



Information Tools

Section 4

Introduction In addition to the EHRP Position Management pages (covered in previous sections of this chapter), an end-user can obtain Position Management information in condensed formats from the following:

- Inquire Pages
 - Position History
 - Vacant Budgeted Positions
 - Reports
 - Active/Inactive Positions
 - Active Position History
 - Incumbent History
 - Vacant Position Report
 - Exception Override Report
 - OF8 Report
-

Inquire Pages vs. Reports Inquire pages are queries that are built into EHRP for users to easily access. Since EHRP is accessed in a browser format, the inquiries can be printed using the **Print** button on the browser tool bar. Inquire pages will allow the user to view data that meets inquiry criteria.

Reports are also queries that are built for users to easily access data. Reports can be printed, as well.

Procedure The following steps detail the procedure for generating the Position Management Inquire pages:

- 1 In the **Search By** field, select either “Name” or “EmplID”.
- 2 Type the appropriate employee information based on the Search By field selected. You will be taken into the Inquire page.



Position History

The **Position History** inquire page provides information on incumbents currently and previously assigned to a position. Included are position entry and end dates, and salary information.

The view also contains a hyperlink (**Current Position Data**) that provides detailed summary information for the position.

Navigational Path

Home → Develop Workforce → Manage Positions (USF) → Inquire → Position History

Position History

The following is a sample of the **Position History View**:

Position History

Position Number: 19000007 HRIS Specialist [Current Position Data](#)

View All First 1-2 of 3 Last

Position Number	Name	Compensation Rate	Sal Plan	Grade	Step
KU0115	Mapin, George N				
Position Entry Date:	05/01/1999	6,066.67	USD Monthly	KU01	005
Position End Date:	03/01/2000	6,066.67	USD Monthly	KU01	005
Exit Reason:	Termination				
<hr/>					
KU0113	Jacobson, Cassandra				
Position Entry Date:	04/01/1999	5,666.67	USD Monthly		
Position End Date:					
Exit Reason:					



Current Position Data Hyperlink

Clicking on the **Current Position Data** hyperlink displays the following information:

Current Position Data

Position Number:	00000001	PROGRAM ANALYST
Company:	HE	Department of HHS
Business Unit:	CDC00	Centers for Disease Control
Department:	HCL72	EPIDEMIOLOGY BR
Job Code:	99L119	PROGRAM ANALYST
Salary Plan:	0000 11 1	
Max Head Count:	1	
Current Head Count:	2	
Headcount Status:	Overallocated	

[Return](#)

Vacant Budgeted Positions

The Vacant Budgeted Positions inquire page provides information on each vacant position in a selected department (admin code). This view contains three pages: **Position Information**, **Job Code Information**, and **Work Location**. Using the three pages of this view, HR Staff can determine what positions are vacant in a particular admin code and specific attributes of those positions.

Navigational Path

Home → Develop Workforce → Manage Positions (USF) → Inquire → Vacant Budgeted Positions



Position Information Page

The following is a sample of the **Position Information** page for the Vacant Budgeted Positions view:

Vacant Budgeted Positions						
SetID:	CDC00	Department:	HC	CENTERS FOR DISEASE CONTROL AN	Total Count:	0
View All First 1 of 1 Last						
Position Information Jobcode Information Work Location						
Position		Posn Status	Reports To	Max Head Count	Full/Part	Reg/Temp
00006619	STATISTICIAN (HEALTH)	Approved		1	Full-Time	Regular

Job Code Information Page

The following is a sample of the **Job Code Information** page for the Vacant Budgeted Positions view:

Vacant Budgeted Positions						
SetID:	CDC00	Department:	HC	CENTERS FOR DISEASE CONTROL AN	Total Count:	0
View All First 1 of 1 Last						
Position Information Jobcode Information Work Location						
Position	Job Code	Mgr Level	Job Function	Sal Plan	Grade	Step
00006619	000004	MGMT(CSRA)		0000	15	

Work Location Page

The following is a sample of the **Work Location** page for the Vacant Budgeted Positions view:

Vacant Budgeted Positions						
SetID:	CDC00	Department:	HC	CENTERS FOR DISEASE CONTROL AN	Total Count:	0
View All First 1 of 1 Last						
Position Information Jobcode Information Work Location						
Position	Descr	Location				
00006619	Department of HHS	Alabama				

Active/ Inactive Positions Report

The **Active/Inactive Positions** Report provides information on active or inactive positions in a specific department (admin code) as of a specified date.

