

Position Obligation User Guide

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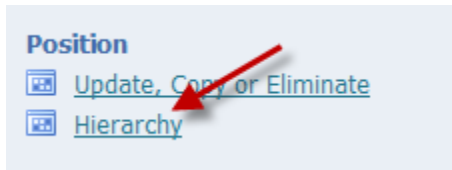
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User Guide Purpose: Illustrate how to query and view the position an employee is obligated to while on a temporary promotion.

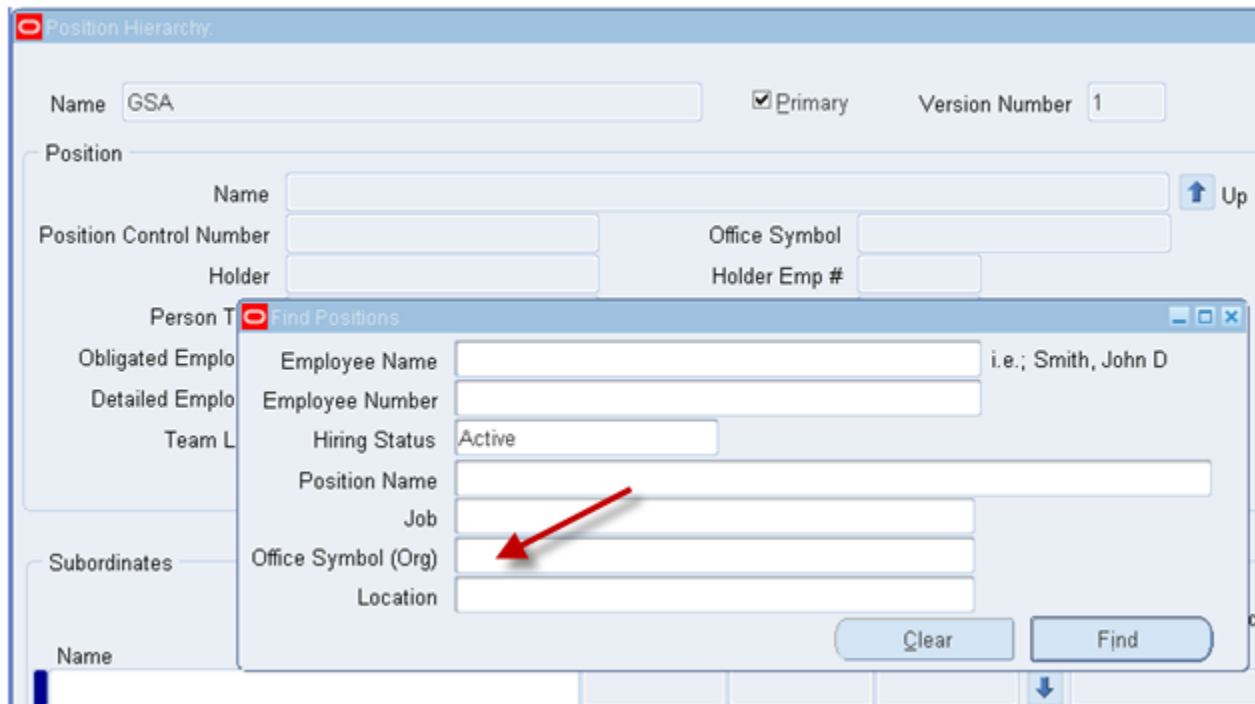
Navigating to the Position Hierarchy Screen

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.



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



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.

The screenshot shows a window titled "Find Positions" with several input fields: Employee Name (with a hint "i.e.; Smith, John D"), Employee Number, Hiring Status (set to "Active"), Position Name, Job, Office Symbol (Org) (containing "CP"), and Location. There are "Clear" and "Find" buttons at the bottom. Two red arrows point to the "Office Symbol (Org)" field, one to the text and one to the drop-down arrow.

