

# Purging a Position User Guide

<b>Overview</b>	<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"><li>• Access workforce information by individual, position, and organization;</li><li>• Develop short- and long-term workforce planning strategies;</li><li>• Plan workforce size, structure and skill sets to support current and future business needs;</li></ul> <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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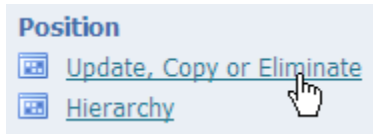
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**User Guide Purpose:** Illustrate how to purge an unencumbered vacant position.

# Navigate to the Position Screen

**Step 1** – Go to the CHRIS homepage [gsa.gov/chris](https://gsa.gov/chris) and logon.

**Step 2** – From Navigator window, click on the “**??? (HR or HR IG or HR CPC) WMT Super User**” responsibility, then click on “**Update, Copy or Eliminate**” under Position.

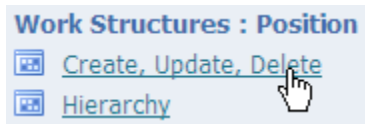


**OR**

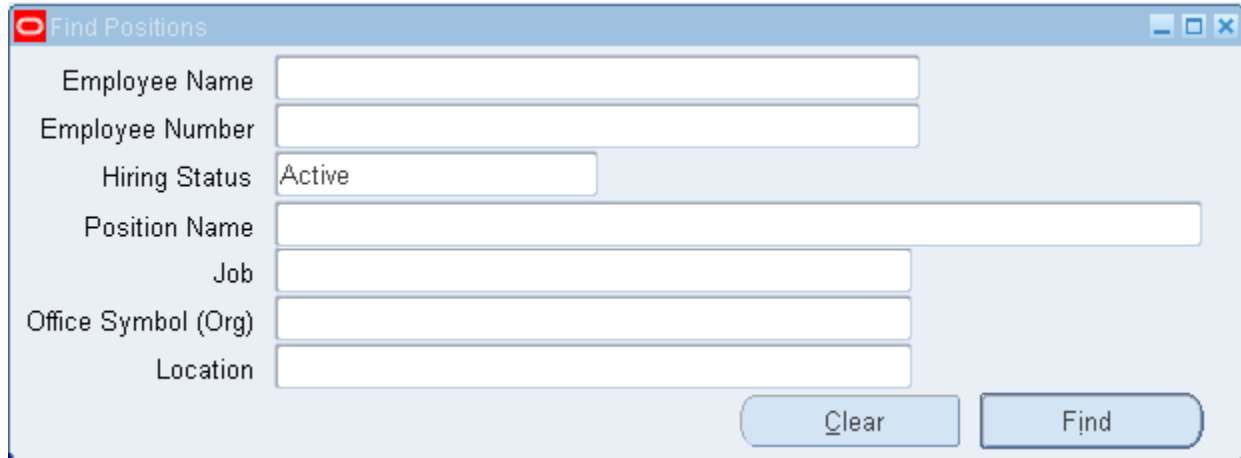
click on the “**??? HRO WMT Super User**” responsibility, then click on “**Update, Copy or Eliminate**” under Position.



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



The **“Find Position”** window opens.



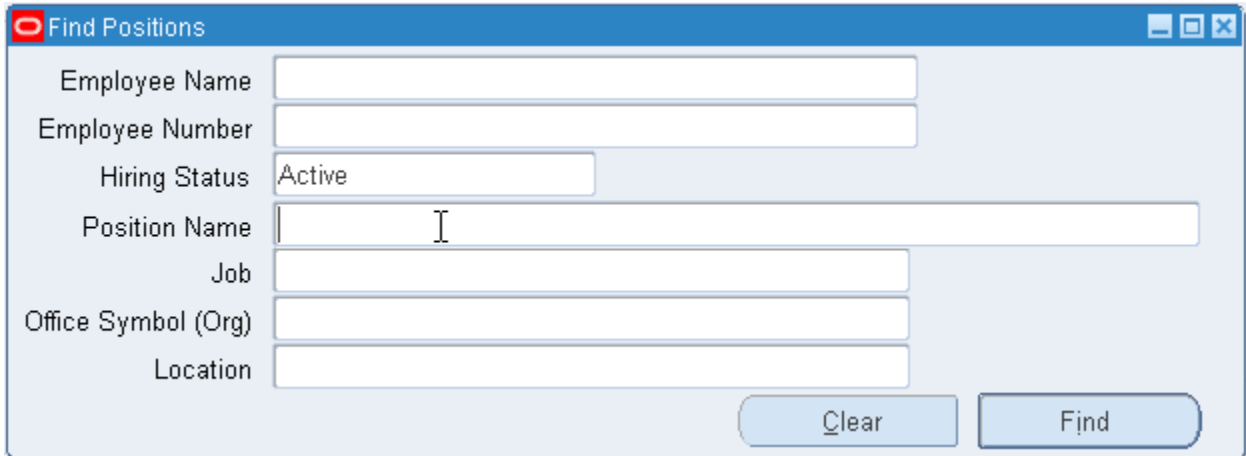
The screenshot shows a window titled "Find Positions" with a search form. The form includes the following fields and controls:

