Workforce Management Tool (WMT) Glossary

This glossary provides descriptions for the following:

CHRIS WMT Responsibilities

Position Hierarchy fields

Position fields

CHRIS WMT Responsibilities

WMT Responsibility #1: [Agency] HR WMT Super User

Access Level: Varies by customer

This user can:

1) Insert, Update, and Delete Positions in the Position Hierarchy

- Insert: Add a position that is not currently in the hierarchy into the hierarchy, aligning the position to a supervisory or team lead position
- Update: Move a position that is currently in the hierarchy, aligned to a supervisory or team lead position, to a new supervisory or team lead position in the hierarchy
- Delete: Remove a vacant position in the hierarchy from the hierarchy (first step in the Eliminate process) based on lack of funding.

2) Update, Copy, Eliminate, and Purge Positions

- Update: Used to change position attributes (i.e., PD#, PP and Grade, BUS Code, FLSA, etc.) associated with a Career Ladder Promotion or Reclassification position created during the "Copy" process
- Copy: Used to create a new position for a Career Ladder Promotion (PCN Indicator: G) or Reclassification (PCN Indicator: R) using the incumbents primary position
- Eliminate: "End-dates" the position so that it is no longer usable, but the position history is still available for historical reports
- Purge: A new position is created and should not have been, or a position is copied from the wrong position, the "Purge" functionality will remove the position from the database as if it never existed. NOTE: the position has not been linked to a Request for Personnel Action (SF-52) or encumbered

WMT Responsibility #2: [Agency - Office] WMT Super User

Access Level: Varies by customer

This user can:

1) Insert, Update, and Delete Positions in the Position Hierarchy

- Insert: Add a position that is not currently in the hierarchy into the hierarchy, aligning the position to a supervisory or team lead position
- Update: Move a position that is currently in the hierarchy, aligned to a supervisory or team lead position, to a new supervisory or team lead position in the hierarchy
- Delete: Remove a vacant position in the hierarchy from the hierarchy (first step in the Eliminate process) based on lack of funding.

2) Eliminate Positions

- Eliminate: "End-dates" the position so that it is no longer usable, but the position history is still available for historical reports

WMT Responsibility #3: [Agency] WMT Federal Personnelist

The individual(s) selected for the WMT Federal Personnelist role will have the responsibility for building any new positions that do not currently exist in your position hierarchy.

Access level: Agency-wide

This user can:

1) Insert, Update, and Delete Positions in the Position Hierarchy

● Insert: Add a position that is not currently in the hierarchy into the hierarchy, aligning the position to a supervisory or team lead position
● Update: Move a position that is currently in the hierarchy, aligned to a supervisory or team lead position, to a new supervisory or team lead position in the hierarchy
● Delete: Remove a vacant position in the hierarchy from the hierarchy (first step in the Eliminate process) based on lack of funding.

2) Create, Update, Copy, Eliminate, and Purge Positions

● Create: Build a new position from scratch.
● Update: Used to change position attributes (i.e., PD#, PP and Grade, BUS Code, FLSA, etc.) associated with a Career Ladder Promotion or Reclassification position created during the "Copy" process
● Copy: Used to create a new position for a Career Ladder Promotion (PCN Indicator: G) or Reclassification (PCN Indicator: R) using the incumbents primary position
● Eliminate: "End-dates" the position so that it is no longer usable, but the position history is still available for historical reports
● Purge: A new position is created and should not have been, or a position is copied from the wrong position, the "Purge" functionality will remove the position from the database as if it never existed. NOTE: the position has not been linked to a Request for Personnel Action (SF-52) or encumbered

WMT Responsibility #4: [Agency] WMT Personnelist (Read Only)

The WMT Personnelist (Read Only) responsibility is a tool to help HR support its customers.

