



EHRP Position Management Workflow Reference Guide

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EHRP Position Management Workflow Reference Guide



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Purpose

The purpose of this document is to provide a high-level reference guide for the NIH community regarding Position Management Workflow. The reference guide will provide:

- ❑ Flow charts that illustrate the workflow process,
- ❑ High level descriptions of the steps depicted in the flow charts, and
- ❑ A form used to assist with the Position Management Workflow Process and specific instructions and scenarios for how to use it.

Approach

Initially, focus group sessions were held with the EHRP Team and representatives of the NIH HR Community. From these sessions it was determined that the NIH should centralize its Position Management Process and that a form be created to support communication between different groups throughout the Position Management Process.

Subsequently, the EHRP Team determined that a Reference Guide would be beneficial to those involved in the Position Management Process. This guide would provide a Workflow Chart providing a visual picture of how the process will affect the different groups as well as detailed descriptions of each step. We consulted sample Position Management forms used for PeopleSoft Implementations from several sources. These are as follows:

- ❑ USDA Combined Administrative Management System documentation
- ❑ The Defense Intelligence Agency HRMS Overview
- ❑ The Corporate Human Resource Information System HR User's Manual and the Position Management Procedures documented by CDC.

After reviewing the samples and balancing NIH's needs we developed NIH's Position Management Requisition Form. The Reference Guide provides detailed descriptions of each form and provides different scenarios for how the form should be used.

A draft of the EHRP Position Management Guide was reviewed for comments by key members of the EHRP Change Management Team. A copy of the Guide was presented to key members of the SPO on July 31, 2002. The EHRP Team made revisions to the document, based on their comments, and provided copies of the revised document for their review. Results are as follows:



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Overview

One fundamental aspect of EHRP is that personnel data is managed by position rather than by employee. In managing the system by Position, we attach data to the positions and move employees in and out of them. We can use data specific to each position as the basis for organizational planning, recruitment, and career planning. Therefore, duties, responsibilities, and other factors are now determined by the position- not the incumbent.

EHRP Positions are not abolished; they can be inactivated when no longer needed and re-activated if needed at a later date.

Refer to White Paper #1: Use of an Employee Based vs. Position Based System located in the EHRP White Paper Section of the NBS Matters Website at:
<http://nbs.nih.gov/ehrp/index.html#papers>.

Roles and Responsibilities

Two groups at NIH will have roles in the creation of new Position Management Process:

- Human Resources Operations (HRO)
 - HRO Role
- Human Resources and Payroll Services (HRPS)
 - HRPS Processing Group Role
 - HRPS Position Management Group (HRPS/PMG) Role

HRO Role

- Coordinating new hires or position changes for NIH employees,
- Determining if a vacant or inactive Position is available to support a new hire or position change, (i.e. promotion, reassignment, transfer, change to lower grade),
- Determining if a new Job Code or Position needs to be created,
- Requesting new Job Code and/or Position from the HRPS/PMG,
- Requesting the activation or deactivation of current Job Code or Position from HRPS/PMG, and
- Providing the HRPS Processing with the SF-52 and other required documents to effect the requested action.

HRPS/PMG Role

- Maintaining data on Job Codes and Positions in the EHRP System:
 - Creating new Job Codes and Positions in EHRP as requested by the HRO or HRPS Processing Group
 - Activating or inactivating Job Codes or Positions as requested by the HRO or HRPS Processing Group

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- Maintaining copies of the EHRP Job/Position Request Forms (Appendix D) submitted by the HRO or HRPS Processing. (1 year is recommended)
- Communicating changes or additions to Job Codes and Positions to the HRO or HRPS Processing Group.

HRPS Processing Role

- Finalizing actions within EHRP for hires or position change requests as provided by the HRO,
- Requesting the activation and/or de-activations of new Job Codes/Positions from the HRPS/PMG when employees change positions, and
- Linking employee related information to new Job Codes/Positions in EHRP.

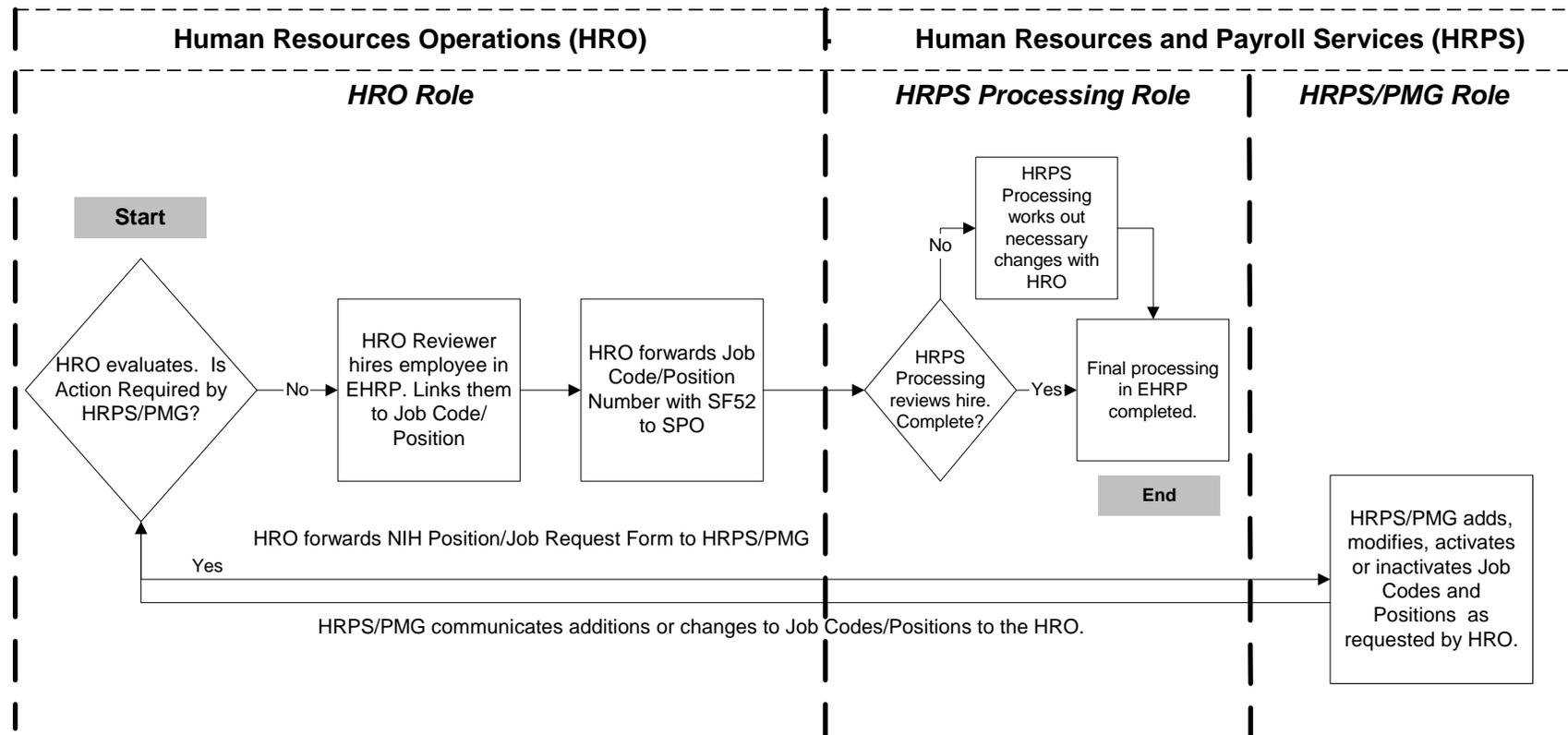
There are two Position Management Groups related scenarios that will be used to illustrate the roles of the HRO, HRPS Processing Group and HRPS/PMG:

- When a new employee is hired.
- When an employee is having a position change (e.g., promotion, reassignment).



Position Management Process Flow for New Hires

Position Management Process Diagram: New Hire

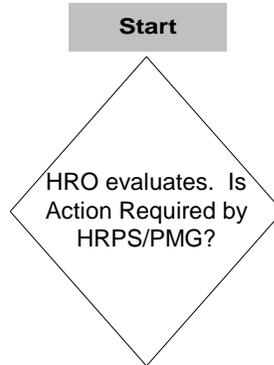


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Process Steps-



The HRO Specialist determines if the hiring of a new employee requires that a new job code or position be created, activated, modified or inactivated by the HRPS/PMG. If the HRO Specialist determines that a job code or position needs to be created, activated, inactivated or modified, action will be required of the HRPS/PMG.

The following variables will be used by the HRO Specialist to determine if a new job code needs to be created, activated, inactivated or modified:

Field	Description
Occupational Series	Using an OPM Classification Handbook, the job duties, job series and descriptions are reviewed to select the appropriate series for the job. Series defines the kind of work that is covered and some of what is not covered. The HRO Specialist may also refer to the OPM qualification standards, organizational charts, staffing lists, mission and function statements, and technical letter containing internal guidelines for determining the initial series.
FLSA Status	Determines whether employees, within a Job Code, are covered by the Fair Labor Standards Act.
Official Position Title	OPM Classifications Standards dictate title. The HRO Specialist will assign an existing standard title if possible. If a new title is needed, the HRO Specialist must, at a later point in the process request that the new title be added to the standard title list before it can be used.
Manager Level (Position Indicator)	Determines level of responsibility for positions within the Job Code. (Leader, Supervisor, Supervisor/Manager, Team Lead etc.)
Pay Plan	Determines appropriate Pay Plan that will be associated with the Job Code such as GS or AD.
Special Pay Table	The Special Pay Table sets specific rules for governing Pay Plans. Examples of Special Pay Tables are "0000" or "0029" (Clerical)
Pay Grade	Determines the appropriate Grade within the Pay Plan for that Job Code. Examples include: (01, 02, 03)
Pay Basis	Determines the method for calculating the employee's pay. Examples include: Bi-Weekly, Weekly, Per Diem, Per Annum
Functional Class	Defines the function of Positions within a given Job Code. Examples include: Planning, Production, Research, Test and Evaluation Use Other for positions in the following pay plans: AD, ED, EI, ES, RS, EG and EE.

The HRO Specialist will determine if there are any available positions within an existing job code for the appropriate Department ID (Admin Code).

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NIH has requested that 3 public queries be created by the PSC to facilitate Position Management for NIH. They are as follows:

Job Code Requisition Query- The Job Code Requisition Query prompts the user for pertinent information that help identify if a new job code will need to be created. See Appendix (A) for a detailed description.

Get Last Job Code Defined- If it is determined that a job code needs to be created, the HRPS/PMG will need to know what job code to give it in EHRP. This query automatically provides that information. See Appendix (B) for a detailed description.

Position Number Requisition Query- The Position Requisition Query prompts the user for pertinent information that help identify if a new position will need to be created. See Appendix (C) for a detailed description.

HRO forwards NIH Position/Job Request Form to HRPS/PMG

If the HRO Specialist determines that a new job code or position should be created by the HRPS/PMG, they must complete and forward the NIH EHRP Job/Position Request Form to the HRPS/PMG. This form is enclosed as Appendix D. Instructions for how to use the form are included in Appendix E.

HRPS/PMG adds, modifies, activates or inactivates Job Codes and Positions as requested by HRO.

The HRPS/PMG will then be responsible for creating, activating, inactivating or modifying job codes and positions within the EHRP. Refer to Position Management Overview Sections in the EHRP HR Training Manual:

HRPS/PMG communicates additions or changes to Job Codes/Positions to the HRO.

- Once a job code or position number has been created or altered in any way by the HRPS/PMG this information should be communicated back to the HRO by writing the numbers on the EHRP Job Code/Position Number Request Form and returning a copy to the HRO Specialist.

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- The HRPS/PMG will be responsible for maintaining copies of all of the EHRP Job/Position Request forms. The EHRP team recommends keeping copies of the request forms for 1 year.

HRO Reviewer hires employee in EHRP. Links them to Job Code/ Position

If the HRO Specialist determines that an acceptable job code or position number currently exists in EHRP or the HRO Specialist has received a new job code/position number from the HRPS/PMG, they should hire the employee in EHRP.

HRO forwards Job Code/Position Number with SF52 to SPO

Once this has been completed, they should forward the hire and necessary personnel paperwork (e.g. SF-52) to the HRPS Processing Group.

HRPS Processing reviews hire. Complete?

The HRPS Processing Group reviews the hire request and necessary personnel paperwork (e.g. SF-52) submitted by the HRO Specialist for completeness.

HRPS Processing works out necessary changes with HRO

If it appears that the PAR is incomplete, they must make the necessary changes or contact the HRO Specialist to work out any necessary changes.

