

Inserting a Position into the Position 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. 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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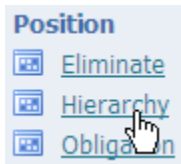
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User Guide Purpose: Illustrates the process of inserting vacant and/or encumbered positions into the position hierarchy.

Navigating to the Position Hierarchy Screen

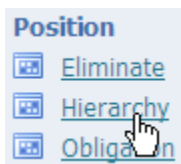
Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

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



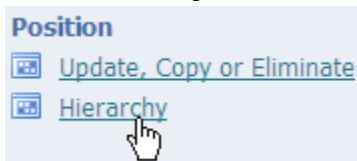
OR

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



OR

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

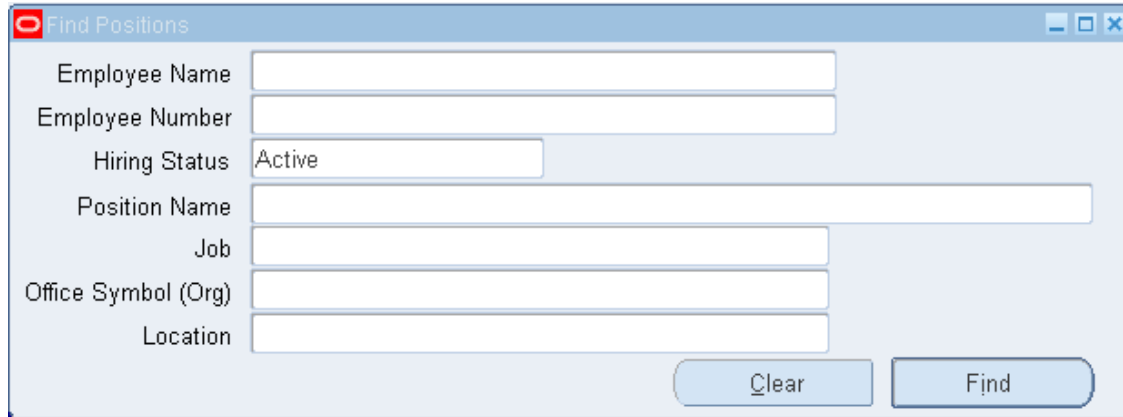


OR

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 contains the following fields and controls:

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

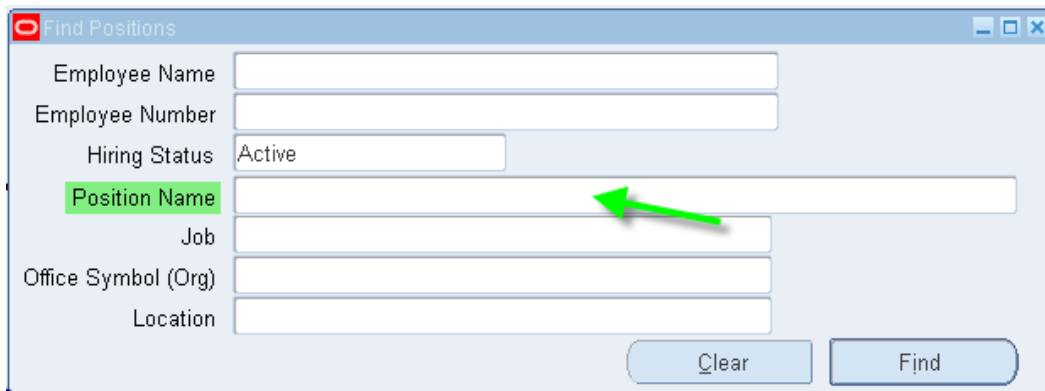
At the bottom right of the form are two buttons: "Clear" and "Find".

Querying a Vacant Position

The following steps cover the process of inserting a vacant position into the position hierarchy. For steps to insert an encumbered position into the position hierarchy please move on to the next section of this user guide.

NOTE: Use the CHRIS Alert entitled “Update Position Hierarchy - Vacant” to identify vacant positions that need to be inserted into the Hierarchy.

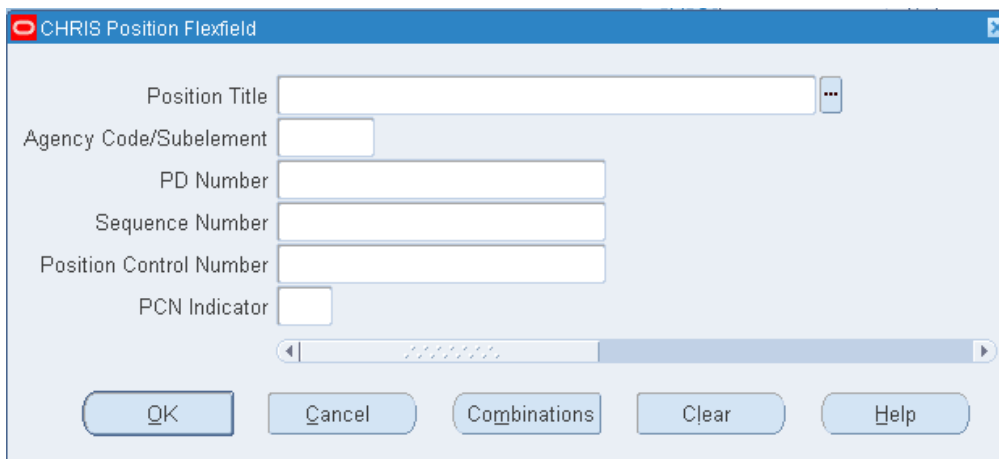
Step 1 – Since the vacant position does not have an incumbent, we will not be able to search by “Employee Name” or “Employee Number”. Click in the “Position Name” field



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


- Employee Name:
- Employee Number:
- Hiring Status:
- Position Name: (highlighted in green with a green arrow pointing to it)
- Job:
- Office Symbol (Org):
- Location:
- Buttons: Clear, Find

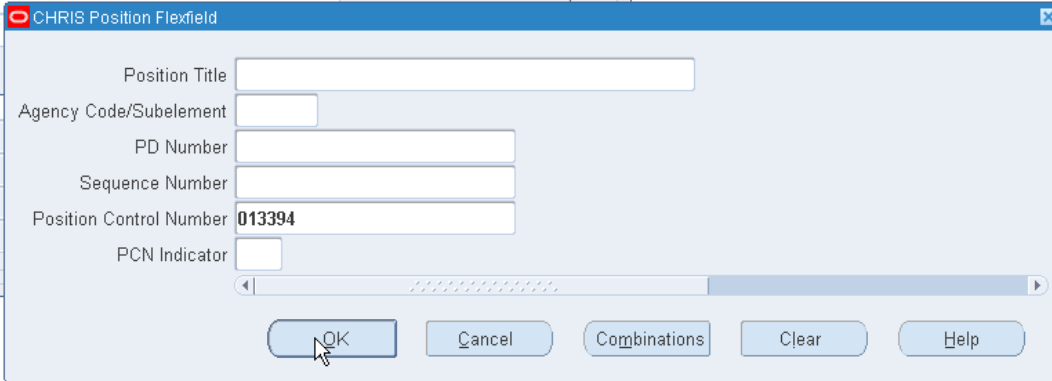
The “CHRIS Position Flexfield” window opens.



