

Updating 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.</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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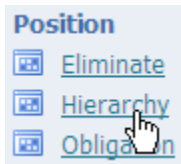
User Guide Purpose:

Illustrates the process of moving vacant and encumbered positions from one Team Lead or Supervisory position to another Team Lead or Supervisory position within the position hierarchy.

Navigating to the Position Hierarchy Screen

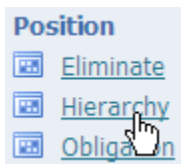
Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

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



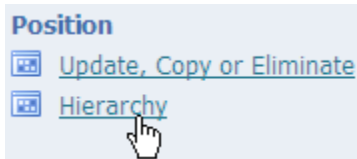
OR

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.

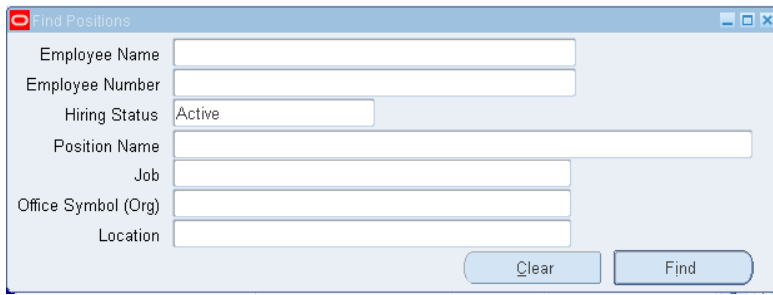


OR

click on the “**??? WMT Federal Personnelist**” responsibility, then click on “**Hierarchy**” under Work Structures : Position



The **“Find Position”** window opens.



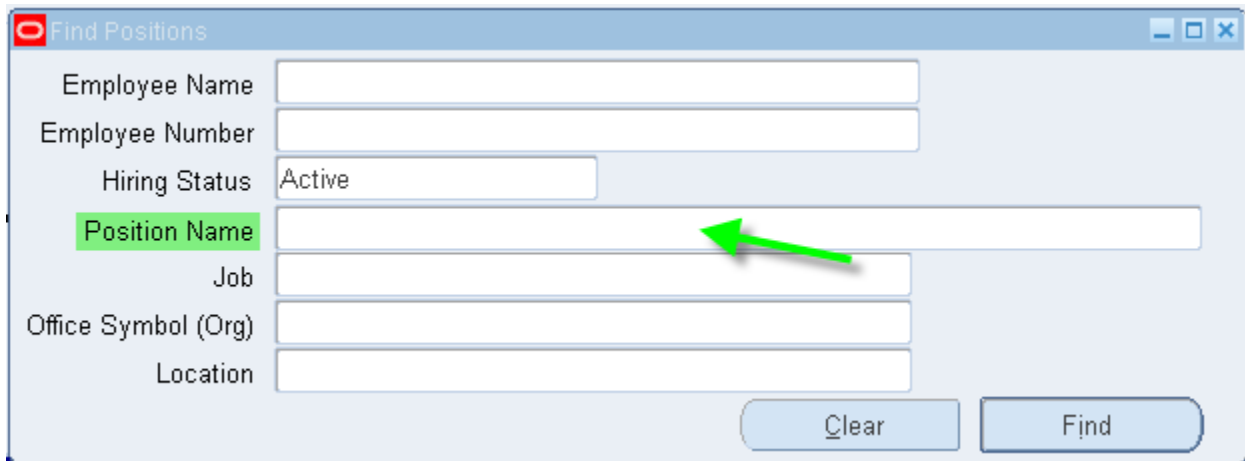
The screenshot shows a window titled "Find Positions" with a search form. The form includes the following fields and controls:

- Employee Name:
- Employee Number:
- Hiring Status:
- Position Name:
- Job:
- Office Symbol (Org):
- Location:
- Buttons: "Clear" and "Find"

Querying a Vacant Position

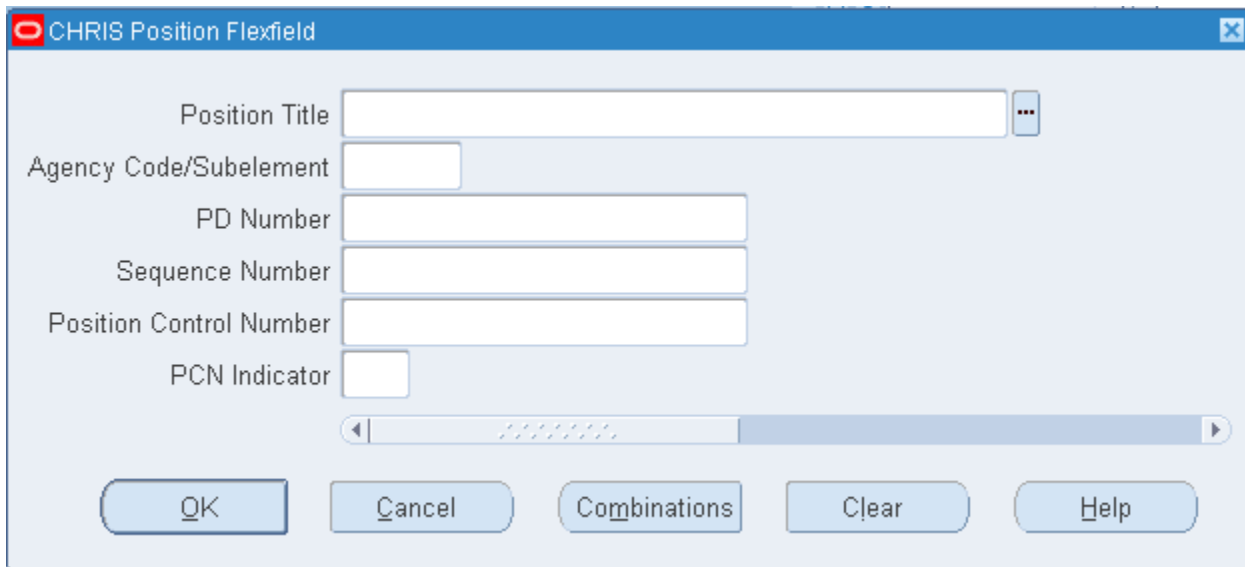
The following steps cover the process of moving a vacant position from under one supervisory position to another supervisory position across the position hierarchy. For steps to move an encumbered position from under one supervisory position to another supervisory position across the position hierarchy, please move on to the next section of this user guide.

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



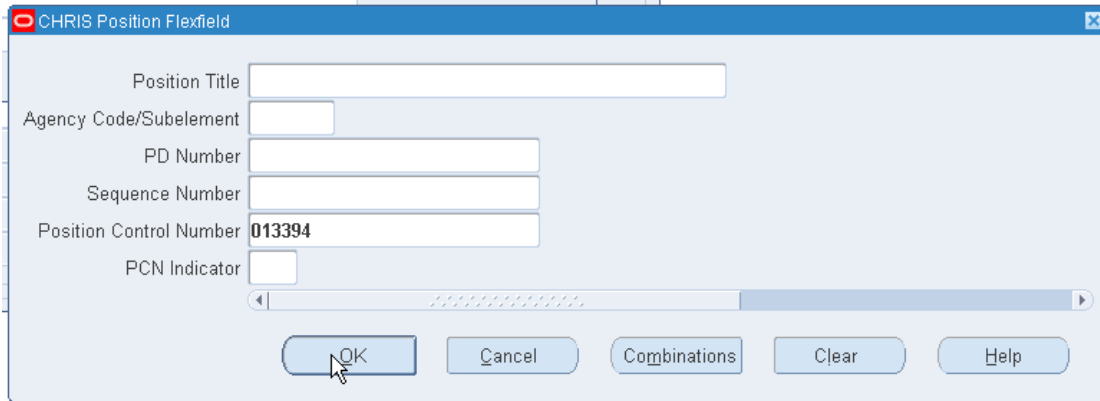
The screenshot shows a window titled "Find Positions" with several input fields. The "Position Name" field is highlighted in green, and a green arrow points to it. The other fields are: Employee Name, Employee Number, Hiring Status (set to "Active"), Job, Office Symbol (Org), and Location. At the bottom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

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

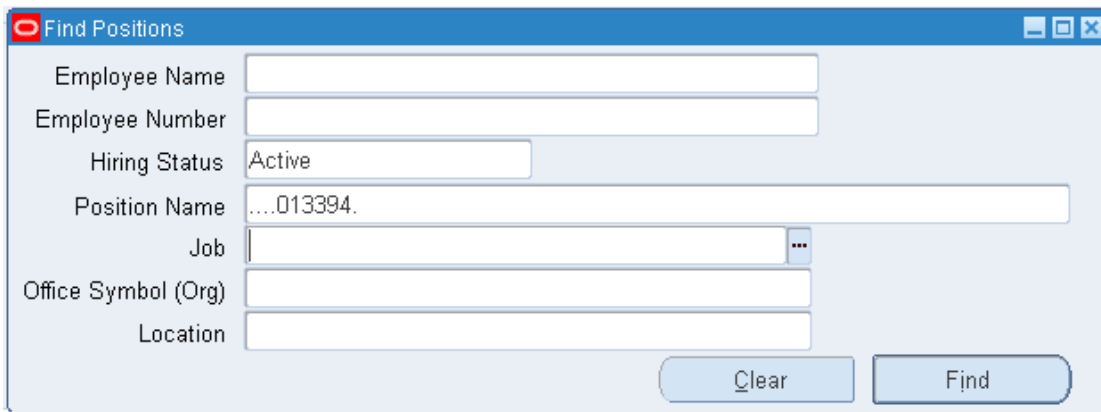


The screenshot shows a window titled "CHRIS Position Flexfield" with several input fields. The fields are: Position Title, Agency Code/Subelement, PD Number, Sequence Number, Position Control Number, and PCN Indicator. At the bottom, there are buttons for "OK", "Cancel", "Combinations", "Clear", and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

Step 2 - Enter the Position Control Number of the vacancy you want to move, then click the “OK” button.



