

Deleting a Vacant Position from the Hierarchy User Guide

Overview	<p>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.</p> <p>The WMT will increase the availability and usability of workforce information, and the capability to use it.</p> <p>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.</p> <p>The WMT will give you the capability to:</p> <ul style="list-style-type: none">• 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; <p>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.</p> <p>Managers will be able to see and track all their positions, and get data to help structure and manage them.</p>
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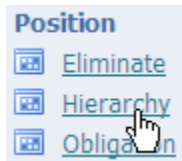
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User Guide Purpose: Illustrates how to delete a vacant position when it is no longer funded, and when the position needs to be deleted from the Position Hierarchy.

Navigating to the Position Hierarchy Screen

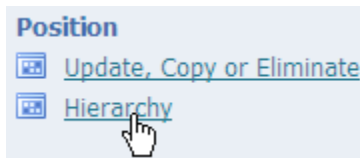
Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

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



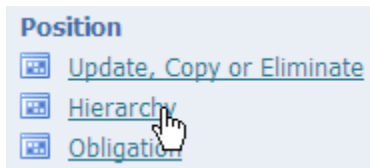
OR

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.

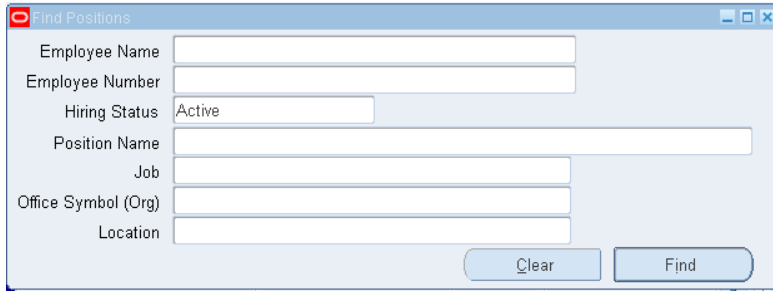


OR

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



The **“Find Position”** window opens.



The screenshot shows a window titled "Find Positions" with a search form. The form includes the following fields and controls:

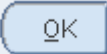
- Employee Name:
- Employee Number:
- Hiring Status:
- Position Name:
- Job:
- Office Symbol (Org):
- Location:

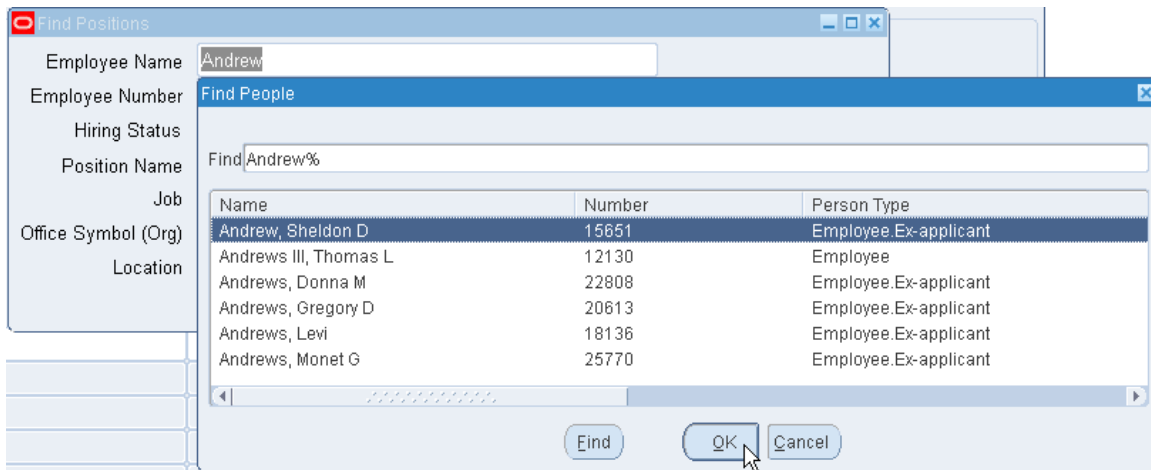
At the bottom right of the form are two buttons: "Clear" and "Find".

Search Query for Deleting a Vacant Position from the Hierarchy

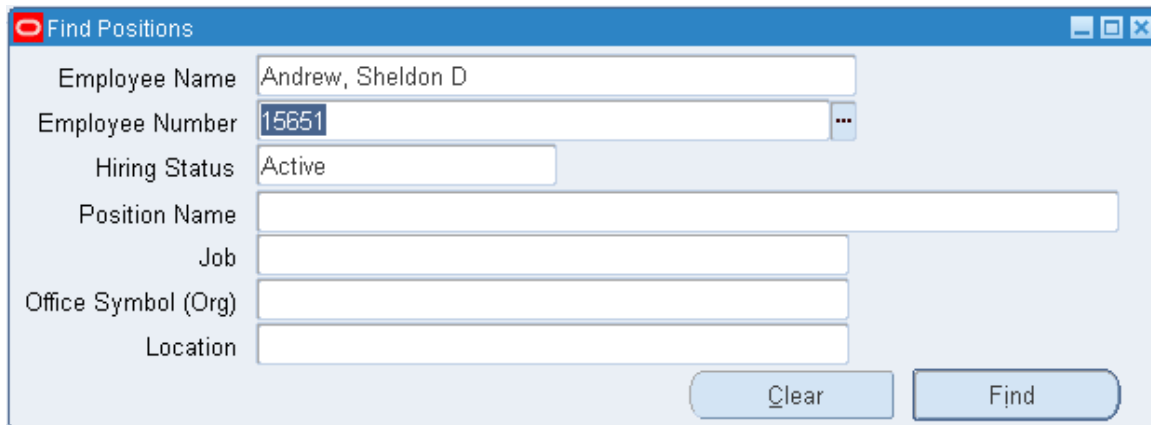
You can utilize any of the Search Criteria below and then proceed to Page 12 for further instructions on deleting position.