The screenshot shows a window titled "CHRIS Position Flexfield" with the following fields and controls:

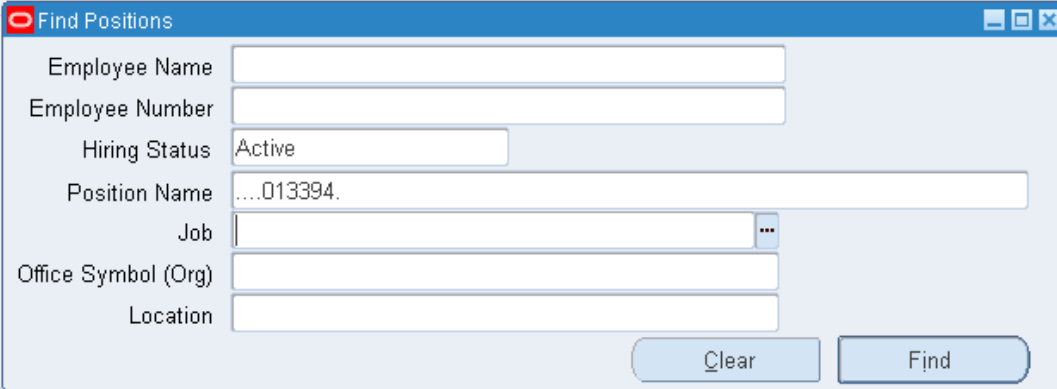
- Position Title: (with a dropdown arrow)
- Agency Code/Subelement:
- PD Number:
- Sequence Number:
- Position Control Number:
- PCN Indicator:
- Buttons: OK, Cancel, Combinations, Clear, Help

Step 2 - Enter the Position Control Number of the vacancy from the **“Update Position Hierarchy - Vacant”** Alert, then click the **“OK”**  button.




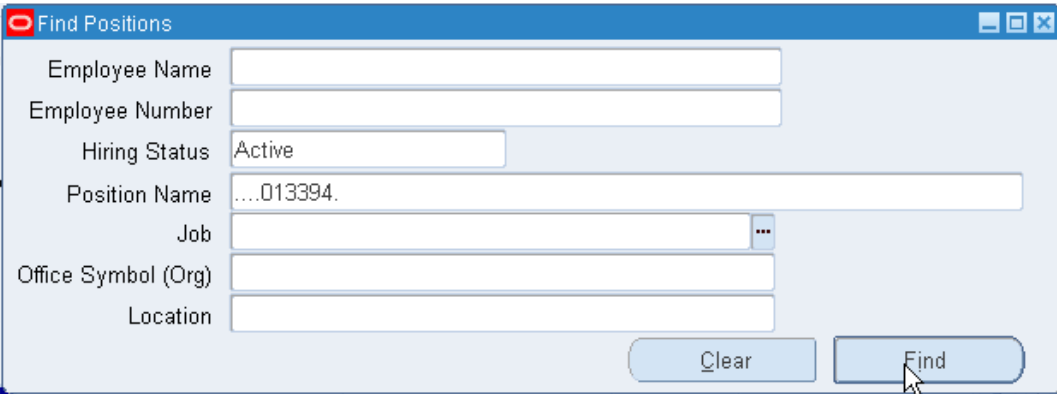
The screenshot shows the "CHRIS Position Flexfield" window. It contains several input fields: "Position Title", "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number" (with the value "013394" entered), and "PCN Indicator". At the bottom, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

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



The screenshot shows the "Find Positions" window. The "Position Name" field is populated with "...013394.". Other fields include "Employee Name", "Employee Number", "Hiring Status" (set to "Active"), "Job", "Office Symbol (Org)", and "Location". At the bottom right, there are "Clear" and "Find" buttons.

Step 3 – You’re now ready to run your query based on your PCN criteria. Click the **“Find”**  button on the **“Find Positions”** window.



This screenshot is identical to the previous one, but a mouse cursor is now pointing at the "Find" button at the bottom right of the window.

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

The screenshot shows a software window titled "Position Hierarchy: 16-AUG-2012". At the top, there is a search bar with "GSA" entered, a checked "Primary" checkbox, and a "Version Number" field with "1". Below this is a "Position" section with a form containing the following fields:


- Name: Special Assistant.GS03.11B0429.008.013394.C
- Position Control Number: 013394
- Holder: ** No Holders **
- Person Type: (empty)
- Obligated Employee: (empty)
- Detailed Employee: (empty)
- Team Lead: (empty)
- Office Symbol: 1P
- Holder Emp #: (empty)
- Number of Subordinates: 0
- Obligated Emp #: (empty)
- Detailed Emp #: (empty)
- Supervisor: (empty)

There is an "Up" button next to the Name field and an "Exists In Hierarchy" checkbox at the bottom of the Position section. Below the Position section is a "Subordinates" section with a table:

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

NOTE: To check to see if multiple positions meet the search criteria (i.e., 013394.C; 013394.D) you can use the up and down arrow keys on the keyboard to scroll through these positions.

Determining if a Position is in the Position Hierarchy

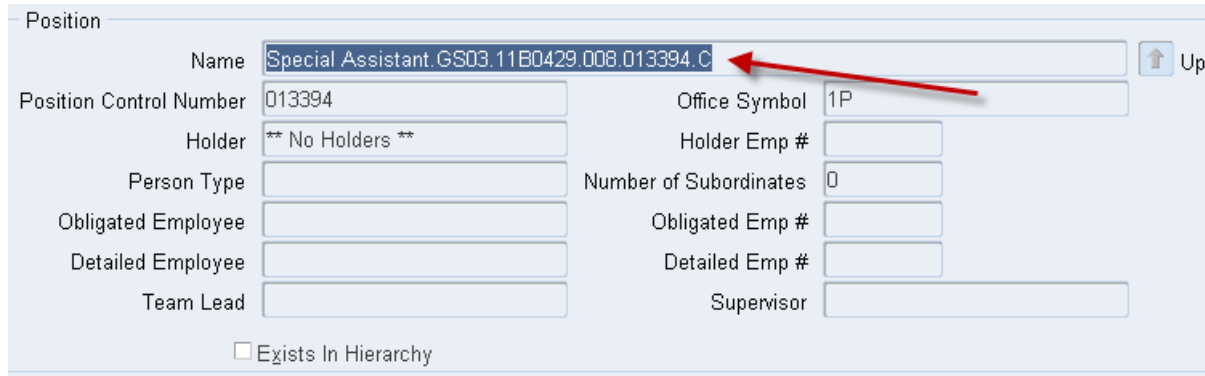
Step 1- A position is not included in the hierarchy when the Exists In Hierarchy box is not checked and the  Up arrow is grayed out.

Position	
Name	Special Assistant.GS03.11B0429.008.013394.C
Position Control Number	013394
Holder	** No Holders **
Person Type	
Obligated Employee	
Detailed Employee	
Team Lead	
Office Symbol	1P
Holder Emp #	
Number of Subordinates	0
Obligated Emp #	
Detailed Emp #	
Supervisor	
<input type="checkbox"/> Exists In Hierarchy	

NOTE: The position will not have a “Team Lead” and/or “Supervisor” designated if it is not in the hierarchy.

Inserting a Vacant Position into the Position Hierarchy


Step 1 – Select and copy the entire “Name” field under “Position”.

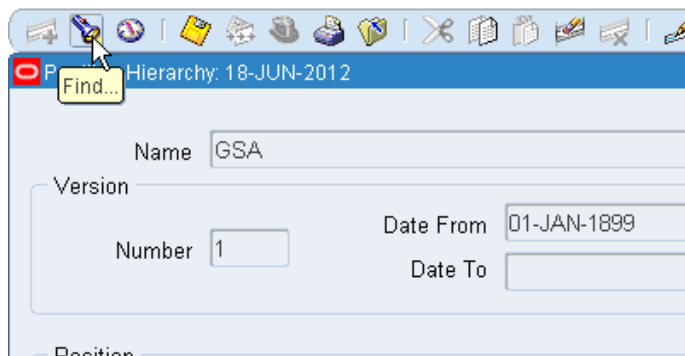


The screenshot shows a form titled "Position" with the following fields:

Name	Special Assistant.GS03.11B0429.008.013394.C	Office Symbol	1P
Position Control Number	013394	Holder Emp #	
Holder	** No Holders **	Number of Subordinates	0
Person Type		Obligated Emp #	
Obligated Employee		Detailed Emp #	
Detailed Employee		Supervisor	
Team Lead			

At the bottom, there is a checkbox labeled "Exists In Hierarchy" which is currently unchecked. A red arrow points to the "Name" field.