The “Find Positions” window populates.




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” 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". 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 containing several fields: "Name" (Special Assistant, GS03, 11B0429, 008, 013394, C), "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", and "Supervisor" (Rotondo, Glenn C). A checkbox "Exists In Hierarchy" is checked. At the bottom, there is a "Subordinates" table with columns for Name, Position Control Number, Office Symbol, Number of Subordinates, and Holder (Name and Emp #). The table is currently empty.

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 included in the hierarchy when the Exists In Hierarchy box is checked, and the  Up arrow is not grayed out..

Position	
Name	Special Assistant.GS03.11B0429.008.013394.C 
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	


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

Moving a Vacant Position within the Position Hierarchy

Step 1 – You can see that the position does not have an incumbent (blank “Holder” field) Select and copy the entire “Name” field under “Position”.

Position	
Name	Portfolio Manager.GS03.1100036.007.013392.C
Position Control Number	013392
Holder	** No Holders **
Person Type	
Obligated Employee	
Detailed Employee	
Team Lead	
Office Symbol	1PTA
Holder Emp #	
Number of Subordinates	0
Obligated Emp #	
Detailed Emp #	
Supervisor	Rotondo, Glenn C

Exists In Hierarchy

Step 2 – We’re now going to move this vacant position to a different organization in the position hierarchy. Select the “Find”  icon.

Find...

Name GSA

Version

Number 1

Date From 01-JAN-1899

Date To

The “Find Positions” window will appear.

Find Positions

Employee Name

Employee Number

Hiring Status Active

Position Name

Job

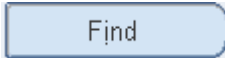
Office Symbol (Org)

Location

Clear Find

Step 3 – Search for a person or position in the hierarchy that you’d like to move 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 screenshot shows a window titled "Find Positions" with a blue header bar. Below the header, there are several input fields: "Employee Name" (containing "Bailey, Matthew"), "Employee Number", "Hiring Status" (containing "Active"), "Position Name", "Job", "Office Symbol (Org)", and "Location". At the bottom right of the window, there are two buttons: "Clear" and "Find". A mouse cursor is pointing at the "Find" button.

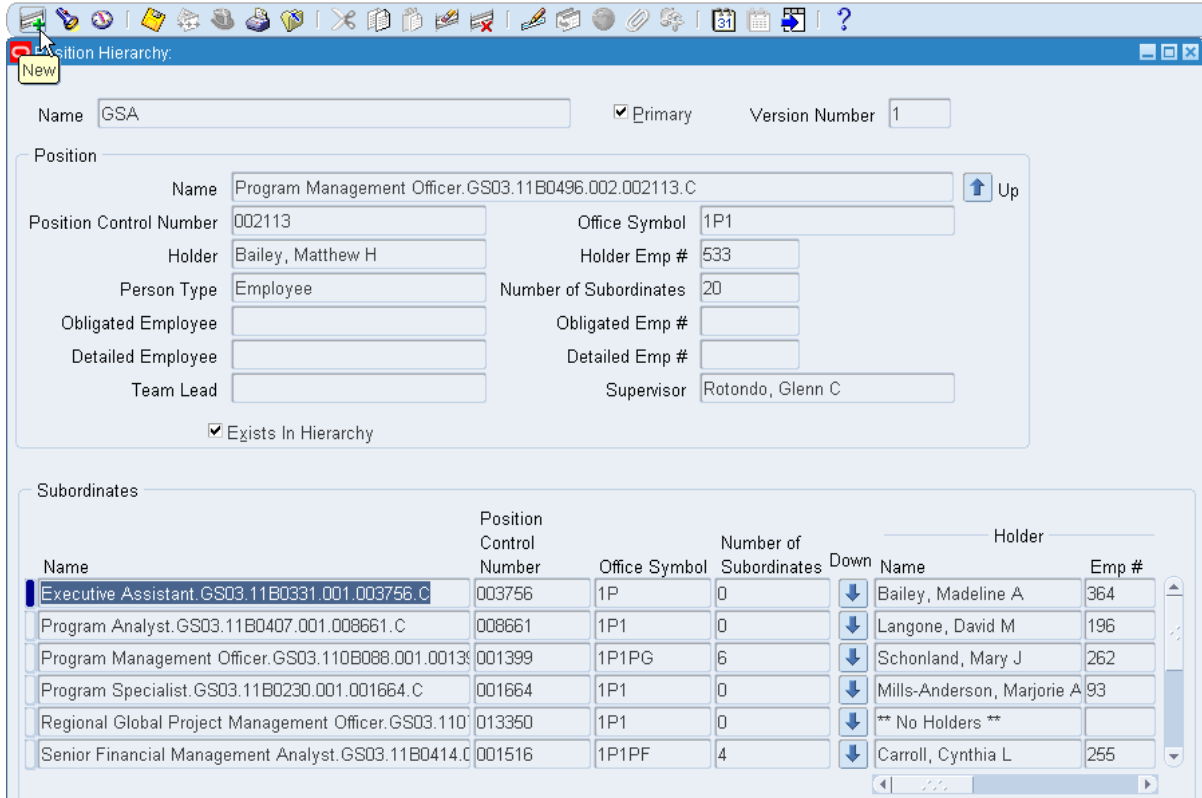
The “**Position**” section of the “**Position Hierarchy**” window populates with the position(s) that meet the “Employee Name” query criteria.

The screenshot shows the 'Position Hierarchy' window. At the top, there is a search bar with 'GSA' entered, a checked 'Primary' checkbox, and a 'Version Number' of '1'. Below this is the 'Position' section, which contains several input fields: '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' (20), 'Obligated Employee', 'Obligated Emp #', 'Detailed Employee', 'Detailed Emp #', 'Team Lead', and 'Supervisor' (Rotondo, Glenn C). A checked 'Exists In Hierarchy' checkbox is located below these fields. The 'Subordinates' section is a table with columns for Name, Position Control Number, Office Symbol, Number of Subordinates, Down (with a dropdown arrow), Holder Name, and Emp #. The table lists six subordinates, with the first one selected.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Program Management Officer.GS03.11B0888.001.001399.C	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.GS03.11B0414.001.013350.C	013350	1P1	0	↓	** No Holders **	
Senior Financial Management Analyst.GS03.11B0414.001.001516.C	001516	1P1PF	4	↓	Carroll, Cynthia L	255

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” 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 move the vacant position within 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.



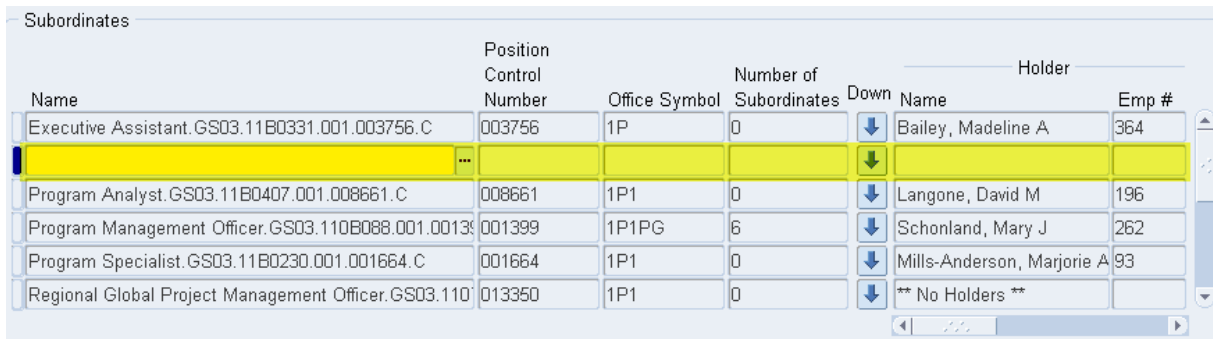
The screenshot shows the 'Position Hierarchy' application window. The 'Position' section contains the following fields:

- 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: 20
- Obligated Employee:
- Obligated Emp #:
- Detailed Employee:
- Detailed Emp #:
- Team Lead:
- Supervisor: Rotondo, Glenn C
- Exists In Hierarchy

The 'Subordinates' section contains a table with the following data:

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Program Management Officer.GS03.110B088.001.001399.C	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

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






The screenshot shows the 'Subordinates' section with a blank line highlighted in yellow, indicating where a new position can be inserted. The table data is as follows:

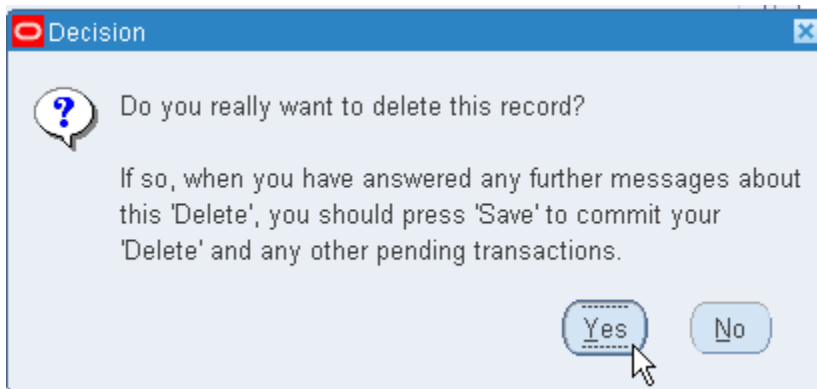
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
				↓		
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196
Program Management Officer.GS03.110B088.001.001399.C	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 **	


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.

