



Infor E Series Human Capital Management Position Control

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Introduction to This Guide

This guide describes the Position Control module of the Infor E Series Human Capital Management (HCM:E) Personnel system.

The chapters in this guide include screen and transaction examples along with a discussion of each topic, requirements, implications, additional considerations, and synchronization issues.

Introduction to Position Control

The Personnel system is an online, realtime software package designed to make your personnel responsibilities easier to perform. The Personnel system consists of a central system and several modules that extend the system's capabilities. Position Control is one of the modules.

Position Control keeps an inventory of the positions in an organization. Combined with the Personnel system, you can easily track and report the status of positions, employee assignments, and related regulatory information.

Position Control offers many other features that make it a valuable tool in personnel administration. These features are described in detail in the System Overview chapter of this guide.

Purpose

This guide explains what the Position Control system does, its features and options, how to use it, and the reports it produces.

This guide provides a detailed view of the Position Control system. It is intended for personnel staff, programmers, and data processing personnel. It discusses the system concepts, user functions, and technical processing.

Because Position Control must be used as part of the Personnel system, this guide assumes the reader knows the personnel environment and situations unique to that environment.

Relationships

Position Control is affected by batch processing and realtime processing.

Batch Processing

For batch processing, the central system's load, validate, and update processes are used followed by the Position Control batch update process—these steps make up a complete processing set.

To perform the complete processing set, you use the same programs for editing and validating entries in batch, then for updating the Employee Master File with position information that affects an employee. These steps are followed by the updating of general position information on the Position Control Master file and position employee information.

This also means that you use the same files in processing (for example, Loaded Transaction file, Valid Transaction file, input and updated master files). All processes essentially begin with the same input files and all end with the same updated output files.

When you process the complete editing, validating, and updating set, your files and records will be synchronized—when the processing set gets interrupted, you must be sure to restart with the appropriate files and functions. Only by completing the full processing set will you keep files and records synchronized. Your update frequencies for the central system and Position Control must be effectively the same.

Realtime Processing

Position Control realtime processing essentially completes the same processing set automatically. When you make realtime entries, updates to both the Employee Master File and the Position Control Master file are edited, validated, then updated immediately. Certain position header changes are updated to the employee record when you perform the Employee Position Data Update process.

Overrides

The exception to this is override processing. The system is designed to allow occasional overrides at employee and Position Detail levels. Overrides at these levels are always preserved when processing Position Control, just like overrides are preserved in Payroll processing—that is, specific differences in certain areas at the lower level (for example, employee or position) take precedence over entries at higher organization or Tables file levels and will be preserved even when you change the higher level.

Multiple Files

Just like in the central system, Position Control processes with multiple files. Each record type has a defined key that controls access to the information. Consider the management of each file in light of policies for backing up, restoring, correcting, and updating the central system files. Keep all your system files synchronized with each other.

Position Control Utility Programs

Also just like in the central system, Position Control features certain system utilities for file processing. These utilities perform functions similar to those in the central system, but you execute specific utility jobs that are unique to Position Control. Detailed information about each of these utilities is provided in the Technical Considerations chapter and is summarized in the following list:

- The Position Master File utility creates an initial file, converts the file, and prints and corrects trailer totals.
- The Position Master Copy Services create a sequential Master and restore a random Master.
- The Position Control Master Print produces a report of all information contained in the Master file.
- The Position Control Audit Database utility initializes, backs up, restores, and purges the audit database.
- The Position Control Recovery program set restores entries for both the Position Control Master file and the HRMS Table File Position Control applications when realtime entries were made.
- The Employee Position Data Update program updates the Employee Master File when realtime changes to the Position Control Master file affect employee records.

Employee Transfer Process

When the employee transfer process is performed and according to your option, transfer will either inactivate the employee record in or delete it from the company from which the transfer takes place (prior company). Transfer generates the RA or DA entry to change the employee status according to your transfer option. When you update the transfer entries with the inactive or deleted status, the system automatically removes the employee from a position assignment in the prior company.

At the same time, transfer creates new employee records for the company to which the transfer is made (new company). After updating the transfer entries, the new employee record is ready for assignment to a position in the new company following the usual employee position assignment procedures.

If the Position Control option is not set in the prior company, the transfer process creates an Employee record in the new company, and this record contains only basic job information if it was found at the prior company. The new company allows employee position assignment processing if you set the Position Control option to allow employee assignments to positions.

Labor Relations Module

When you assign an employee to a position using realtime processing, the position's union code, job seniority code, and historical job seniority (if it is created) are updated for the employee in the Labor Relations segment.

