

Eliminating a Position 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. 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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User Guide Purpose: Illustrates how to eliminate a position after it's been deleted from the hierarchy.

Eliminating a Position after it has been deleted from the Hierarchy

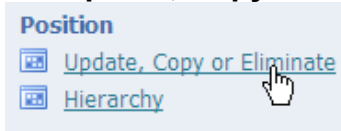
Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

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



OR

click on the “**??? (HR or HR IG or HR CPC) WMT Super User**” responsibility, then click on “**Update, Copy or Eliminate**” under Position.



OR

click on the “**??? HRO WMT Super User**” responsibility, then click on “**Update, Copy or Eliminate**” under Position.

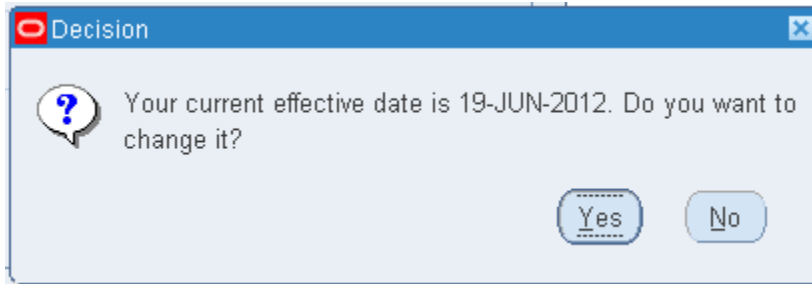


OR

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




A **“Decision”** window appears.

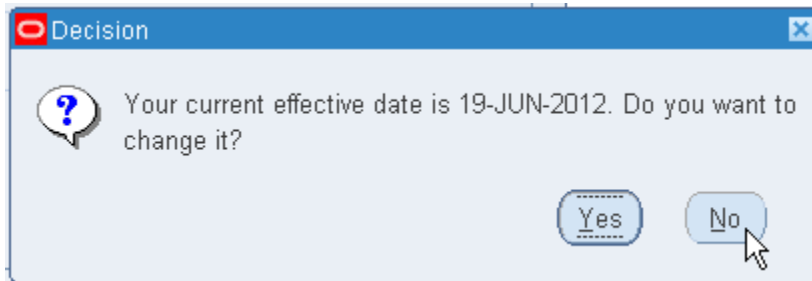


Step 3 - You have to make a decision.

Do you want to stay on the date shown in the **“Decision”** window, which is normally the system date (current date), or do you want to date track to a past or future date?

NOTE: See **“Date Information and Date Tracking” User Guide.**

Step 5 - To stay on the current date, click the **“No”**  button.



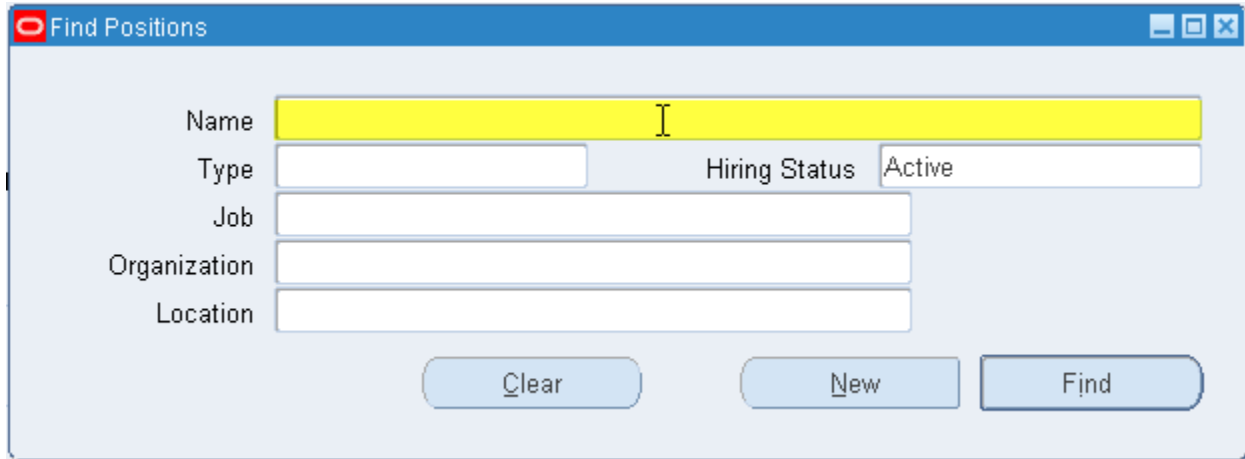
The **“Find Positions”** window opens.