Supervisor Name Query

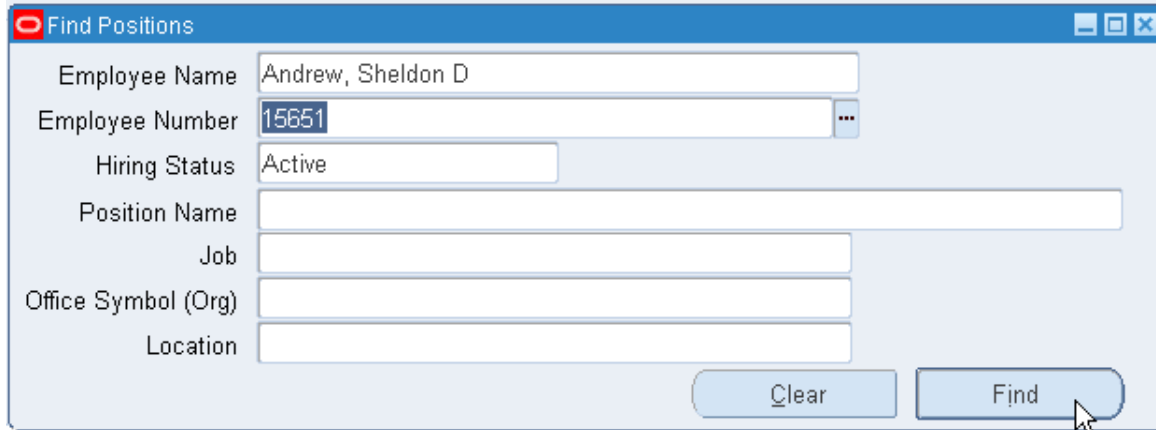
Step 1 – For a query using the “**Employee Name**” field enter the Supervisor’s Last Name and press the Tab key on the keyboard, select the appropriate employee from the List of Values (if there is more than one), and click the “**OK**”  button.



The “**Find Positions**” window populates with the selected employee.



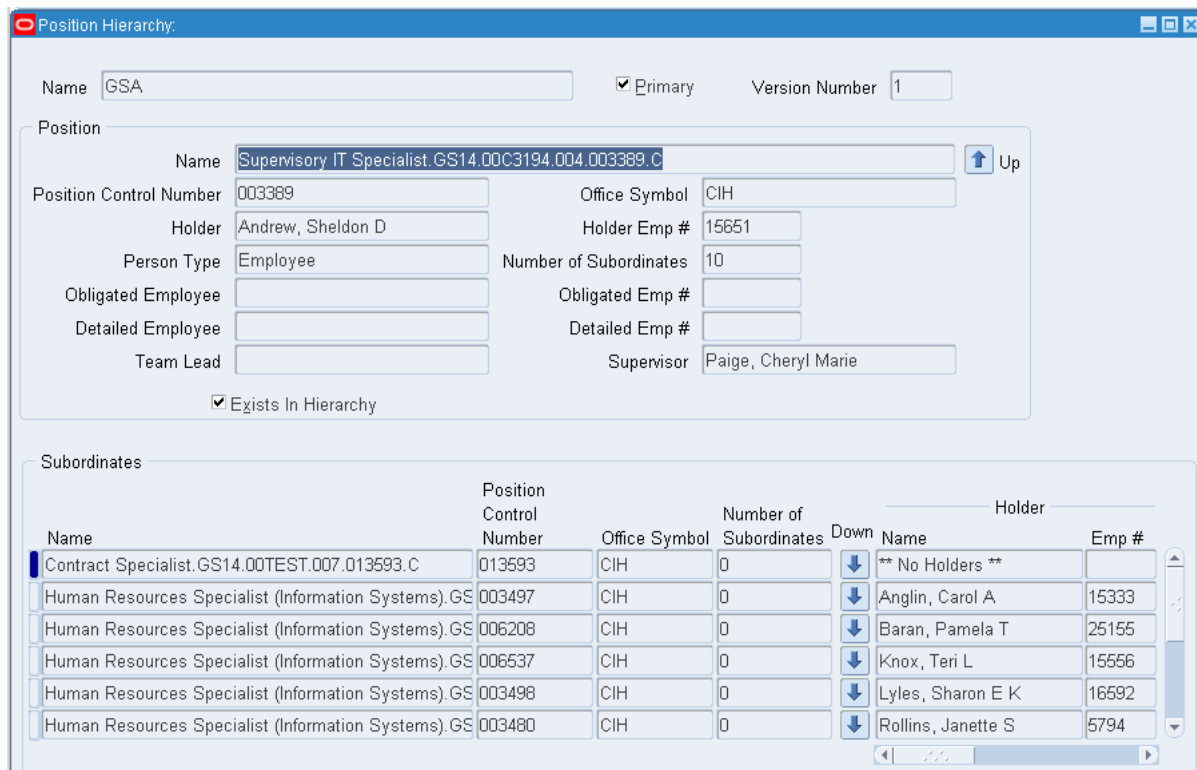
Step 2 – Click the “**Find**”  button.



The 'Find Positions' dialog box contains the following fields and buttons:

- Employee Name: Andrew, Sheldon D
- Employee Number: 15651
- Hiring Status: Active
- Position Name: (empty)
- Job: (empty)
- Office Symbol (Org): (empty)
- Location: (empty)
- Buttons: Clear, Find

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.