Chapter Setup

This guide is divided into several chapters and appendixes:

Chapter	Description
About This Guide	Background information to begin using this book
Chapter 1	Overview of the system
Chapter 2	Getting started
Chapter 3	Defining your organization
Chapter 4	Defining your position control tables
Chapter 5	Defining your position headers
Chapter 6	Defining your position details
Chapter 7	Processing employees and position assignments
Chapter 8	Position Control reporting
Chapter 9	Technical considerations
Appendix A	Transaction descriptions
Appendix B	Skill functions and subfunctions
Appendix C	Management and system audit report samples
Appendix D	Program messages
Appendix E	Screen-to-transaction cross-reference
Appendix F	Realtime screens

Screen Entry Conventions

Introduction

This section describes the operating conventions that apply to the use of all screens. Exceptions to these general conventions are noted in the screen-by-screen commentary.

Key Information

You use keys in the Payroll/Personnel system to identify records in the Employee Master File, Pending Transaction file, or Selected Transaction file. When you want to enter a transaction or view a record, you need to enter a key so that the system will access the proper data.

On screens used to enter or inquire into the Employee Master File, keys consist of the following information:

- Level 1-level 2, for organization data
- Level 1-level 2 and employee number, for employee data.

On screens used to enter or inquire into the HRMS Table File records, keys consist of the following information:

- Level 1-level 2, for organization data.

On screens used to enter or inquire into the Position Control Master file, keys consist of the following information:

- Level 1, Level 2, for organization information
- Level 1, Level 2, position number for position header information
- Level 1, Level 2, position number, multiple position number, split code if any, for position detail information
- Level 1, Level 2, Tables file entry, for Position Control Tables file information.

You must enter Level 1-level 2, or processing cannot continue (the exceptions to this are alpha-search menu screens and selection screens). If you do not enter the employee number on an employee data screen, the message Record Not Found will appear.

If you are using the realtime Employee Master File feature, the message Enter Valid Employee Number will appear.

Saving the Key

A record key will be carried from one screen to the next until you change it. This is a useful feature because you will often want to see or enter more than one screen for an organization or employee.

Entering Data

Pressing the **Enter** key signals the system that you want it to accept what you have typed on that screen for entry into the Pending Transaction file.

When using the realtime Employee Master File feature, the file will be updated immediately.

Remember that when you are setting up a new record, you must type in the Action code **ADD**, **ADDW**, or **WOK** on a realtime screen, before you press **Enter**, or your data will be created as a maintenance transaction.

You also use the **Enter** key to activate any Action code or next screen instruction you have entered.

Time

The standard format for time of day is hh:mm:ss (a 24-hour clock is assumed). Thus 2:15 is 14:15:00.

Date Fields

Date fields on most screens, reports, and files are 8 characters in length, in the *CCYYMMDD* format. Most Position Control **transaction** date entries do not contain the *CC* portion. They are entered in the *YYMMDD* format and then updated programmatically to the 8 characters. See the individual transaction descriptions for complete transaction entry instructions.

Example

Period Beginning Date of October 15, 2010		
Screen 602	Enter <i>CCYYMMDD</i> format:	20101015
Transaction PW-D	Enter <i>YYMMDD</i> format:	101015

Resetting Fields

Reset most fields by clearing the field on realtime screens. Numeric fields usually reset to 0, and alphanumeric fields usually reset to blank.

Reset fields on transactions by following the instructions in the Transaction Descriptions appendix. The transaction descriptions also define the reset value.

Decimal Fields

Leading Zeros

Fields defined on the screen as being numeric format do not need to be filled with leading zeros. For example, in a four-position field it is not necessary to enter 0023. Simply enter **23** and the system will insert the zeros for you.

Amounts/ Percentages

When using the Online system, you must use a decimal point in the entry of percentages and fractional amounts, according to the format designated for the field. Format codes are found in the Transaction Field Identification Tables (see the *SRG/TFI Tables* guide).

Clearing Fields

To delete data from a field, use the following rules:

- **Alphanumeric fields:**
Clear the field by typing **R** in the left-most position and enter spaces in the remainder of the field. If you are using the realtime Employee Master File feature, simply use the space bar to clear the field.
- **Numeric fields:**
Clear the field by entering zeros in the field.

1 System Overview

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1-2	Features
1-3	Concepts
1-6	Processing and System Flow

Introduction

Employees are an organization's most valuable resource because of the skills and talents they possess and the contributions they make. They also represent one of the most significant expenses an organization has. Position Control provides a way to administer this type of employment expense. In any cost-conscious organization, extensive record keeping and management reporting are needed to ensure that the organization fills its positions with employees with the correct qualifications and at salaries in keeping with the budget for the positions. The Position Control module of the Infor E Series Human Capital Management (HCM:E) Personnel system provides the tools you need for position-related record keeping and reporting.