Querying a Position

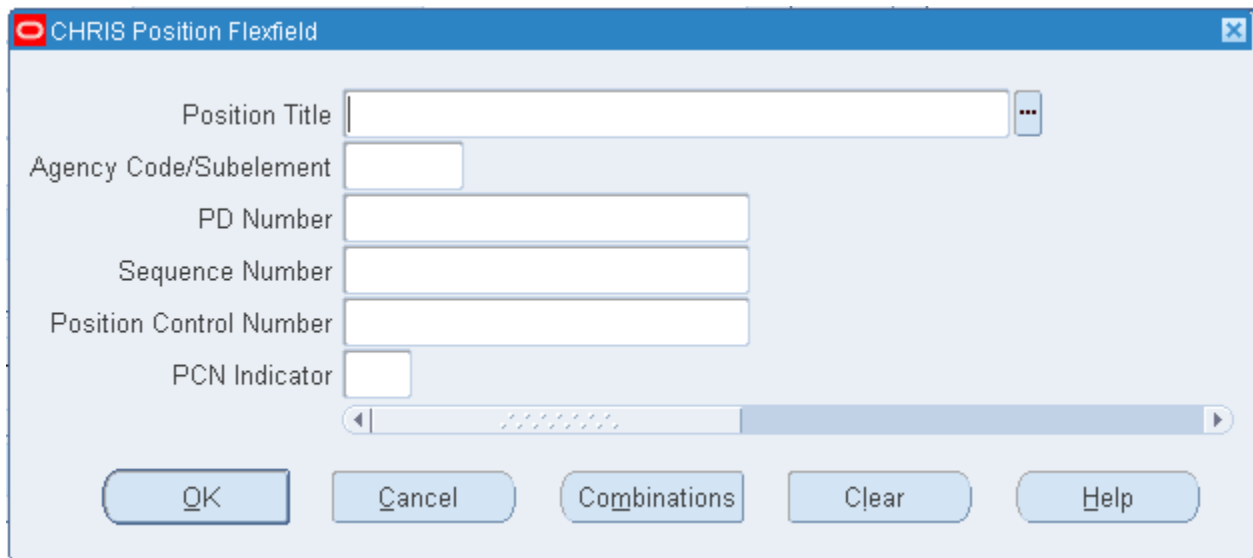
Position Query by Position Control Number (PCN)

Step 1 - Click in the “Name” field.




The screenshot shows a window titled "Find Positions". It contains several input fields: "Name" (highlighted in yellow with a cursor), "Type", "Job", "Organization", "Location", and "Hiring Status" (with the value "Active"). At the bottom, there are three buttons: "Clear", "New", and "Find".

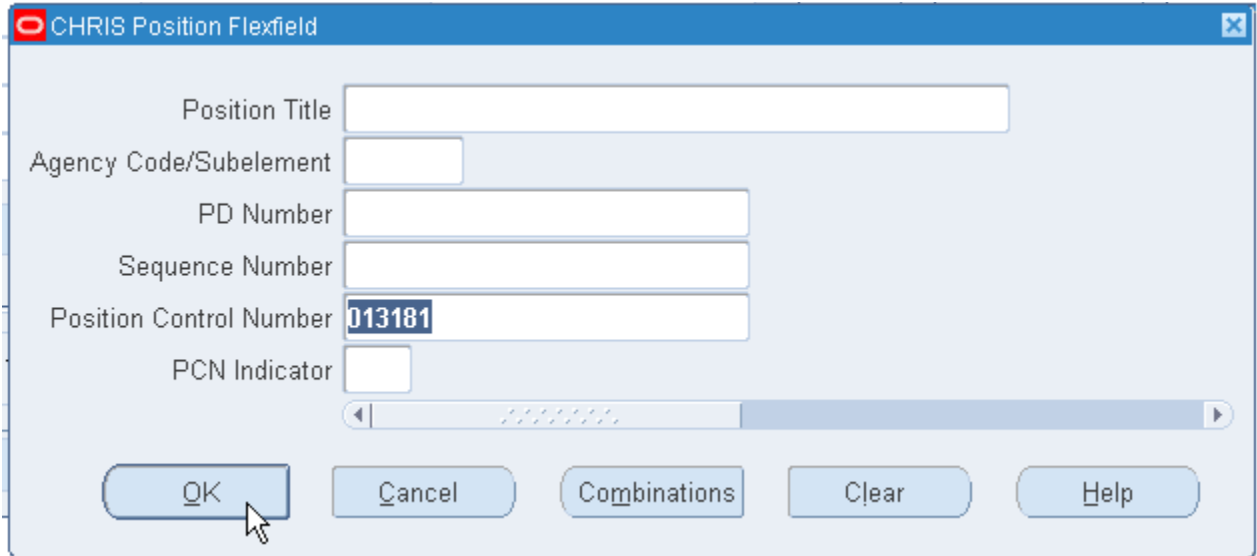
The “CHRIS Position Flexfield” window opens.