The 'Position Hierarchy' screen displays the following information:

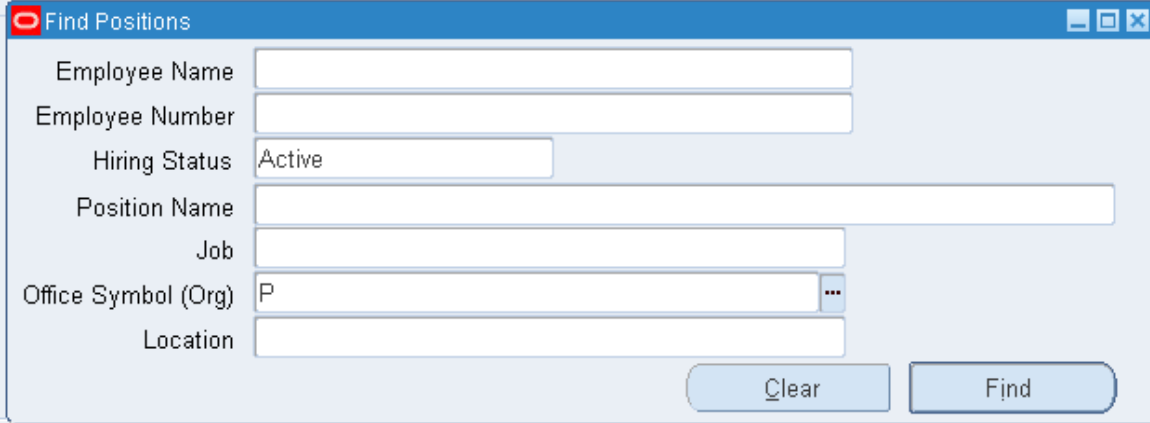
- Name: GSA
- Primary:
- Version Number: 1
- Position Name: Supervisory IT Specialist.GS14.00C3194.004.003389.C
- Position Control Number: 003389
- Office Symbol: CIH
- Holder: Andrew, Sheldon D
- Holder Emp #: 15651
- Person Type: Employee
- Number of Subordinates: 10
- Obligated Employee: (empty)
- Obligated Emp #: (empty)
- Detailed Employee: (empty)
- Detailed Emp #: (empty)
- Team Lead: (empty)
- Supervisor: Paige, Cheryl Marie
- Exists In Hierarchy

Subordinates Table:

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Contract Specialist.GS14.00TEST.007.013593.C	013593	CIH	0	↓	** No Holders **	
Human Resources Specialist (Information Systems).GS	003497	CIH	0	↓	Anglin, Carol A	15333
Human Resources Specialist (Information Systems).GS	006208	CIH	0	↓	Baran, Pamela T	25155
Human Resources Specialist (Information Systems).GS	006537	CIH	0	↓	Knox, Teri L	15556
Human Resources Specialist (Information Systems).GS	003498	CIH	0	↓	Lyles, Sharon E K	16592
Human Resources Specialist (Information Systems).GS	003480	CIH	0	↓	Rollins, Janette S	5794

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.



Find Positions

Employee Name

Employee Number

Hiring Status

Position Name

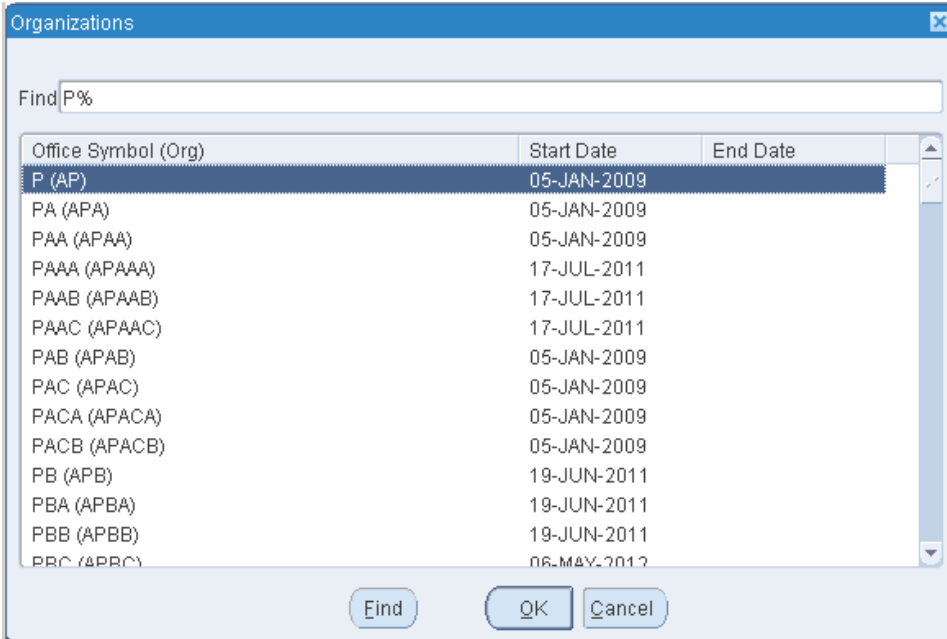
Job

Office Symbol (Org)

Location

NOTE: If only one Office Symbol matches your search criteria, go to Step 3.

The “Organizations” window opens.