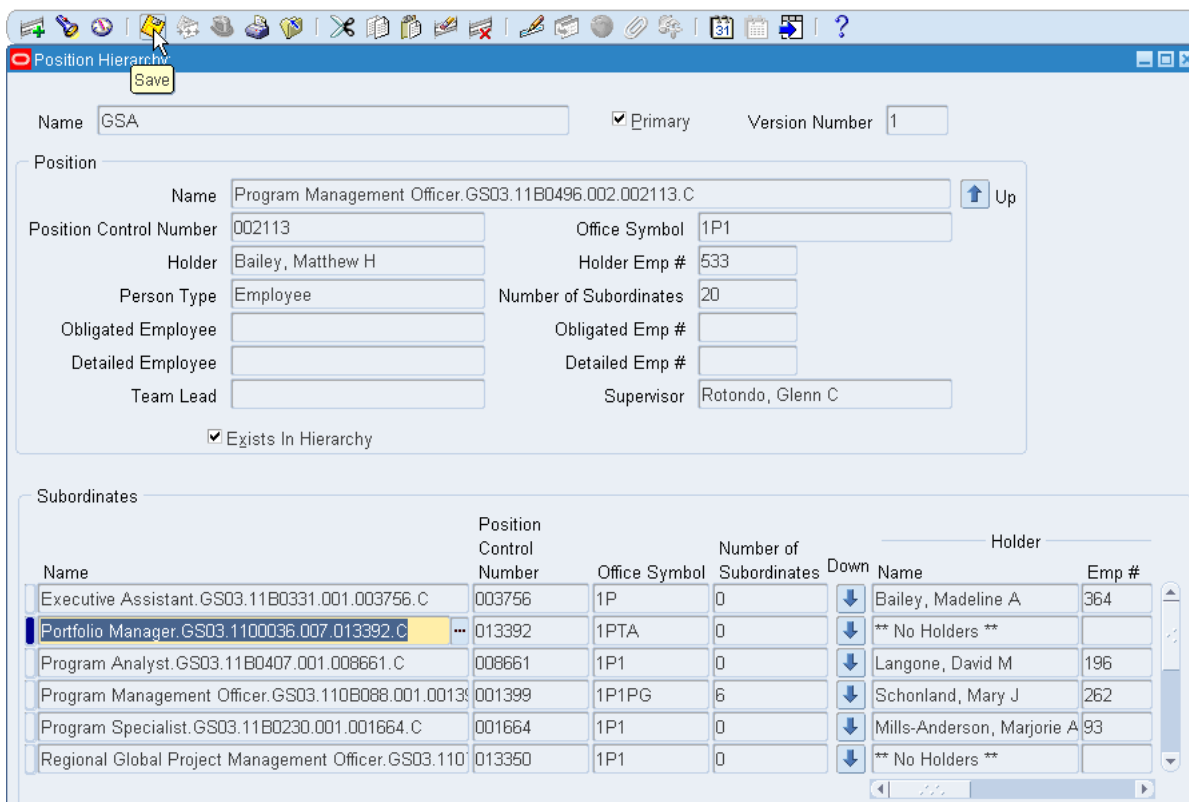
Subordinates						
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
Program Analyst.GS03.11B0407.001.008661.C	008661	1P1	0	↓	Langone, David M	196

For your information: If it turns out that you selected the **“New”**  icon by accident, you 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

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: 20

Obligated Employee: Obligated Emp #:


Detailed Employee: Detailed Emp #:

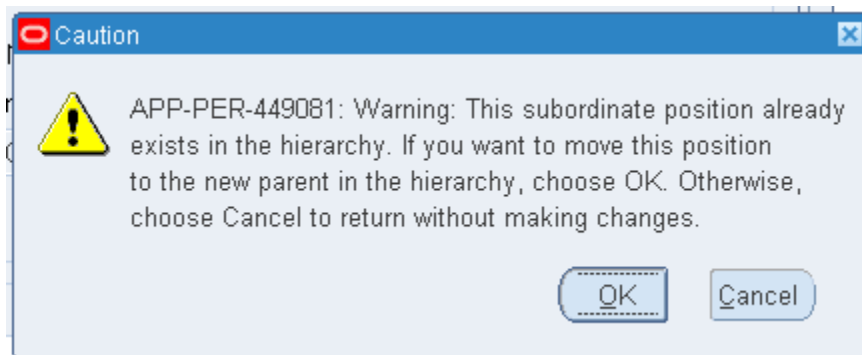
Team Lead: Supervisor: Rotondo, Glenn C

Exists In Hierarchy


Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
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 **	

A “Caution” window appears. Click the “OK”  button.




Caution

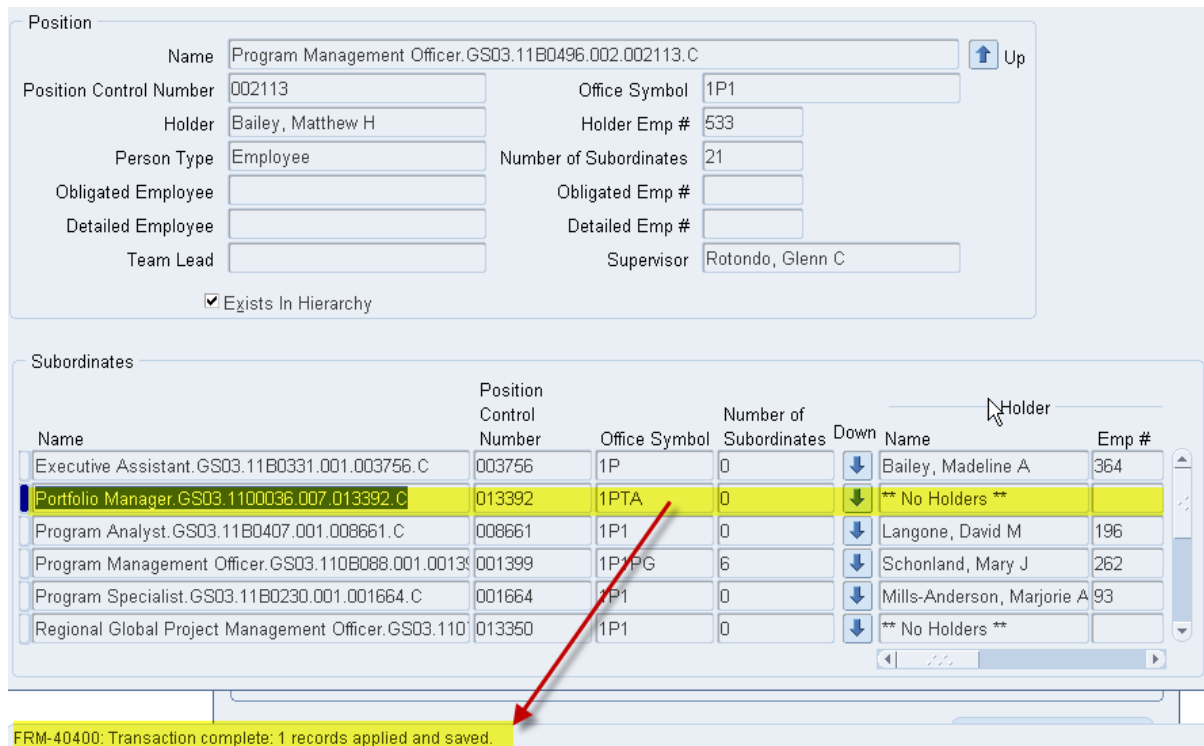
 APP-PER-449081: Warning: This subordinate position already exists in the hierarchy. If you want to move this position to the new parent in the hierarchy, choose OK. Otherwise, choose Cancel to return without making changes.

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.



The screenshot displays a software interface with two main sections: "Position" and "Subordinates".