The features and concepts introduced in this chapter are covered in more detail in the chapters that follow.

Features

The Position Control module is a subsystem of the Personnel system. It is designed as a management tool to control job identification within an organization. The Position Control module maintains an inventory of all positions within an organization.

Position Control includes the following features:

- Allows phased implementation plan.
- Activates or inactivates the module at the organization level.
- Maintains budget figures for each position.
- Allows for comparisons of salary increases and schedules to ensure they are in the appropriate range.
- Maintains detailed position information including title, levels, location, and EEO information.
- Identifies position requirements to help determine promotional lines.
- Produces standard and nonstandard reports.
- Supports government reporting requirements.
- Maintains consistency within your job classification system.
- Helps you control employment expenses.
- Integrates with other system functions such as central system Payroll and Personnel, and Labor Relations.
- Provides online, realtime update of the Position Control Master file and HRMS Tables File, and some Employee Master File position information
- Provides batch update processes to apply changes to the Employee Master File based on realtime changes in the Position Control Master file.
- Facilitates realtime position assignments and removals of employees.
- Allows use of Information Expert (I.E.) for user reporting.

Concepts

The following concepts are discussed here:

- Position inventory
- Position header and position detail
- Position pooling and individual positions
- Dual incumbency

Position Inventory

The primary purpose of the Position Control module is to provide an inventory of the positions in your organizations. This inventory includes information about the status of the positions—whether they are filled, vacant, frozen, abolished, and so on. Associated with these statuses are their effective dates. Budgeted salary levels for the positions can also be kept. The module stores information about the skills, education, and other requirements that an incumbent in the position should possess. Also, the module automatically records certain information about the incumbent in a position, such as the employee number, name, and annual salary. A predefined user expansion area allows you to capture information for your organization's unique position information needs.

Position Headers and Details

Position information is carried at two levels in the Position Control module. The higher of the two levels is called the position header. If a job is considered to be a collection of tasks and responsibilities performed by one or more individuals who perform work at a similar skill level for a similar level of compensation, then a position header corresponds to a job. The types of information that you capture at the position header level are usually identified during the job evaluation process. This information includes the education, skills, health, and professional requirements of the job, as well as the level at which the job is to be compensated.

The next level of information is generally determined during the budgeting and authorization process. This position detail information applies to a single occurrence of a job, an occurrence that a single employee does or could occupy. A single occurrence of the position detail record corresponds to a position or slot. The information carried at this level includes the position status, for example, whether it is filled and the date it was filled. Also included are the name, number, and annual salary of the employee occupying a filled position or slot. You record additional kinds of information, such as the responsibility levels of control, work location, union code, and position evaluation data at the position detail level.

You can keep certain types of information at both the position header and detail level. Budgeted salary, salary table assignments, normal hours worked per pay period and percentage of time employed (full-time equivalency) are examples of this. This allows you to define the standard for these characteristics of a job at the header level and override them at the detail level where necessary for individual situations.

Example

The job of Registered Nurse/Intensive Care Unit is usually a full-time position and is so defined on the position header. However, you need to allocate certain occurrences of this job for part-time employees. To accommodate this, you can define the hours worked and percentage of time employed for the part-time slots at the position detail level.

When you assign an employee to one of the part-time slots, the part-time hours worked and percentage of time employed from the detail record apply to the assignment. When you assign an employee to one of the regular slots where you have not overridden the hours and time, however, the full-time hours and percentage of time from the header apply to that assignment. In the latter case, the detail record does not have hours and percentage of time employed different from its header.

Header Hours and Time	Detail	Detail Hours and Time	Assignment
RN-ICU, 40 hours, 100%	0001	No override	Betty - 40 hours, 100%
	0002	30 hours, 75%	Frank - 30 hours, 75%
	0003	No override	Susan - 40 hours, 100%
	0004	No override	Mary - 40 hours, 100%

Position Pooling

The preceding example represents one way that positions can be controlled. It is called *position pooling* because a pool of occurrences of the job, the detail records, are defined under one position header.

Example

The Registered Nurse/Intensive Care Unit position might have eight slots, four full-time and four part-time. The Header record for this position might be identified by the position number RN-ICU, and each slot identified by a multiple position number of 0001 through 0008.

Position Number	Multiple Position Number
RN-ICU	0001
RN-ICU	0002
RN-ICU	0003. . .0008

Individual Positions

The other method of administering positions is called *individual positions*. Each header record contains just one detail record.