Navigational Path

Home → Develop Workforce → Manage Positions (USF) → Report → Vacant Budgeted Positions

Procedure

The following steps detail the procedure for creating an Active/Inactive Position Report:

1

Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) → Report → Active/Inactive Positions

The following **Active/Inactive Position** page appears:

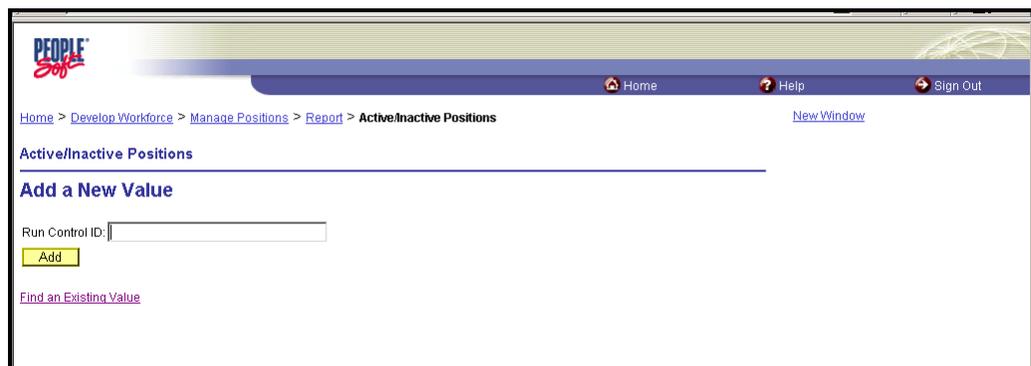


The screenshot shows the 'Active/Inactive Positions' page in the PEOPLE SOFT system. The page has a blue header with the PEOPLE SOFT logo and navigation links for Home, Help, and Sign Out. Below the header is a breadcrumb trail: Home > Develop Workforce > Manage Positions > Report > Active/Inactive Positions. A 'New Window' link is visible in the top right. The main content area is titled 'Active/Inactive Positions' and contains a section 'Find an Existing Value'. This section includes a text input field for 'Run Control ID:', a yellow 'Search' button, and a blue 'Advanced Search' link. At the bottom of this section is a blue 'Add a New Value' hyperlink.

2

Click on the **Add a New Value** hyperlink.

The following **Add a New Value** sub-page appears:



The screenshot shows the 'Add a New Value' sub-page in the PEOPLE SOFT system. The page has the same blue header and breadcrumb trail as the previous page. The main content area is titled 'Add a New Value' and contains a text input field for 'Run Control ID:'. Below the input field is a yellow 'Add' button. At the bottom of the page is a blue 'Find an Existing Value' hyperlink.

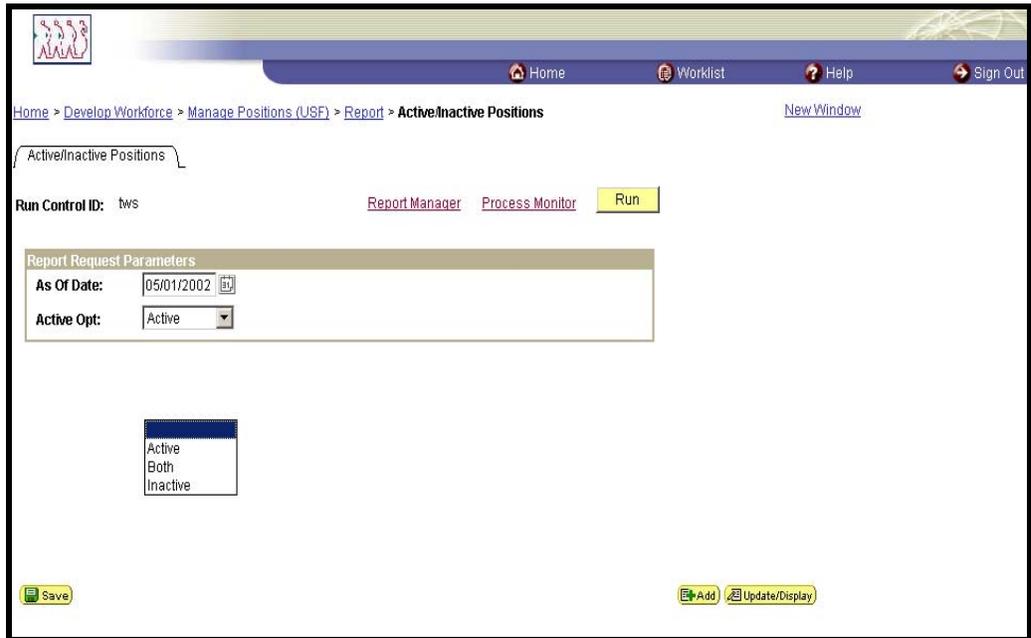
3

Type a Run Control ID and click .