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Final processing
in EHRP
completed.

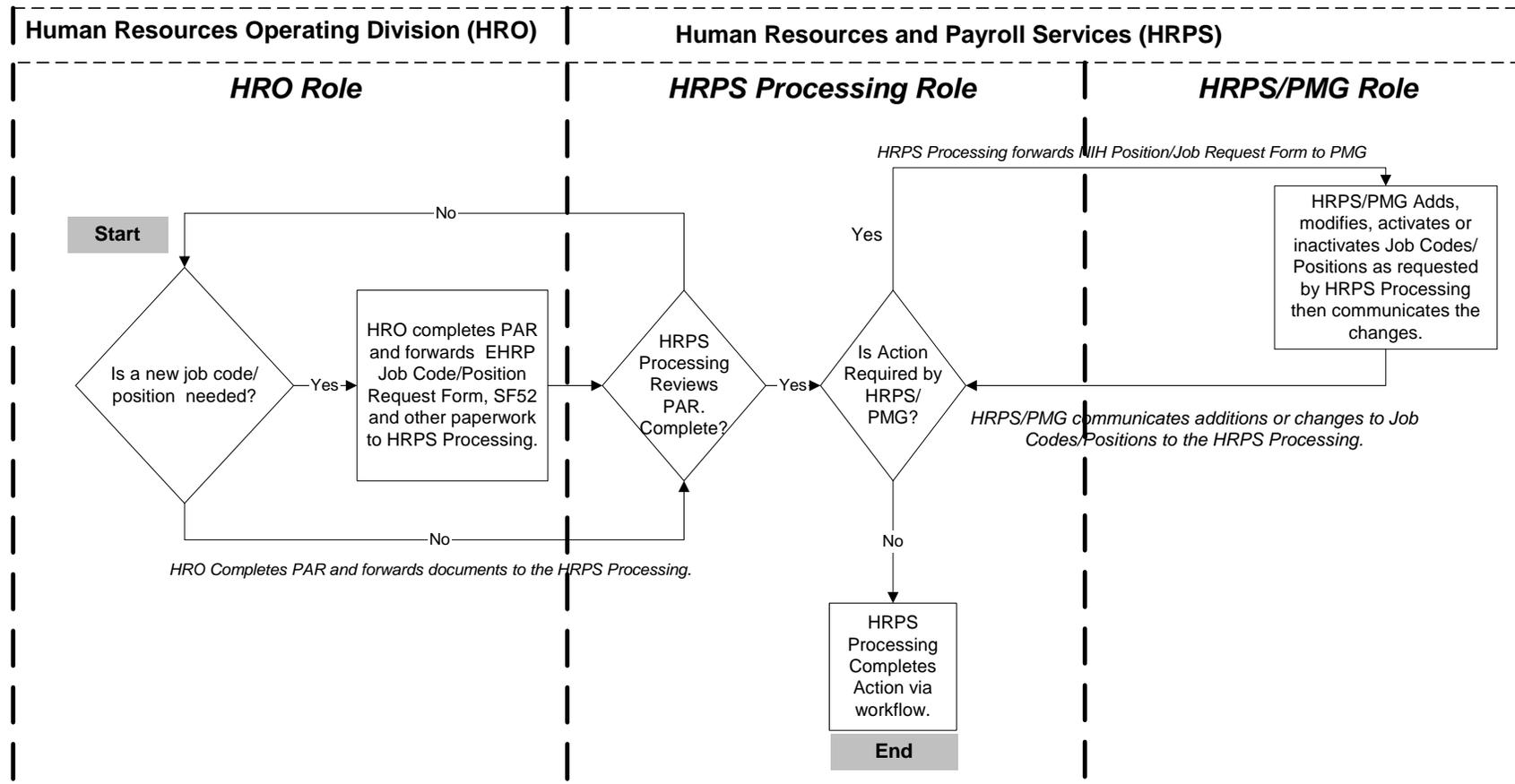
End

Once the HRPS Processing Group determines that the PAR is complete, they should commit the transaction to the EHRP Database.



Position Management Process Flow for Position Changes

Position Management Process Diagram: Job/Position Change

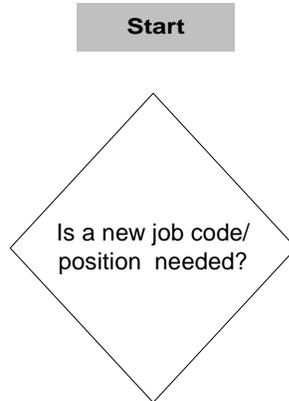


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Process Steps-



The HRO Specialists must determine if a position change will require a new job code or position. The following variables will be used by the HRO Specialist to determine if a new job code/position needs to be created, activated, modified or inactivated:

The following variables will be used by the HRO Specialist to determine if a new job code needs to be created, activated, modified or inactivated:

Field	Description
Occupational Series	Using an OPM Classification Handbook, the job duties, job series and descriptions are reviewed to select the appropriate series for the job. Series defines the kind of work that is covered and some of what is not covered. The HRO Specialist may also refer to the OPM qualification standards, organizational charts, staffing lists, mission and function statements, and technical letter containing internal guidelines for determining the initial series.
FLSA Status	Determines whether employees, within a Job Code, are covered by the Fair Labor Standards Act.
Official Position Title	OPM Classifications Standards dictate title. The HRO Specialist will assign an existing standard title if possible. If a new title is needed, the HRO Specialist must, at a later point in the process request that the new title be added to the standard title list before it can be used.
Manager Level (Position Indicator)	Determines level of responsibility for positions within the Job Code. (Leader, Supervisor, Supervisor/Manager, Team Lead etc.)
Pay Plan	Determines appropriate Pay Plan that will be associated with the Job Code such as GS or AD.
Special Pay Table	The Special Pay Table sets specific rules for governing Pay Plans. Examples of Special Pay Tables are "0000" or "0029" (Clerical)
Pay Grade	Determines the appropriate Grade within the Pay Plan for that Job Code. Examples include: (01, 02, 03)
Pay Basis	Determines the method for calculating the employee's pay. Examples include: Bi-Weekly, Weekly, Per Diem, Per Annum
Functional Class	Defines the function of Positions within a given Job Code. Examples include: Planning, Production, Research, Test and Evaluation Use Other for positions in the following pay plans: AD, ED, EI, ES, RS, EG and EE.