Step 2 – We’re now going to insert this vacant position into the hierarchy. Select the “Find”  icon.

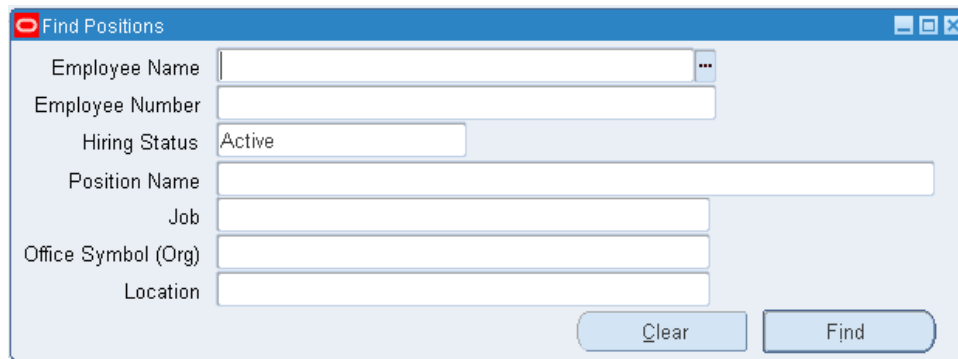


The screenshot shows a "Find..." dialog box with the following fields:

Name	GSA
Version	
Number	1
Date From	01-JAN-1899
Date To	

The "Find..." icon is highlighted with a mouse cursor.

The “Find Positions” window will appear.



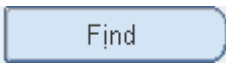
The screenshot shows the "Find Positions" window with the following fields:


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

At the bottom, there are two buttons: "Clear" and "Find".

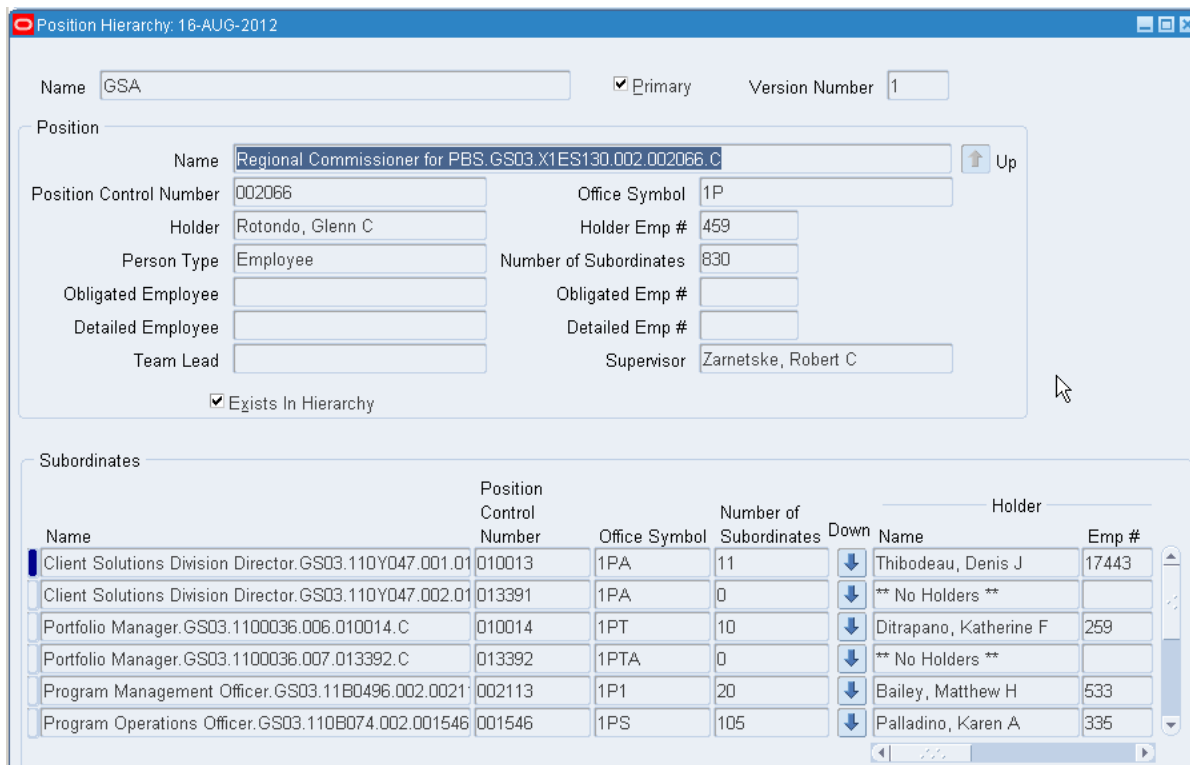
Step 3 – Search for a person or position in the hierarchy that you’d like to link the vacant position to. In this example, we’re going to search by employee name.

NOTE: For more information on querying a person or position in the Position Hierarchy, reference the “WMT User Guide - Position Hierarchy Navigation”.

Click in the “Employee Name” field and enter the name of the employee you want this vacancy to report to, and then click the “Find”  button.




The “Position” section of the “Position Hierarchy” window populates with the position(s) that meet the “Employee Name” query criteria.



Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Holder Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	Thibodeau, Denis J	17443
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	20	Bailey, Matthew H	533
Program Operations Officer.GS03.110B074.002.001546	001546	1PS	105	Palladino, Karen A	335

NOTE: You cannot insert a position into the hierarchy unless the parent position (Team Lead or Supervisor position) is in the hierarchy. The “Exists in Hierarchy” Exists In Hierarchy field will be checked if the parent position is in the hierarchy. If the box isn’t selected, you’ll have to correct the hierarchy working from the top down.

Step 4 – To insert the vacant position into the position hierarchy, click on any of the entries under the “Name” field within the “Subordinates” section, then select the “New”  icon in the top left corner.

The screenshot shows a web application window titled "New Position Hierarchy: 16-AUG-2012". The main form contains the following fields:

- Name: GSA
- Primary:
- Version Number: 1
- Position Name: Regional Commissioner for PBS.GS03.X1ES130.002.002066.C
- Position Control Number: 002066
- Office Symbol: 1P
- Holder: Rotondo, Glenn C
- Holder Emp #: 459
- Person Type: Employee
- Number of Subordinates: 830
- Obligated Employee: (empty)
- Obligated Emp #: (empty)
- Detailed Employee: (empty)
- Detailed Emp #: (empty)
- Team Lead: (empty)
- Supervisor: Zarnetske, Robert C
- Exists In Hierarchy:

Below the form is a "Subordinates" table with the following data:

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	↓	Thibodeau, Denis J	17443
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	↓	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	↓	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	20	↓	Bailey, Matthew H	533
Program Operations Officer.GS03.110B074.002.001546	001546	1PS	105	↓	Palladino, Karen A	335



A blank line appears under the selected record in the “Subordinates” section, which will allow you to insert a position into the position hierarchy.


This screenshot is a close-up of the "Subordinates" table from the previous image. The first row is selected. A new, empty row has been added below it, highlighted in yellow. This row contains three dots "..." in the Name column, indicating it is a new entry to be added.

