Deleting a Vacant Position
from the Hierarchy
User Guide

Overview	The Workforce Management Tool (WMT) builds upon our existing Human Resources (HR) information technology, leveraging current CHRIS functionality. The goal is to provide leaders and line managers with the real-time HR information and the tools they need to strategically plan the size, structure and capabilities of their workforce.
	The WMT will increase the availability and usability of workforce information, and the capability to use it.
	The initial focus of the WMT project is to provide leaders and managers with the capability to perform effective position management. What's position management? It's a series of steps that managers and supervisors go through to determine the type of organizational structure needed to accomplish the mission, how many positions are needed, and how positions should be designed.
	The WMT will give you the capability to:
	• Access workforce information by individual, position, and organization;
	• Develop short- and long-term workforce planning strategies;
	• Plan workforce size, structure and skill sets to support current and future business needs;
	There has been no way to identify and manage positions, including simply tracking vacancies. As such, the WMT will provide that capability by moving CHRIS from an employee based to a position based hierarchy, and assigning a unique Position Control Number (PCN) to every encumbered and approved vacant position. Managers will be able to see and track all their positions, and get data to help structure and manage them.

User Guide Contents

User Guide Purpose: Illustrates how to delete a vacant position when it is no longer funded, and when the position needs to be deleted from the Position Hierarchy.
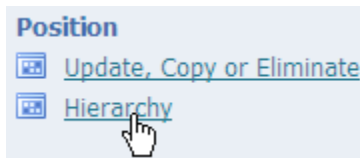
Navigating to the Position Hierarchy Screen

Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

Step 2 – From Navigator window, click on the **"??? WMT Super User"** responsibility, then click on **"Hierarchy"** under Position.
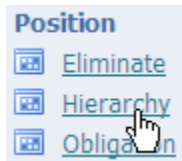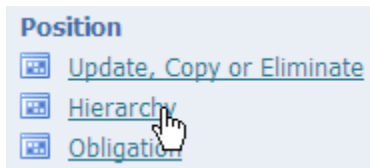

OR

click on the "**??? (HR or HR IG or HR CPC) WMT Super User"** responsibility, then click on **"Hierarchy"** under Position.

OR

click on the "**??? HRO WMT Super User"** responsibility, then click on **"Hierarchy"** under Position.
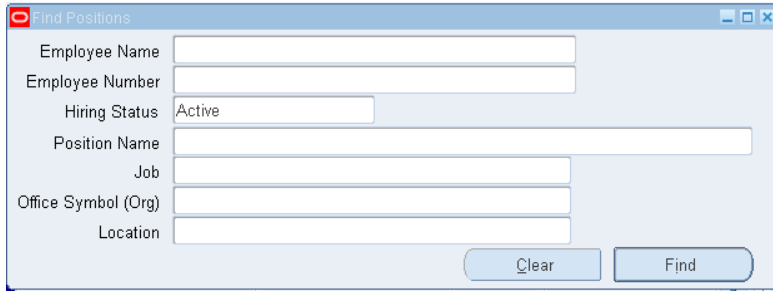
OR

click on the "**??? WMT Federal Personnelist"** responsibility, then click on **"Hierarchy"** under Work Structures : Position.

The **"Find Position"** window opens.
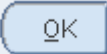
# Search Query for Deleting a Vacant Position from the Hierarchy

You can utilize any of the Search Criteria below and then proceed to Page 12 for further instructions on deleting position.
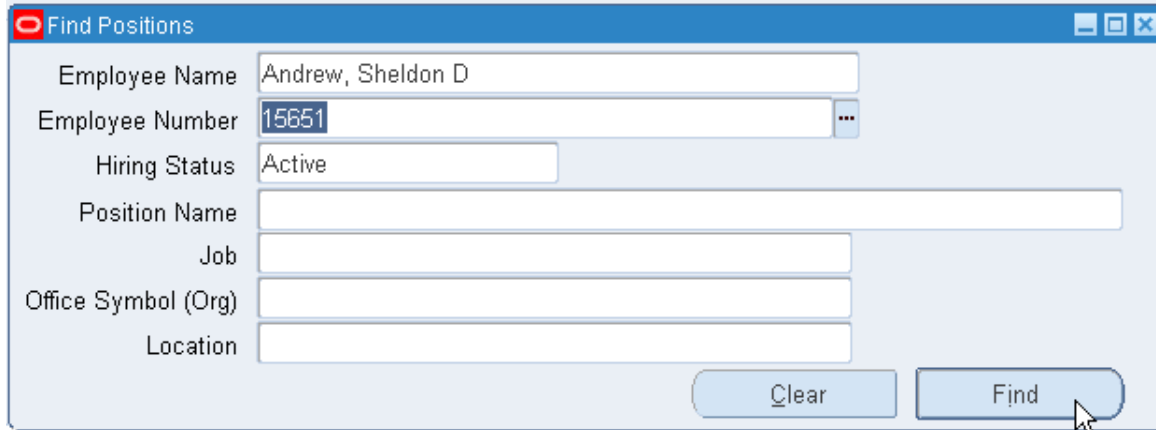
Supervisor Name Query

