



EHRP Alert #9 – POSITION AND JOB CODE FIELDS

Review of Position and Job Code Fields on the “Job” Page

We have recently discovered that the EHRP system does not take the SetID (Agency Code) into consideration when populating the occupational series table. This has sometimes caused job code information from other DHHS Agencies to populate in NIH job code records. NIH is working with the DHHS Program Support Center to address this issue. Until it is resolved it is important for users to pay particular attention when adding a row to an employee’s record.

When keying an action/adding a new row to an employee’s record, users should always review the “Job” page and ensure the correct *pay plan, occupational series, grade, and title* are reflected in both the “Position” and “Job Code” fields. If these fields do not match, as displayed in the screen shot below, contact the NIH Office of Human Resources, Position Management Group (PMG). The PMG will make the appropriate correction to the employee’s position so that the correct data flows through to the employee record.

Example of Position & Job Code Fields Which Should Match But Do Not

Home > [Administer Workforce](#) > [Administer Workforce \(JSF\)](#) > [Use](#) > HR Processing [New Window](#)

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

CLAUS,JOHN EmpID: 00074020 Empl Rcd#: 0

Job Data View All First 1 of 1 Last

Effective Date: 09/22/2002	Transaction # / Seq: 1	PAR Status: PROCESSED BY HUMAN RESOURCES	<input type="button" value="+"/> <input type="button" value="-"/>
Act Type: Data Change	NOA Code: 900	Empl Status: Active	
Position: 00043978	GS- 0301- 00 STAFF SCIENTIST	<input type="checkbox"/> Posn Mgmt Rcd	
*Job Code: 000162	AD- 0401- 00 STAFF SCIENTIST	<input type="checkbox"/> Position Override	
*Agency: HE Department of HHS	Transferred From Agency: <input type="checkbox"/>		
Sub-Agency: 38 National Institutes of Health	Transferred To Agency: <input type="checkbox"/>		
*Business Unit: NIH00 National Institutes of Health	Benefits/FEHB Data		
*Department: HNH6Q Lab Cardiac Energetics	FEGLI/Retirement/FICA		
*Location: 240130031 Bethesda	Departmental Hierarchy		
Tax Location: NA Not Applicable	Detail		

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Need Help?

Contact TASC by any of the following methods:

Phone: 6-EHRP (301 496-3477)
 Email: TASC@nih.gov
 Website: <http://support.cit.nih.gov/>

Need more information about EHRP?

Visit the NBRSS EHRP website at: <http://nbrss.nih.gov/ehrp.html>