</td>
</tr>
</tbody>
</table>

Position Schedule

Enter the applicable information or select data from the drop-down list. The valid values are as follows:
Position Schedule Valid Values
Excepted, Not A, B or C
Schedule A
Schedule B
Schedule C

Classification Review

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 as follows:

Classification Action Valid Values
Minor Description Changes
N/A for this field
New Position
No Action Required
Occupational Series Changes
Other
Position Downgrade
Position Title Change
Position Upgrade
Rewrite or New Posn Desc Reqd

Request Received Date
Enter the applicable date or select a date from the calendar.

Project Duty Indicator
Check the box if applicable.

Accounting Station Code
Enter the applicable data or search by clicking the search icon.

Classification Std
Applied Date
This date is populated and cannot be changed.
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 prior to refilling it. The valid values are as follows:

<table>
<thead>
<tr>
<th>Vacancy Review Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difference Title &amp;/or Series</td>
</tr>
<tr>
<td>Higher Grade</td>
</tr>
<tr>
<td>Lower Grade</td>
</tr>
<tr>
<td>New Position/New FTE</td>
</tr>
<tr>
<td>No Change</td>
</tr>
<tr>
<td>Position Action No Vacancy</td>
</tr>
</tbody>
</table>

Agency Use

Enter the applicable information.

Grade Basis

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

<table>
<thead>
<tr>
<th>Grade Basis Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Grade Evaluation Guid</td>
</tr>
<tr>
<td>Review When Vacant</td>
</tr>
<tr>
<td>Super Posn Supp by Program Duties</td>
</tr>
<tr>
<td>Administrative</td>
</tr>
<tr>
<td>Agency Use</td>
</tr>
<tr>
<td>Core</td>
</tr>
<tr>
<td>Policy Anal Grade Evalu Guide</td>
</tr>
<tr>
<td>Focal Point</td>
</tr>
<tr>
<td>Impact of the Person</td>
</tr>
<tr>
<td>Supervisory Posn Supp by GSSG</td>
</tr>
<tr>
<td>Egp Der Grd Eval Guide</td>
</tr>
</tbody>
</table>

Date Time Stamp

The date and time for the activity of the transaction.

User ID

The system identifier for the individual who generates a transaction.
**Reason**

The reason for the change or creation of the position.

**Status**

The status of the listed transaction.

**Description**

The description of what was accomplished with the transaction.

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

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

**23.** Click the **Fill A Position** tab. The Fill A Position tab - Add Update Position Info page *(Figure 295)*. This tab is created when the Manager fills a position through Manager Self Service. If Manger Self Service is not utilized, this tab will not display. This tab is for view only and used by HR.

![Figure 295. Fill A Position tab - Add/Update Position Info page](image)

**24.** Select the **Office Information** tab - Add/Update Position Info page. The Office Information tab - Add/Update Position Info page *(Figure 296)* is displayed.
25. Complete the as follows:

**Effective Date**

This field defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. The effective date should be the same as the newly established position or the updated position if the site location is changing. This date also determines when a transaction can be viewed or changed.

**Position Site Status**

This field 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 State ID, Address, City, State, County, and Zip fields on the bottom portion of the page.

**Days At Primary**

Enter the applicable information.

**Agency**

Enter the applicable agency.
Office Phone
Enter the applicable information. This is the phone number of a person or organization.

Department
Enter the applicable department. This field represents an organization.

*Other Address-Office ID
Enter the applicable data or search by clicking the search icon. The Office ID will populate the State 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 applicable information.

Agency
Enter the applicable agency.

Office Phone
Enter the applicable information. This is the phone number of a person or organization.

Department
Enter the applicable department information. This field represents an organization.

26. 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 will be used for inquiry and processing the PAR action.

27. 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.

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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

OR

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

3. Click Search. The Description tab - Add/Update Position Info page (Figure 288) is displayed.

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 can be used to update EmpowHR Only. This information will not transfer to NFC. To preserve the integrity of the data records, use the Add a New Row (+) function.
### Tips For Modifying A Job Code

<table>
<thead>
<tr>
<th>Reason</th>
<th>Status</th>
<th>Send Data to NFC</th>
<th>Time Limit NFC</th>
<th>Time Limit EmpowHR</th>
</tr>
</thead>
<tbody>
<tr>
<td>INACTIVATE (INA)</td>
<td>INACTIVE</td>
<td>Inactivates a job code temporarily. <strong>EmpowHR</strong> sets a 6-month limit from the date a job code becomes inactive to move the job code to abolish.</td>
<td>Yes</td>
<td>18 months. The JC is then set to Abolish.</td>
</tr>
<tr>
<td>NEW (NEW)</td>
<td>ACTIVE</td>
<td>Create a new job code.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>REACTIVE (REA)</td>
<td>ACTIVE</td>
<td>Reactivates an inactivated job code in the NFC database. If the job code is abolished, it cannot be reactivated.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>UPDATE (UPD)</td>
<td>ACTIVE</td>
<td>Updates certain job code information on the database for active job codes.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Tips For Modifying A Position