- 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".

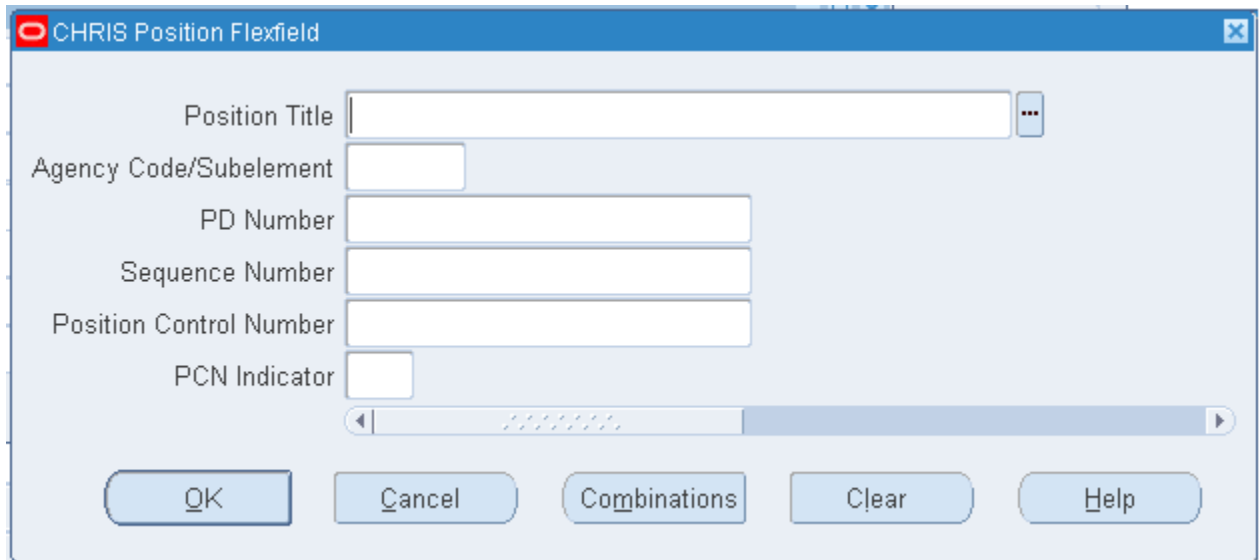
# Position Control Number (PCN) Query

**Step 1** - Click in the “**Position Name**” field



The screenshot shows a window titled "Find Positions" with a blue header bar. It contains several input fields: "Employee Name", "Employee Number", "Hiring Status" (with "Active" selected), "Position Name" (with a cursor), "Job", "Office Symbol (Org)", and "Location". At the bottom right, there are "Clear" and "Find" buttons.

The “**CHRIS Position Flexfield**” window appears.



The screenshot shows a window titled "CHRIS Position Flexfield" with a blue header bar. It contains several input fields: "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 a unique Position Control Number and click the “OK” button.