Organizations

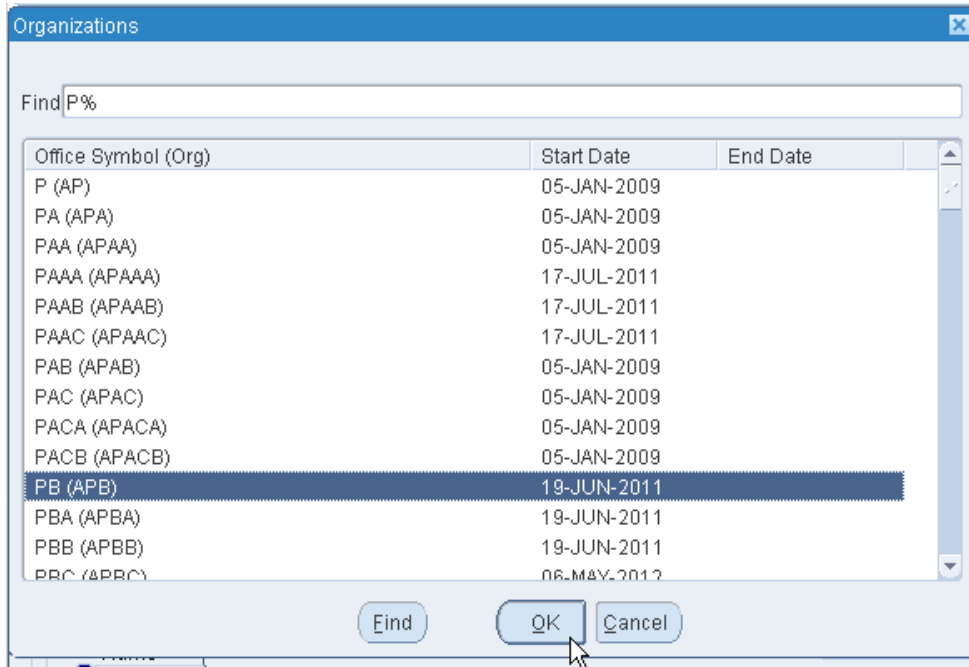
Find P%

Office Symbol (Org)	Start Date	End Date
P (AP)	05-JAN-2009	
PA (APA)	05-JAN-2009	
PAA (APAA)	05-JAN-2009	
PAAA (APAAA)	17-JUL-2011	
PAAB (APAAB)	17-JUL-2011	
PAAC (APAAC)	17-JUL-2011	
PAB (APAB)	05-JAN-2009	
PAC (APAC)	05-JAN-2009	
PACA (APACA)	05-JAN-2009	
PACB (APACB)	05-JAN-2009	
PB (APB)	19-JUN-2011	
PBA (APBA)	19-JUN-2011	
PBB (APBB)	19-JUN-2011	
PBC (APBC)	06-MAY-2012	

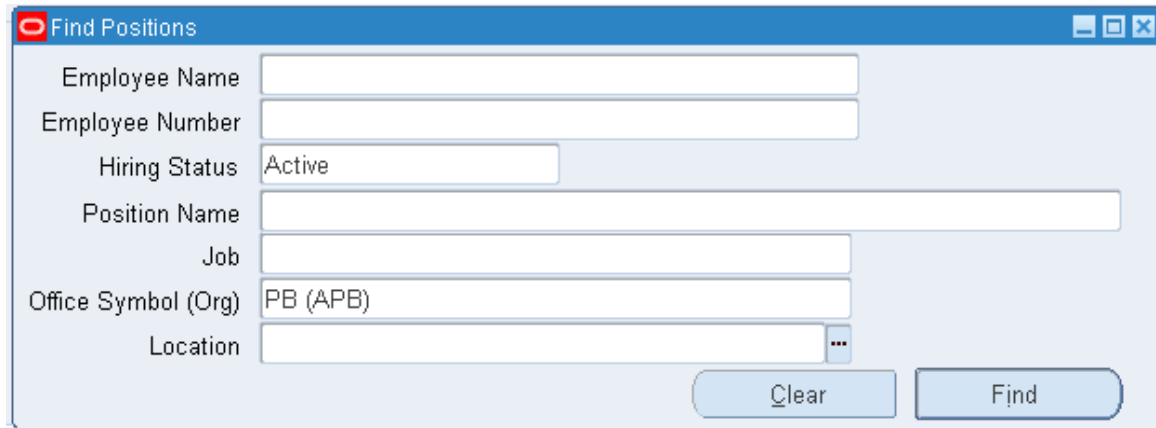
NOTE: More than one value may appear for an Office Symbol based on your query (i.e., all Office Symbols beginning with “P”).

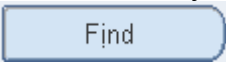
Step 2 – If more than one code appears, select the Office Symbol you want to query, and

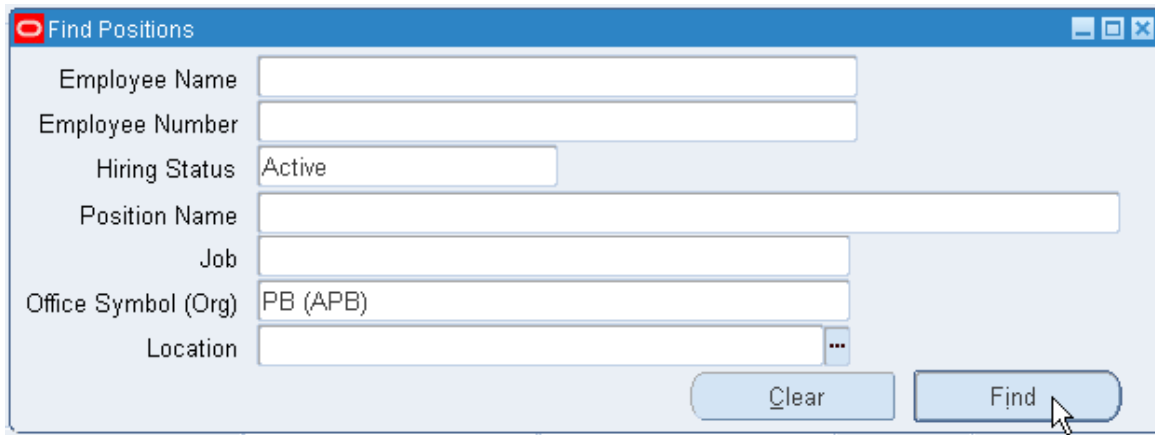
then click the **“OK”** button.