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The HRO Specialist will determine if there are any available positions within an existing job code for the appropriate Department ID (Admin Code).

NIH has requested that 3 public queries be created by the PSC to facilitate this effort. They are as follows:

Job Code Requisition Query- The job code Requisition Query prompts the user for pertinent information that help identify if a new job code will need to be created. See Appendix (A) for a detailed description.

Get Last Job Code Defined- If it is determined that a job code needs to be created, the HRPS/PMG will need to know what job code to give it in EHRP. This query automatically provides that information. See Appendix (B) for a detailed description.

Position Number Requisition Query- The Position Requisition Query prompts the user for pertinent information that help identify if a new position will need to be created. See Appendix (C) for a detailed description.

HRO Completes PAR and forwards documents to the HRPS Processing.

If the HRO Specialist determines that an acceptable job code/position already exists in EHRP, they should complete the PAR and forward it, along with any other pertinent paperwork, to the HRPS Processing Group.

HRO completes PAR and forwards EHRP Job Code/Position Request Form, SF52 and other paperwork to HRPS Processing.

If the HRO Specialist determines that a new job code/position number is needed, they should complete the PAR and forward the EHRP Job Code/Position Request Form, SF52 and other paperwork to HRPS Processing Group. A copy of the EHRP Job Code/Position Request Form is included as Appendix D. Instructions on how to use the form are included as Appendix E.



The HRPS Processing Group will review the PAR action and determine if it is correct and complete. If it is not complete, they should return the PAR to the HRO Specialist.



If the PAR is complete, HRPS Processing Group must then verify if action will be required (i.e. creating, activating, modifying or inactivated job code/position number) of the HRPS/PMG.

HRPS/PMG Adds, modifies, activates or inactivates Job Codes/Positions as requested by HRPS Processing then communicates the changes.

Based on the HRPS Processing Group's request, the HRPS/PMG will create, modify, inactivate or reactivate job codes and position numbers within the EHRP System as needed. Refer to Position Management Overview Section in the EHRP HR Training Manual.

HRPS/PMG communicates additions or changes to Job Codes/Positions to the HRPS Processing.

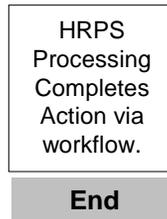
The HRPS/PMG will provide HRPS Processing Group with any changes or additions they have made regarding job codes and position numbers. If a new job code has been requested, they should write the numbers on the EHRP Job Code/Position Number Request Form and return a copy to the HRPS Processing Group.

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The HRPS/PMG will be responsible for maintaining copies of all of the EHRP Job/Position Request forms. The EHRP team recommends keeping copies of the request forms for 1 year.



Final processing is completed in EHRP.

An Information Session on Workflow and Maintenance of Position Management Information in EHRP has been scheduled for August 26, 2002. These sessions are intended to supplement the EHRP training that is currently being presented at NIH by the DHHS Program Support Center (PSC). The session on *Workflow* is intended for both HR and administrative/management staff who will use the new system. The session on *Maintenance of Position Management Information* is primarily intended for the HR community, administrative and management staff has been invited to attend as well. Information on these sessions is also being distributed to the Intramural and Extramural Administrative Officers groups.

Appendix A- Job Code Requisition Query

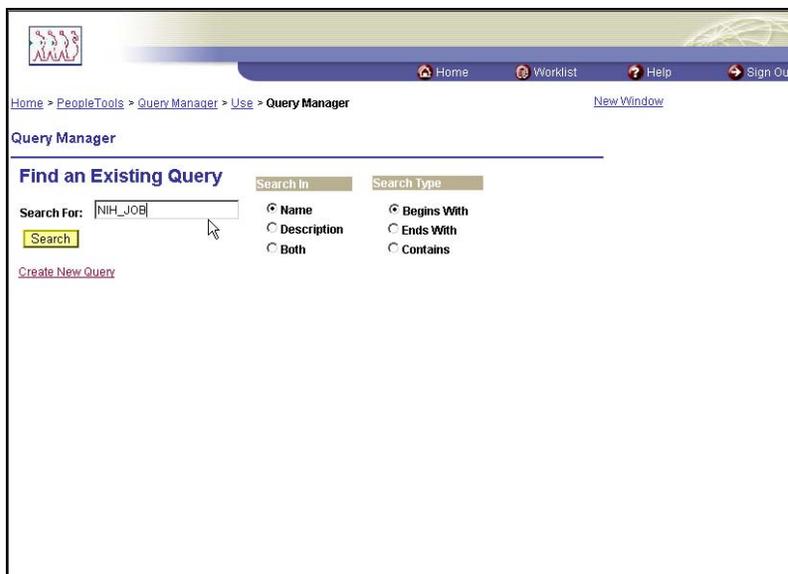
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The NIH EHRP Team requested that a Job Code Requisition Query be created by the PSC and made public within EHRP prior to deployment. The following are instruction for how to run query similar to the one that will be built by the PSC:

- ❑ Log to PeopleSoft
- ❑ Navigate as follows- Home–PeopleTools–Query Manager–Use–Query Manger



- Enter the full name or partial name of the public query in the Search For field and click Search. **Search**
- To start the query, select the appropriate query from the search results by clicking Run as shown below. NIH_JOBCODE_QUERY2 is the one used for this sample.

Search Results			
Query		View All	First ◀ 1-2 of 2 ▶ Last
NIH_JOBCODE_QUERY	JOB CODE QUERY	Public	Delete Rename Run
NIH_JOBCODE_QUERY2	JOB CODE QUERY	Public	Delete Rename Run

- The next panel allows the user to enter the variables that are used to determine if a new Job Code is needed. If a match is not found, a new job code is needed.