The screenshot shows a window titled "CHRIS Position Flexfield". It contains several input fields: "Position Title" (with a dropdown arrow), "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number", and "PCN Indicator". Below the "PCN Indicator" field is a scroll bar. At the bottom, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

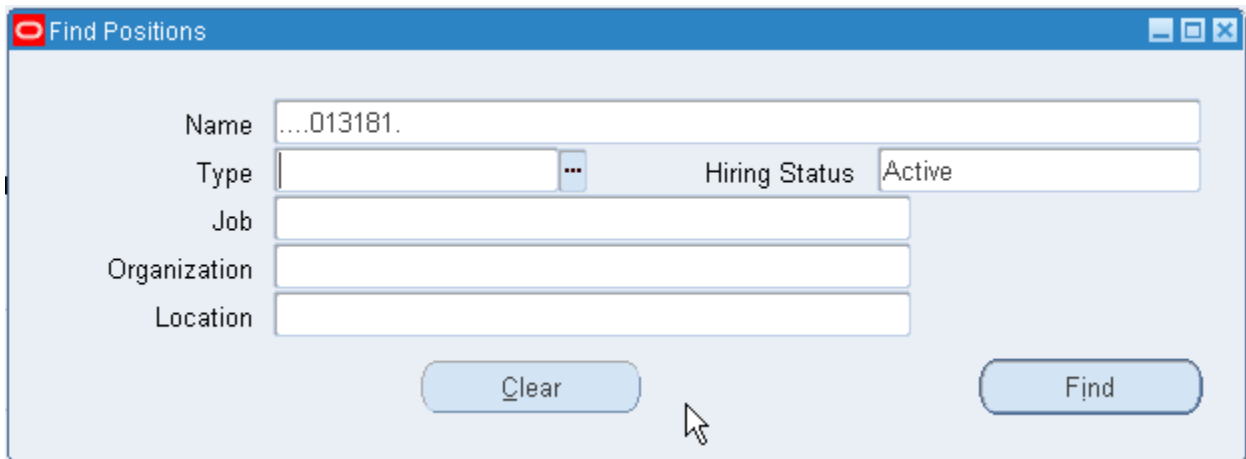
Step 2 - Click in the **“Position Control Number”** field and enter the unique PCN of the position you want to view, and then click the **“OK”**  button.

NOTE: You can find a position’s PCN by querying the **“Hierarchy”** screen and using specific search criteria to narrow down the query output. Refer to the **“User Guide – Position Hierarchy Navigation”** for more details.



The screenshot shows a dialog box titled "CHRIS Position Flexfield". It contains several input fields: "Position Title", "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number" (which contains the text "013181" and is highlighted), and "PCN Indicator". Below the fields is a horizontal scrollbar. At the bottom of the dialog, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

The **“Find Positions”** window populates with your query criteria.