Step 1 – For a query using the **"Employee Name"** field enter the Supervisor's Last Name and press the Tab key on the keyboard, select the appropriate employee from the List of Values (if there is more than one), and click the **"OK"** button.
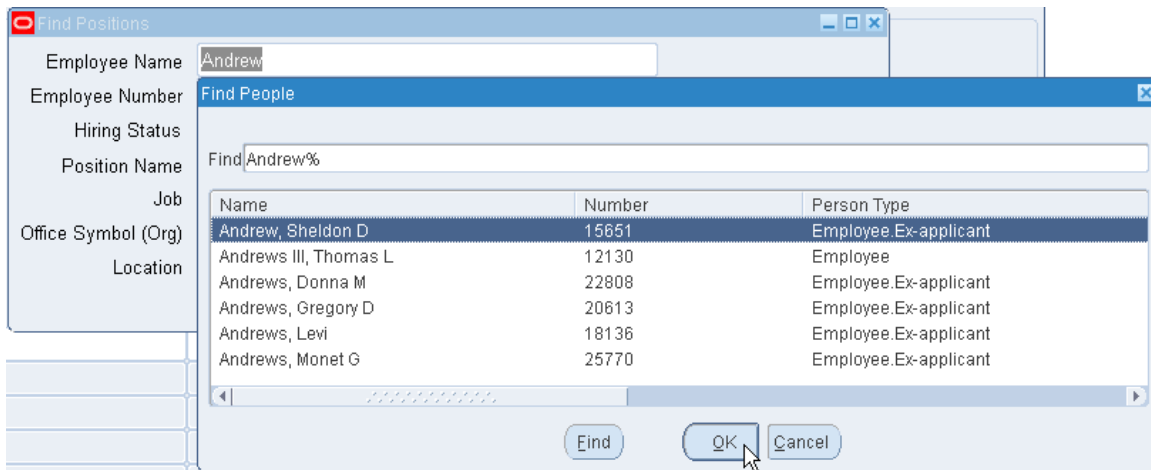
The **"Find Positions"** window populates with the selected employee.
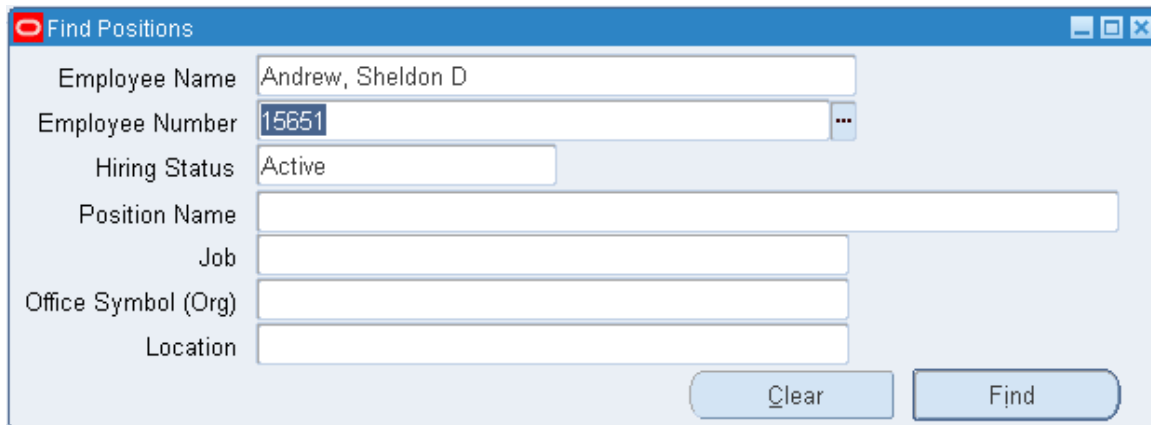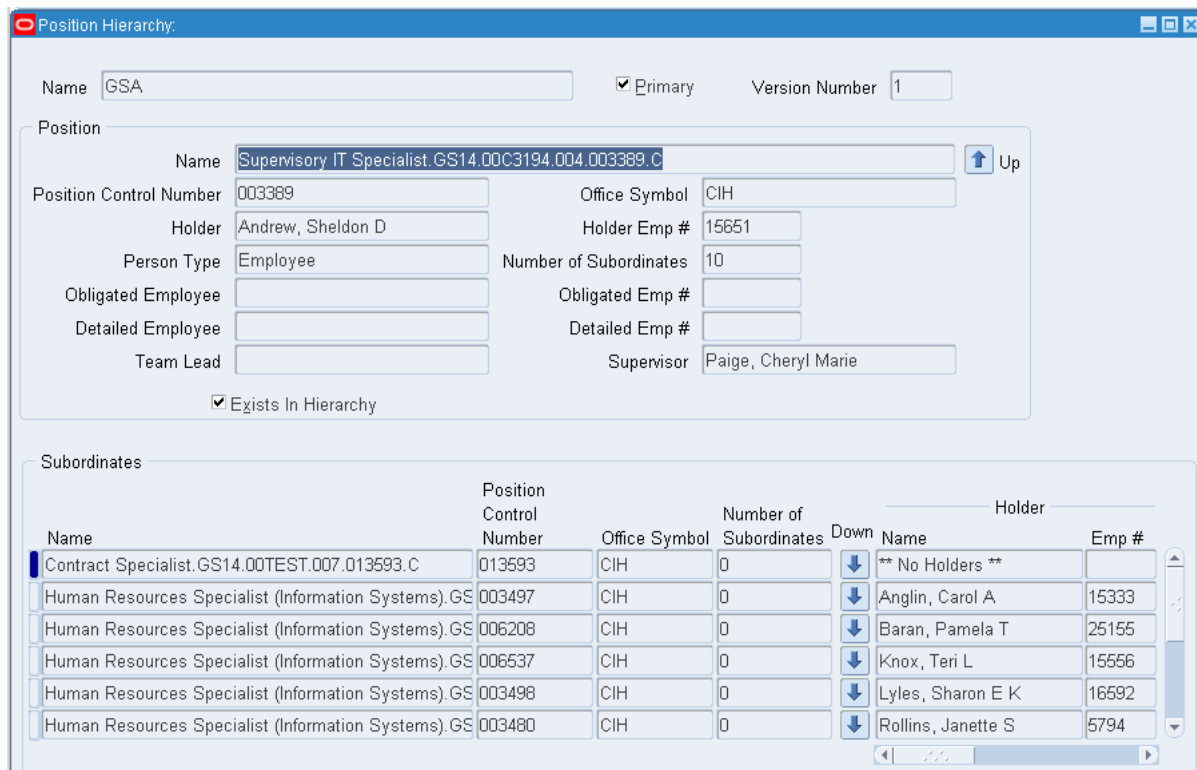
Step 2 – Click the **"Find"** [Find] button.