NOTE: The Run Control ID must not contain any spaces.

NOTE: If you have already created a Run Control ID, you can click the [Find an Existing Value](#) link and select your Run Control from the list.

The following **Report Request Parameters** page appears:



4

Select the **As Of Date** for the report.

5

Use the dropdown list to select the report you want to generate: **Active Positions**, **Inactive Positions** or **Both**.

Click .

The following **Process Scheduler Request** page appears:

Home > Develop Workforce > Manage Positions (USF) > Report > Active/Inactive Positions

Process Scheduler Request

User ID: C1HR Run Control ID: tws

Server Name: PSUNX Run Date: 05/01/2002

Recurrence: Run Time: 1:35:52PM

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Active/Inactive Positions	FGHR025	SQR Report	Web	PDF

OK Cancel

6 In the **Server Name** field, select “PSUNX” from the drop down menu.

Click .

The **Report Request Parameters** page reappears.

7

Home > Develop Workforce > Manage Positions (USF) > Report > Active/Inactive Positions

Active/Inactive Positions

Run Control ID: tws Report Manager Process Monitor Run

Process Instance: 356

Report Request Parameters

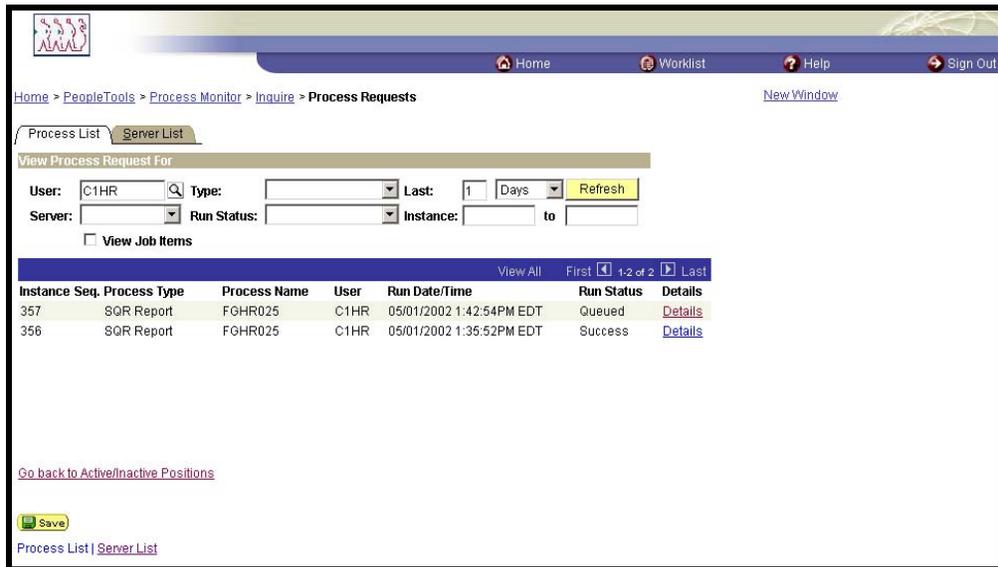
As Of Date: 05/01/2002

Active Opt: Active

Save Add Update/Display

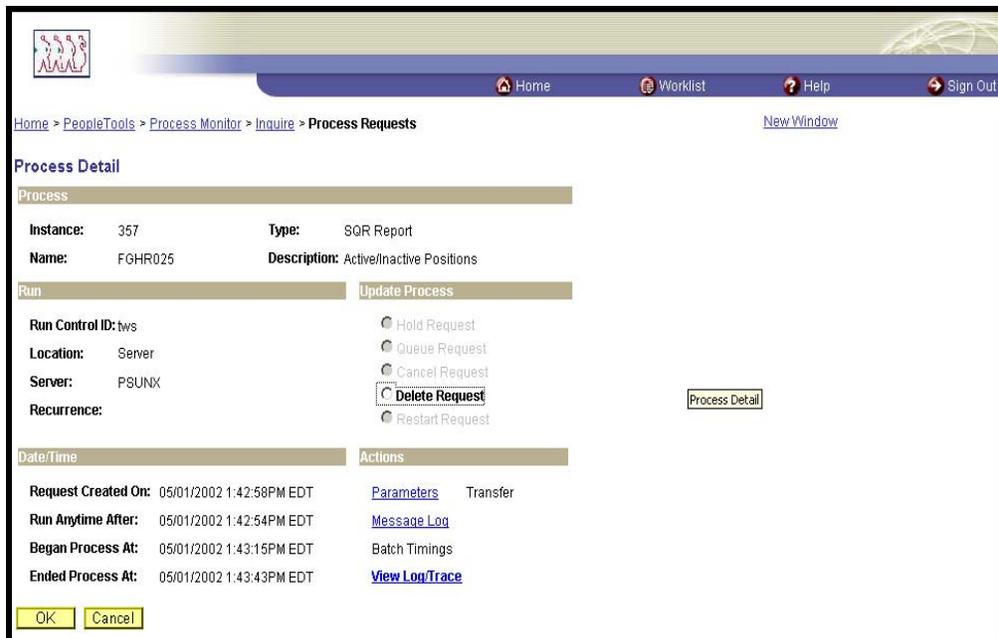
Click the **Process Monitor** hyperlink.