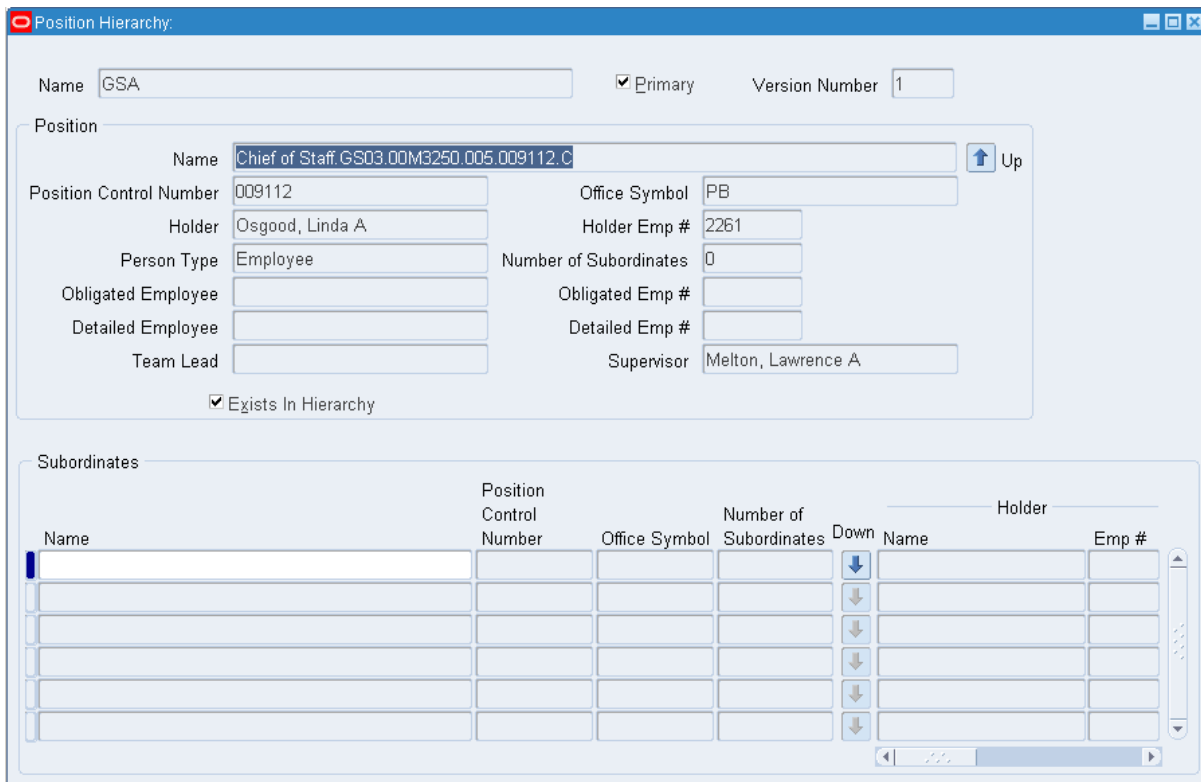
The **“Find Positions”** window populates with the Office Symbol and Org Code [i.e., PB (APB)] in the **“Office Symbol (Org)”** field.



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

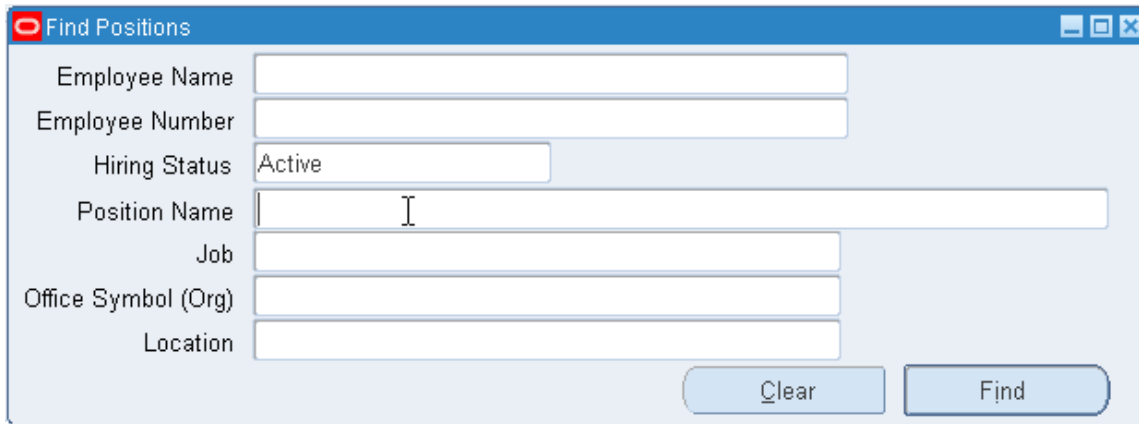


Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Emp #

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



Find Positions

Employee Name

Employee Number

Hiring Status

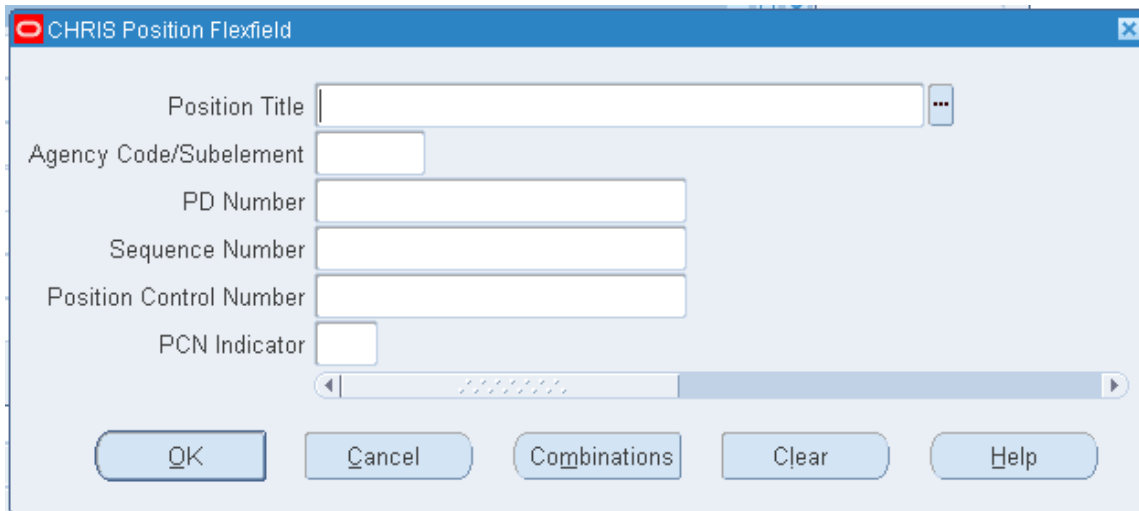
Position Name

Job

Office Symbol (Org)

Location

The “CHRIS Position Flexfield” window appears.