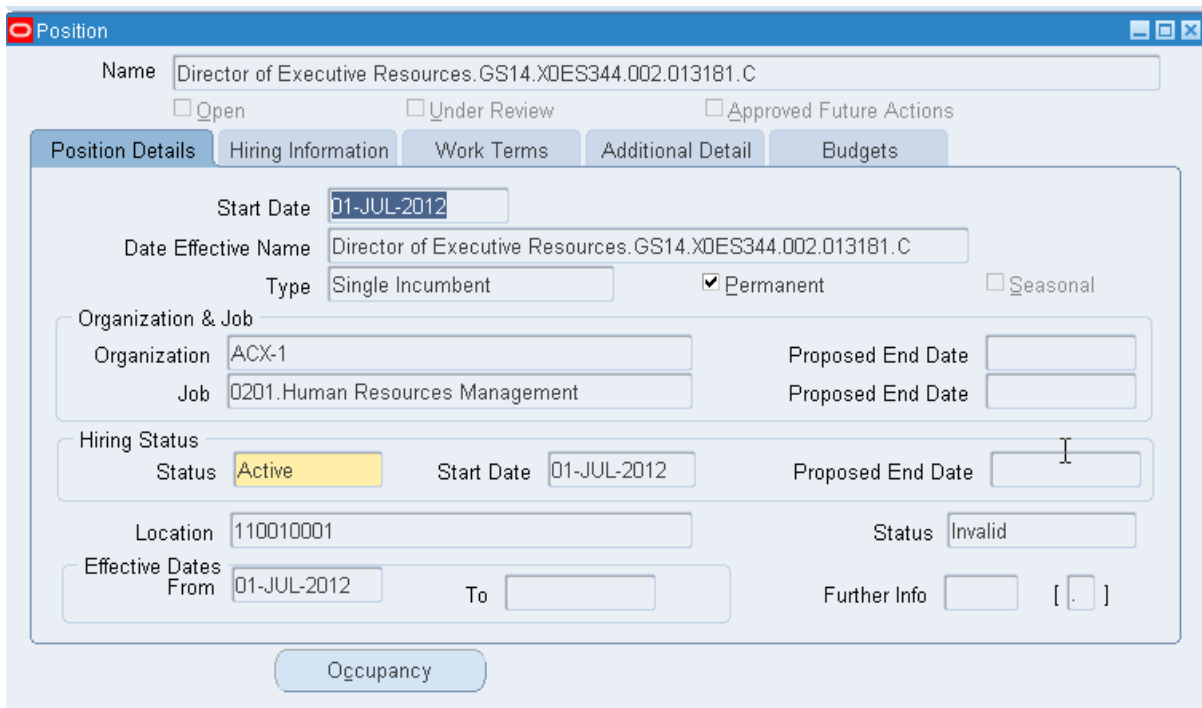
The screenshot shows a dialog box titled "Find Positions". It has several input fields: "Name" (containing "...013181."), "Type" (with a dropdown arrow), "Hiring Status" (set to "Active"), "Job", "Organization", and "Location". At the bottom, there are two buttons: "Clear" and "Find". A mouse cursor is pointing at the "Clear" button.

Step 3 - Click the “Find”  button.



The "Find Positions" window contains several input fields: "Name" with the value "...013181.", "Type" with a dropdown arrow, "Hiring Status" with the value "Active", "Job", "Organization", and "Location". At the bottom, there are "Clear" and "Find" buttons. A mouse cursor is pointing at the "Find" button.

The “Position” window populates and the position you want to review, based on the PCN you used in your query, is viewable.



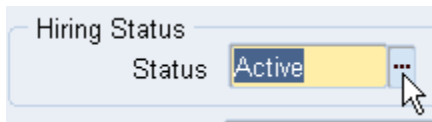
The "Position" window displays detailed information for a specific position. The "Name" field contains "Director of Executive Resources.GS14.XDES344.002.013181.C". Below the name are three checkboxes: "Open", "Under Review", and "Approved Future Actions". There are five tabs: "Position Details", "Hiring Information", "Work Terms", "Additional Detail", and "Budgets". The "Position Details" tab is active, showing fields for "Start Date" (01-JUL-2012), "Date Effective Name" (Director of Executive Resources.GS14.XDES344.002.013181.C), "Type" (Single Incumbent), and checkboxes for "Permanent" (checked) and "Seasonal". The "Organization & Job" section includes "Organization" (ACX-1), "Job" (0201.Human Resources Management), and two "Proposed End Date" fields. The "Hiring Status" section shows "Status" (Active), "Start Date" (01-JUL-2012), and "Proposed End Date". The "Location" field is 110010001, and the "Status" is Invalid. The "Effective Dates" section shows "From" (01-JUL-2012) and "To" (empty). There is a "Further Info" field with a dropdown arrow. At the bottom, there is an "Occupancy" button.

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).