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Query - Microsoft Internet Explorer provided by National Institutes of Health

Address: http://nbspeoplesoft2:7001/servlets/clientservlet/extract/?ICType=Query&ICAction=ICQryNameURL=NIH_JOBCODE_QUERY2

NIH_JOBCODE_QUERY2 - JOB CODE QUERY

Position Title:

Pay Plan:

FLSA Stat:

Pay Basis:

Mgr Level:

Func Class:

Grade:

Occupational Series:

Salary Plan:

SetID	Occ Series	Pay Plan	Descr	Job Code	Status	Grade	Mgr Level	Pay Basis	FLSA Stat	Func Class	Sal Plan
-------	------------	----------	-------	----------	--------	-------	-----------	-----------	-----------	------------	----------

- The following shows the format of the report:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (1716 kb)

View All

SetID	Occ Series	Pay Plan	Descr	Job Code	Status	Grade	Step	Mgr Level	Pay Basis	FLSA Stat	Func Class	Sal Plan	
1	NIH00	0018	GM	OCCUP SFTY AND HLTH MANAGER	OR2248	A	14	0	2	PA	E	00	0000
2	NIH00	0018	GS	SAFETY AND OCC HLTH SPECLST	OR0128	A	12	0	8	PA	E	00	0000
3	NIH00	0018	GS	SAFETY AND OCC HLTH SPECLST	OR1357	A	09	0	8	PA	E	00	0000
4	NIH00	0018	GS	SAFETY AND OCCUP HEALTH MGR	OR3813	A	14	0	8	PA	E	00	0000
5	NIH00	0018	GS	SAFETY AND OCCUP HLTH MGR	EH6247	A	15	0	2	PA	E	00	0000
6	NIH00	0018	GS	SAFETY AND OCCUP HLTH MGR	EH6390	A	15	0	2	PA	E	00	0000
7	NIH00	0018	GS	SAFETY AND OCCUP HLTH SPEC	EH7020	A	12	0	8	PA	E	00	0000
8	NIH00	0018	GS	SAFETY AND OCCUP HLTH SPEC	OR0128	A	12	0	8	PA	E	00	0000
9	NIH00	0018	GS	SAFETY AND OCCUP HLTH SPEC	OR3627	A	12	0	8	PA	E	00	0000
10	NIH00	0018	GS	SAFETY OCC HEALTH MANAGER	OR 464	A	14	0	2	PA	E	00	0000
11	NIH00	0018	GS	SFTY AND OCC HLTH MANAGER	OR0460	A	14	0	8	PA	E	00	0000
12	NIH00	0018	GS	SFTY AND OCCUP HLTH SPEC	OR1108	A	13	0	8	PA	E	00	0000
13	NIH00	0019	GS	SAFETY TECHNICIAN	OR3940	A	05	0	8	PA	N	00	0000
14	NIH00	0019	GS	SAFETY TECHNICIAN	EH6930	A	07	0	8	PA	N	00	0000
15	NIH00	0028	EI	MEM NAT ADV HLTH SCI COUN	000720	A	00	0	8	PD	E	00	0000
16	NIH00	0028	GS	ENVIN PROTECTION SPECIALIST	OR0197	A	09	0	8	PA	E	00	0000
17	NIH00	0028	GS	ENMR PROTECTION SPEC	OR0199	A	12	0	8	PA	E	00	0000
18	NIH00	0028	GS	ENVRON PROTECTION SPEC	EH6920	A	11	0	8	PA	E	00	0000
19	NIH00	0028	GS	ENVRON PROTECTION SPEC	EH7000	A	11	0	8	PA	E	00	0000
20	NIH00	0060	EF	SPECIAL CONSULTANT (RB)	000630	A	00	0	8	PD	E	00	0000
21	NIH00	0060	OM	CHAPLAIN DIRECTOR	CC4839	A	13	0	2	PA	E	00	0000
22	NIH00	0060	GS	CHAPLAIN	CC1266	A	12	0	8	PA	E	00	0000

Appendix B- Get Last Job Code Query:

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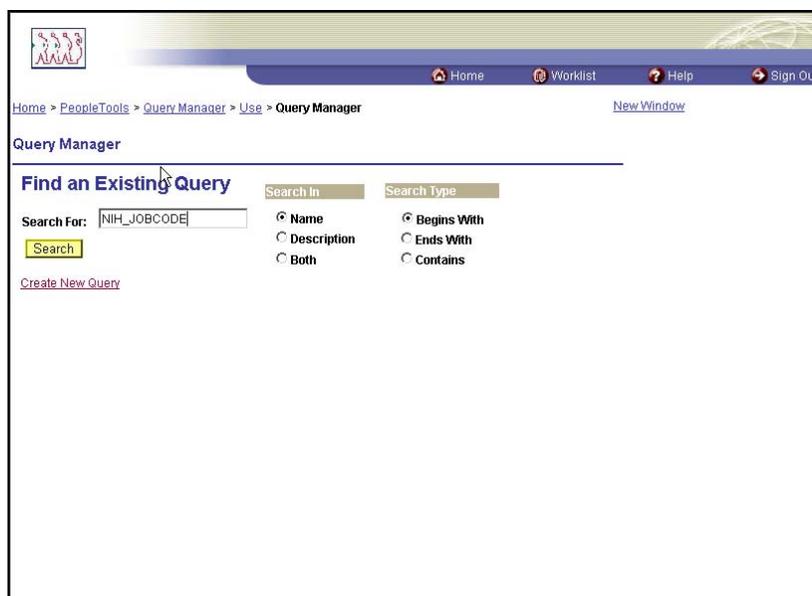


Assuming that NIH (or any of the Agencies) wants to use a sequential numbering scheme for Job Codes, they will need to determine what the last job code number was that was defined.

The NIH EHRP Team has requested that a public query be created by the PSC prior to deployment will automatically retrieve the last Job Code number assigned. Remember that it is impossible to add a Job Code if it already exists in EHRP, based on the *combination of SetID and Job Code*.

Below provides instruction for how to run a query similar to the one that will be built by the PSC.

- ❑ Log to PeopleSoft
- ❑ Navigate as follows- Home–PeopleTools–Query Manager–Use-Query Manger



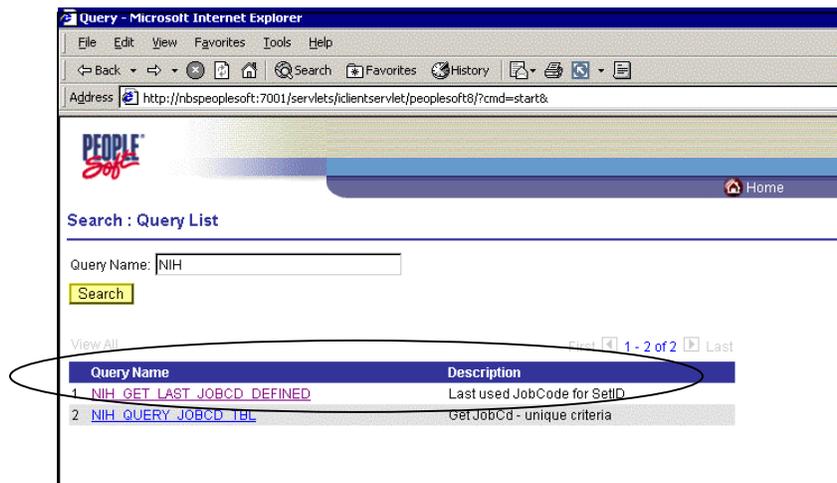
- Enter the full name or partial name of the public query in the Search For field and click Search. 