CHRIS Position Flexfield

Position Title

Agency Code/Subelement

PD Number

Sequence Number

Position Control Number

PCN Indicator

Step 2 - Enter a unique Position Control Number and click the “OK” button.



The screenshot shows a window titled "CHRIS Position Flexfield". It contains several input fields: "Position Title", "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number" (with the value "003389" entered), and "PCN Indicator". Below the fields is a horizontal scrollbar. At the bottom of the window are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

Your search criteria populates on the “Find Positions” window.

The screenshot shows a window titled "Find Positions". It contains several input fields: "Employee Name" (with a hint "i.e.; Smith, John D"), "Employee Number", "Hiring Status" (with the value "Active"), "Position Name" (with the value "...003389"), "Job" (with a dropdown arrow), "Office Symbol (Org)", and "Location". At the bottom right of the window are two buttons: "Clear" and "Find".

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

Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Holder Emp #
Contract Specialist.GS14.00TEST.007.013593.C	013593	CIH	0	** No Holders **	
Human Resources Specialist (Information Systems).GS	003497	CIH	0	Anglin, Carol A	15333
Human Resources Specialist (Information Systems).GS	006208	CIH	0	Baran, Pamela T	25155
Human Resources Specialist (Information Systems).GS	006537	CIH	0	Knox, Teri L	15556
Human Resources Specialist (Information Systems).GS	003498	CIH	0	Lyles, Sharon E K	16592
Human Resources Specialist (Information Systems).GS	003480	CIH	0	Rollins, Janette S	5794

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.

Position

Name: Supervisory IT Specialist.GS14.00C3194.004.003389.C Up

Position Control Number: 003389 Office Symbol: CIH

Holder: Andrew, Sheldon D Holder Emp #: 15651

Person Type: Employee Number of Subordinates: 10

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Paige, Cheryl Marie

Exists In Hierarchy

Subordinates

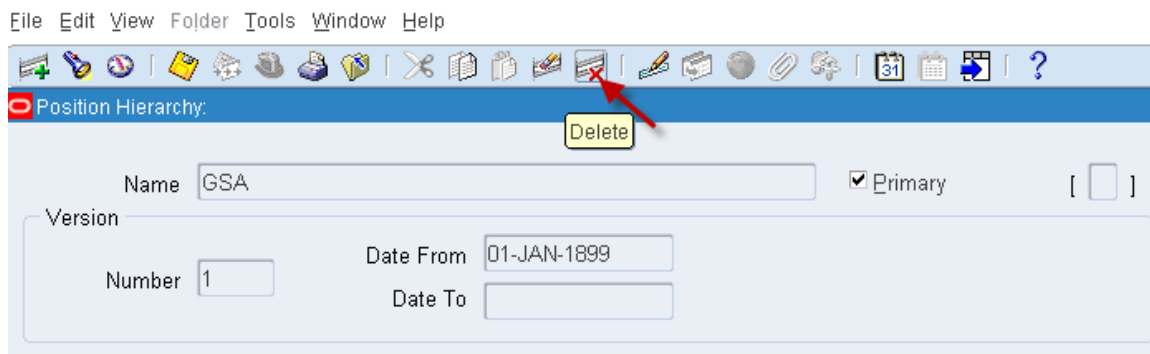
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Detailed Employee Name	Emp #
Contract Specialist.GS14.00TEST.007.013593.C	013593	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	003497	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	006208	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	006537	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	003498	CIH	0	↓		
Human Resources Specialist (Information Systems).GS	003480	CIH	0	↓		


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

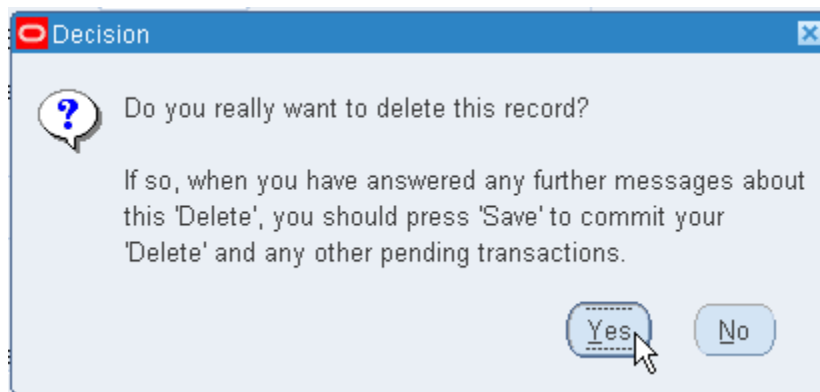
Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Contract Specialist.GS14.00TEST.007.013593.C	013593	CIH	0	↓	* No Holders **	
Human Resources Specialist (Information Systems).GS	003497	CIH	0	↓	Anglin, Carol A	15333
Human Resources Specialist (Information Systems).GS	006208	CIH	0	↓	Baran, Pamela T	25155
Human Resources Specialist (Information Systems).GS	006537	CIH	0	↓	Knox, Teri L	15556
Human Resources Specialist (Information Systems).GS	003498	CIH	0	Down	Mes, Sharon E K	16592
Human Resources Specialist (Information Systems).GS	003480	CIH	0	↓	Rollins, Janette S	5794

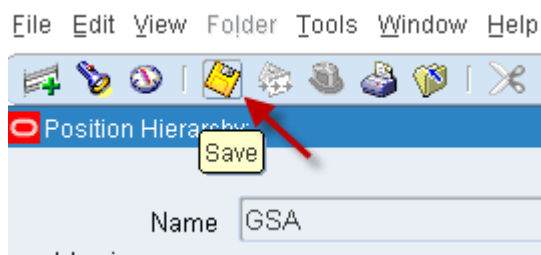
Step 3 - Click on the “Delete”  icon on the Tool Bar



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.