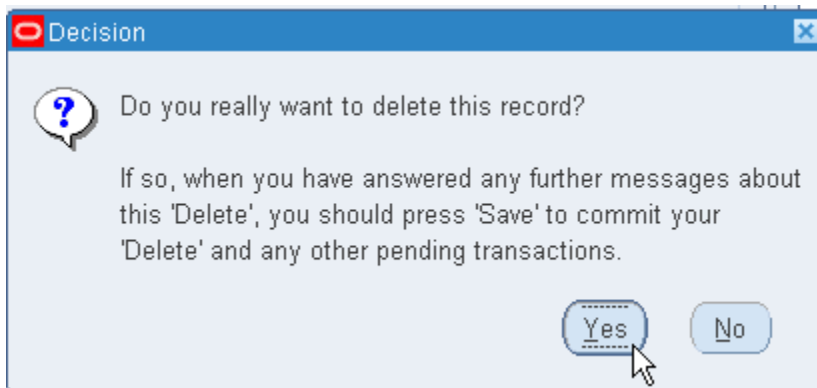
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	↓	Thibodeau, Denis J	17443
...				↓		
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	↓	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	↓	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	20	↓	Bailey, Matthew H	533


Step 5 – In step 1, you copied the **“Name”** field of the vacant position you wanted to insert into the hierarchy. Now, paste what you had copied into the yellow **“Name”** field. Next, hit the tab key on the keyboard and the **“Name”** field will populate with **“**No Holders**”**. **“**No Holders**”** appears when a position is vacant.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	↓	Thibodeau, Denis J	17443
Special Assistant.GS03.11B0429.008.013394.C	013394	1P	0	↓	** No Holders **	
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	↓	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	↓	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	20	↓	Bailey, Matthew H	533

For your information: If it turns out that you selected the **“New”**  icon by accident, or need to remove the position that you’ve inserted to the hierarchy, select the row you’d like to delete and select the **“Delete”**  icon.

A **“Decision”** window will appear. Click the **“Yes”**  button.



Step 6 – Select the “Save”  icon to complete the insertion of the vacant position into the hierarchy.

Position Hierarchy 6-AUG-2012

Name: GSA Primary Version Number: 1

Position

Name: Regional Commissioner for PBS.GS03.X1ES130.002.002066.C

Position Control Number: 002066 Office Symbol: 1P

Holder: Rotondo, Glenn C Holder Emp #: 459

Person Type: Employee Number of Subordinates: 830

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Zametske, Robert C

Exists In Hierarchy


Subordinates

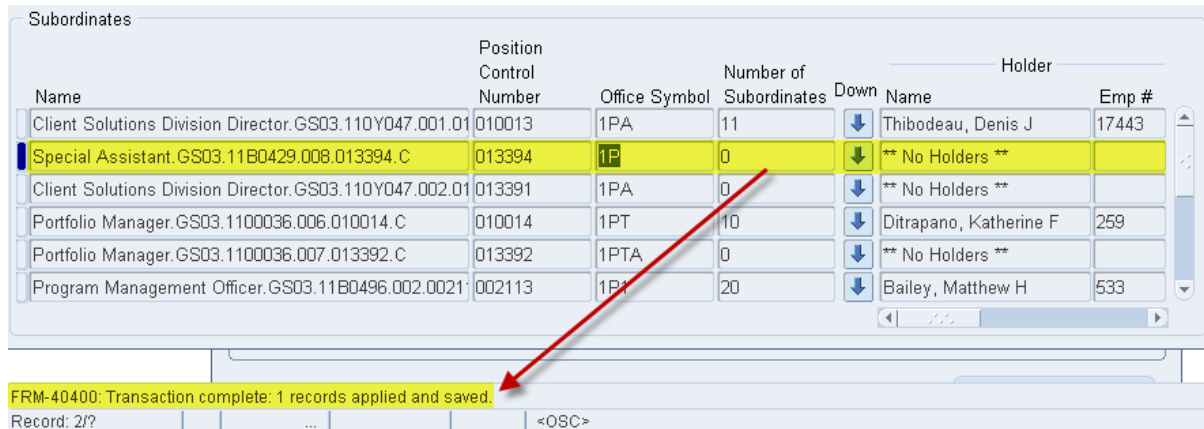
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Holder Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	↓	Thibodeau, Denis J	17443
Special Assistant.GS03.11B0429.008.013394.C	013394	1P	0	↓	** No Holders **	
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	↓	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	↓	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	20	↓	Bailey, Matthew H	533

In the bottom left hand corner of your screen the

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


message will tell you that the transaction successfully completed.

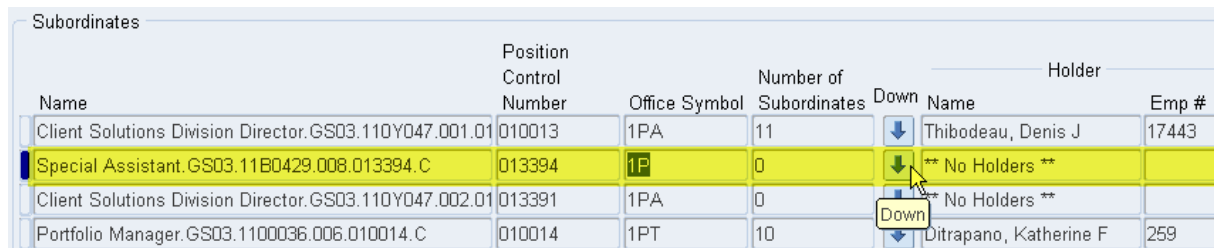
NOTE: If you don't see this bar at the bottom of your screen, maximize your screen by selecting the **“Maximize”**  icon in the top right corner of your screen.



The screenshot shows a table titled "Subordinates" with columns for Name, Position Control Number, Office Symbol, Number of Subordinates, Down, Holder Name, and Emp #. The table contains several rows, with the second row highlighted in yellow. A red arrow points from the "Down" column of this row to a yellow confirmation message at the bottom of the screen: "FRM-40400: Transaction complete: 1 records applied and saved." Below the message is a status bar with "Record: 2/?" and "<OSC>".

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	↓	Thibodeau, Denis J	17443
Special Assistant.GS03.11B0429.008.013394.C	013394	1P	0	↓	** No Holders **	
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	↓	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	↓	Ditrapano, Katherine F	259
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Management Officer.GS03.11B0496.002.0021	002113	1PA	20	↓	Bailey, Matthew H	533


Step 8 – Select the “Down Arrow”  icon in the row of the vacant position that you just inserted.



The screenshot shows the same "Subordinates" table as above. A mouse cursor is hovering over the "Down" arrow icon in the second row, which is highlighted in yellow. The "Down" icon is a blue square with a white downward-pointing arrow.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	↓	Thibodeau, Denis J	17443
Special Assistant.GS03.11B0429.008.013394.C	013394	1P	0	↓	** No Holders **	
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	↓	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	↓	Ditrapano, Katherine F	259

You'll see that vacant position now exists in the hierarchy, and has a supervisor. You've successfully added a vacant position to the hierarchy. This completes this section of the user guide.

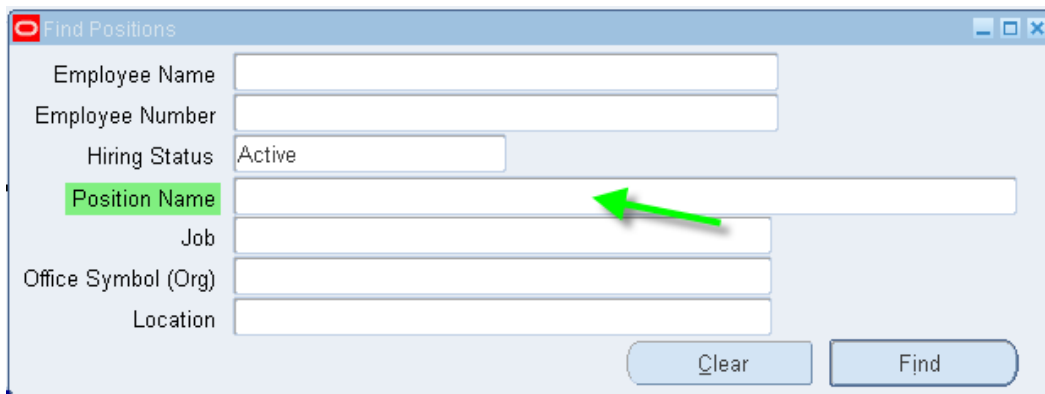
Position	
Name	Special Assistant.GS03.11B0429.008.013394.C  Up
Position Control Number	013394
Office Symbol	1P
Holder	** No Holders **
Holder Emp #	
Person Type	
Number of Subordinates	0
Obligated Employee	
Obligated Emp #	
Detailed Employee	
Detailed Emp #	
Team Lead	
Supervisor	Rotondo, Glenn C
<input checked="" type="checkbox"/> Exists In Hierarchy	

Querying an Encumbered Position

The following steps cover the process of inserting an encumbered position into the position hierarchy. For steps to insert a vacant position into the position hierarchy please reference the previous section of this user guide.