The employee's position data appears in the Position Hierarchy screen, and if the employee is a Team Lead or Supervisor the list of subordinate positions are viewable.

Office Symbol (Organization) Query

Step 1 - Click in the "**Office Symbol (Org)"** field and enter the specific Office Symbol that you expect the Position to be in, and then press the "Tab" key on the keyboard.
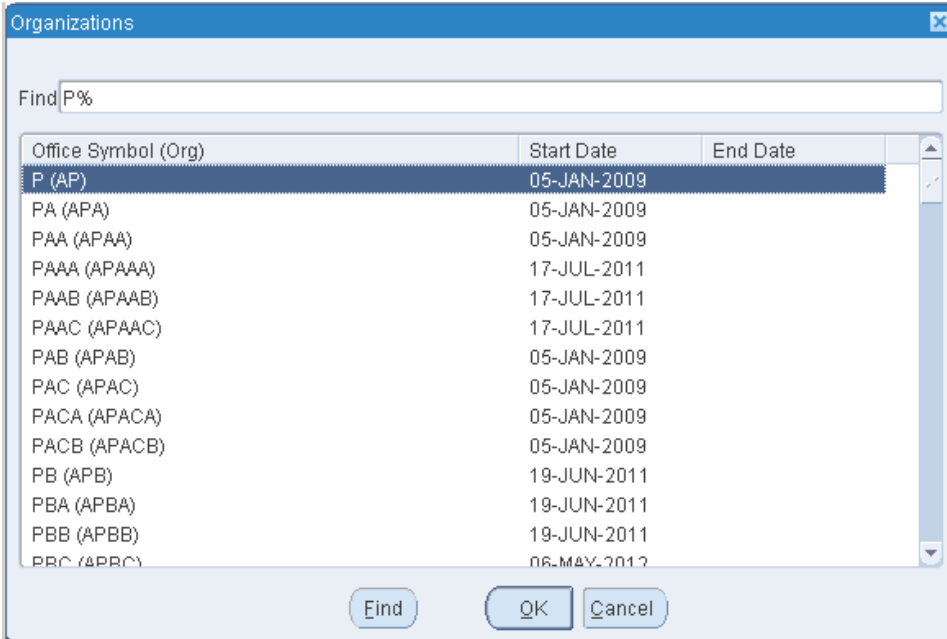
NOTE: If only one Office Symbol matches your search criteria, go to Step 3.
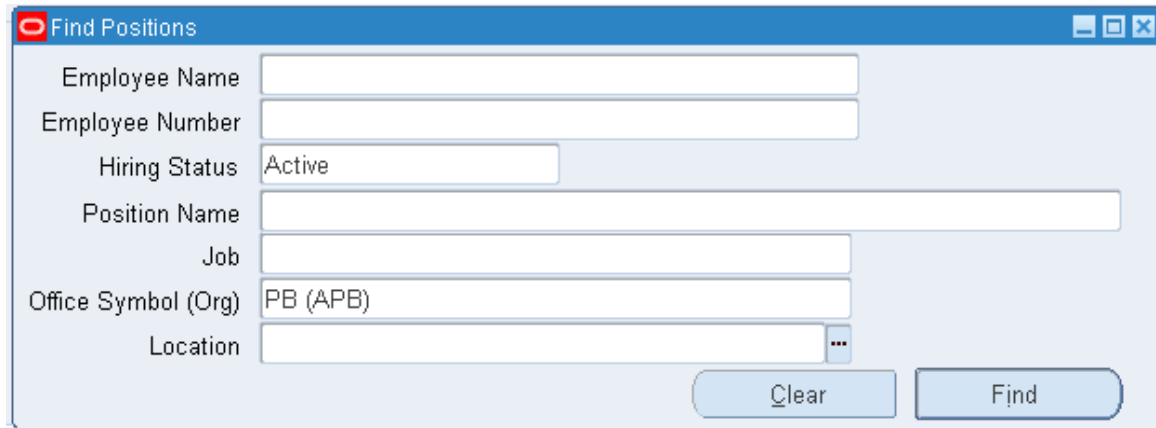
The **"Organizations"** window opens.