The following **Process List** page appears:



Once the **Run Status** field displays “Success”, you can view the report.
*NOTE: Click the **Refresh** button to update the status of the report.*

8 Click the **Details** hyperlink.



9 Click the **View Log/Trace** hyperlink.

The following **Report/Log Viewer** page appears:



Report/Log Viewer

Instance: 357 **Type:** SQR Report
Name: FGHR025 **Run Cntl ID:** tws
Status: Success **Submitted By:** C1HR
Server: PSUNX **Recurrence:**

Active/Inactive Positions

Name	Size	CreationDate
Message Log	1170 bytes	2002-05-01 13:43:01
Trace File	17 bytes	2002-05-01 13:42:47
fghr025_357.PDF	146065 bytes	2002-05-01 13:43:01

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Click the hyperlink for the Report (the .PDF file).

NOTE: The name of the file will autogenerate in the system. The other two links, Message Log and Trace File will always appear.

Acrobat Reader will open and the following report appears:



Report ID: PRR125 PeopleSoft ACTIVE POSITIONS LISTING Page No. 1
Run Date: 01/01/2002
Run Time: 12:43:16

As Of Date: 01/01/2002

Dept Id	Job Code	Position No.	Effective Date	Position Title	Reports To	Agency	Location	Max			Position Status	Status Date	Study	
								Head Count	Req Temp	/Full / Std Hours				
SA	10P010	00010427	01/01/1940	PUBLIC AFFAIRS SPECIALIST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	10P182	00010121	01/01/1940	BUDGET ANALYST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P041	00010406	01/01/1940	BUDGET ANALYST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P045	00010425	01/01/1940	OFFICE AUTOMATION CLERK	HH	241260121	1	T	F	40.00	Approved	01/01/1940	Y	
SA	11P046	00010417	01/01/1940	SECTION OF INFO TECHNICIAN	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P047	00010454	01/01/1940	STAFF ASSISTANT	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P052	00010355	01/01/1940	CHECKER SPEC	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P053	00010383	01/01/1940	OFFICE AUTOMATION CLERK	HH	241260121	1	T	F	40.00	Approved	01/01/1940	Y	
SA	12K019	00011111	01/01/1940	BUDGET ANALYST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	14K210	00010556	01/01/1940	SECTION OF INFO OFFICER	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	16K012	00010298	01/01/1940	MANAGEMENT ANALYST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	16K072	00010501	01/01/1940	OFFICE AUTOMATION CLERK	HH	241260121	1	T	F	40.00	Approved	01/01/1940	Y	
SA	16K010	00010471	01/01/1940	FINANCIAL MANAGER	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	17K212	00010441	01/01/1940	SECRETARY CA	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	19K112	00010148	01/01/1940	FINANCIAL MGMT SPECIALIST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	19K119	00011159	01/01/1940	MANAGEMENT ANALYST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	19K119	00010325	01/01/1940	PUBLIC AFFAIRS SPECIALIST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	19K124	00010341	01/01/1940	MARKETING MANAGER	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	19K152	00010731	01/01/1940	SECTION OF INFO SPECIALIST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	19K160	00010562	01/01/1940	DIRECTOR OSC	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	201041	00011221	04/26/2002	SEVP PROGRAM ANALYST	01016746	HH	241260121	1	E	F	40.00	Approved	04/26/2002	Y
SA	10P045	00010109	01/01/1940	STAFF ASSISTANT	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	10P110	00010373	01/01/1940	PROGRAM ANALYST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	10P216	00010421	01/01/1940	OFFICE AUTOMATION ASSISTANT	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	10P219	00010471	01/01/1940	MANAGEMENT ANALYST	HH	110011001	1	E	F	40.00	Approved	01/01/1940	Y	
SA	10P227	00010551	01/01/1940	INFO SPECIALIST	HH	241450121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	10P210	00010163	01/01/1940	SEVP PERSONNEL MGMT SPEC	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P012	00010166	01/01/1940	CASE MANAGEMENT SPECIALIST	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	
SA	11P011	00010457	01/01/1940	OFFICE AUTOMATION ASSISTANT	HH	241260121	1	E	F	40.00	Approved	01/01/1940	Y	

- 11 Click the Printer icon in Adobe Acrobat to print the report.
- 12 Close Acrobat Reader.