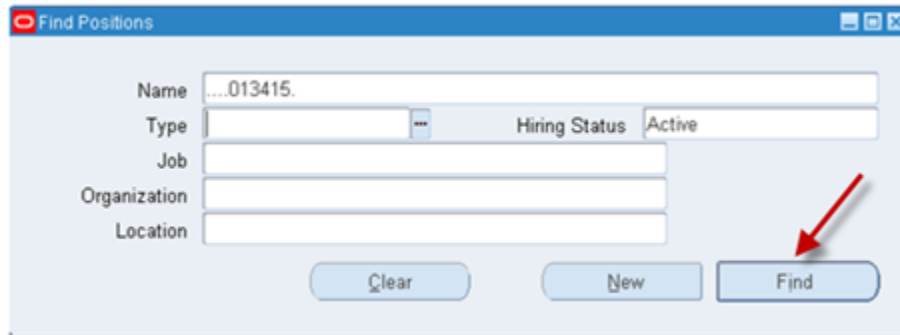


The screenshot shows a window titled "CHRIS Position Flexfield". It contains several input fields: "Position Title", "Agency Code/Subelement", "PD Number", "Sequence Number", "Position Control Number" (which contains the text "013415"), and "PCN Indicator". Below the fields is a horizontal scrollbar. At the bottom of the window are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help". A mouse cursor is pointing at the "OK" button.

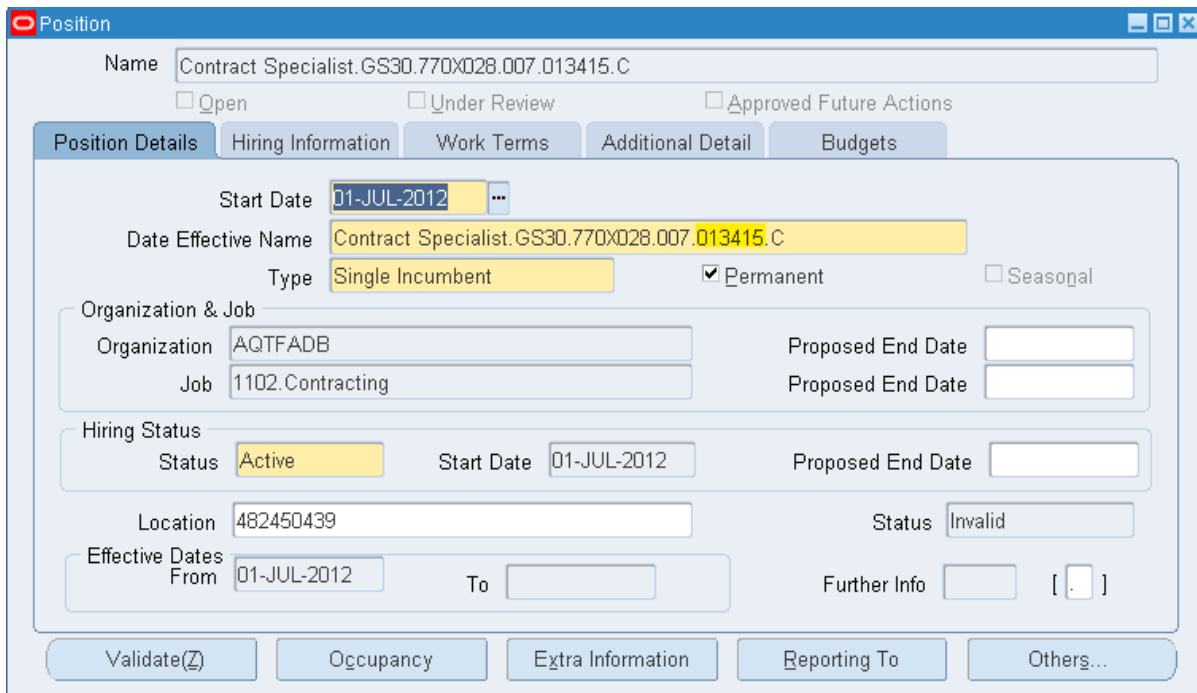
Your search criteria populates on the “**Find Positions**” window.

The screenshot shows a window titled "Find Positions". It contains several input fields: "Name" (with "...013415." entered), "Type" (with a dropdown arrow), "Hiring Status" (with "Active" entered), "Job", "Organization", and "Location". At the bottom of the window are three buttons: "Clear", "New", 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"** window populates based on your PCN query.