Position Section:

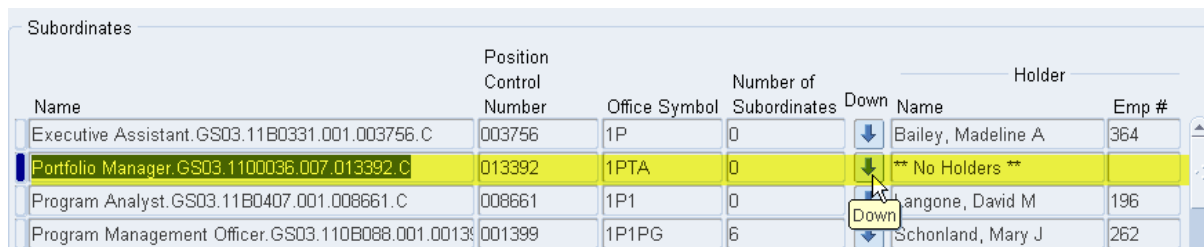
- Name: Program Management Officer.GS03.11B0496.002.002113.C
- Position Control Number: 002113
- Holder: Bailey, Matthew H
- Person Type: Employee
- Obligated Employee: (empty)
- Detailed Employee: (empty)
- Team Lead: (empty)
- Office Symbol: 1P1
- Holder Emp #: 533
- Number of Subordinates: 21
- Obligated Emp #: (empty)
- Detailed Emp #: (empty)
- Supervisor: Rotondo, Glenn C
- Exists In Hierarchy

Subordinates Table:

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
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 **	

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

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



This is a close-up view of the "Subordinates" table from the previous screenshot. A mouse cursor is positioned over the "Down Arrow" icon in the row for the "Portfolio Manager" position, which is highlighted in yellow.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Executive Assistant.GS03.11B0331.001.003756.C	003756	1P	0	↓	Bailey, Madeline A	364
Portfolio Manager.GS03.1100036.007.013392.C	013392	1PTA	0	↓	** No Holders **	
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

You'll see that the vacant position now reports to a different supervisor.

Position

Name: Portfolio Manager.GS03.1100036.007.013392.C Up

Position Control Number: 013392 Office Symbol: 1PTA

Holder: ** No Holders ** Holder Emp #:

Person Type: Number of Subordinates: 0

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Bailey, Matthew H

Exists In Hierarchy

Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
[Empty row]						

Step 9 – If you query the vacant position's former supervisor, you'll see that the vacant position no longer appears as a subordinate position to the former supervisor. This completes this section of the user guide.

Position

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

Position Control Number: 002066 Office Symbol: 1P Up

Holder: Rotondo, Glenn C Holder Emp #: 459

Person Type: Employee Number of Subordinates: 831

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Zametske, Robert C

Exists In Hierarchy

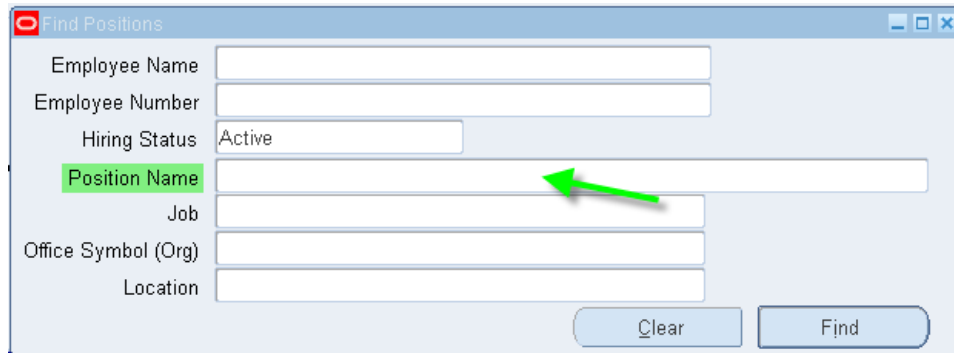
Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Client Solutions Division Director.GS03.110Y047.001.01	010013	1PA	11	Down	Thibodeau, Denis J	17443
Client Solutions Division Director.GS03.110Y047.002.01	013391	1PA	0	Down	** No Holders **	
Portfolio Manager.GS03.1100036.006.010014.C	010014	1PT	10	Down	Ditrapano, Katherine F	259
Program Management Officer.GS03.11B0496.002.0021	002113	1P1	21	Down	Bailey, Matthew H	533
Program Operations Officer.GS03.110B074.002.001546	001546	1PS	105	Down	Palladino, Karen A	335
Program Operations Officer.GS03.11B0493.001.002169	002169	1PM	29	Down	Perez, Walter	16587

Querying an Encumbered Position

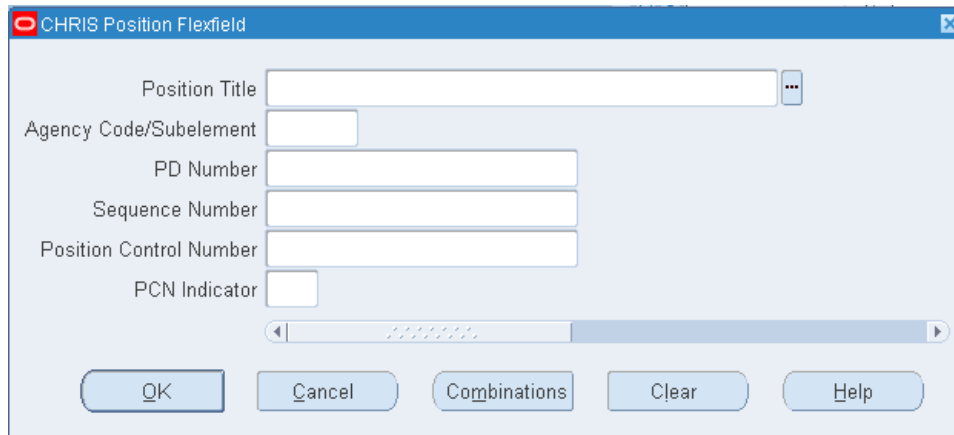
The following steps cover the process of moving an encumbered position from under one Team Lead or Supervisory position to another Team Lead or Supervisory position across the position hierarchy. For steps to move a vacant position from under one Team Lead or Supervisory position to another Team Lead or Supervisory position across the position hierarchy, please reference the previous section of this user guide.

Step 1 – Click in the “Position Name” field

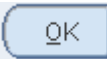


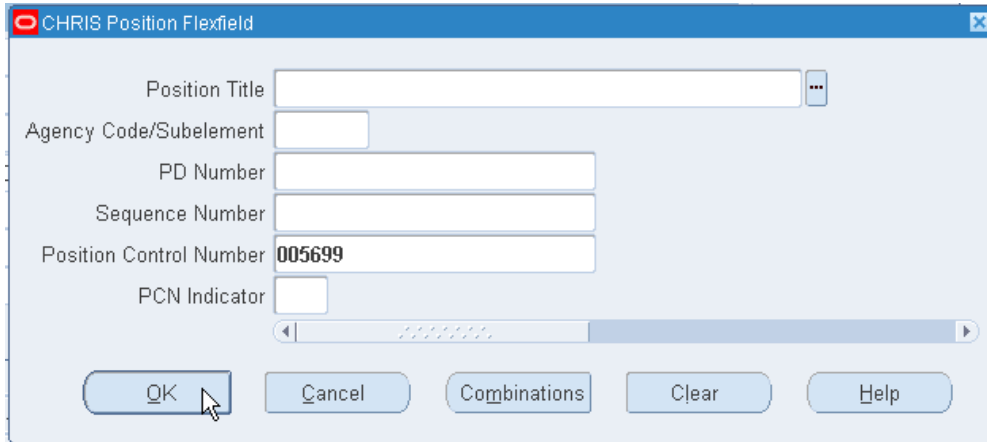
The screenshot shows a window titled "Find Positions" with several input fields. The "Position Name" field is highlighted in green, and a green arrow points to it. The fields are: Employee Name, Employee Number, Hiring Status (set to "Active"), Position Name, Job, Office Symbol (Org), and Location. At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

The “CHRIS Position Flexfield” window opens.



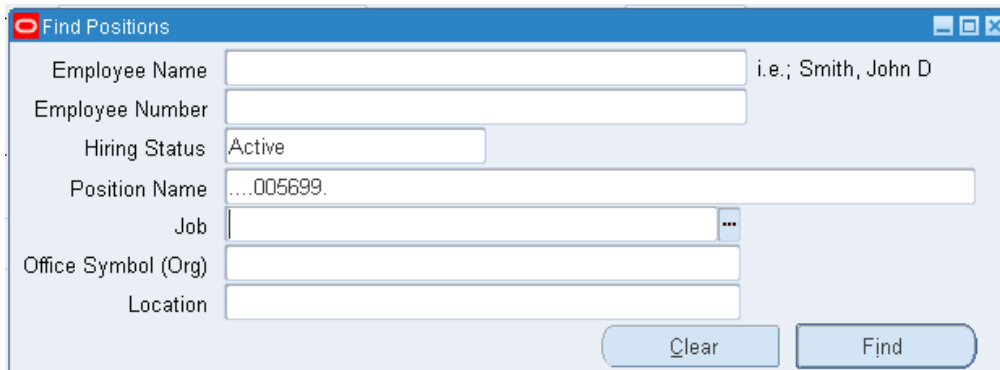
The screenshot shows a window titled "CHRIS Position Flexfield" with several input fields and buttons. The fields are: Position Title (with a dropdown arrow), Agency Code/Subelement, PD Number, Sequence Number, Position Control Number, and PCN Indicator. At the bottom, there are buttons for "OK", "Cancel",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

Step 2 - Enter the Position Control Number of the encumbered position you want to move, then click the “OK”  button.