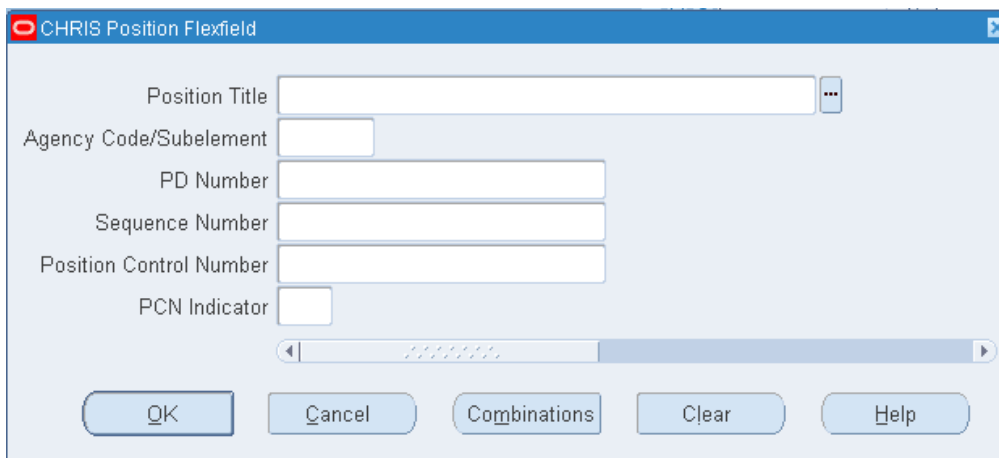
NOTE: Use the CHRIS Alert entitled “Update Position Hierarchy - Encumbered” to identify encumbered positions that need to be inserted into the Hierarchy.

Step 1 – Click in the “Position Name” field



The screenshot shows a window titled "Find Positions" with several input fields. The "Position Name" field is highlighted in green, and a green arrow points to it. The fields include: Employee Name, Employee Number, Hiring Status (set to "Active"), Position Name, Job, Office Symbol (Org), and Location. At the bottom right, there are "Clear" and "Find" buttons.

The “CHRIS Position Flexfield” window opens.



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

Step 2 - Enter the Position Control Number of the vacancy from the **“Update Position Hierarchy - Encumbered”** Alert, then select 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 "003756"), and PCN Indicator. Below the fields is a horizontal scrollbar. At the bottom, there are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

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

The screenshot shows a window titled "Find Positions". It contains several input fields: Employee Name, Employee Number, Hiring Status (with the value "Active"), Position Name (with the value "...003756."), Job, Office Symbol (Org), and Location. At the bottom right, there 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.

This screenshot is identical to the previous one, showing the "Find Positions" window with the "Find" button highlighted by a mouse cursor.

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


The screenshot shows a web application window titled "Position Hierarchy: 16-AUG-2012". At the top, there is a search bar with "GSA" entered, a checked "Primary" checkbox, and a "Version Number" field set to "1". Below this is the "Position" section, which contains a list of search results. The first result is highlighted in yellow and shows the following details:


- Name: Executive Assistant.GS03.11B0331.001.003756.C
- Position Control Number: 003756
- Holder: Bailey, Madeline A
- Person Type: Employee
- Office Symbol: 1P
- Holder Emp #: 364
- Number of Subordinates: 0
- Obligated Employee: (empty)
- Obligated Emp #: (empty)
- Detailed Employee: (empty)
- Detailed Emp #: (empty)
- Team Lead: (empty)
- Supervisor: (empty)

There is an "Up" arrow button next to the position name. Below the position details is a checkbox labeled "Exists In Hierarchy". At the bottom of the window is a "Subordinates" section, which is currently empty. It has a table header with columns for Name, Position Control Number, Office Symbol, Number of Subordinates, and Holder (Name and Emp #). There are "Down" and "Up" arrow buttons next to the "Number of Subordinates" column.

NOTE: To check to see if multiple positions meet the search criteria (i.e., 003756C; 003756.D) you can use the up and down arrow keys on the keyboard to scroll through these positions.

Determining if a Position is in the Position Hierarchy

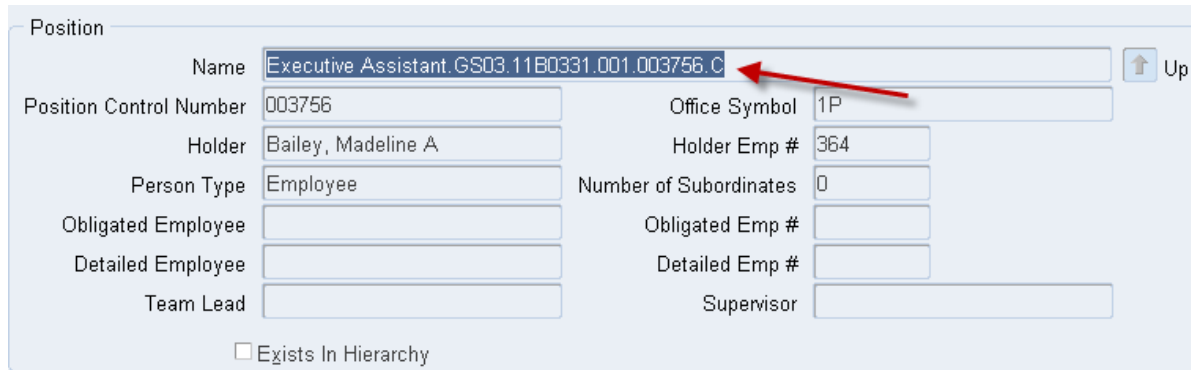
Step 1- A position is not included in the hierarchy when the Exists In Hierarchy box is not checked and the  Up arrow is grayed out.

Position			
Name	Executive Assistant.GS03.11B0331.001.003756.C	 Up	
Position Control Number	003756	Office Symbol	1P
Holder	Bailey, Madeline A	Holder Emp #	364
Person Type	Employee	Number of Subordinates	0
Obligated Employee		Obligated Emp #	
Detailed Employee		Detailed Emp #	
Team Lead		Supervisor	
<input type="checkbox"/> Exists In Hierarchy			


NOTE: The position will not have a “Team Lead” and/or “Supervisor” designated if it is not in the hierarchy.

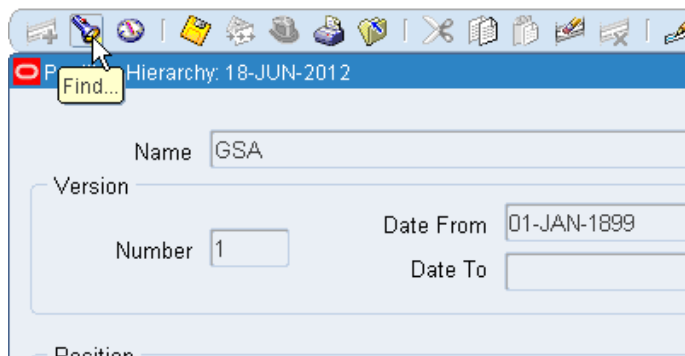
Inserting an Encumbered Position into the Position Hierarchy

Step 1 – Select and copy the entire “Name” field under “Position”.