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

The screenshot shows a window titled "Position Hierarchy" for "GSA". It displays details for a position: "Director of Human Resources Services.GS14.XDES335.005.009276.C" with Position Control Number 009276, Office Symbol CP, and Holder Harris, Antonia T. Below this is a table of subordinates.


| Name | Position Control Number | Office Symbol | Number of Subordinates | Down | Holder Name | Emp # |
|---|-------------------------|---------------|------------------------|------|-----------------------|-------|
| Human Resources Specialist (Employee Relations).GS | 012887 | CHW | 0 | ↓ | Jones-Felder, Renee Y | 12345 |
| Human Resources Specialist (Recruitment & Placemen | 009991 | CP | 0 | ↓ | Smith, Dawn R | 13579 |
| Human Resources Specialist (Recruitment & Placemat | 006442 | CP | 0 | ↓ | ** No Holders ** | |
| Supervisory Human Resources Specialist (Classificati | 007305 | CPZ | 8 | ↓ | Watson, Charlotte A | 34567 |
| Supervisory Human Resources Specialist (Labor Relatic | 003981 | CPL | 3 | ↓ | Scheider, Susan E | 24680 |
| Supervisory Human Resources Specialist.GS14.00CZZ | 013180 | CP | 0 | ↓ | ** No Holders ** | |

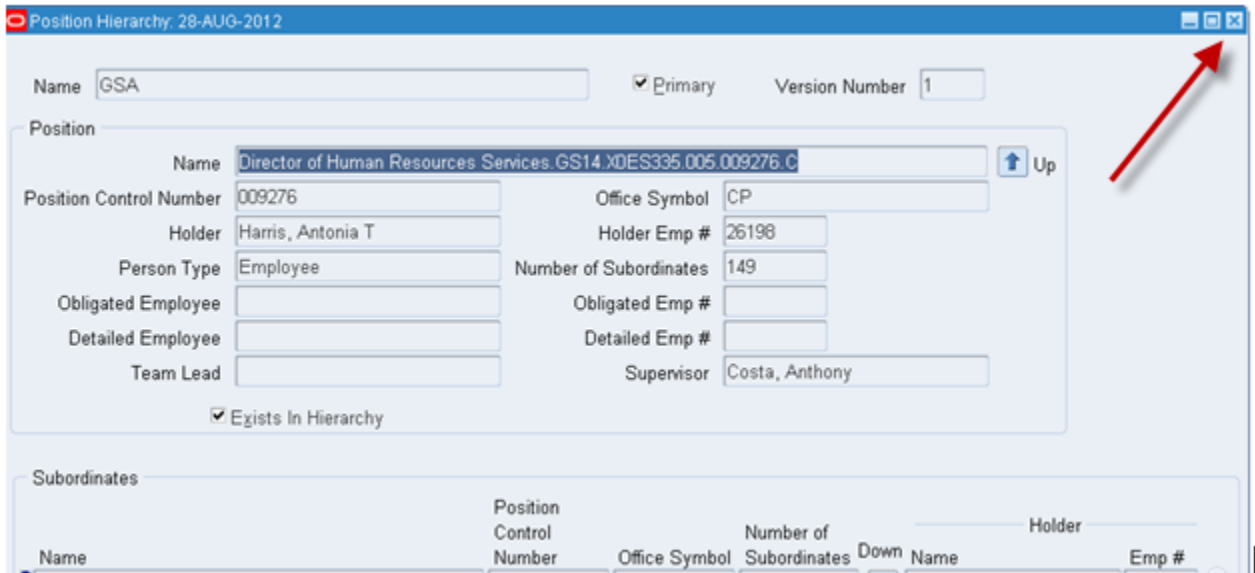
Scroll across (using the bar at the bottom) to the “Obligated” column to view who the position is “obligated” to.

The screenshot shows a table titled "Subordinates" with the following columns: Name, Position Control Number, Office Symbol, Number of Subordinates, Down (with a dropdown arrow), and Obligated Employee (with sub-columns for Name and Emp #). The table contains six rows of data. The third row is highlighted. A horizontal scrollbar is visible at the bottom of the table, and three red arrows point to the "Obligated Employee" column header, the "Smith, Dawn R" entry in the third row, and the scrollbar.