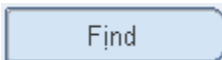


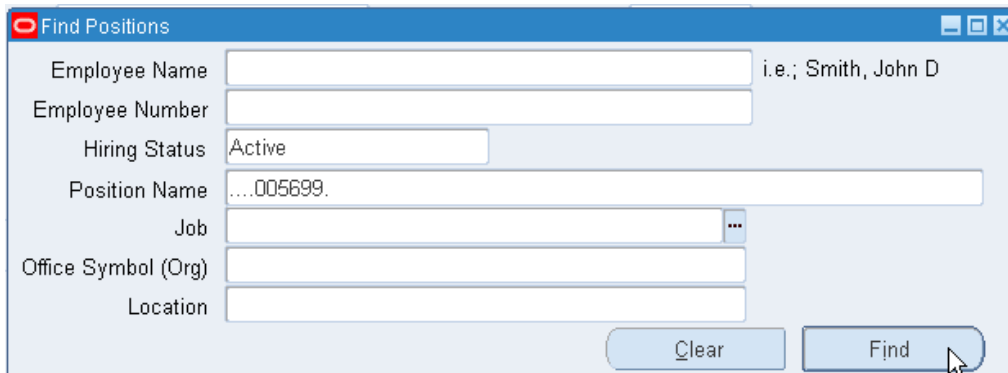
The screenshot shows the "CHRIS Position Flexfield" window. It contains several input fields: "Position Title" (empty), "Agency Code/Subelement" (empty), "PD Number" (empty), "Sequence Number" (empty), "Position Control Number" (filled with "005699"), and "PCN Indicator" (empty). Below the fields is a horizontal scroll bar. At the bottom, there are five buttons: "OK" (with a mouse cursor over it), "Cancel", "Combinations", "Clear", and "Help".

The “Find Positions” window populates.



The screenshot shows the "Find Positions" window. The fields are populated with the following values: "Employee Name" (empty), "Employee Number" (empty), "Hiring Status" (set to "Active"), "Position Name" (filled with "...005699."), "Job" (empty), "Office Symbol (Org)" (empty), and "Location" (empty). 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 same populated fields. The "Find" button at the bottom right is now highlighted with a mouse cursor, indicating it is the next step in the process.


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 containing several fields: "Name" (Civil Engineer.GS03.WW0M148.005.005699.C), "Position Control Number" (005699), "Office Symbol" (WPCB), "Holder" (Hudson-Boyd, Christopher L), "Holder Emp #" (24843), "Person Type" (Employee), "Number of Subordinates" (0), "Obligated Employee", "Obligated Emp #", "Detailed Employee", "Detailed Emp #", and "Team Lead". A "Supervisor" field contains "Battles, Scott L". A checkbox "Exists In Hierarchy" is checked. Below the position details is a "Subordinates" section with a table header: "Name", "Position Control Number", "Office Symbol", "Number of Subordinates", "Down", "Name", and "Emp #". The table is currently empty.

NOTE: To check to see if multiple positions meet the search criteria (i.e., 005699.C; 005699.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

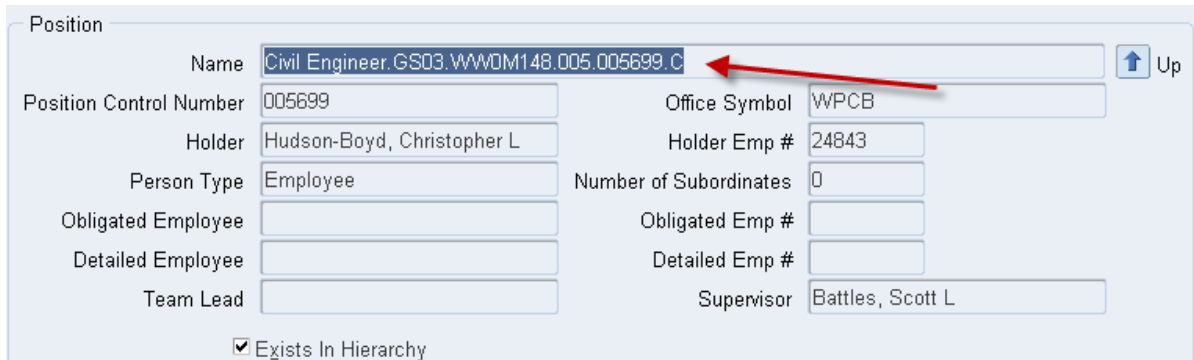
Step 1- A position is included in the hierarchy when the Exists In Hierarchy box is checked, and the  Up arrow is not grayed out..

Position			
Name	Civil Engineer.GS03.WWDM148.005.005699.C	 Up	
Position Control Number	005699	Office Symbol	WPCB
Holder	Hudson-Boyd, Christopher L	Holder Emp #	24843
Person Type	Employee	Number of Subordinates	0
Obligated Employee		Obligated Emp #	
Detailed Employee		Detailed Emp #	
Team Lead		Supervisor	Battles, Scott L
<input checked="" 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.

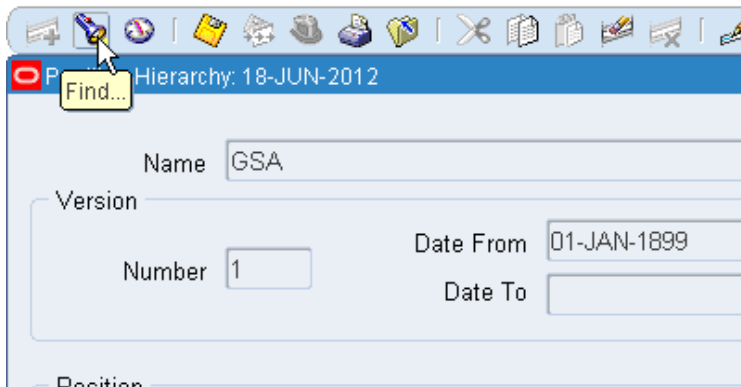
Moving an Encumbered Position within the Position Hierarchy

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



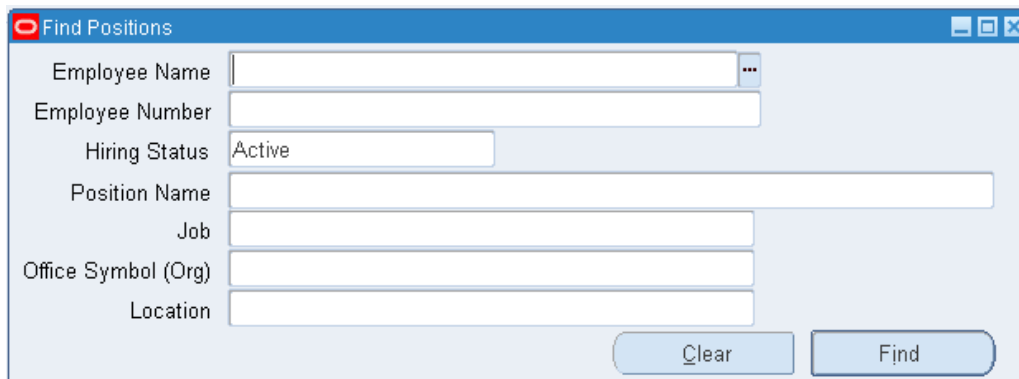
A screenshot of a web-based form titled "Position". The "Name" field is highlighted in blue and contains the text "Civil Engineer.GS03.WW0M148.005.005699.C". A red arrow points to this field. Other fields include "Position Control Number" (005699), "Office Symbol" (WPCB), "Holder" (Hudson-Boyd, Christopher L), "Holder Emp #" (24843), "Person Type" (Employee), "Number of Subordinates" (0), "Obligated Employee", "Obligated Emp #", "Detailed Employee", "Detailed Emp #", "Team Lead", and "Supervisor" (Battles, Scott L). A checkbox labeled "Exists In Hierarchy" is checked.

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



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

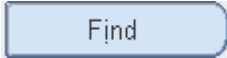
The “Find Positions” window will appear.

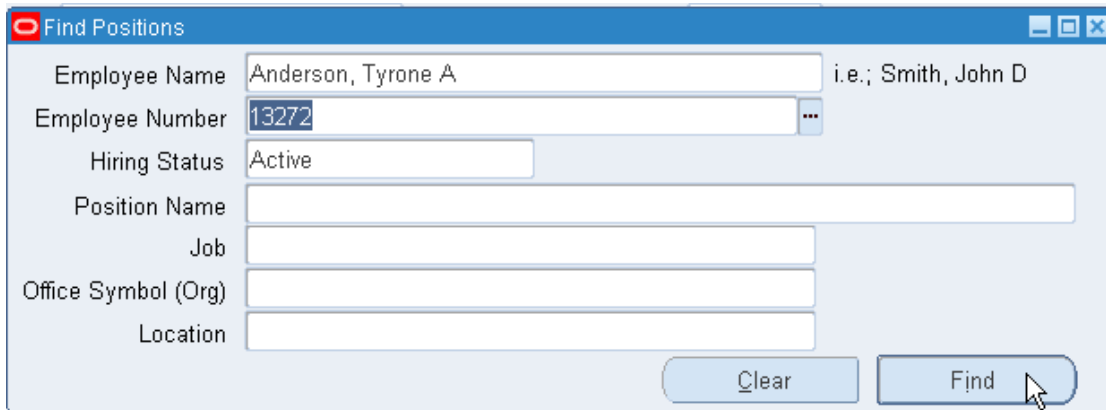


A screenshot of a window titled "Find Positions". It contains several input fields: "Employee Name" (with a dropdown arrow), "Employee Number", "Hiring Status" (Active), "Position Name", "Job", "Office Symbol (Org)", and "Location". At the bottom right, there are two buttons: "Clear" and "Find".