NOTE: More than one value may appear for an Office Symbol based on your query (i.e., all Office Symbols beginning with "P").
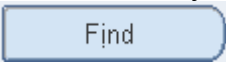
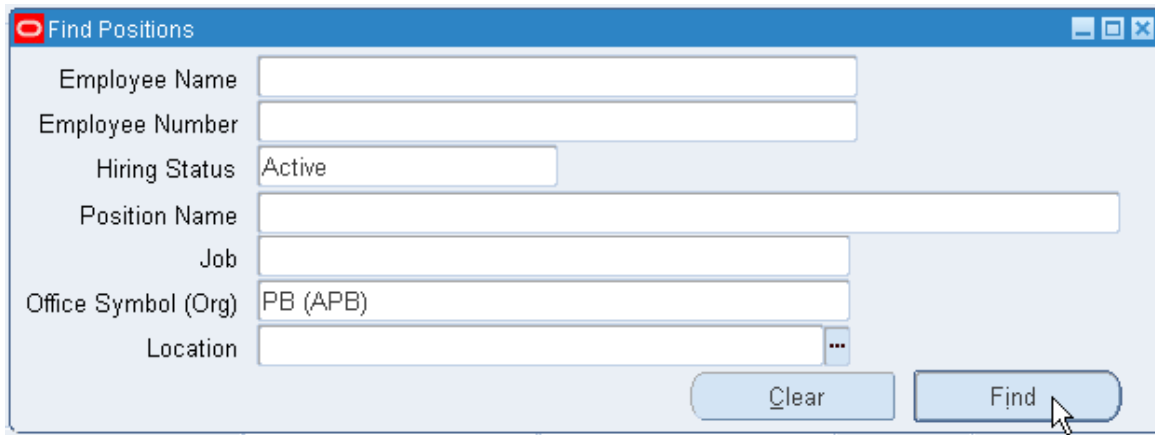**Step 2 –** If more than one code appears, select the Office Symbol you want to query, and then click the **"OK"** button.
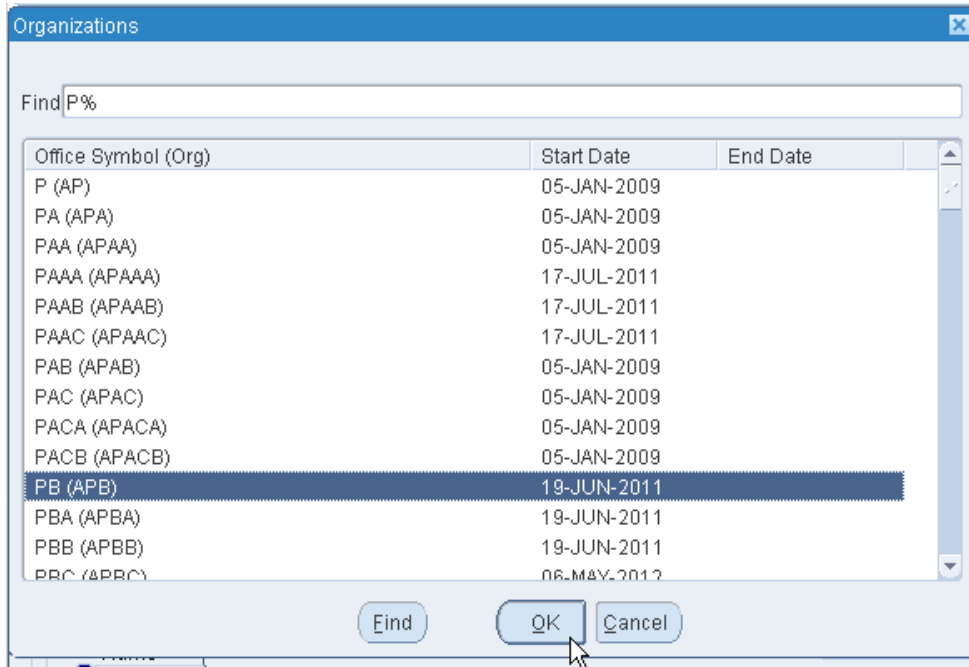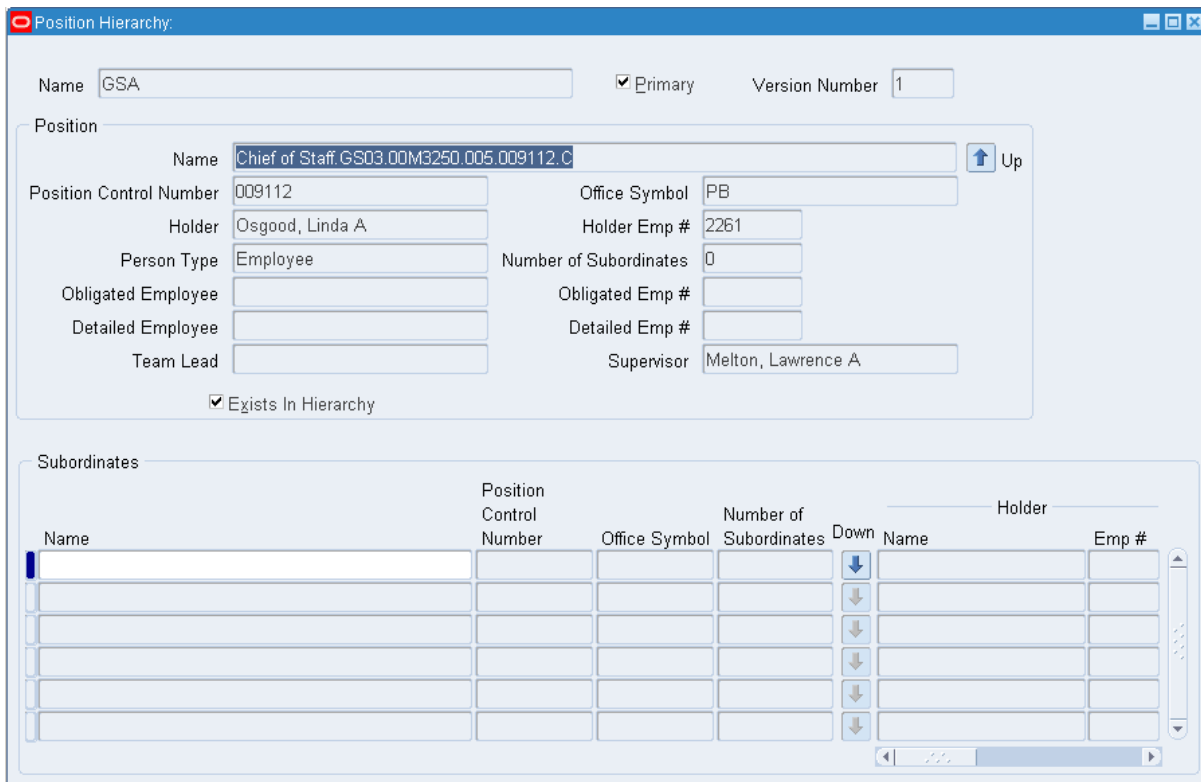