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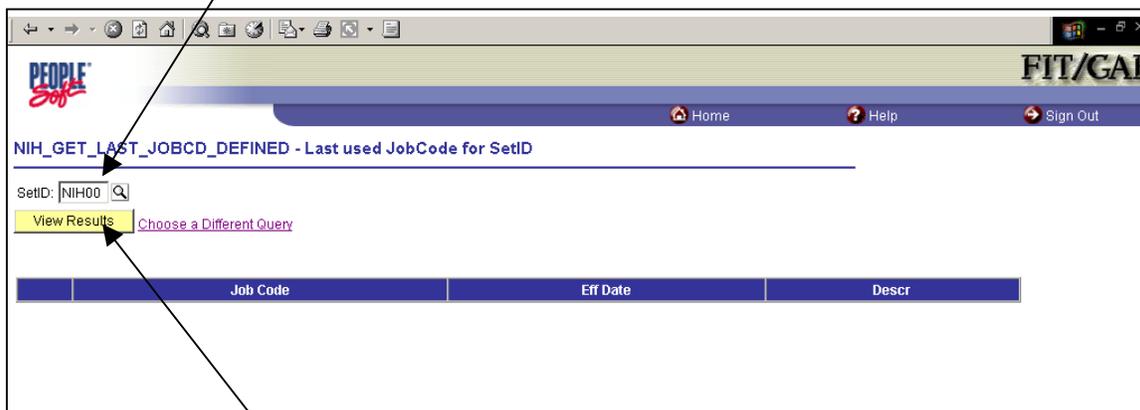
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- To start the query, select the appropriate query from the search results by clicking Run as shown below. NIH_JOBCODE_QUERY2 is the one used for this sample.



- Provide SetID (NIH00) and Click “View Results” button to run the query. (This allows any/all Agencies to use the same query, since each will have its own unique SetID.)



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- In the example below, the Job Code returned from running the query has the maximum value of any in the Fit/Gap database Job Code table, even though it is a combination of letters and numbers.

The screenshot shows a web application interface for PEOPLE Soft FIT/GAP. The page title is "NIH_GET_LAST_JOB_CD_DEFINED - Last used JobCode for SetID". A search field contains "SetID: NIH00". Below the search field are buttons for "View Results" and "Choose a Different Query". A link for "Download results in: an Excel Spreadsheet (1 kb)" is visible. A table displays the results, with the first row circled. The table has columns for "Job Code", "Eff Date", and "Descr".

	Job Code	Eff Date	Descr
1	RS4654	2001-01-01	SUPV MEDICAL OFFICER



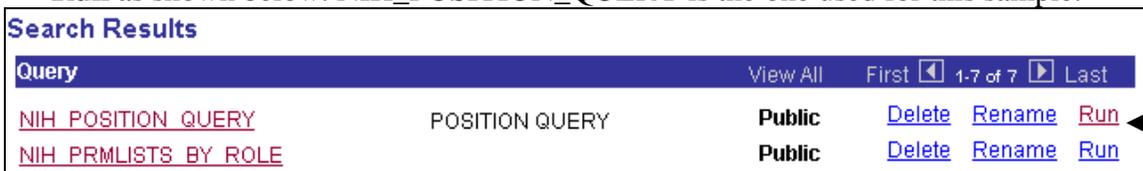
Appendix C- Position Requisition Query

The NIH EHRP Team has requested that the PSC provide a public query prior to deployment that will assist NIH staff with determining if an appropriate Position is available under a given Job Code number. The following are steps for determining if a new position number is available or needs to be created:

- Determine which Job Code a position would be located under by using the Job Code Requisition Query to locate an appropriate Job Code.
- Once an appropriate Job Code Number has been located
- Log to PeopleSoft
- Navigate as follows- Home–PeopleTools–Query Manager–Use-Query Manger and follow the Job Code Requisition Query instructions included in this document. If an appropriate Job Code is available, or if a new one has been requested by the HRPS/PMG, it will be important to have it on hand when running the Position Requisition Query.
- Use the Find an Existing Query within the Query Manager to locate the Position Requisition Query.
- Enter the full name or partial name of the public query in the Search For field and click Search. **Search**



- To start the query, select the appropriate query from the search results by clicking **Run** as shown below. NIH_POSITION_QUERY is the one used for this sample.



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- The next panel allows the user to enter the appropriate job code number.

NIH_POSITION_QUERY - POSITION QUERY

Job Code:

Job Code	Position	Short Desc	Descr	DeptID	Pay Plan	Occ Series	Reg/Temp	Full/Part	Mgr Level	FLSA Stat	Org Posn Title	Salary Plan	Grade
----------	----------	------------	-------	--------	----------	------------	----------	-----------	-----------	-----------	----------------	-------------	-------

- All of the positions within that job code will display as shown in the sample below:

Sample Output:

Microsoft Excel - QUERY4

File Edit View Insert Format Tools Data Window Help

MS Sans Serif 8.5

O1 Headcount Status

Job Code	Position	Descr	DeptID	Pay Plan	Occ Series	Reg/Temp	Full/Part	Mgr Level	FLSA Stat	Title	Salary Plan	Grade	Status	Headcount Status
000801	00000001	MEMBR BD SCIENTIF COUNSELOR	HNT4	EI	0413	R	P	8	E	MEMBR BD SCIENTIF COUNSELOR	0000	00	A	Open
000801	00002257	MEMBR BD SCIENTIF COUNSELOR	HNT4	EI	0413	R	P	8	E	MEMBR BD SCIENTIF COUNSELOR	0000	00	A	Filled
000801	00002375	MEMBR BD SCIENTIF COUNSELOR	HNT4	EI	0413	R	P	8	E	MEMBR BD SCIENTIF COUNSELOR	0000	00	A	Filled
000801	00003130	MEMBR BD SCIENTIF COUNSELOR	HNT4	EI	0413	R	P	8	E	MEMBR BD SCIENTIF COUNSELOR	0000	00	A	Filled
000801	00015248	MEMBR BD SCIENTIF COUNSELOR	HNT4	EI	0413	R	P	8	E	MEMBR BD SCIENTIF COUNSELOR	0000	00	A	Filled
000801	00018605	MEMBR BD SCIENTIF COUNSELOR	HNT4	EI	0413	R	F	8	E	MEMBR BD SCIENTIF COUNSELOR	0000	00	A	Filled