Step 3 – Search for a person or position in the hierarchy that you’d like to link the encumbered 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: Anderson, Tyrone A i.e.; Smith, John D

Employee Number: 13272

Hiring Status: Active

Position Name:

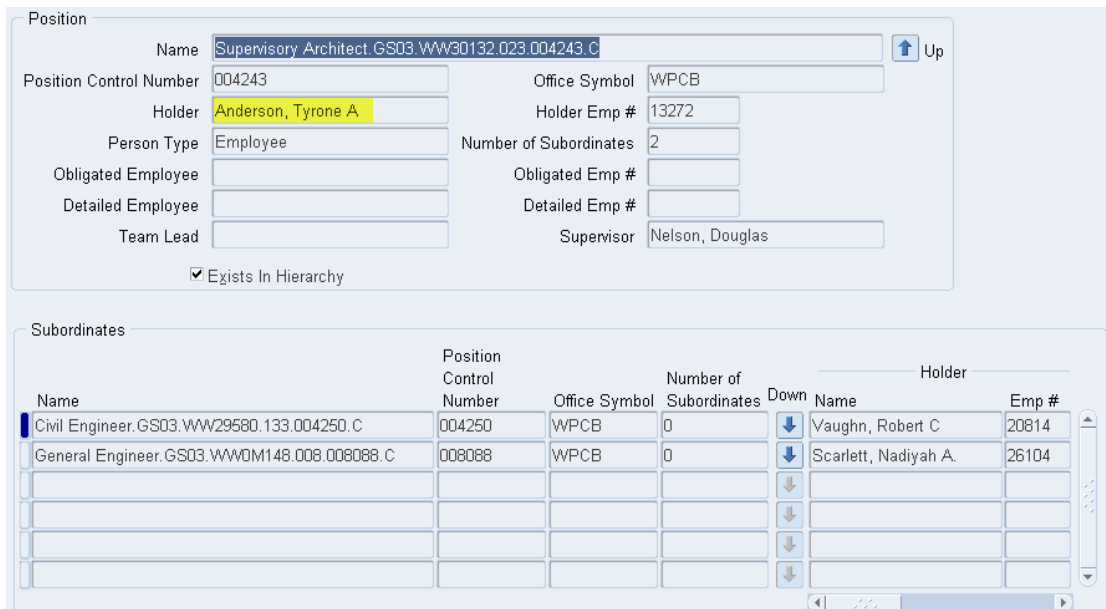
Job:

Office Symbol (Org):

Location:

Clear Find

The “**Position**” section of the “**Position Hierarchy**” window populates with the position that meets the “Employee Name” query criteria.



Position

Name: Supervisory Architect.GS03.WW30132.023.004243.C Up

Position Control Number: 004243 Office Symbol: WPCB

Holder: Anderson, Tyrone A Holder Emp #: 13272

Person Type: Employee Number of Subordinates: 2

Obligated Employee: Obligated Emp #:

Detailed Employee: Detailed Emp #:


Team Lead: Supervisor: Nelson, Douglas

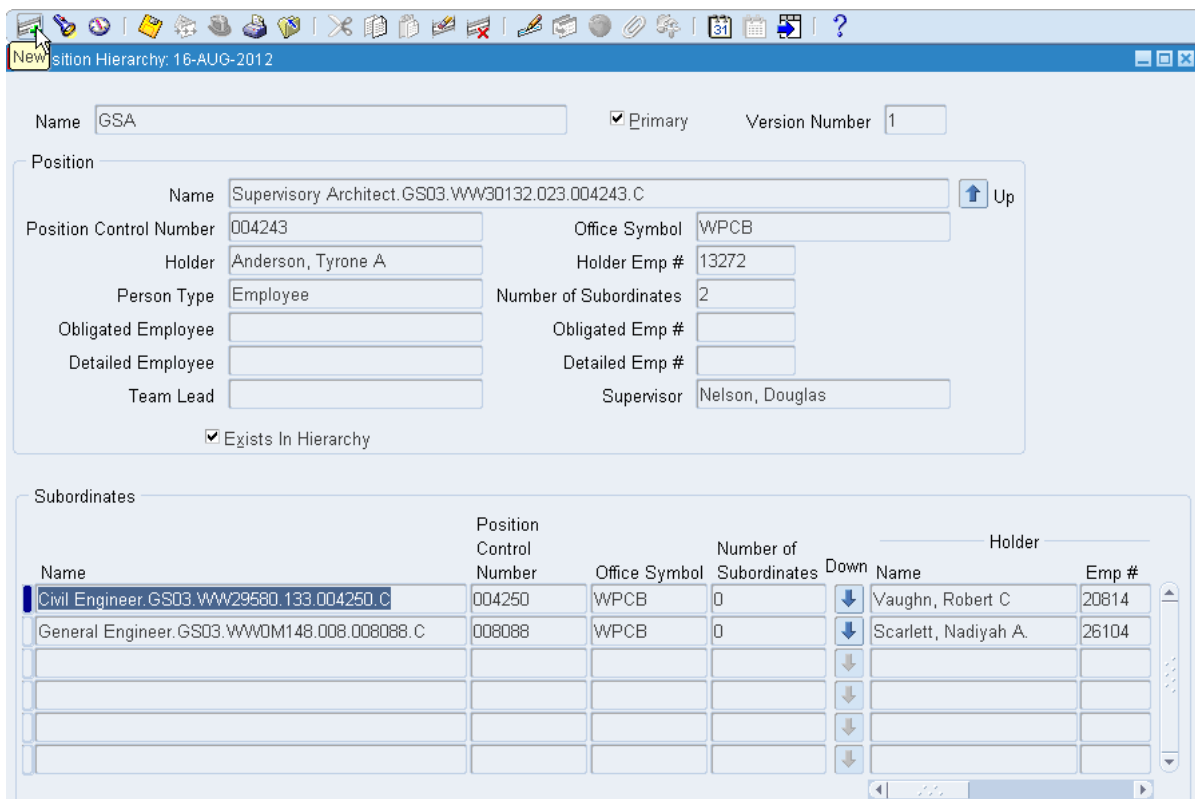
Exists In Hierarchy

Subordinates

Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Holder Emp #
Civil Engineer.GS03.WW29580.133.004250.C	004250	WPCB	0	Vaughn, Robert C	20814
General Engineer.GS03.WW0M148.008.008088.C	008088	WPCB	0	Scarlett, Nadiyah A.	26104

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 move the encumbered position within 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.



Position Hierarchy: 16-AUG-2012

Name: GSA Primary Version Number: 1

Position Name: Supervisory Architect.GS03.WW30132.023.004243.C

Position Control Number: 004243 Office Symbol: WPCB

Holder: Anderson, Tyrone A Holder Emp #: 13272

Person Type: Employee Number of Subordinates: 2

Obligated Employee: Obligated Emp #:

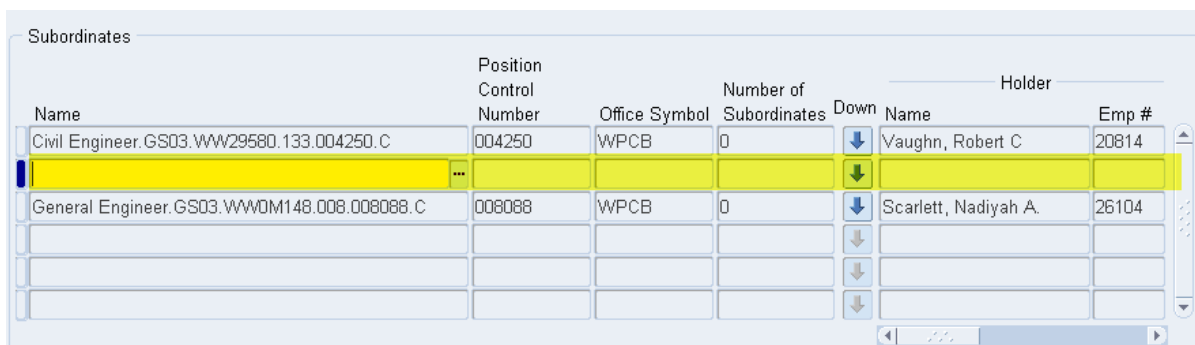
Detailed Employee: Detailed Emp #:

Team Lead: Supervisor: Nelson, Douglas

Exists In Hierarchy

Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Holder Emp #
Civil Engineer.GS03.WW29580.133.004250.C	004250	WPCB	0	Vaughn, Robert C	20814
General Engineer.GS03.WW0M148.008.008088.C	008088	WPCB	0	Scarlett, Nadiyah A.	26104



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




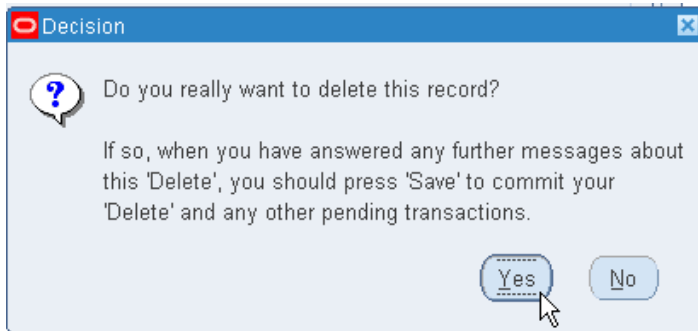
Name	Position Control Number	Office Symbol	Number of Subordinates	Holder Name	Holder Emp #
Civil Engineer.GS03.WW29580.133.004250.C	004250	WPCB	0	Vaughn, Robert C	20814
...					
General Engineer.GS03.WW0M148.008.008088.C	008088	WPCB	0	Scarlett, Nadiyah A.	26104


Step 5 – In step 1, you copied the **“Name”** field of the encumbered 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., Hudson-Boyd, Christopher).