The **"Find Positions"** window populates with the Office Symbol and Org Code [i.e., PB (APB)] in the **"Office Symbol (Org)"** field.

Step 3 - You're now ready to run your query based on your Office Symbol criteria. Click the **"Find"** [Find] button on the **"Find Positions"** window.

The "Position" section of the **"Position Hierarchy"** window populates with the position(s) that meet the Office Symbol query criteria.
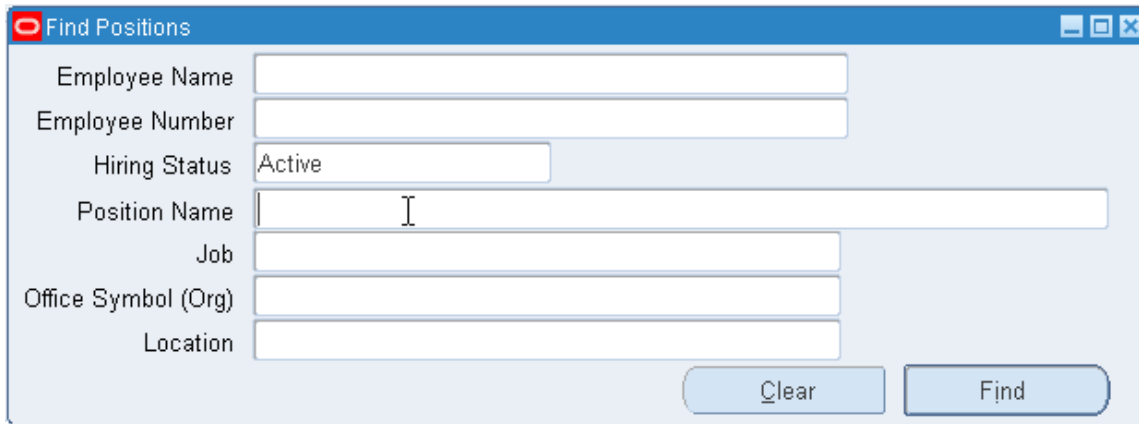

NOTE: There may be more than one position that meets your selection criteria. You can use the up and down arrow keys on the computer keyboard to scroll through all the positions that meet the Office Symbol search.

Position Control Number (PCN) Query

Step 1 - Click in the **"Position Name"** field
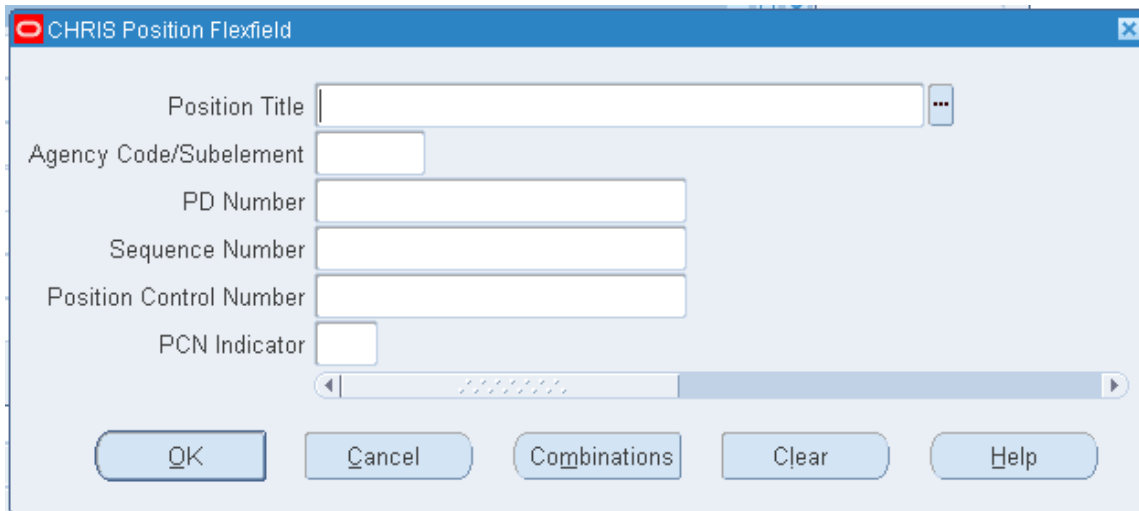
The **"CHRIS Position Flexfield"** window appears.