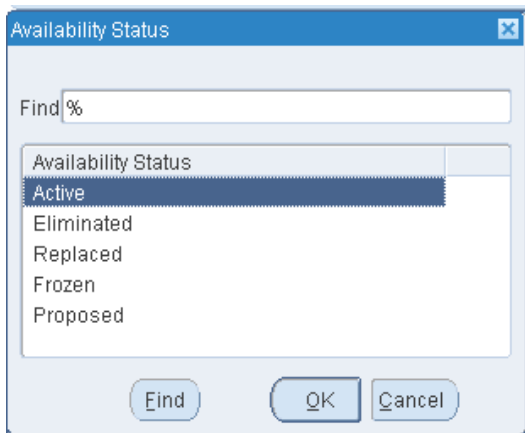
Eliminating a Position

NOTE: Eliminating a position means to “end date” it so that it stops appearing as an approved vacancy.

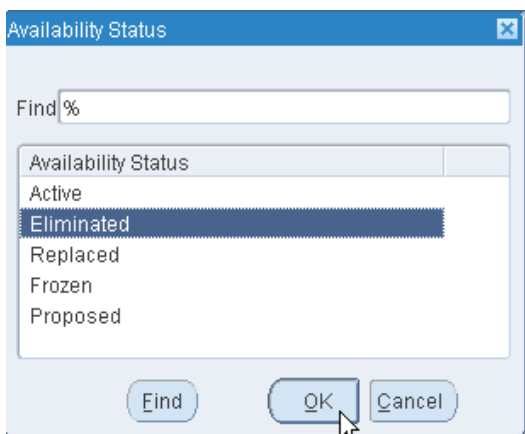
Step 1 - Click in the “Status” window in the “Hiring Status” field, and then click the “LOV” icon.



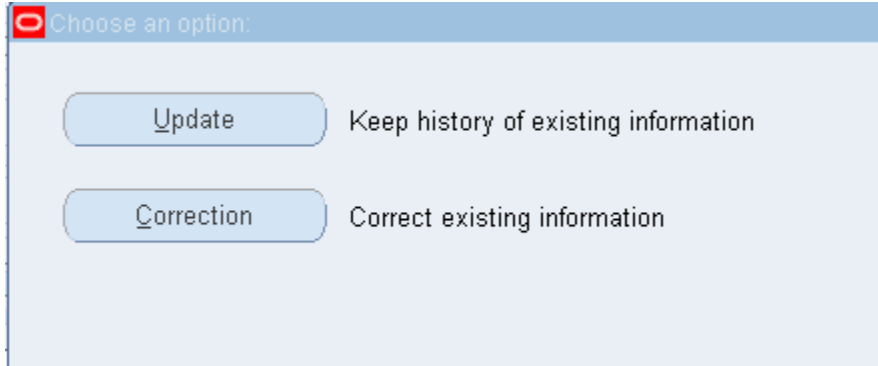
The “Availability Status” window opens.



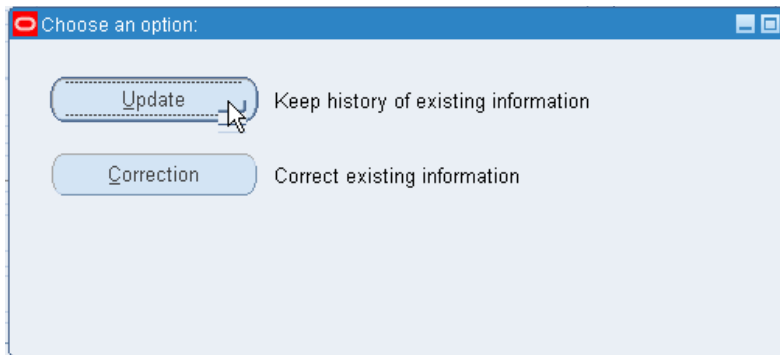
Step 2 - Click “Eliminated”, then “OK”.