Active Position History Report

The **Active Position History** Report lists all current and historical data related to a particular position.

- 1 Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) → Report → Active Position History



- 2 Follow steps 2-12 in the **Active/Inactive Positions** report instructions to run this report.

Incumbent History Report

The **Incumbent History** Report shows, by position, all current and former incumbents (employees who have held a position), beginning with the current incumbent and going back in time. This report prints entry and exit dates for each incumbent, as well as starting and ending salaries.

- 1 Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) Report → Incumbent History Report

The following **Incumbent History Position** page appears:



- 2 Follow steps 2-12 in the **Active/Inactive Positions** report instructions to run this report.

Vacant Position Report

The **Vacant Position Report** provides a listing of all currently vacant positions within a particular Department (admin code).

- 1 Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) → Report → Vacant Position Report

The following **Vacant Positions Report** page appears:



- 2 Follow steps 2-12 in the **Active/Inactive Positions** report instructions to run this report.

Exception/Override Report

The **Exception/ Override** report audits the data in fields that match in the Position Data component and the current incumbent Job Data component. You can choose to print incumbent job data where you have prevented automatic cross-updating from occurring (overrides), or you can print only exceptions where the incumbent job and position data are out of sync for other reasons (exceptions).

The Exception/Override report lists the position name and the name of the employee assigned to the position and shows the data in the fields that match in the Position Data component and Job Data.

- 1 Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) → Report → Exception/Override Report

The following **Vacant Positions Report** page appears:



- 2 Follow steps 2-12 in the **Active/Inactive Positions** report instructions to run this report.

OF8 Report

The OF8 Report is an unofficial document that provides information for a specific position. This report resembles the paper OF-8 document used for PD's and contains information such as title, occupational series, and grade.

Navigational Path

Home → Develop Workforce → Manage Positions (USF) Report → OF8 Report

The following **OF8 Report** page appears:



- 2 Follow steps 2-12 in the **Active/Inactive Positions** report instructions to run this report.



Example – OF8 Report

The following is an example of the **OF8** Report:

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No.				
2. Reason for Submission <input type="checkbox"/> Underposition <input checked="" type="checkbox"/> New <input type="checkbox"/> High <input checked="" type="checkbox"/> Hold <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (show any positions replaced)						FPNDG055				
3. Service <input type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Field			4. Employing Office Location Headquarters		5. Duty Station Headquarters		6. CPM Classification No.			
7. Title Labor Standards Act <input checked="" type="checkbox"/> General <input type="checkbox"/> Professional			8. Principal Function in Required Position <input type="checkbox"/> Executive <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional and Executive		9. Adversely Affected		10. Competitive Level Code			
11. Position Grade <input checked="" type="checkbox"/> GS-11			12. Vacancy <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Special		13. Agency Use 01-01-1980					
14. Classified Grade by Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date			
a. U.S. Office of Personnel Management Program Analyst			GRS	0345						
b. Second Level Review										
c. First Level Review										
d. Recommended by Department or In-Posting Office										
15. Organizational Title of Position (if different from official title) Program Analyst			17. Status of Employee (if vacant, specify) Vacant							
16. Department, Agency, or Establishment Federal Reserve System-Board			e. Third Substation							
f. First Substation Internal Research Depart-NR			g. Fourth Substation							
h. Second Substation			i. Fifth Substation							
18. Employing Agency-This is an accurate description of the major duties and responsibilities of any position.			Signature of Employer (optional)							
19. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the			knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature			Date		Signature			Date		
20. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S.C. in accordance with standards published by the U.S. Office of Personnel Management or that published standards apply directly, consistently with the most applicable published standards.			21. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Making Action			Information for Employer. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification (title) grading, appeals, and complaints on completion from O.P.M. is available from the Personnel Office of the U.S. Office of Personnel Management.							
Signature			Date							
22. Position Review			Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employer (optional)										
b. Supervisor										
c. Classifier										
23. Remarks										