Position Hierarchy: [Icons]

Name: Primary Version Number:

Position

Name:

Position Control Number: Office Symbol:

Holder: Holder Emp #:

Person Type: Number of Subordinates:

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:


Team Lead: Supervisor:

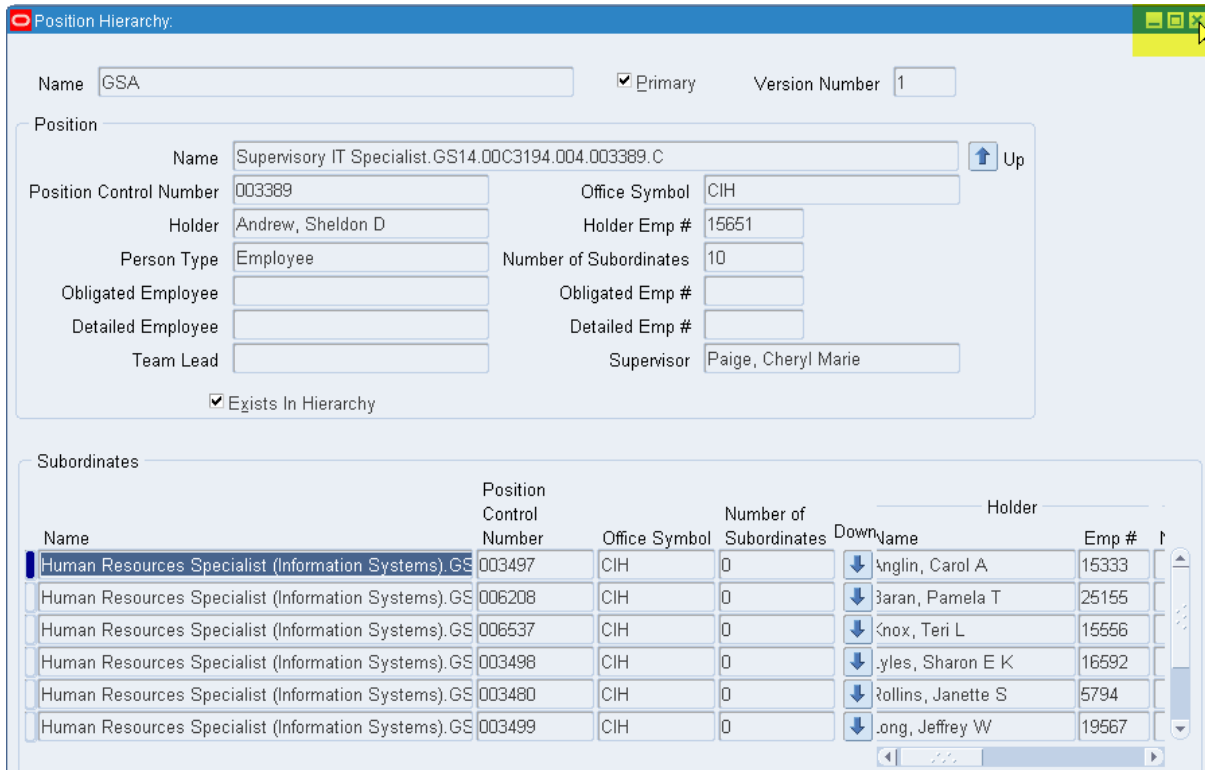
Exists In Hierarchy

Subordinates

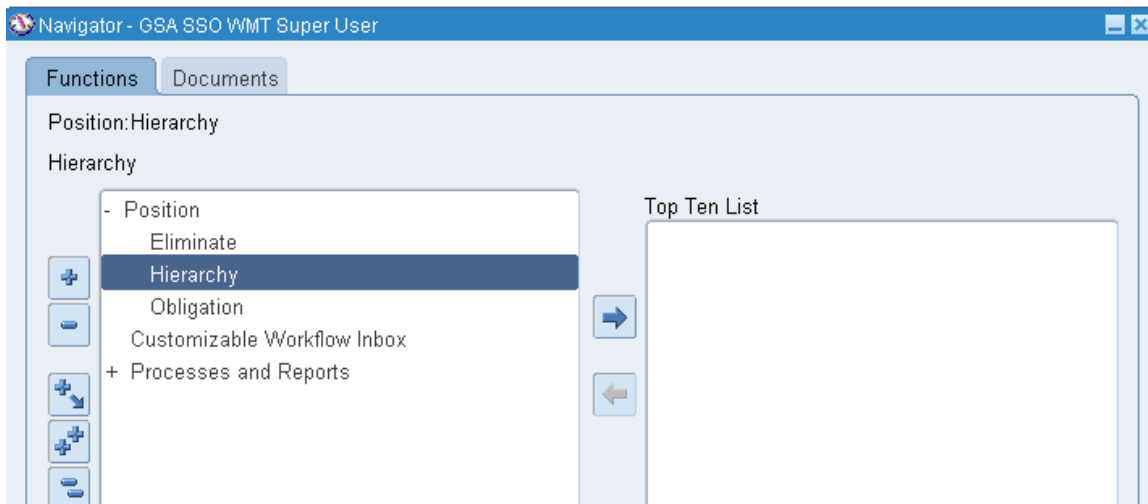
Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Emp #
Human Resources Specialist (Information Systems).GS	003497	CIH	0	Anglin, Carol A	15333
Human Resources Specialist (Information Systems).GS	006208	CIH	0	Baran, Pamela T	25155
Human Resources Specialist (Information Systems).GS	006537	CIH	0	Cnox, Teri L	15556
Human Resources Specialist (Information Systems).GS	003498	CIH	0	Coyles, Sharon E K	16592
Human Resources Specialist (Information Systems).GS	003480	CIH	0	Collins, Janette S	5794
Human Resources Specialist (Information Systems).GS	003499	CIH	0	Cong, Jeffrey W	19567