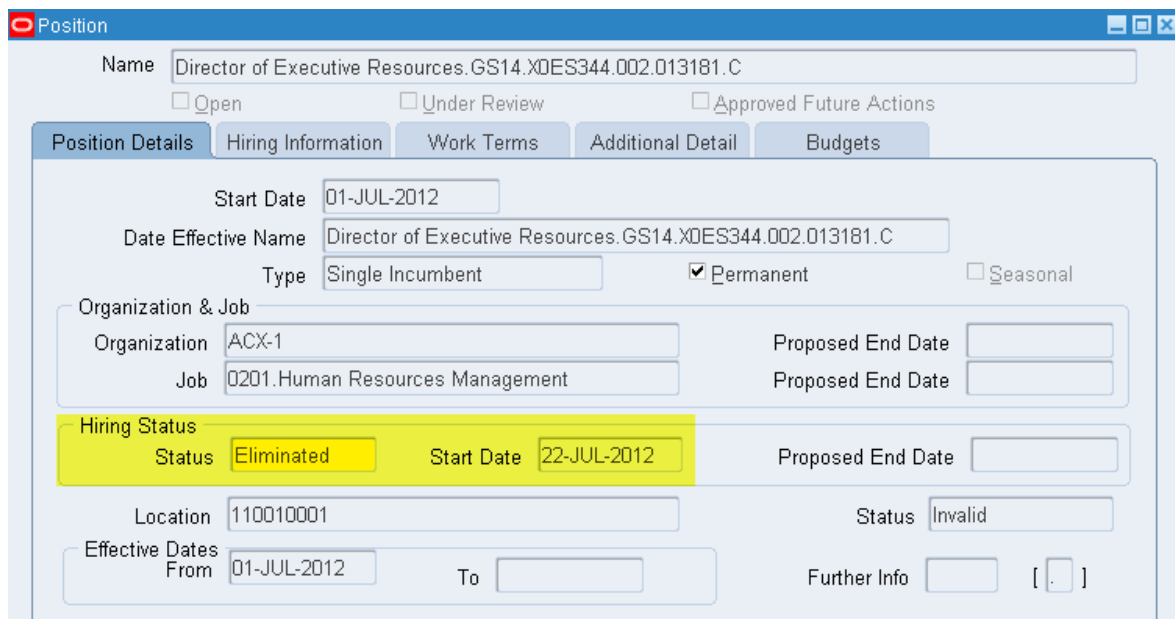
A “Choose an option” window opens.




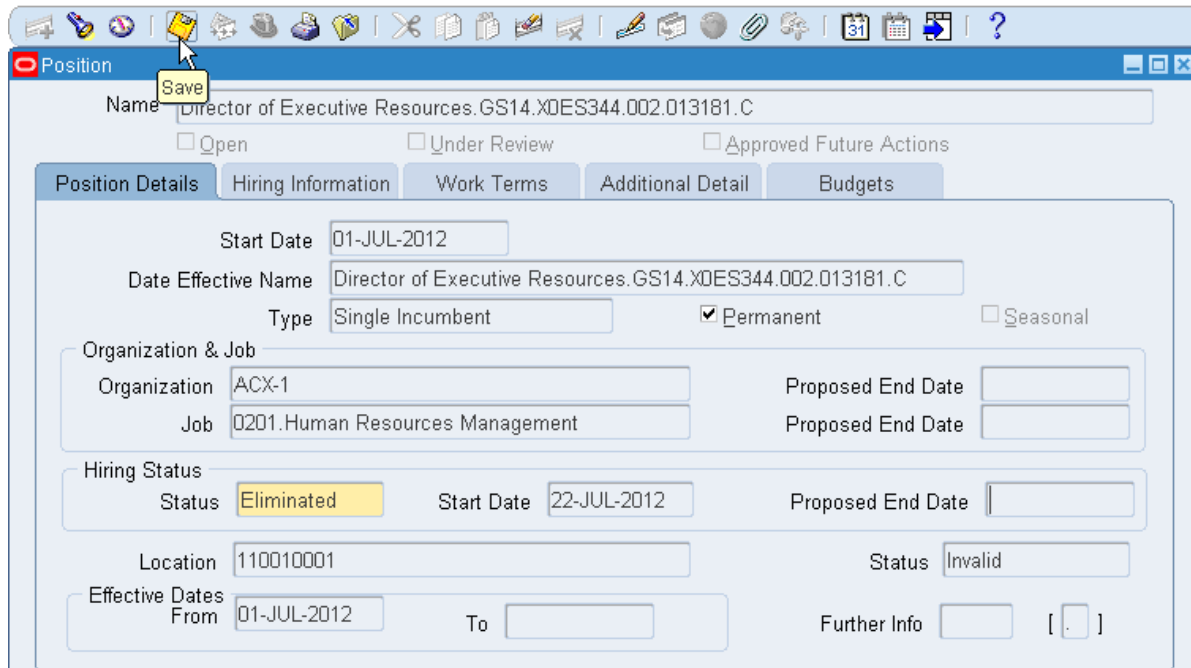
Step 3 - Click the “Update”  button.



