












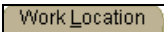



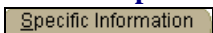




Creating a Position

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.	Click the Choose a date button. 
8.	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. Click the desired date. 
9.	Click the Work Location tab. 
10.	Click in the *Company field. 
11.	Enter the desired information into the *Company field. Enter a valid value, e.g. " HE ".
12.	Enter a Business Unit if a default entry does not appear. NOTE: Business units serve as data filters within the EHRP system. Therefore, this step is required before the appropriate job code can be selected.
13.	Click the Job Information tab. 
14.	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. " RS8042 ".
15.	Click the Description tab. 
16.	Click in the Reports To field. 

17.	NOTE: The data contained in this field enables EHRP to drive automatic actions, like Within Grade Increases. This information can be overwritten at the employee level, if necessary. Enter the desired information into the Reports To field. Enter a valid value, e.g. " 0000008 ".
18.	The Official Position Title from the job code is the default.
19.	Click the US Federal icon button. 
20.	Scroll as necessary to view the information contained in the US Federal icon.
21.	The Occupational Series defaults from the job code. The Date Position Established defaults to the effective date. Click the Position Occupied list. 
22.	Select the desired entry. <input type="text" value="Competitive"/>
23.	Select and change the Medical Officer and Exempt Type if applicable.
24.	Scroll as necessary to view the Work Location tab.
25.	Click the Work Location tab. 
26.	Click in the Location Code field. <input type="text"/>
27.	Enter the desired information into the Location Code field. Enter a valid value, e.g. " 01000000 ".
28.	Click the Expand section button. 
29.	NOTE: The Sub-Agency is equivalent to a DHHS Agency, e.g., NIH. The sub-agency from the job code is the default.
30.	Click the *Terminal ID list. 
31.	Select the desired entry. <input type="text" value="PSC"/>
32.	Click the Job Information tab. 
33.	
34.	Click the *Regular Shift list. 
35.	Select the desired entry. <input type="text" value="1"/>
36.	Click in the Grade field. <input type="text"/>
37.	Enter the desired information into the Grade field. Enter a valid value, e.g. " 40 ".

38.	Press [Tab] .
39.	Enter the desired information into the Work Period field. Enter a valid value, e.g. "W" .
40.	Click the US Federal icon button. 
41.	Scroll as necessary to view the information contained in the US Federal icon.
42.	Confirm or modify the Bargaining Unit, Work Schedule, Fund Source, and FLSA Status .
43.	Click the Specific Information tab. 
44.	Click the US Federal icon button. 
45.	Scroll as necessary to view the information contained in the US Federal icon.
46.	he Sensitivity Code and the LEO/Fire Position from the job code is the default.
47.	Saving assigns a number to the position. Click the Save button. 
48.	The position is created. End of Procedure.