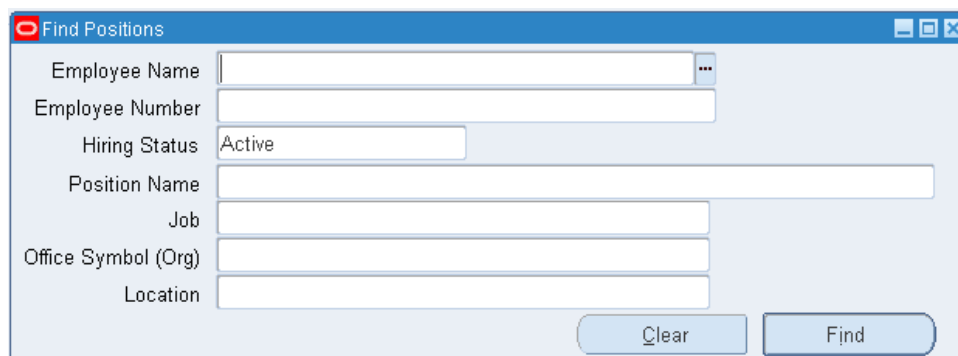
A screenshot of a web-based form titled "Position". The "Name" field is highlighted in blue and contains the text "Executive Assistant.GS03.11B0331.001.003756.C". A red arrow points to the right end of this field. Other fields include "Position Control Number" (003756), "Office Symbol" (1P), "Holder" (Bailey, Madeline A), "Holder Emp #" (364), "Person Type" (Employee), "Number of Subordinates" (0), "Obligated Employee", "Obligated Emp #", "Detailed Employee", "Detailed Emp #", and "Team Lead". A "Supervisor" field is also present. At the bottom, there is a checkbox labeled "Exists In Hierarchy".

Step 2 – We’re now going to insert this encumbered position into the hierarchy. Select the “Find”  icon.



A screenshot of a toolbar with various icons. A mouse cursor is hovering over a magnifying glass icon labeled "Find...". Below the toolbar, a window titled "Hierarchy: 18-JUN-2012" is visible, showing a search form with fields for "Name" (GSA), "Version", "Number" (1), "Date From" (01-JAN-1899), and "Date To".

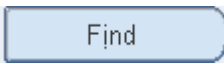
The “Find Positions” window will appear.

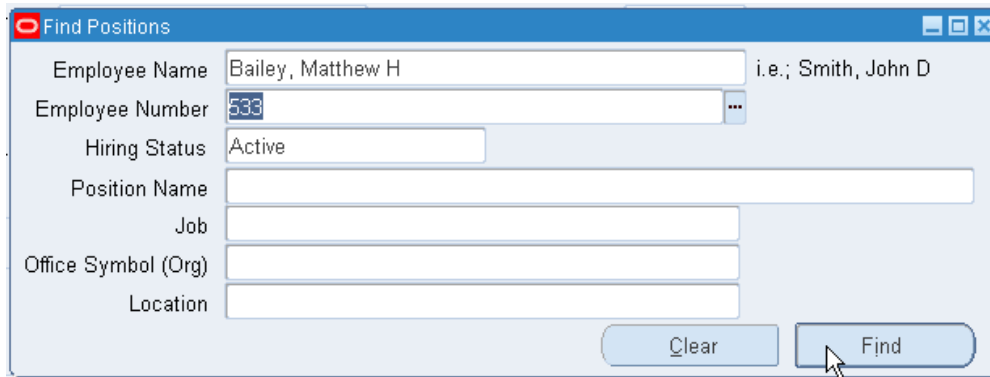


A screenshot of a window titled "Find Positions". It contains several input fields: "Employee Name" (with a dropdown arrow), "Employee Number", "Hiring Status" (Active), "Position Name", "Job", "Office Symbol (Org)", and "Location". At the bottom right, there are two buttons: "Clear" and "Find".

Step 3 – Search for a person or position in the hierarchy that you’d like to link the vacant position to. In this example, we’re going to search by employee name.

NOTE: For more information on querying a person or position in the Position Hierarchy, reference the *“WMT User Guide - Position Hierarchy Navigation”*.

Click in the **“Employee Name”** field and enter the name of the employee you want this vacancy to report to, and then click the **“Find”**  button.



Find Positions

Employee Name: Bailey, Matthew H i.e.; Smith, John D

Employee Number: 533

Hiring Status: Active

Position Name:

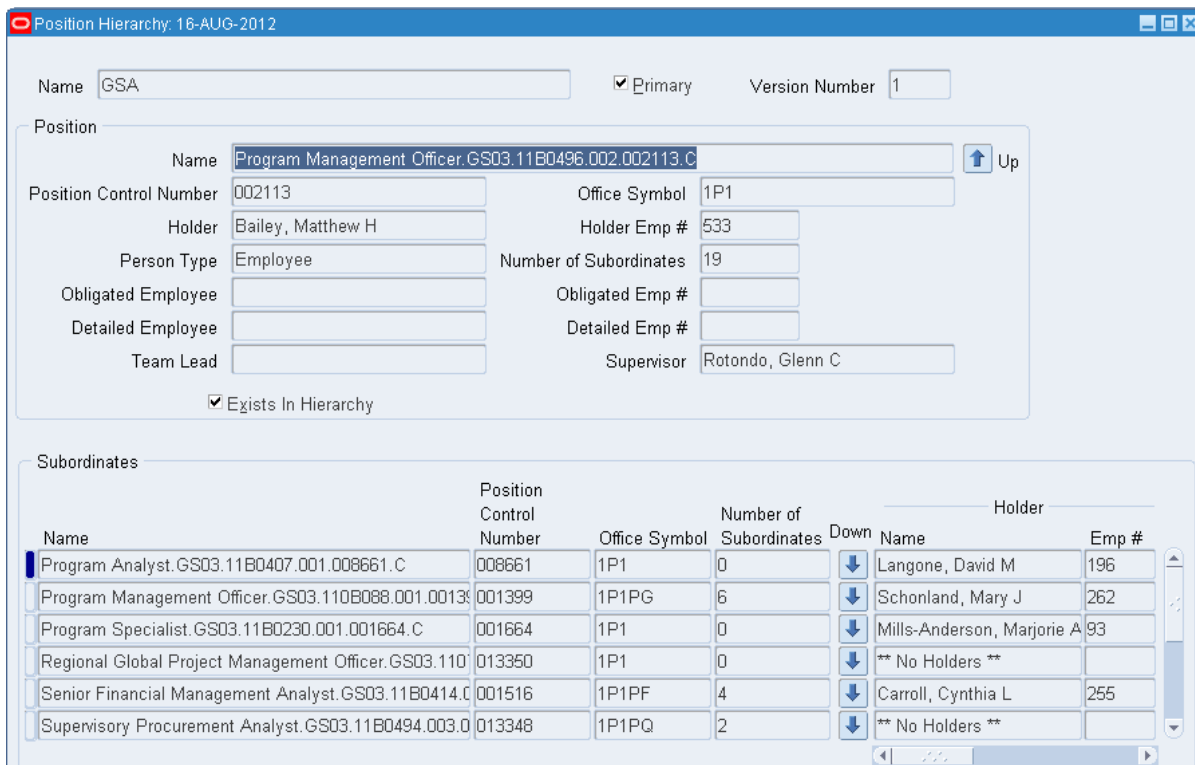
Job:

Office Symbol (Org):

Location:

Clear Find

The **“Position”** section of the **“Position Hierarchy”** window populates with the position(s) that meet the **“Employee Name”** query criteria.



Position Hierarchy: 16-AUG-2012

Name: GSA Primary Version Number: 1

Position

Name: Program Management Officer.GS03.11B0496.002.002113.C Up

Position Control Number: 002113 Office Symbol: 1P1

Holder: Bailey, Matthew H Holder Emp #: 533

Person Type: Employee Number of Subordinates: 19

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:


Team Lead: Supervisor: Rotondo, Glenn C

Exists In Hierarchy

Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Holder Emp #
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	Langone, David M	196
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0	Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.110	013350	1P1	0	** No Holders **	
Senior Financial Management Analyst.GS03.11B0414.C	001516	1P1PF	4	Carroll, Cynthia L	255
Supervisory Procurement Analyst.GS03.11B0494.003.0	013348	1P1PQ	2	** No Holders **	

NOTE: You cannot insert a position into the hierarchy unless the parent position (Team Lead or Supervisor position) is in the hierarchy. The “Exists in Hierarchy” Exists In Hierarchy field will be checked if the parent position is in the hierarchy. If the box isn’t selected, you’ll have to correct the hierarchy working from the top down.