Access level: Agency-wide

This user can:

1) Query and view the Position Hierarchy
2) Query and view individual Positions and their associated attributes
3) Query an individual Employee and view their associated attributes

Position Hierarchy fields

The screenshots below display #s next to all of the fields in the position hierarchy. Below the screenshots you will find a description for each numbered field.

1) Name
Identifies the Agency hierarchy (i.e., GSA).

2) Position
Section heading for the position that you are viewing in the position hierarchy

3) Name
Displays the "Position Name", which is the sum of the position title, agency sub-element code, Position Description #, Sequence #, Position Control Number, and Position Control Number Indicator, in that respective order.

4) Up arrow
Selecting this icon will take you up 1 level in the position hierarchy

5) Position Control Number
The position control number (PCN) is 6 digits long, and is a unique ID for each approved encumbered and vacant position.

6) Office Symbol
Displays the office symbol associated with the Position in the "Name" field.

7) Holder
If the position is encumbered, the encumbering employee's name will display. If the position is vacant then **No Holders** will display.

8) Holder Emp #
Displays the CHRIS Employee Number of the holder.

9) Person Type
Displays the employment status for the incumbent.

10) Number of Subordinates
Displays the number of subordinate positions under the position. This # equals all positions below the position you are viewing -- in other words, from the position to the bottom of the position hierarchy.

11) Obligated Employee
If the position is obligated to an employee, the employee's name will appear.

12) Obligated Emp #
Displays the CHRIS Employee Number for the obligated employee.

13) Detailed Employee
If an employee is detailed to the position, the employee's name will appear.

14) Detailed Emp #
Displays the CHRIS Employee Number for the detailed employee.

15) Team Lead
If the position is assigned to a team lead, the team lead's name will display.

16) Supervisor
Displays the name of the supervisor for the position you are viewing.

17) Exists in Hierarchy
If the box is checked, then the position exists in the hierarchy. If it isn't checked, then it doesn't exist in the hierarchy. To place the position in the hierarchy, it must report to a position that is already in the position hierarchy.

18) Subordinates
Section heading for the subordinates that report to the position that you are viewing.

19) Name
Displays the "Position Name", which is the sum of the position title, agency sub-element code, Position Description #, Sequence #, Position Control Number, and Position Control Number Indicator, in that respective order.

20) Position Control Number
The position control number (PCN) is 6 digits long, and is a unique ID for each approved encumbered and vacant position.

21) Office Symbol
Displays the office symbol associated with the Position in the "Name" field.

22) Number of Subordinates
Displays the number of subordinate positions under the position. This # equals all positions below the position you are viewing -- in other words, from the position to the bottom of the position hierarchy.

23) Down Arrow
Selecting this icon will take you down 1 level in the position hierarchy

24) Holder
If the position is encumbered, the encumbering employee's name will display. If the position is vacant then **No Holders** will display.

25) Emp #
This is the CHRIS Employee Number of the holder.

26) Obligated Employee
Section heading to display obligated employee information.

27) Detailed Employee
Section heading to display detailed employee information.

Position fields

Position Control Number (PCN)
The position control number (PCN) is 6 digits long, and is a unique ID for each approved encumbered and vacant position.

Position Control Number Indicator (PCN Indicator)
There are 4 options for the position control number indicator; C, D, G, and R. Below is a brief description for each option:

C, Current, represents the primary position.

D, Dual Occupancy, represents a 2nd employee sitting on the same position. A dual occupancy would typically be used during a time in which knowledge required for a position is being transferred from one employee to another for the purpose of succession planning . When the primary (C) leaves the position, the "D" automatically becomes the "C".

G, Career Ladder, represents an increase in the position's valid grade. In other words, this indicator should be used for a career ladder promotion working towards or reaching the position's full performance level. Once the employee is placed on a PCN Indicator "G", it becomes the primary position "C".

R, Reclassification, represents the reclassification of the position. If a position undergoes changes, the R is copied and modified to reflect the reclassification changes, then employee is placed on the "R", which then makes it the new primary "C".