Subordinates		Position Control	Office Symbol	Number of Subordinates	Down	Holder	
Name	Number					Name	Emp #
Civil Engineer.GS03.WW29580.133.004250.C	004250	WPCB	0			Vaughn, Robert C	20814
Civil Engineer.GS03.WW0M148.005.005699.C	005699	WPCB	0			Hudson-Boyd, Christopher	24843
General Engineer.GS03.WW0M148.008.008088.C	008088	WPCB	0			Scarlett, Nadiyah A.	26104


For your information: If it turns out that you selected the **“New”**  icon by accident, you 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 movement of the encumbered position into the hierarchy.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Civil Engineer.GS03.WW29580.133.004250.C	004250	WPCB	0	↓	Vaughn, Robert C	20814
Civil Engineer.GS03.WW0M148.005.005699.C	005699	WPCB	0	↓	Hudson-Boyd, Christopher	24843
General Engineer.GS03.WW0M148.008.008088.C	008088	WPCB	0	↓	Scarlett, Nadiyah A.	26104
				↓		
				↓		
				↓		


A **“Caution”** window appears. Click the **“OK”**  button.

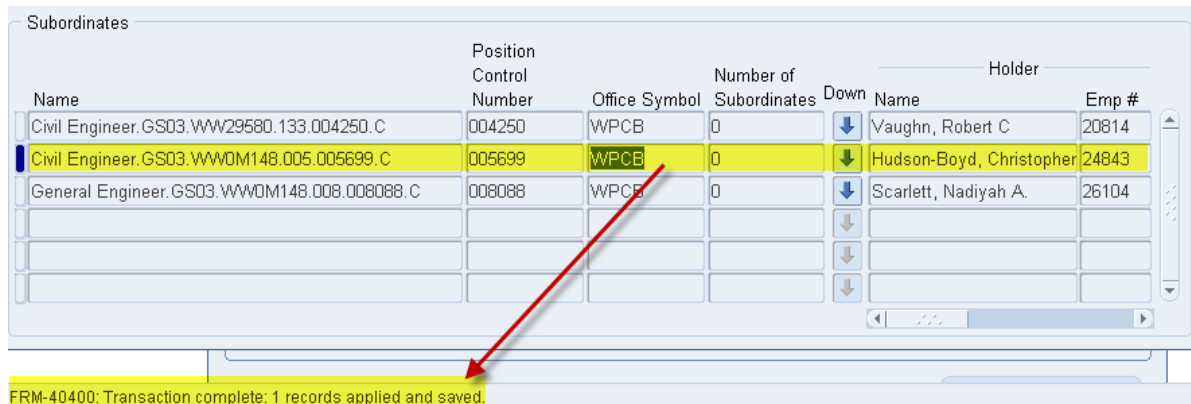
APP-PER-449081: Warning: This subordinate position already exists in the hierarchy. If you want to move this position to the new parent in the hierarchy, choose OK. Otherwise, choose Cancel to return without making changes.

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.

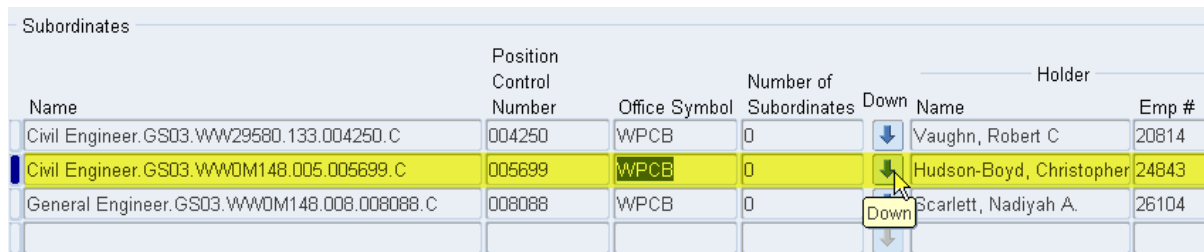
NOTE: If you don't see this bar at the bottom of your screen, maximize your screen by selecting the **“Maximize”**  icon in the top right corner of your screen.



The screenshot shows a table titled "Subordinates" with columns for Name, Position Control Number, Office Symbol, Number of Subordinates, a Down arrow icon, Holder Name, and Emp #. The second row is highlighted in yellow. Below the table, a yellow status bar displays the message: "FRM-40400: Transaction complete: 1 records applied and saved." A red arrow points from the status bar to the Down arrow icon in the second row of the table.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Civil Engineer.GS03.WWV29580.133.004250.C	004250	WPCB	0	↓	Vaughn, Robert C	20814
Civil Engineer.GS03.WWVDM148.005.005699.C	005699	WPCB	0	↓	Hudson-Boyd, Christopher	24843
General Engineer.GS03.WWVDM148.008.008088.C	008088	WPCB	0	↓	Scarlett, Nadiyah A.	26104
				↓		
				↓		

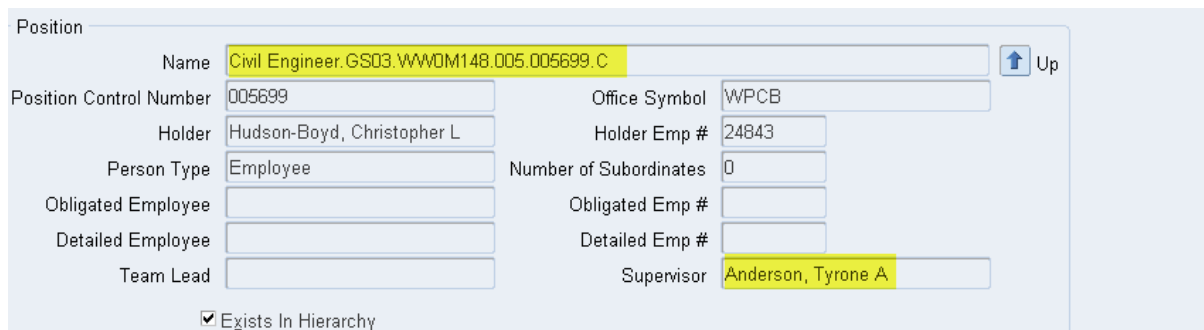
Step 8 – Select the **“Down Arrow”**  icon in the row of the vacant position that you just inserted.



The screenshot shows the same "Subordinates" table as in Step 7. A mouse cursor is hovering over the Down arrow icon in the second row, which is highlighted in yellow. A tooltip labeled "Down" is visible next to the cursor.

Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Civil Engineer.GS03.WWV29580.133.004250.C	004250	WPCB	0	↓	Vaughn, Robert C	20814
Civil Engineer.GS03.WWVDM148.005.005699.C	005699	WPCB	0	↓	Hudson-Boyd, Christopher	24843
General Engineer.GS03.WWVDM148.008.008088.C	008088	WPCB	0	↓	Scarlett, Nadiyah A.	26104
				↓		

You'll see that the encumbered position now reports to a different supervisor.



The screenshot shows the "Position" details form. The "Name" field is highlighted in yellow. The "Supervisor" field is also highlighted in yellow and contains the name "Anderson, Tyrone A".

Name	Civil Engineer.GS03.WWVDM148.005.005699.C	Up	
Position Control Number	005699	Office Symbol	WPCB
Holder	Hudson-Boyd, Christopher L	Holder Emp #	24843
Person Type	Employee	Number of Subordinates	0
Obligated Employee		Obligated Emp #	
Detailed Employee		Detailed Emp #	
Team Lead		Supervisor	Anderson, Tyrone A

Exists In Hierarchy

Step 9 – If you query the encumbered position’s former supervisor, you’ll see that the encumbered position no longer appears as a subordinate position to the former supervisor. This completes this section of the user guide.