The “Position” window now shows a Hiring Status of “Eliminated”



Step 4 - Click “Save”  icon.



The screenshot shows a web application window titled "Position". The "Save" button in the top toolbar is highlighted with a mouse cursor. The form contains the following fields and values:


- Name: Director of Executive Resources.GS14.XDES344.002.013181.C
- Start Date: 01-JUL-2012
- Date Effective Name: Director of Executive Resources.GS14.XDES344.002.013181.C
- Type: Single Incumbent
- Permanent: Permanent
- Seasonal: Seasonal
- Organization & Job:
 - Organization: ACX-1
 - Job: 0201.Human Resources Management
- Hiring Status:
 - Status: Eliminated
 - Start Date: 22-JUL-2012
 - Proposed End Date: [Empty]
- Location: 110010001
- Status: Invalid
- Effective Dates:
 - From: 01-JUL-2012
 - To: [Empty]
- Further Info: [Empty] [.]

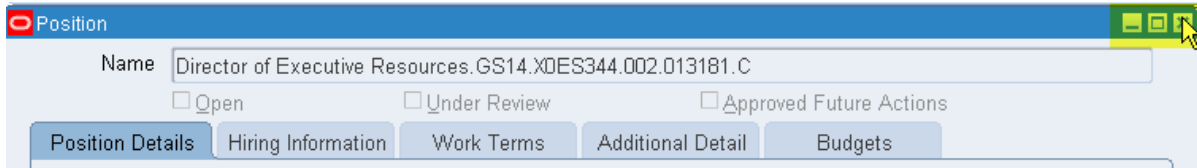
In the lower left-hand corner, you will see a message to confirm the transaction has completed.

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

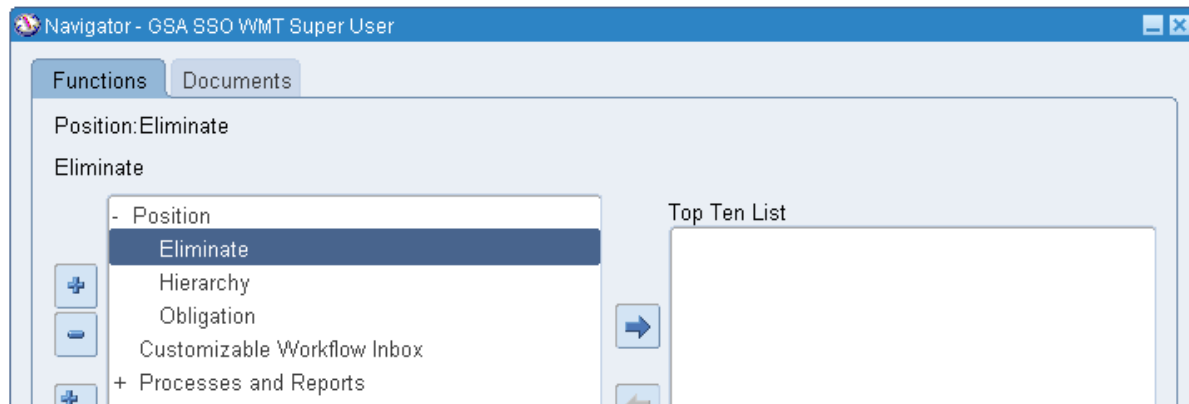
You have now eliminated the position from CHRIS.


Closing the Position Hierarchy Window and Logging Out of CHRIS

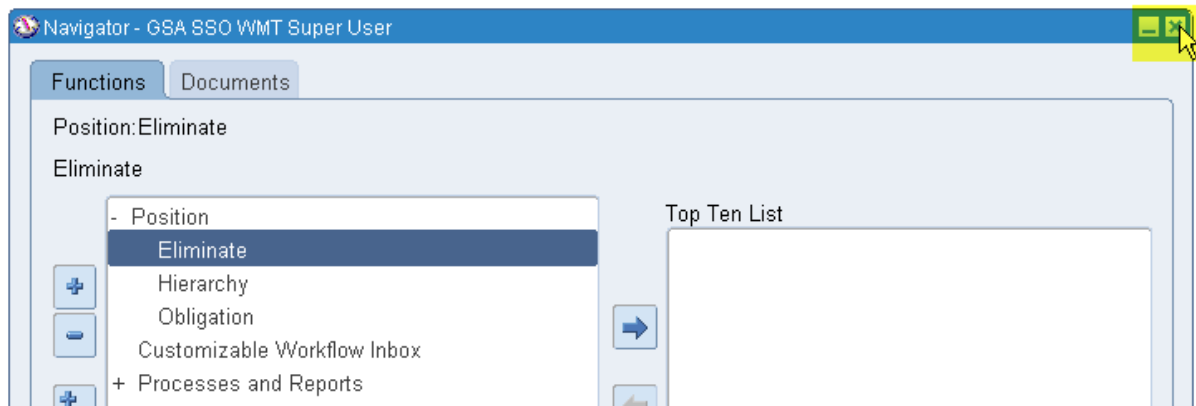
Step 1- To close the “Position Hierarchy” window, click on the “x”  in the upper right corner of the window.