Step 4 – To insert the vacant position into the position hierarchy, click on any of the entries under the “Name” field within the “Subordinates” section, then select the “New”  icon in the top left corner.



Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	↓	Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0	↓	Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.110B0414.C	013350	1P1	0	↓	** No Holders **	
Senior Financial Management Analyst.GS03.11B0414.C	001516	1P1PF	4	↓	Carroll, Cynthia L	255
Supervisory Procurement Analyst.GS03.11B0494.003.0013348	013348	1P1PQ	2	↓	** No Holders **	


A blank line appears under the selected record in the “Subordinates” section, which will allow you to insert a position into the position hierarchy.

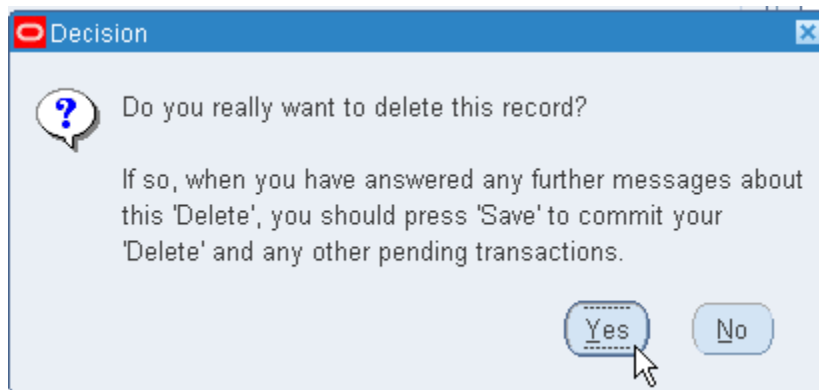
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
...				↓		
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	↓	Schonland, Mary J	262


Step 5 – In step 1, you copied the “Name” field of the vacant position you wanted to insert into the hierarchy. Now, paste what you had copied into the yellow “Name” field. Next, hit the tab key on the keyboard and the “Name” field will populate with the employee’s name (i.e., Bailey, Madeline A).

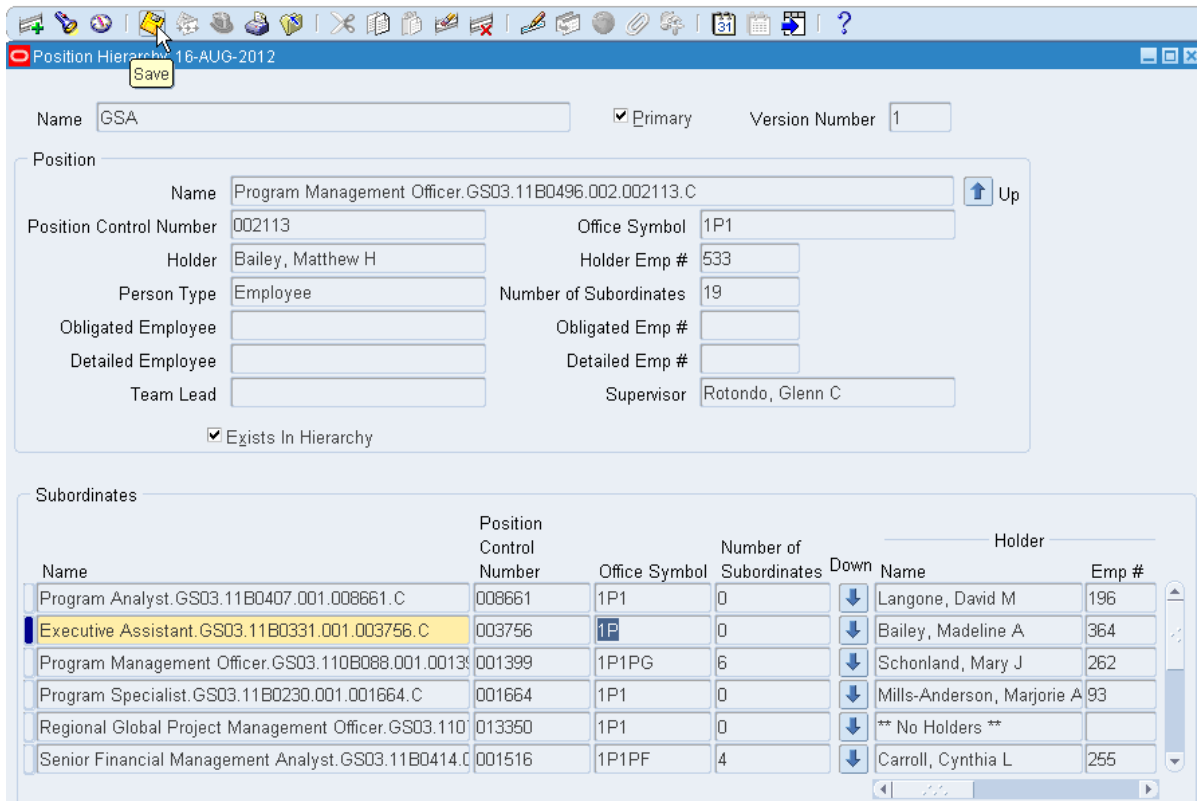
Subordinates						
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	↓	Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0	↓	Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.110	013350	1P1	0	↓	** No Holders **	
Senior Financial Management Analyst.GS03.11B0414.C	001516	1P1PF	4	↓	Carroll, Cynthia L	255

For your information: If it turns out that you selected the “New”  icon by accident, or need to remove the position that you’ve inserted to the hierarchy, select the row you’d like to delete and select the “Delete”  icon.

A “Decision” window will appear. Click the “Yes”  button.



Step 6 – Select the “Save”  icon to complete the insertion of the encumbered position into the hierarchy.



Position Hierarchy 16-AUG-2012

Name: GSA Primary Version Number: 1

Position Name: Program Management Officer.GS03.11B0496.002.002113.C

Position Control Number: 002113 Office Symbol: 1P1

Holder: Bailey, Matthew H Holder Emp #: 533

Person Type: Employee Number of Subordinates: 19

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Rotondo, Glenn C

Exists In Hierarchy


Subordinates

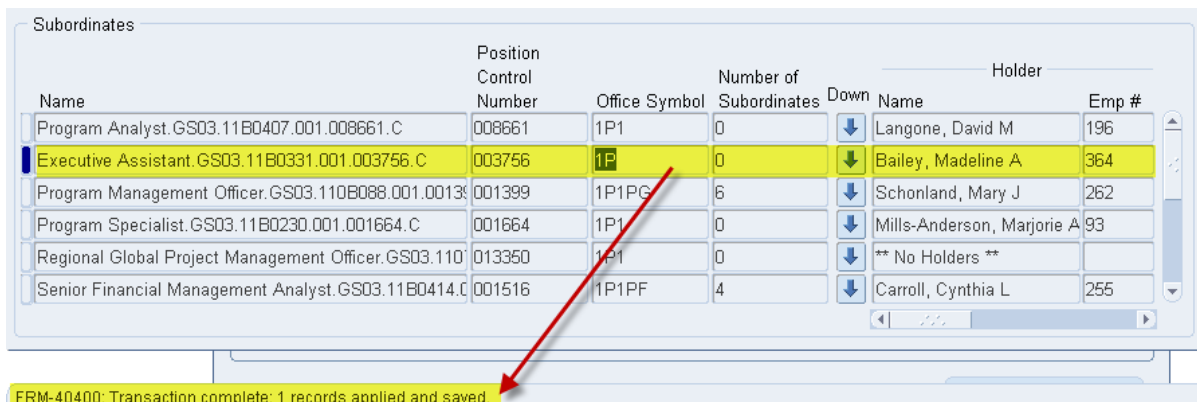
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	↓	Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0	↓	Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.110	013350	1P1	0	↓	** No Holders **	
Senior Financial Management Analyst.GS03.11B0414.C	001516	1P1PF	4	↓	Carroll, Cynthia L	255

Step 7 – In the bottom left hand corner of your screen the

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

message will tell you that the transaction successfully completed.