Ready

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Appendix D- NIH EHRP Job Code/Position Request Form

PLEASE DOWNLOAD THIS FORM FROM THE EHRP WEBSITE:
<http://ehr.od.nih.gov/ehrp/JobCodePositionNumberReqForm.doc>



Appendix E- How to complete the NIH EHRP Job Code/Position Requisition Form

The Job Code/Position Requisition Form is to be used by NIH as a tool for requesting and communicating changes to Job Codes and Positions Numbers in EHRP between the group who performs the role of creating Job Codes and Positions (HRPS/Position Management Group) and the groups who request that new Job Codes and Positions be created. (HRPS/Processing and HRO). The form has been broken up into 4 sections.

Section I- Request Section

The box to the left in Section I, as shown below, allows the Requestor to enter a description of the their request, their name and a phone number where they can be reached in the box on the left.

Section I: Request Section (To be completed by the HRO)

Request Description/ Reason: _____ _____ _____ Requestor: _____ Phone Number: _____

The box to the right, in Section I as shown below, allows the requestor to indicate the type of action that they are requesting the HRPS Position Management Group to perform.

<input type="checkbox"/> Create New Job Code and/or Position <input type="checkbox"/> Activate Job Code and/or Position <input type="checkbox"/> Inactivate Job Code and/or Position <input type="checkbox"/> Modify Job Code and/or Position

Section II- Job Code Information

The purpose of the Job Code Information Section, as shown below, is to indicate the appropriate information needed to create a new Job Code or modify an existing Job Code. When requesting a new Job Code, each element of this section of the form should be completed by the HRO. The combination of all of the items in this section should make a Job Code unique. A public query will be available to the HRO that will assist them with determining if a new Job Code will need to be created. When requesting a modification to an existing Job Code, the HRO should only enter the items that will need to be changed.

Section II: Job Code Information- (To be completed by the HRO)

Field Name within EHRP	Information Provided
Job Code Number	
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level (Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	
Special Pay Table	
Salary Grade	

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Section III- Position Information

The purpose of the Position Information section, as shown below, is to indicate the appropriate information needed for the HRPS/PMG to create a new position or to indicate the fields that need to be changed to modify an existing Position. Each element of this section of the form should be completed by the HRO to indicate significant elements of the new position. A public query will be available to the HRO that will assist them with determining if a new position will need to be created, if an old position will need to be activated, or if a current position will need to be inactivated. If a position needs to be modified the HRO should enter only the information that will need to be changed.

Section III: Position Information- (To be completed by the HRO)

Field Name within EHRP	Information Provided
Position Number	
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	

Section IV- New Job Code and Position Numbers

The following section will be completed by the HRPS/PMG once a new Job Code or Position has been created, activated, inactivated or modified. The HRPS/PMG should use the information provided by the HRO in Section I and Section II of the form, for reference purposes, to make necessary additions and/or changes. The HRPS/PMG should then include the numbers of the Job Code or Position that has been created, activated, inactivated or modified and sign their name as shown below.

Section IV: Job Code and Position Numbers- (To be completed by the HRPS/PMG)	
Field Name within EHRP	Number/Comments
Job Code Number	000801 Added new Job Code.
Position Number	00001201 Added new Position Number.
HRPS/PMG Authorization Signature: <u> Jane Doe </u>	

Scenarios for Using the EHRP Position Management Request Form:

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Creation of a New Job Code or Position

If a new Job Code needs to be created, it is likely that a new Position will also need to be created. In this event, the Requestor should complete the both the Section I, II and III and send the form along with the SF-52 and any other pertinent HR documentation to the HRPS/PMG. The HRPS/PMG should return the form with a signature and new Job Code and Position Numbers:

Section I: Request Section- <i>(To be completed by HRO)</i>	
Request Description/ Reason: _____ Need new Job Code Position.	<input checked="" type="checkbox"/> Create New Job Code and/or Position <input type="checkbox"/> Activate Job Code and/or Position <input type="checkbox"/> Inactivate Job Code and/or Position <input type="checkbox"/> Modify Job Code and/or Position
Requestor: John Doe	
Phone Number: 301-451-0055	
Section II: Job Code Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Job Code Number	
Occupational Series (4-digit code)	0413
Official Position Title Description	ADVISORY COMMITTEE MEMBER
Manager Level (Supervisory Level)	Other
Pay Basis	Bi-weekly
FLSA Status	Exempt
Functional Class	Teaching/Training
Pay Plan	GS
Special Pay Table	0000
Salary Grade	01
Section III: Position Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Position Number	
Reports To (EMPL ID of Official Supervisor)	Research Medical Officer
Title	ADVISORY COMMITTEE MEMBER
Organization Position Title Code	
Department (Admin Code)	HNT4
Standard Work Period	40.00
Compensation Frequency	Daily
Job Sensitivity Code	Critical Sensitive
Location Code	240130031
Position Location	Field
Regular/Temporary	Regular
Full/Part-Time	Full
Regular Shift	Not Applicable
Union Code	003
Bargaining Unit	8888
Section IV: Job Code and Position Numbers- <i>(To be completed by the HRPS/ PMG)</i>	
Field Name within EHRP	Number/Comments
Job Code Number	000801 Added new Job Code.
Position Number	00001201 Added new Position Number.
HRPS/PMG Authorization Signature: Jane Doe	

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Activating or Inactivating Job Codes and or Positions

If a Job Code or Position Number needs to be activated or inactivated, the HRO specialist should check the appropriate box in Section I of the form and complete Section II or III as appropriate. See the examples below:

Activating a Position:

Section I: Request Section- <i>(To be completed by HRO)</i>	
Request Description/ Reason: Activate Position 00001204.	<input type="checkbox"/> Create New Job Code and/or Position <input checked="" type="checkbox"/> Activate Job Code and/or Position <input type="checkbox"/> Inactivate Job Code and/or Position <input type="checkbox"/> Modify Job Code and/or Position
Requestor: John Doe	
Phone Number: 301-451-0055	

Section II: Job Code Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Job Code Number	
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level (Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	
Special Pay Table	
Salary Grade	