Position


Name	<input type="text" value="Supervisory Architect.GS03.WW30132.021.004249.C"/>			<input type="button" value="Up"/>
Position Control Number	<input type="text" value="004249"/>	Office Symbol	<input type="text" value="WPCB"/>	
Holder	<input type="text" value="Battles, Scott L"/>	Holder Emp #	<input type="text" value="20710"/>	
Person Type	<input type="text" value="Employee"/>	Number of Subordinates	<input type="text" value="2"/>	
Obligated Employee	<input type="text"/>	Obligated Emp #	<input type="text"/>	
Detailed Employee	<input type="text"/>	Detailed Emp #	<input type="text"/>	
Team Lead	<input type="text"/>	Supervisor	<input type="text" value="Nelson, Douglas"/>	

Exists In Hierarchy

Subordinates

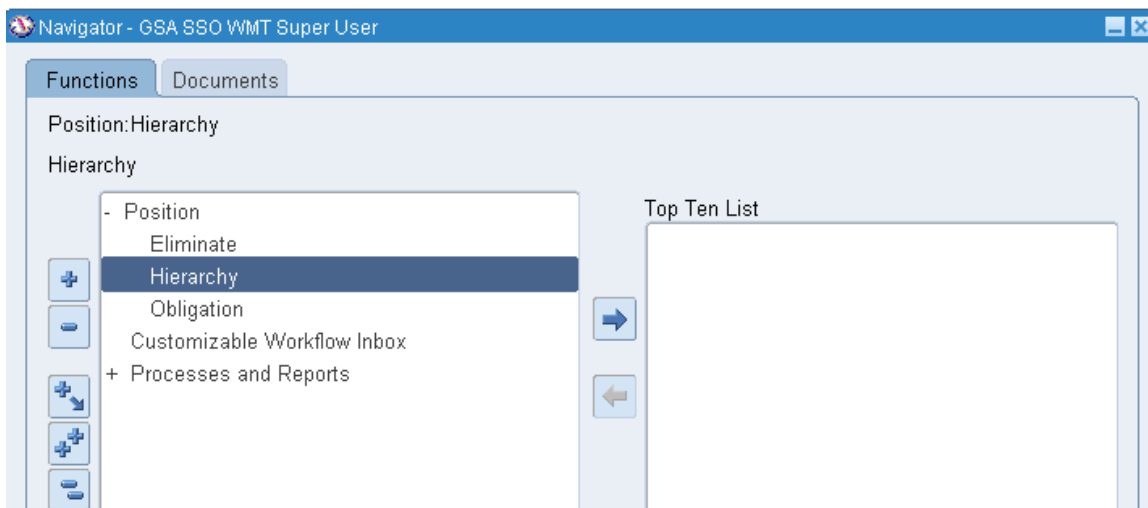
Name	Position Control Number	Office Symbol	Number of Subordinates	Down	Holder Name	Emp #
Electrical Engineer.GS03.WW29580.139.004247.C	004247	WPCB	0	<input type="button" value="Down"/>	Brown, Tiffany M	20167
Mechanical Engineer.GS03.WW0Y040.002.010967.C	010967	WPCB	0	<input type="button" value="Down"/>	Greene, Paula S	23305
				<input type="button" value="Down"/>		


Closing the Position Hierarchy Window and Logging Out of CHRIS

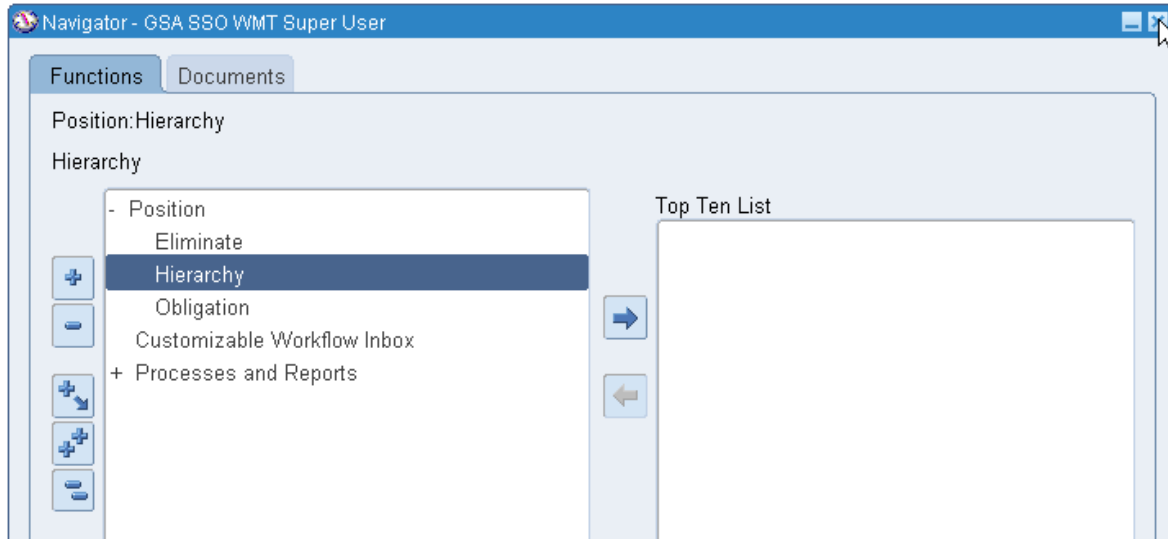
Step 1 - To close the “Position Hierarchy” window, click on the “x”  in the upper right corner of the window.



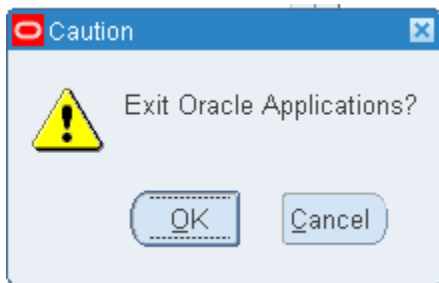
It will return you to the “Navigator” window.



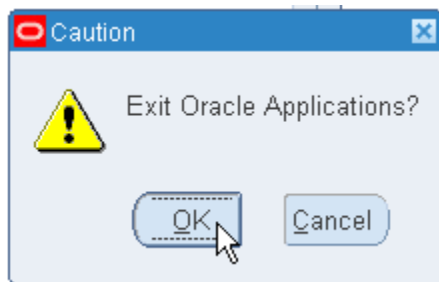
Step 2 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.




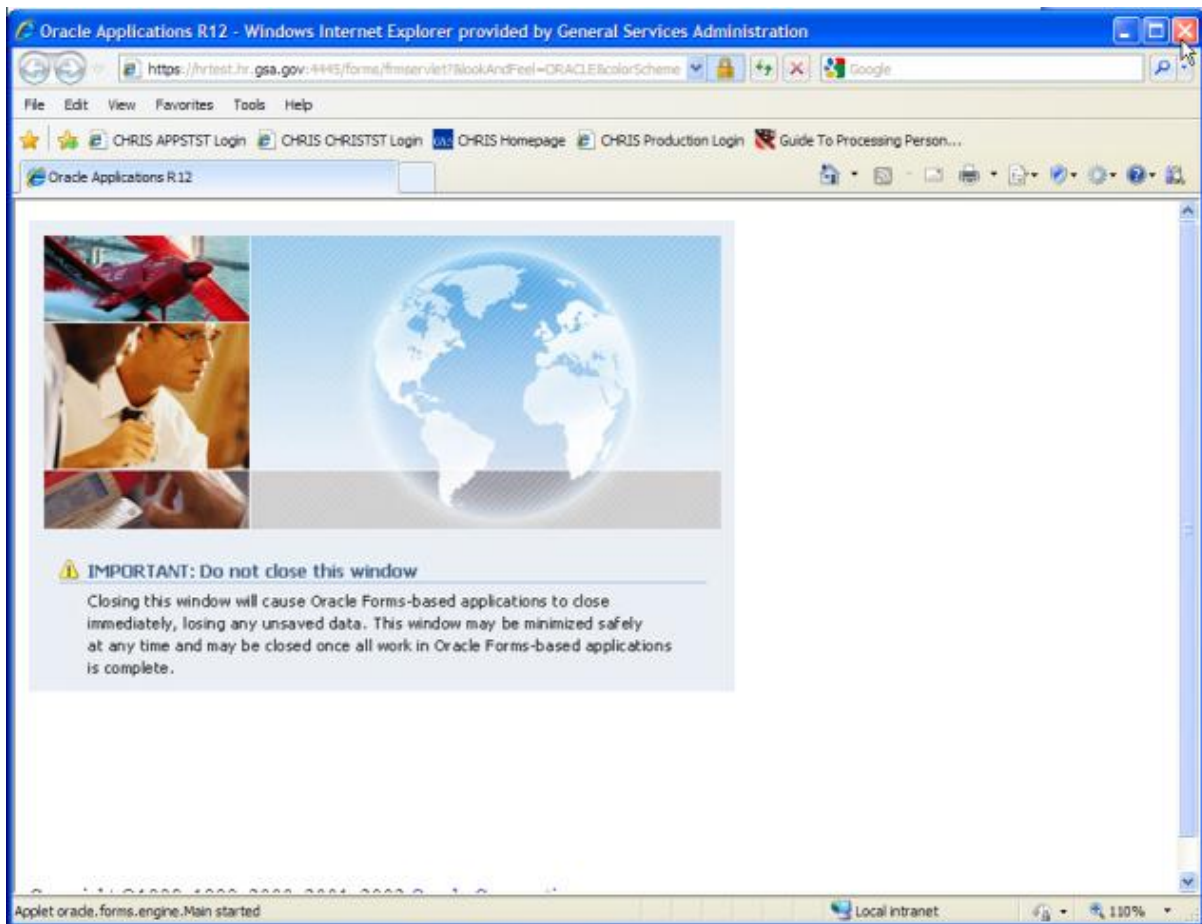
A “Caution” window will appear.



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.