Step 2 - Enter a unique Position Control Number and click the **"OK"** OK button.

Your search criteria populates on the **"Find Positions"** window.

Step 3 - You're now ready to run your query based on your PCN criteria. Click the **"Find"**

[Find] button on the **"Find Positions"** window.

The "Position" section of the **"Position Hierarchy"** window populates with the position(s) that meet the PCN query criteria.

NOTE: There may be more than one position with the queried PCN. You can use the up and down arrow keys on the keyboard to scroll through all the positions that meet the PCN search criteria (if more than one position with a given PCN).

Deleting a Vacant Position from the Hierarchy

Step 1 – Use the scroll bar on the right of the Down arrows to find the subordinate vacant position that will be eliminated.

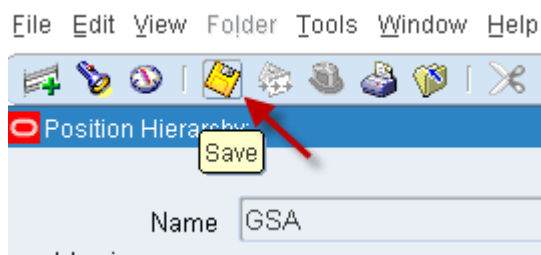**Step 2 -** Click on the vacant position line.   The "Holders" name will display as "**No Holders**".

Step 3 - Click on the **"Delete"** icon on the Tool Bar
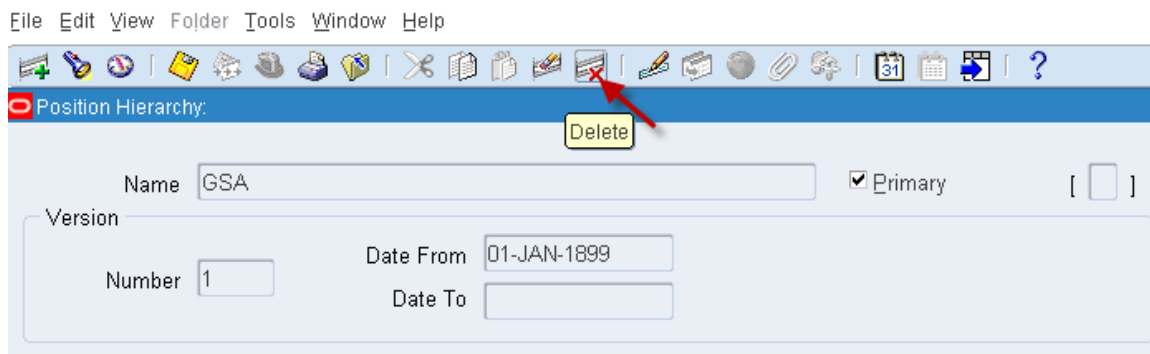
A **"Decision"** window will appear asking if you really want to delete this record. Click the **"Yes"** button.
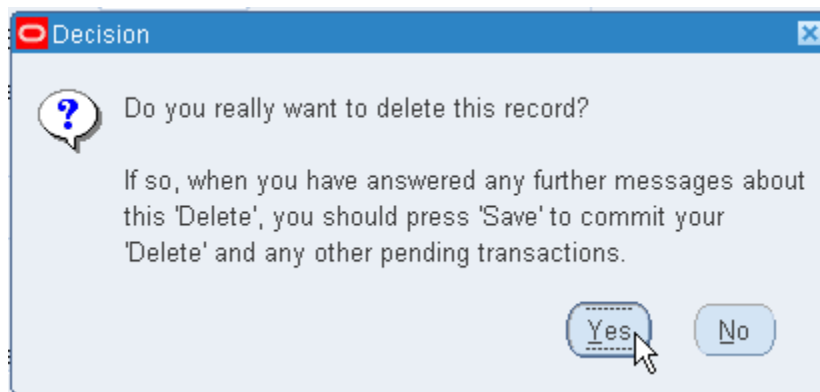
Step 4 - Click the **"Save"** icon on the Tool Bar.

In the lower left-hand corner of the screen you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.

Step 5 - Verify that the vacant position has been deleted and is no longer in the hierarchy screen by reviewing the list of subordinates.