<table>
<thead>
<tr>
<th>Reason</th>
<th>Status</th>
<th>Send Data to NFC</th>
<th>Time Limit NFC</th>
<th>Time Limit EmpowHR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOLISH (ABO)</td>
<td>INACTIVE</td>
<td>Removes a position from the NFC database. Marks the position for deletion from the NFC database on an 18-month cycle. <strong>EmpowHR</strong> sends abolished positions to NFC on a regular basis and maintains the data for history purposes.</td>
<td>Yes</td>
<td>18 months. None. When the user saves the JC as abolish, it is transmitted to NFC.</td>
</tr>
<tr>
<td>INACTIVATE (INA)</td>
<td>INACTIVE</td>
<td>Inactivates a position temporarily. <strong>EmpowHR</strong> sets a 6-month limit from the date a position becomes inactive to move the position to abolish.</td>
<td>Yes</td>
<td>18 months. The PD# is then set to Abolish.</td>
</tr>
<tr>
<td>NEW (NEW)</td>
<td>ACTIVE</td>
<td>Creates a new position.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>REACTIVE (REA)</td>
<td>ACTIVE</td>
<td>Reactivates an inactivated position in the NFC database. If the position is abolished, it cannot be reactivated.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>UNABOLISH (UBO)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSITION DATA UPDATE (UPD)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANGE (CHG)</td>
<td></td>
<td>Submitted to NFC as new.</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Tips For Modifying A Position

<table>
<thead>
<tr>
<th>Reason</th>
<th>Status</th>
<th>Send Data to NFC</th>
<th>Time Limit NFC</th>
<th>Time Limit EmpowHR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREEZE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNABOLISH</td>
<td>ACTIVE</td>
<td>Used for History Override only. EmpowHR sends the abolished position to NFC as new.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>UPDATE</td>
<td>ACTIVE</td>
<td>Updates certain position information on the database for active job codes.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Tips for Processing A PAR

<table>
<thead>
<tr>
<th>Job Page</th>
<th>Classification</th>
<th>Previous Class Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Status</td>
<td>Send Data to NFC</td>
</tr>
<tr>
<td>ABOLISH POSITION</td>
<td>INACTIVE</td>
<td>Updates the position data in Position Management to inactive and displays the date.</td>
</tr>
<tr>
<td>INACTIVE POSITION</td>
<td>INACTIVE</td>
<td>Updates the position data in Position Management to inactive and displays the date.</td>
</tr>
<tr>
<td>Leave Position Vacant/Active</td>
<td>ACTIVE</td>
<td>EmpowHR leaves the position on the database for a 6-month period. After 6 months of inactivity, the position is moved in inactive status.</td>
</tr>
</tbody>
</table>

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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click Search. The Office Information Profile tab page (Figure 297) is displayed.
4. Complete the fields as follows:

*Effective Date

Enter the applicable effective date or select a data from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view or change the information.

Position Site Status

This field defaults to **Active**. To change, select data from the drop-down list. The valid values are **Active** and **Inactive**.

Primary Address/*Office ID

Select data by clicking on the search icon. Once the data is selected the corresponding data is populated.

Days At Primary

Enter the number of days at the primary address.

Other Address/Office ID

Select data by clicking on the search icon. Once the data is selected the corresponding data is populated.
Days At Other

Enter the number of days at the other address.

5. Click Save.

OR

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

OR

Click Notify to notify a person in the workflow that the transaction is in their worklist.

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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click Search. The Vacant Position tab page (Figure 298) is displayed. This is a view only page.

![Figure 298. Vacant Positions page](image)

Click Return To Search to search for another vacant position.

OR
Click **Next In List** to view or change the next record in the list. This option is not active until there are multiple records.

OR

Click **Previous In List** to view or change the previous record in the list. This option is not active until there are multiple records.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Occupational Series page (Figure 299) is displayed.

   OR

   Click **Add A New Value** tab - Occupational Series USF page. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Occupational Series tab page (Figure 299) is displayed.
5. Complete the fields as follows:

**Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view or change the information.

**Status**

This field defaults to *Active*. To change, select data from the drop-down list. The valid values are *Active*, *Freeze*, 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 as follows:

<table>
<thead>
<tr>
<th>PATCOB Code Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
</tr>
<tr>
<td>Blu Collar</td>
</tr>
</tbody>
</table>
PATCOB Code Valid Values

<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Mix Collar</td>
</tr>
<tr>
<td>Other</td>
<td>Professional</td>
</tr>
<tr>
<td>Technical</td>
<td></td>
</tr>
</tbody>
</table>

Functional Class Required

Check this box if a functional class required.

6. Click **Save**.
   OR
   Click **Return To Search** to search for another occupational series.
   OR
   Click **Previous In List** to view the previous occupational series.
   OR
   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.
   OR
   Click **Add** to add an additional occupational series.
   OR
   Click **Update/Display** to update the page.
   OR
   Click **Include History** to include the transaction in history.
   OR
   Click **Correct History** to correct the transaction in history.