Closing the Position Hierarchy Window and Logging Out of CHRIS

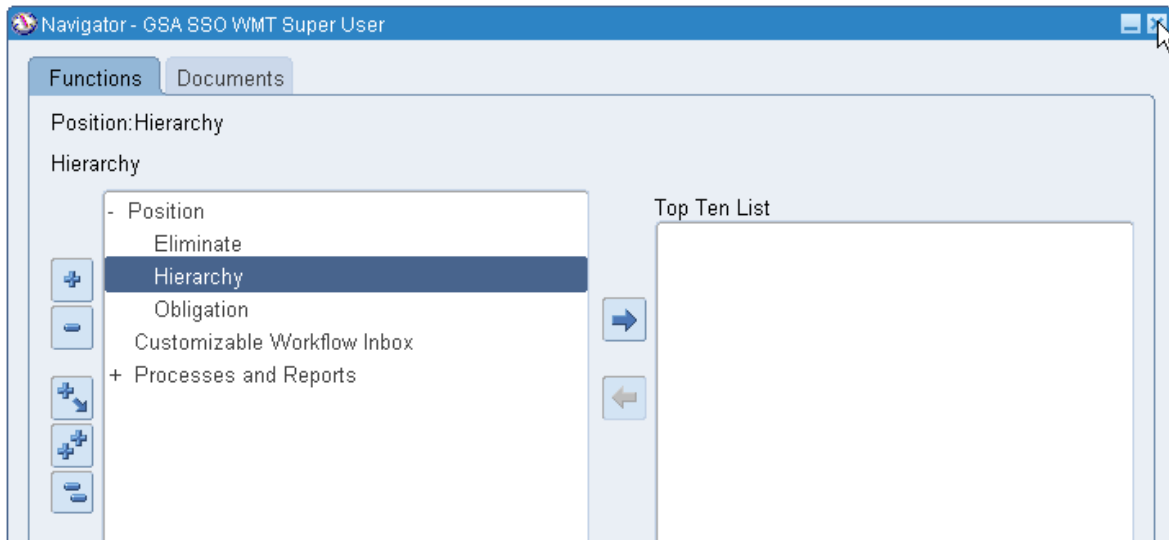
Step 1- To close the “Position Hierarchy” window, click on the “x”  in the upper right corner of the window.



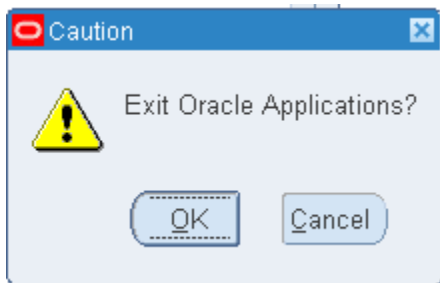
It will return you to the “Navigator” window.



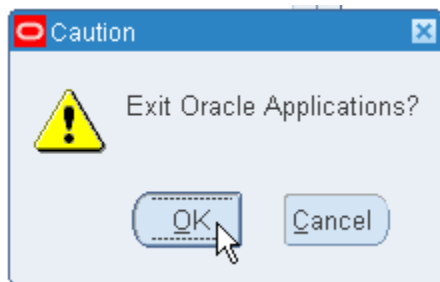
Step 2 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



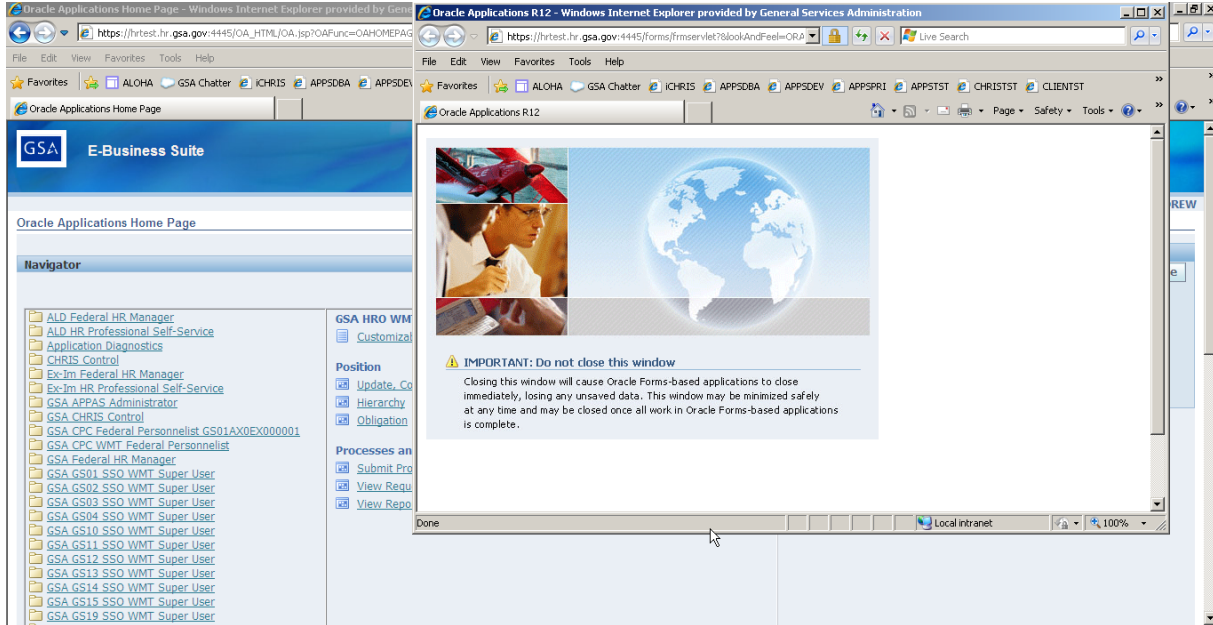
A “Caution” window will appear.




Step 3 - Click the “OK”  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.

