Position Obligation 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.

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User Guide Purpose: Illustrate how to query and view the position an employee is obligated to while on a temporary promotion.

Navigating to the Position Hierarchy Screen

Step 1 – Go to the CHRIS homepage and logon.

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

Position	
🔟 Update, Copy or Elin	<u>ninate</u>
Hierarchy	

Step 3 – The **"Find Position"** window opens. Use the search field "Office Symbol (Org)" to query.

OPosition Hierarchy.							
Name GSA				☑ Primary	Versio	on Number 1	
Position							
Na	ime						1 Up
Position Control Num	lber		c	ffice Symbol			
Hol	lder		ŀ	lolder Emp #			
Person T	Find Positions						_ 0 ×
Obligated Emplo	Employee Name					i.e.; Smith, John D	
Detailed Emplo	Employee Number]	
Team L	Hiring Status	Active					
	Position Name		1				
	Job						
Subordinates	Office Symbol (Org)	-					
	Location						
Name					⊆lear	Find	
						1	

Querying a Position and Viewing the Obligation

Step 1 – Enter the office symbol in the "Office Symbol (Org)" field. You can also query an office symbol/organization by using the "drop-down" box. Once information is entered, click the "Find" button.

Find Positions		
Employee Name		i.e.; Smith, John D
Employee Number		
Hiring Status	Active	
Position Name		
Job		
Office Symbol (Org)	CP -	-
Location		
		Qlear Find

Find the position that shows "**No Holders**" in the Holder column.

Name GSA			Primary 2	Version I	Numbe	er 1			
Position									
Name	Director of Human Resources S	Services.GS1	4.X0ES335.005	009276.C		6	1 Up		
osition Control Number	009276		Office Symbol	CP					
Holder	Harris, Antonia T	3	Holder Emp #	45678					
Person Type	Employee	Number	of Subordinates	149					
Obligated Employee		0	bligated Emp #						
Detailed Employee			Detailed Emp #						
Team Lead			Supervisor	Costa, Anthony	ł.	3			
~	Exists In Hierarchy								
	Exists In Hierarchy								
Subordinates	Egists In Hierarchy								
Subordinates	Egists In Hierarchy	Position		Number of			Holder		
Subordinates	Egists In Hierarchy	Position Control Number	Office Symb	Number of Subordinate:	Down	ⁿ Name	Holder	/ Emp #	
Subordinates Name Human Resources Spe	Egists In Hierarchy cialist (Employee Relations).GS	Position Control Number 012887	Office Symbol	Number of ol Subordinates	Dowr	ⁿ Name	Holder	Emp #	
Subordinates Name Human Resources Spe Human Resources Spe	Egists In Hierarchy cialist (Employee Relations).GS cialist (Recruitment & Placemen	Position Control Number 012887 009991	Office Symbol CHW CP	Number of ol Subordinates 0	; Dowr	Name Jones-Felder	Holder r, Renee	Emp # 12345 13579	31
Subordinates Name Human Resources Spe Human Resources Spe Human Resources Spe	Egists In Hierarchy cialist (Employee Relations) GS cialist (Recruitment & Placemen cialist (Recruitment & Placemen	Position Control Number 012887 009991 006442	Office Symbol CHW CP CP	Number of Subordinates 0 0 0	s Dowr	Name Jones-Felder Smith, Dawn	Holder r, Renee Y n R s •••	Emp # 12345 13579	
Subordinates Name Human Resources Spe Human Resources Spe Human Resources Spe Supervisory Human Res	Egists In Hierarchy cialist (Employee Relations).GS cialist (Recruitment & Placemen cialist (Recruitment & Placemen cources Specialist (Classification	Position Control Number 012887 009991 006442 007305	Office Symbol CHW CP CP CP CPZ	Number of Subordinates 0 0 0 8	s Dowr	Name Jones-Felder Smith, Dawn To Holder Watson, Cha	Holder r, Renee n R s ** arlotte A	Emp # 12345 13579 34567	
Subordinates Name Human Resources Spe Human Resources Spe Numan Resources Spel Supervisory Human Ret Supervisory Human Ret	Egists In Hierarchy cialist (Employee Relations).GS cialist (Recruitment & Placemen cialist (Recruitment & Placemen ources Specialist (Classification ources Specialist (Labor Relation	Position Control Number 012887 009991 006442 007305 003981	Office Symbol CHW CP CP CPZ CPZ CPL	Number of Subordinates 0 0 0 8 3	Dowr	Name Jones-Felder Smith, Dawn ** No Holder Watson, Chi Scheider, St	Holder r, Renee Y n R s +++++++ arlotte A usan E	Emp # 12345 13579 34567 24680	

Scroll across (using the bar at the bottom) to the "Obligated" column to view who the position is "obligated" to.

Subordinates	Position Control		Number of		Obligated Emplo	oyee	
Name	Number	Office Symbol	Subordinates	Down	Name	Emp #	
Human Resources Specialist (Employee Relations).GS	012887	CHW	0				-
Human Resources Specialist (Recruitment & Placemen	009991	CP	0				
Human Resources Specialist (Recruitment & Placemen	006442	CP	0		Smith, Dawn R	13579	
Supervisory Human Resources Specialist (Classification	007305	CPZ	8	•][
Supervisory Human Resources Specialist (Labor Relation	003981	CPL	3	1			
Supervisory Human Resources Specialist.GS14.00CZ20	013180	CP	0	I.			•
					લે 👘 💎 👘	Þ	

Closing the Position Hierarchy Windows and Logging Out of CHRIS

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

Decilier					
Position	Director of Human Reso	urces Services.GS14.XDES335.005	009276.C	1 Up	
Position Control Number	009276	Office Symbol	CP	<u> </u>	1
Holder	Harris, Antonia T	Holder Emp #	26198		
Person Type	Employee	Number of Subordinates	149		
Obligated Employee		Obligated Emp #			
Detailed Employee		Detailed Emp #			
Team Lead		Supervisor	Costa, Anthony		
	E <u>x</u> ists In Hierarchy				
Subordinates					
Subordinates		Position			
		Control	Number of Down	Holder	

Step 2 - This will return you to the "Navigator" window.

Position:Hierarchy Hierarchy + Request for Personnel Action	Top Ten List
Customizable Workflow inbox View SF-52 (Personnel Actions) Employee (View Only) Position Update, Copy or Eliminate Hierarchy View + View Processes and Reports	•

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Step 3 - To close the **"Navigator"** window, click on the **"x" I** in the upper right corner of the window.

🕸 Navigator - GSA HRO WMT Super User	
Functions Documents	
Position:Obligation	
Obligation	
 Position Update, Copy or Eliminate Hierarchy Obligation 	Top Ten List

A "Caution" window will appear.

🖸 Cautio	n		×
	Exit Oracle .	Applications	?
	<u>O</u> K	Cancel	
Step 4 -	Click the '	'ок" 🛄	k button.
Step 4 -	Click the '	' ок " 🛄	button.
Step 4 -	Click the ' n Exit Oracle /	' OK "	button.

The "Navigator" window will close.



Step 5 – To close the remaining Oracle windows, click on the "**x**" **EII** in the upper right corner of each window.



Step 6 – Click "Logout" to logout of CHRIS.

