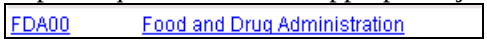
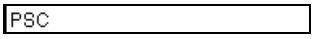
Creating a "Dummy" Position

1.	Click the **Develop Workforce** link.
2.	Click the **Manage Positions (USF)** link.
3.	Click the **Use** link.
4.	Click the **Position Data** link.
5.	Click the **Add a New Value** link.
6.	**DO NOT** enter a **Position Number**! It will autogenerate when you save. Click the **Add** button.
7.	NOTE: The Position Number will remain at "00000000" until the user saves the page group. At that point, a new position number will be sequentially autogenerated for the position. In the **Effective Date** field, enter the date that this action was authorized if it differs from the defaulted date, which is today's date. NOTE: This date must be effective before the effective date of the action. For example, if the hire date is before the effective date of the position, it will not be accessible.
8.	Click the **Work Location** tab.
9.	Click in the ***Company** field.
10.	Enter the **Company** of "HE." Enter the desired information into the ***Company** field. Enter a valid value, e.g. "**HE**".
11.	Enter the **Business Unit**. Click the **Lookup Business Unit** button.
12.	Click the **Lookup** button.
13.	Select the desired business unit. NOTE: Business units serve as data filters within the EHRP system. Therefore, this step is required before the appropriate job code can be selected. 
14.	Click the **Job Information** tab.

15.	Enter the **Job Code**. NOTE: Numerous field values default throughout the Position Data page group but may be overwritten if necessary. NOTE: The job code number should be entered in all caps. Enter the desired information into the **Job Code** field. Enter a valid value, e.g. "**RS8045**".
16.	Click the **Work Location** tab.
17.	Click in the **Department** field.
18.	Enter the DHHS Admin Code in the **Department** field. Enter the desired information into the **Department** field. Enter a valid value, e.g. "**DAE**".
19.	Click in the **Location Code** field.
20.	Enter the Geo Loc Code in the **Location Code** field. Enter the desired information into the **Location Code** field. Enter a valid value, e.g. "**011000029**".
21.	Click on the **US Federal** flag link.
22.	Click in the ***Personnel Office ID** field.
23.	Enter the desired information into the ***Personnel Office ID** field. Enter a valid value, e.g. "**1189**".
24.	Click the ***Terminal ID** list.
25.	Select the **Terminal ID** from the dropdown menu. 
26.	Click the **Job Information** tab.
27.	Click in the **Standard Hours** field.
28.	Enter the **Standard Hours** "40." NOTE: Users are able to increase the available hours in a pay period for a specific job. For example, if a firefighter position requires 72 hours, the user would enter 72 hours in the **Standard Hours** field. Enter the desired information into the **Standard Hours** field. Enter a valid value, e.g. "**40**".
29.	Click in the **Work Period** field.
30.	Enter the **Work Period** "W." Enter the desired information into the **Work Period** field. Enter a valid value, e.g. "**W**".

31.	NOTE: Saving assigns a number to the position. Click the **Save** button.
32.	The "dummy" position is created. **End of Procedure.**