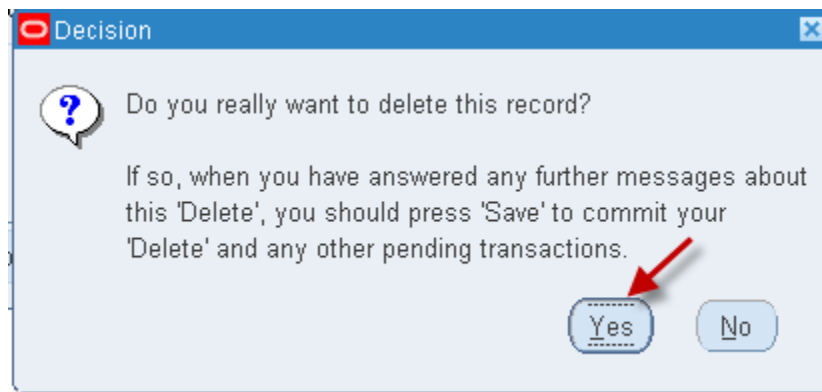


# Purging a Position

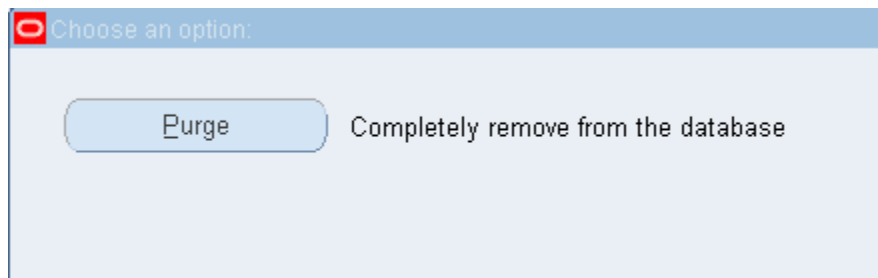
**Step 1** - Click the Delete Icon on the tool Bar:




**Step 2** - A “Decision” Window will appear asking if you really want to delete this record. Click the “Yes”  button.

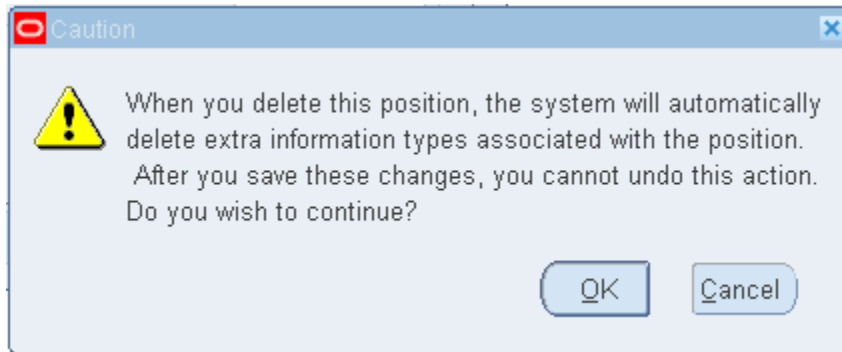



**Step 3** - The “Choose an option” window opens. Click the “Purge”  button to completely remove the Position from the system.





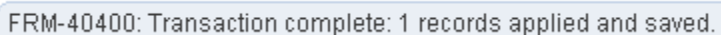
**Step 4** - A “Caution” window opens with information on what happens once the position is purged from the system. Click the “OK”  button.



**Step 5** - Click “Save”  icon:




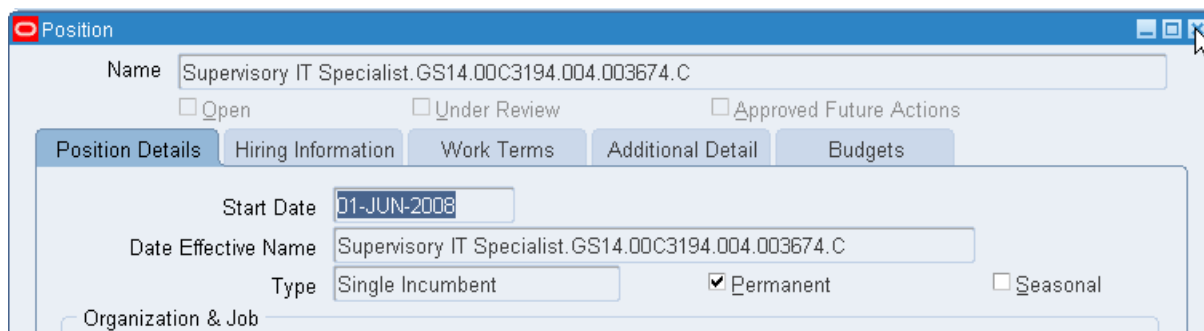
In the lower left-hand corner, you will see a message to confirm the transaction has completed.