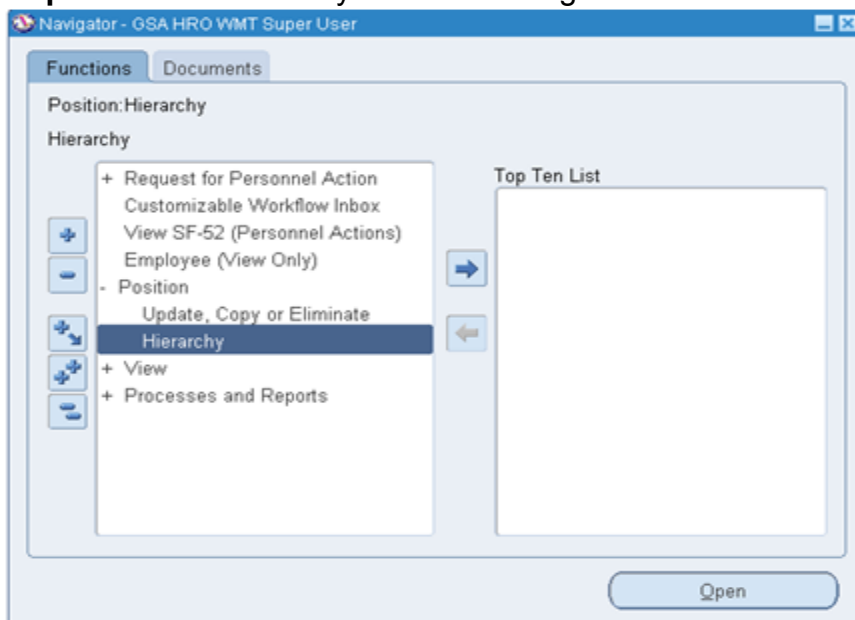
| Name | Position Control Number | Office Symbol | Number of Subordinates | Down | Obligated Employee | |
|---|-------------------------|---------------|------------------------|------|--------------------|-------|
| | | | | | Name | Emp # |
| Human Resources Specialist (Employee Relations).GS | 012887 | CHW | 0 | ↓ | | |
| Human Resources Specialist (Recruitment & Placemen | 009991 | CP | 0 | ↓ | | |
| Human Resources Specialist (Recruitment & Placemen | 006442 | CP | 0 | ↓ | Smith, Dawn R | 13579 |
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| Supervisory Human Resources Specialist (Labor Relatic | 003981 | CPL | 3 | ↓ | | |
| Supervisory Human Resources Specialist.GS14.00CZZ | 013180 | CP | 0 | ↓ | | |


Closing the Position Hierarchy Windows and Logging Out of CHRIS

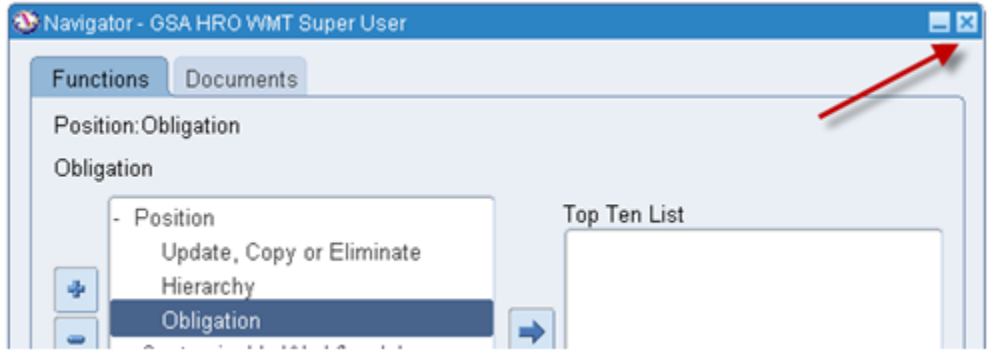
Step 1 - To close the “Position Hierarchy” window, click on the “x”  in the upper right corner of the window.



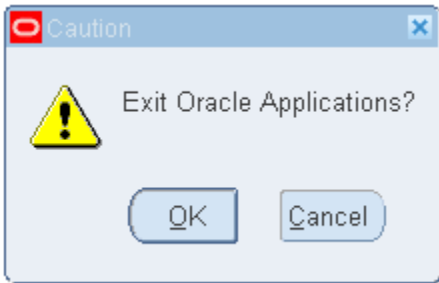
Step 2 - This will return you to the “Navigator” window.



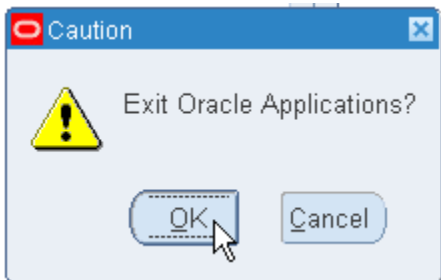
Step 3 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



A “Caution” window will appear.




Step 4 - Click the “OK”  button.



The “Navigator” window will close.



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



Step 6 – Click “Logout” to logout of CHRIS.