Section III: Position Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Position Number	00001201
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	

Section IV: Job Code and Position Numbers- <i>(To be completed by the HRPS/ PMG)</i>	
Field Name within EHRP	Number/Comments
Job Code Number	
Position Number	00001201 Position activated.
HRPS/PMG Authorization Signature:	Jane Doe

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Inactivating a Position:

Section I: Request Section- <i>(To be completed by HRO)</i>	
Request Description/ Reason:	<input type="checkbox"/> Create New Job Code and/or Position <input type="checkbox"/> Activate Job Code and/or Position <input checked="" type="checkbox"/> Inactivate Job Code and/or Position <input type="checkbox"/> Modify Job Code and/or Position
Inactivate Position 00001201.	
Requestor: John Doe	
Phone Number: 301-451-0055	

Section II: Job Code Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Job Code Number	
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level (Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	
Special Pay Table	
Salary Grade	

Section III: Position Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Position Number	00001201
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	

Section IV: Job Code and Position Numbers- <i>(To be completed by the HRPS/ PMG)</i>	
Field Name within EHRP	Number/Comments
Job Code Number	
Position Number	00001201 Position inactivated.
HRPS/PMG Authorization Signature:	Jane Doe

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Activating a Job Code-

Section I: Request Section- *(To be completed by HRO)*

Request Description/ Reason: _____ _____	<input type="checkbox"/> Create New Job Code and/or Position
Job Code 000801 should be activated.	<input checked="" type="checkbox"/> Activate Job Code and/or Position
Requestor: John Doe	<input type="checkbox"/> Inactivate Job Code and/or Position
Phone Number: 301-451-0055	<input type="checkbox"/> Modify Job Code and/or Position

Section II: Job Code Information- *(To be completed by the HRO)*

Field Name within EHRP	Information Provided
Job Code Number	000801
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level (Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	
Special Pay Table	
Salary Grade	

Section III: Position Information- *(To be completed by the HRO)*

Field Name within EHRP	Information Provided
Position Number	
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	

Section IV: Job Code and Position Numbers- *(To be completed by the HRPS/ PMG)*

Field Name within EHRP	Number/Comments
Job Code Number	000801 Job Code has been activated.
Position Number	

HRPS/PMG Authorization Signature/Date: **Jane Doe 7/31/02**

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Inactivating a Job Code:

Section I: Request Section- *(To be completed by HRO)*

Request Description/ Reason: _____ Job Code 000801 should be inactivated.	<input type="checkbox"/> Create New Job Code and/or Position <input type="checkbox"/> Activate Job Code and/or Position <input checked="" type="checkbox"/> Inactivate Job Code and/or Position <input type="checkbox"/> Modify Job Code and/or Position
Requestor: John Doe	
Phone Number: 301-451-0055	

Section II: Job Code Information- *(To be completed by the HRO)*

Field Name within EHRP	Information Provided
Job Code Number	000801
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level (Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	
Special Pay Table	
Salary Grade	

Section III: Position Information- *(To be completed by the HRO)*

Field Name within EHRP	Information Provided
Position Number	
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	

Section IV: Job Code and Position Numbers- *(To be completed by the HRPS/PMG)*

Field Name within EHRP	Number/Comments
Job Code Number	000801 Job Code Inactivated.
Position Number	
HRPS/PMG Authorization Signature/Date:	Jane Doe

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Modifying a Job Code or Position

If a Job Code or Position Number needs to be activated or inactivated the HRO specialist should check the appropriate box in Section III (Job Code Information) or IV (Position Information) that apply. The HRPS/PMG should indicate the Job Code or Position that has been changed, sign their name and forward a copy to the party who requested the change. An example of this is shown below:

Modify a Job Code-

Section I: Request Section- <i>(To be completed by HRO)</i>	
Request Description/ Reason: _____ Change Pay Plan for Job Code 000801 from GS to AD.	<input type="checkbox"/> Create New Job Code and/or Position <input type="checkbox"/> Activate Job Code and/or Position <input type="checkbox"/> Inactivate Job Code and/or Position <input checked="" type="checkbox"/> Modify Job Code and/or Position
Requestor: John Doe	
Phone Number: 301-451-0055	
<input checked="" type="checkbox"/> Section II: Job Code Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Job Code Number	000801
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level(Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	AD
Special Pay Table	
Salary Grade	
<input type="checkbox"/> Section III: Position Information- <i>(To be completed by the HRO)</i>	
Field Name within EHRP	Information Provided
Position Number	
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	
<input type="checkbox"/> Section IV: New Job Code and Position Numbers- <i>(To be completed by the HRPS/ PMG)</i>	
Field Name within EHRP	Number/Comments
Job Code Number	000801 Changed 000801 Pay Plan GS to Pay Plan AD
Position Number	
HRPS/PMG Authorization Signature: Jane Doe	

Modify a Position-

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Section I: Request Section- *(To be completed by HRO)*

Request Description/ Reason: _____	<input type="checkbox"/> Create New Job Code and/or Position
Position 000001201 should be changed from	<input type="checkbox"/> Activate Job Code and/or Position
Regular to Temporary.	<input type="checkbox"/> Inactivate Job Code and/or Position
Requestor: John Doe	<input checked="" type="checkbox"/> Modify Job Code and/or Position
Phone Number: 301-451-0055	

Section II: Job Code Information- *(To be completed by the HRO)*

Field Name within EHRP	Information Provided
Job Code Number	
Occupational Series (4-digit code)	
Official Position Title Description	
Manager Level(Supervisory Level)	
Pay Basis	
FLSA Status	
Functional Class	
Pay Plan	
Special Pay Table	
Salary Grade	

Section III: Position Information- *(To be completed by the HRO)*

Field Name within EHRP	Information Provided
Position Number	000001201
Reports To (EMPL ID of Official Supervisor)	
Title	
Organization Position Title Code	
Department (Admin Code)	
Standard Work Period	
Compensation Frequency	
Job Sensitivity Code	
Location Code	
Position Location	
Regular/Temporary	Temporary
Full/Part-Time	
Regular Shift	
Union Code	
Bargaining Unit	

Section IV: Job Code and Position Numbers- *(To be completed by the HRPS/ PMG)*

Field Name within EHRP	Number/Comments
Job Code Number	
Position Number	000001201 Changed from Regular to Temporary
HRPS/PMG Authorization Signature/Date:	Jane Doe 07/31/02