NOTE: If you don't see this bar at the bottom of your screen, maximize your screen by selecting the **“Maximize”**  icon in the top right corner of your screen.







Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6	↓	Schonland, Mary J	262
Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0	↓	Mills-Anderson, Marjorie A	93
Regional Global Project Management Officer.GS03.110	013350	1P1	0	↓	** No Holders **	
Senior Financial Management Analyst.GS03.11B0414.C	001516	1P1PF	4	↓	Carroll, Cynthia L	255

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

Step 8 – Select the “Down Arrow”  icon in the row of the encumbered position that you just inserted.


Subordinates		Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Name	Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0		Langone, David M	196
	Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0		Bailey, Madeline A	364
	Program Management Officer.GS03.110B088.001.001399	001399	1P1PG	6		Schonland, Mary J	262
	Program Specialist.GS03.11B0230.001.001664.C	001664	1P1	0		Wills-Anderson, Marjorie A	93

You'll see that vacant position now exists in the hierarchy, and has a supervisor. You've successfully added a vacant position to the hierarchy. This completes this section of the user guide

Position Hierarchy: 16-AUG-2012

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:

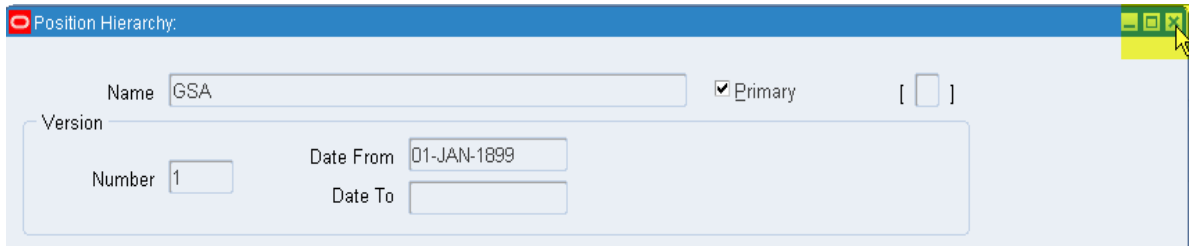
Exists In Hierarchy

Subordinates

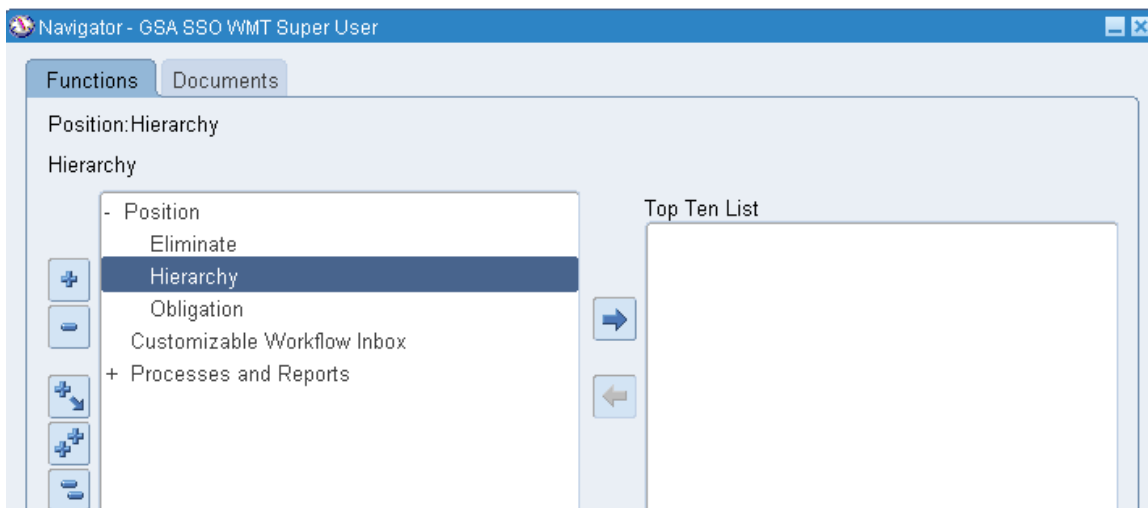
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>


Closing the Position Hierarchy Window and Logging Out of CHRIS

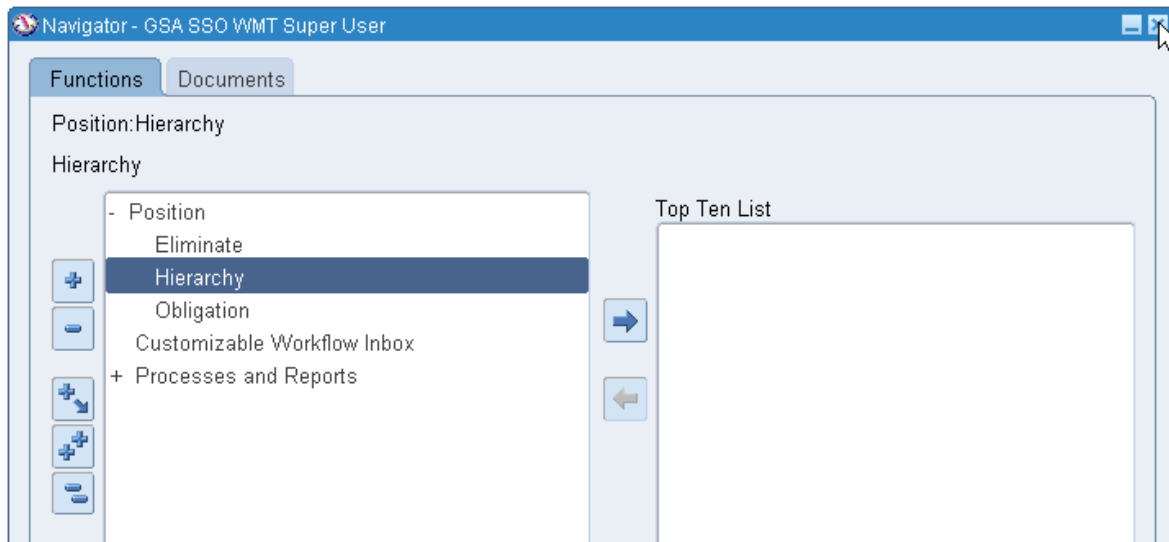
Step 1 - To close the “Position Hierarchy” window, click on the “x”  in the upper right corner of the window.



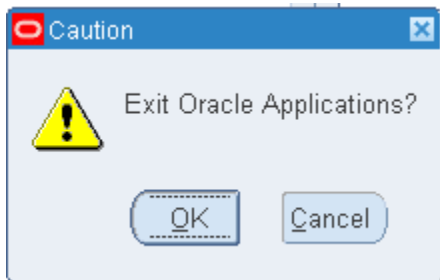
It will return you to the “Navigator” window.



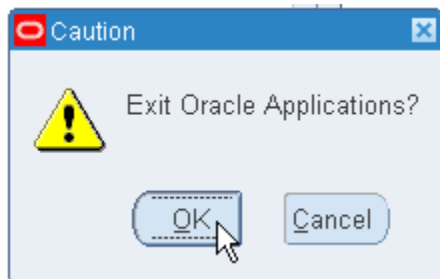
Step 2 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.




A “Caution” window will appear.



Step 3 - Click the “OK”  button.



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.



Lead or Supervisor, field 10 will populate with that positions subordinate positions.