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

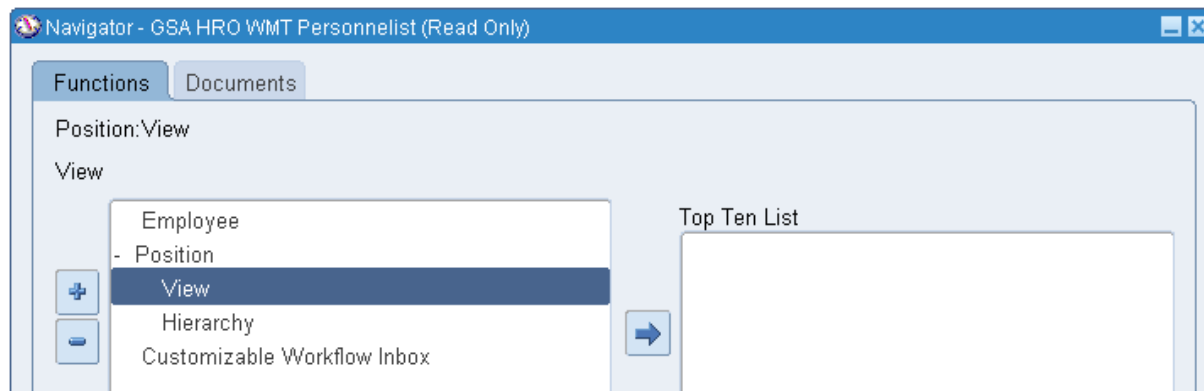
**Please note:** You cannot “Purge” a position that is currently encumbered or previously encumbered.


# Closing the Position Window and Logging Out of CHRIS

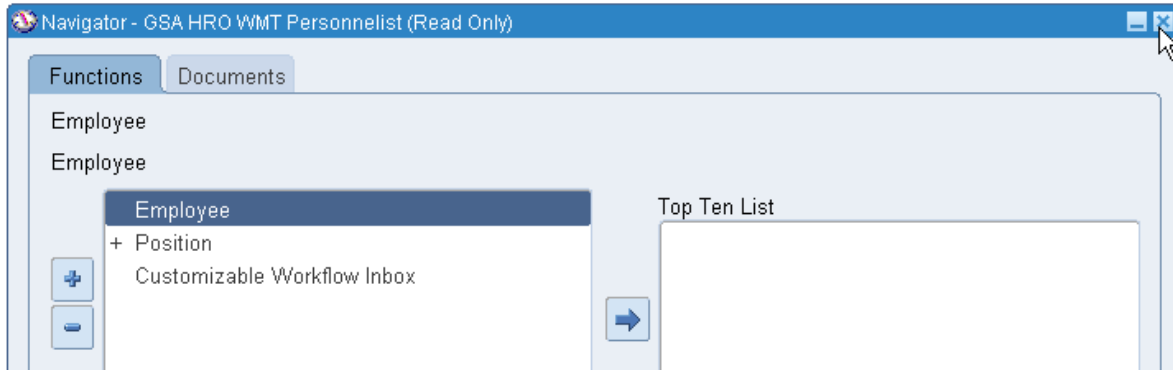
**Step 1-** To close the “Position” window, click on the “x”  in the upper right corner of the window.



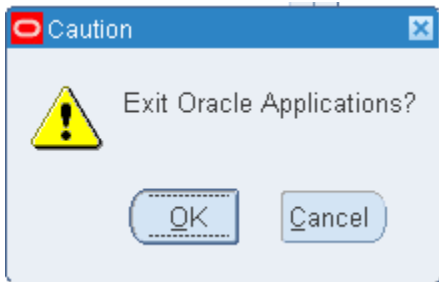
It will return you to the “Navigator” window.



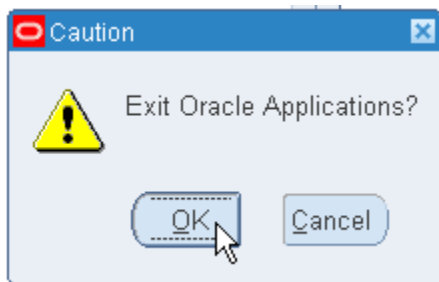
**Step 2** - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



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.