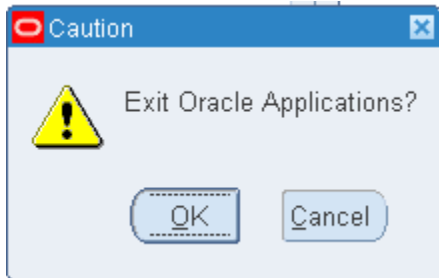
It will return you to the “Navigator” window.



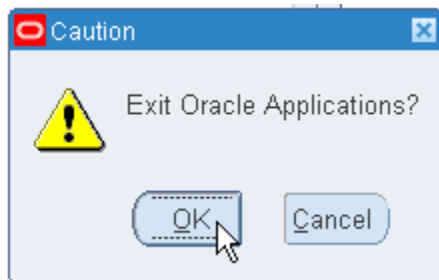
Step 2 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



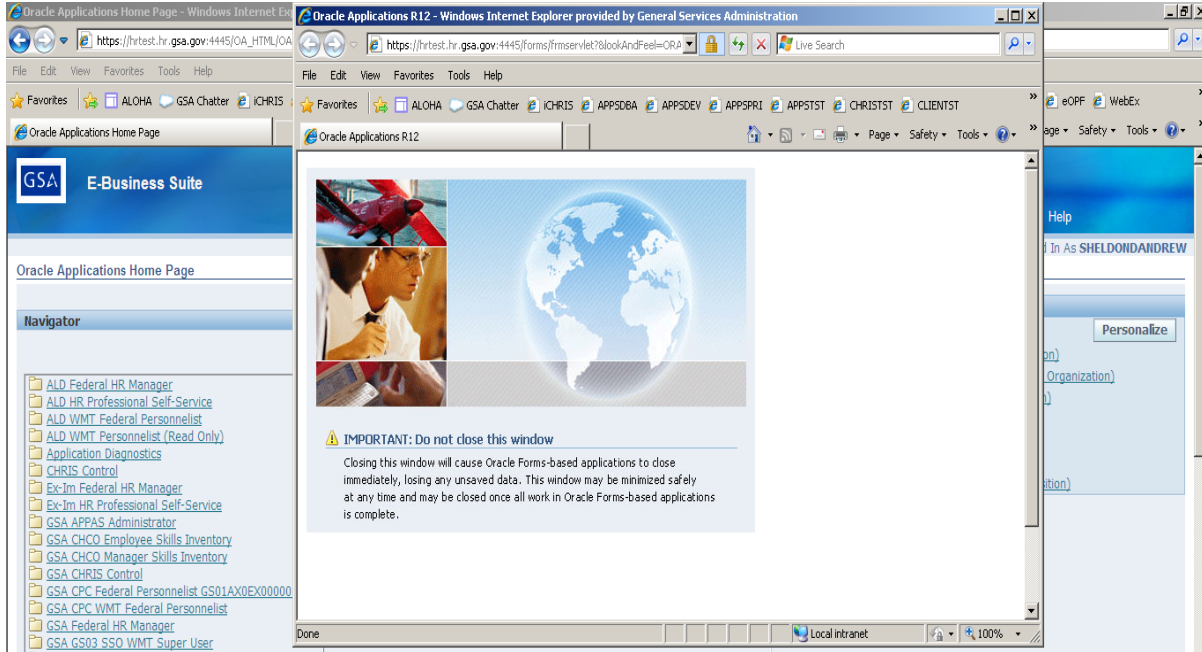
A “Caution” window will appear.




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.