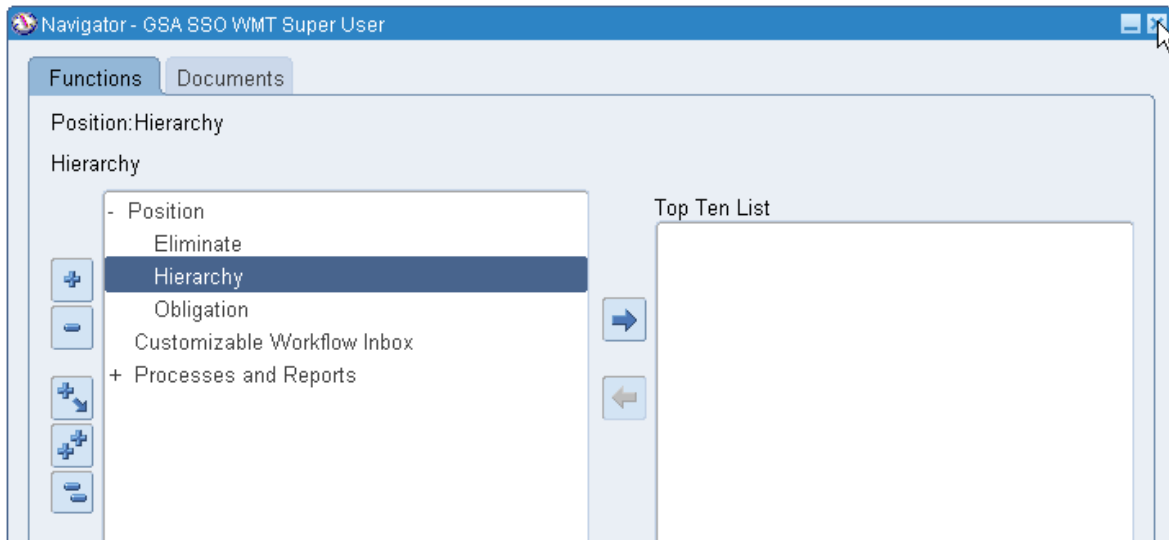# Closing the Position Hierarchy Window and Logging Out of CHRIS

Step 1- To close the **"Position Hierarchy"** window, click on the **"x"** in the upper right corner of the window.
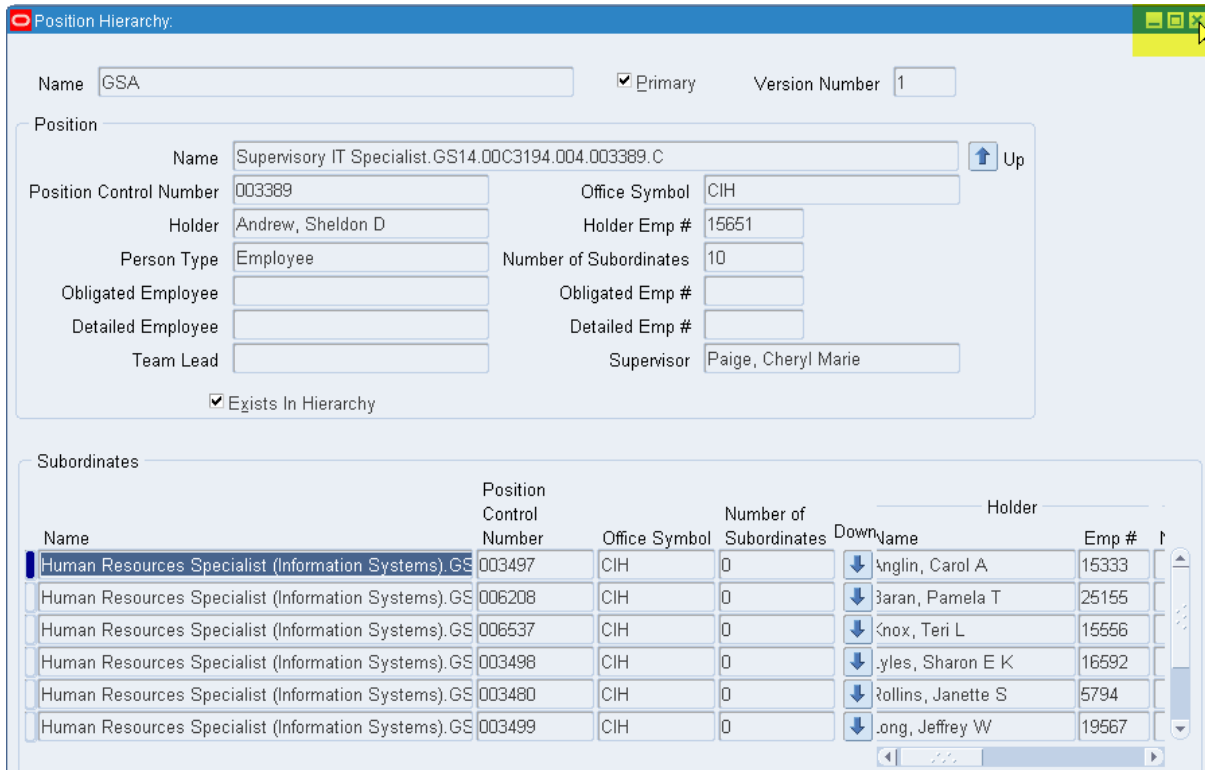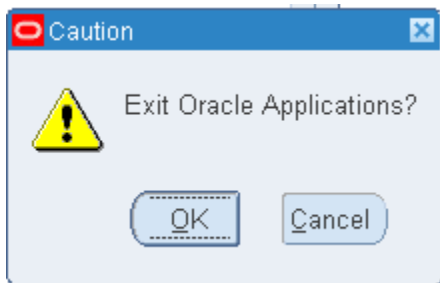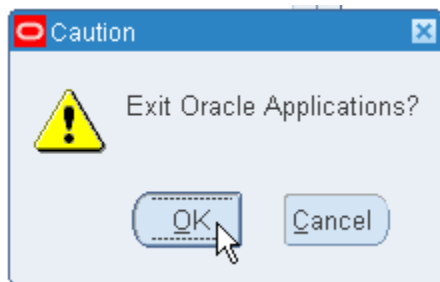