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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Official Position Titles Codes page (Figure 300) is displayed.
   OR
   Click **Add A New Value** tab - Official Position Titles USF page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.
4. Click Add. The Official Position Titles Codes page (Figure 299) is displayed.

![Official Position Titles Codes page](image)

**Figure 300. Oficial Position Titles Codes page**

5. Complete the fields as follows:

- **Effective Date**
  
  Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that the action begins. This date also determines when you can view and change the information.

- **Status**
  
  This field 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 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.

6. Click **Save**.

OR
Click **Return To Search** to search for another position title code.
   OR
Click **Previous In List** to view the previous position title code.
   OR
Click **Notify** to notify a person in the workflow that the transaction is in their worklist.
   OR
Click **Add** to add an additional position title code.
   OR
Click **Update/Display** to update the page.
   OR
Click **Include History** to include the transaction in history.
   OR
Click **Correct History** to correct the transaction in history.

**Organizational Posn Titles USF**

**To add or modify an 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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Position Titles Code page (*Figure 300*) is displayed.
   OR
   Click **Add A New Value** tab - Organizational Position Titles USF page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Position Titles Code page (*Figure 299*) is displayed.
5. Complete the fields as follows:

*Effective Date

Enter the applicable effective date or select a date from the calendar icon. Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that the action begins. This date also determines when you can view and change the information.

*Status

This field defaults to Active. To change, select data from the drop-down list. The valid values are Inactive, Active, and Freeze.

*Organizational Position Title

Enter the position title.

*Description

Enter the description of the position.

6. Click Save.

OR

Click Return To Search to search for another organizational position title.

OR

Click Previous In List to view the previous organizational position title.

OR
Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

*OR*

Click **Add** to add an additional organizational position title.

*OR*

Click **Update/Display** to update the page.

*OR*

Click **Include History** to include the transaction in history.

*OR*

Click **Correct History** to correct the transaction in history.

**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 Statuses page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Classification Status tab - Classification Statuses page (Figure 302) is displayed.

   *OR*

   Click **Add A New Value** tab - Classification Statuses page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Classification Status tab - Classification Statuses page (Figure 302) is displayed.
5. 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 narrative name is displayed. The name is the name of the individual.

**Dept ID**

Type the department ID or click the icon to search for the applicable Department ID.

**Classification Status**

Enter the applicable 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.

6. Click Classification Status Sum tab - Classification Statuses page. The Classification Status Sum tab - Classification Statuses page (Figure 303) is displayed. The information on the tab is populated.

7. Click Save.

OR
Click **Return To Search** to search for another LC Clarification Status. OR

Click **Previous In List** to view the previous LC Clarification Status. OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist. OR

Click **Add** to add an additional LC Clarification Status. OR

Click **Update/Display** to update the page. OR

Click **Include History** to include the transaction in history. OR

Click **Correct History** to correct the transaction in history.

---

**Classification Standards USF**

This section will provide 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 you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Classification Standard Table tab - Classification Standards USF page (Figure 304) is displayed. OR

   Click **Add A New Value** tab - Classification Standards USF page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Classification Standard Table tab- Classification Standards USF page (Figure 304) is displayed.
5. Complete the fields as follows:

*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 on which a table row becomes effective; the date that the action begins. This date also determines when you can view and change the information.

*Status

This field 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. The valid values are as follows:

**Manager Level Valid Values**
- 7 Team Leader
- 8 All Other Positions
Manager Level Valid Values

Leader
Management Official (CSRA)
Supervisor (CSRA)
Supervisor Or Manager

Remarks

Enter the applicable remarks.

6. Click **Classification Factor Table** tab - Classification Standards USF. The Classification Factor Table tab - Classification Standards USF page (Figure 305) is displayed.

7. Complete the fields as follows:

**Effective Date**

This field is populated from the Classification Standard Table (Figure 304) page.

**Classification Factor**

Enter the applicable classification factor or search data by clicking on the search icon.

8. Click **Classification Level Table** tab - Classification Standards USF page. The Classification Level Table tab - Classification Standards USF page (Figure 306) is displayed.
9. Complete the fields as follows:

**Effective Date**

The date is populated from the Classification Standard Table page (Figure 304).

**Classification Factor**

This field is populated from the Classification Factor Table page (Figure 305).

*Factor Level*

Enter a classification factor level for each classification factor that is associated with this classification standard.

**Classification Levels**

Enter the applicable classification level for the standard.

10. Select the **Grade Conversion Table** tab - Classification Standards page. The Grade Conversion Table tab - Classification Standards USF page (Figure 307) is displayed.
**11.** Complete the fields as follows:

*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.

**12.** Click **Save**.

OR

Click **Return To Search** to search for another classification standard

OR

Click **Previous In List** to view the previous classification standard.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional classification standard.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.
Click **Correct History** to correct the transaction in history.