It will return you to the **"Navigator"** window.
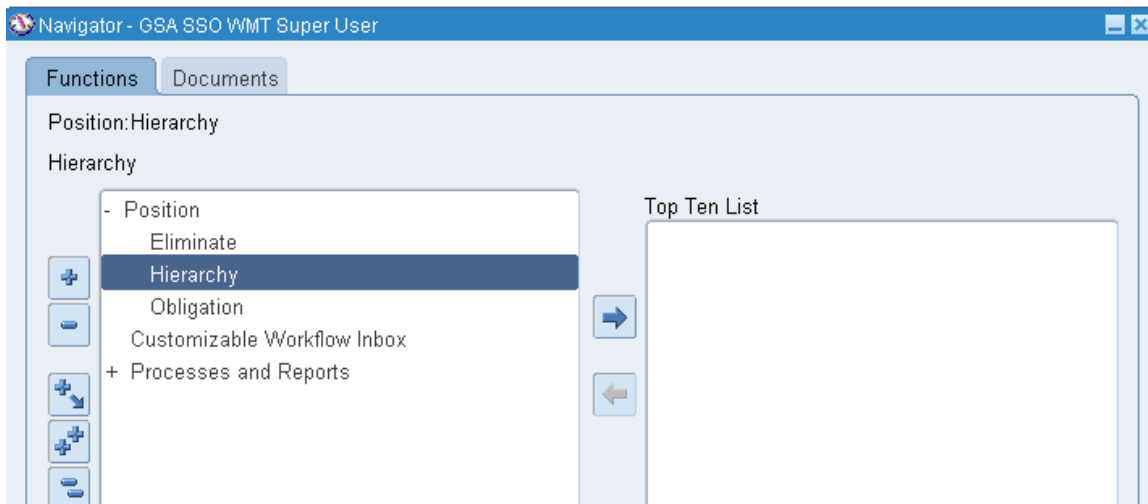
Step 2 - To close the **"Navigator"** window, click on the **"x"** ☐☒ in the upper right corner of the window.

A **"Caution"** window will appear.

Step 3 - Click the **"OK"** ☐ OK ☐ button.

The **"Navigator"** window will close.
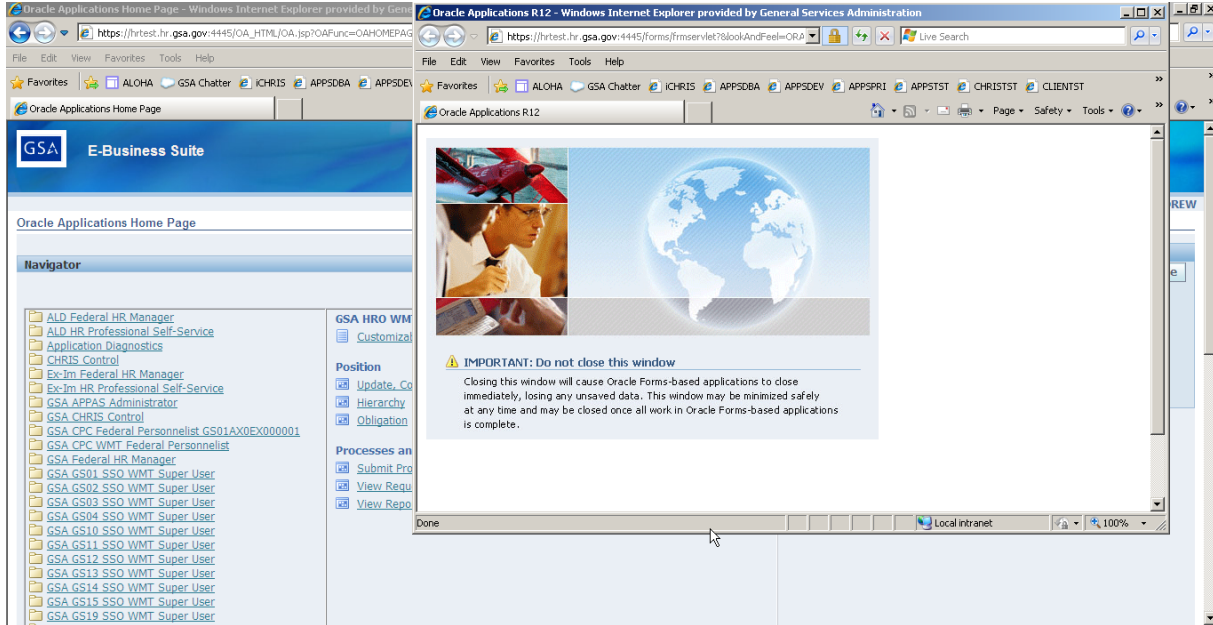
Step 4 – To close the remaining Oracle windows, click on the **"x"** ⬛⬜❌ in the upper right corner of each window.

Step 5 – Click **"Logout"** to logout of CHRIS.