Example

Using this method, the eight nursing slots from the example earlier might be identified with position numbers RN-ICU-01 through RN-ICU-08. Each of the header records then contain only one detail record, identified by a Multiple Position Number of 0001.

Position Number	Multiple Position Number
RN-ICU-01	0001
RN-ICU-02	0001
RN-ICU-03	0001

The choice between the Individual Position method and the Position Pooling method is solely up to you. The Position Control module supports both approaches, and you can use pooling for some positions and individual positions for others.

Dual Incumbency

An additional feature that is provided by the module is the ability to record dual incumbency in a single occurrence of a position. You can use multiple split codes with the same position number and multiple position number to accommodate this feature.

Using the Split Code feature is an option, not a requirement.

Example

An organization has only one Chief Executive Officer (CEO) slot. The present CEO is retiring, and a new CEO has been hired from outside the organization. For a period of time they both occupy the single CEO slot. This can be handled by using the Position Number CEO01, Multiple Position Number 0001, Split Code A and the same position with Split Code B. When the current CEO retires, he or she is removed from the position and no maintenance needs to be done to the new CEO's position record.

Individual Positions

Position Number	Multiple Position Number and Split
CEO01	0001 A
CEO01	0001 B

In this example, the new CEO's complete position key is CEO01 0001 B.

Processing and System Flow

The Position Control module depends on information contained in the Employee Master File for validation purposes. Employee Master File records are identified by Level 1 and 2 and employee number. Position Control Master file records are identified by Level 1 and 2, position number, multiple position number, and split code. Because of the difference in the key identification information, Position Control is maintained in its own Master file.

For this same reason, the Position Control module needs to have its own Update, Report Generate, and Report Print programs. It also has its own realtime updating process and reporting by I.E. logical interface modules (LIMs) and dataframes.

Processing Transactions

Processing by the transaction method requires the Valid Transaction file from central system Validate, the HRMS Tables File, the Position Control Master, and a run control entry as input to Position Control Update program. The results and output of the Position Control Update are an updated Position Control Master, update report, and report records file if you requested reports. The Position Control Print program then produces the requested reports.

Processing Realtime

The realtime system updates all information in the Position Control Master file and all Position Control information in the HRMS Tables File. It also provides the ability to perform realtime employee position assignment and removal in both the Position Control and Employee Master Files. To ensure the integrity of the files, all information is validated before updating either of the master file.

The availability of realtime updating for all Position Control module data reduces the need for periodic (batch) processing to update the Position Control Master file. Some batch updating of the Position Control Master file is necessary, however, because certain batch or online/batch updates of the Employee Master File affect Position Control.

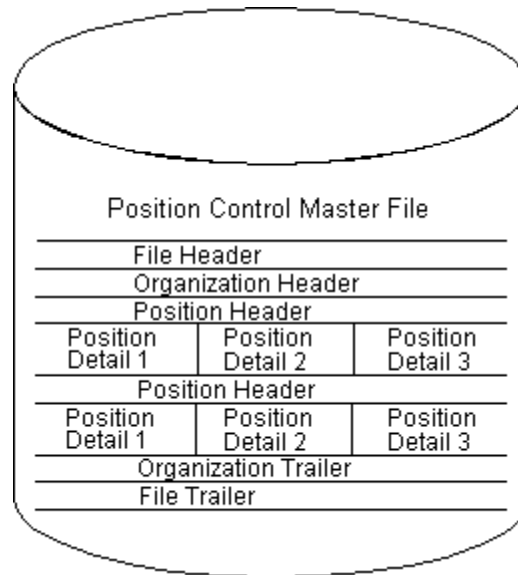
Files

The **Position Control Master file** is similar in structure to the Employee Master File. It has a number of fixed length segments grouped as functional records. The following such functional groups are used:

- Organization information
- Position header information
- Position detail information.

Each group has specific segments. Segments are generated only if the information contained on the segment has been entered.

Position Control Master File Diagram



Position Control Master File

Name	Segment
File Header	001 Segment
Organization Header	101-103, 191
Position Header	201, 211, 215, 291
Position Detail	301, 305, 311, 351, 391
Position Header	201, 211, 215, 291
Position Detail	301, 305, 311, 351, 391
Organization Trailer	999
File Trailer	High values in segment

The **Employee Master File** contains employee position information in the Personnel 615 segment.

The **HRMS Tables File** contains separate sections for Position Control applications:

- MP1 - Position Control Header Narrative
- MP2 - Position Control Salary Specification and Salary Specification Detail.

When updated by batch processing, Position Control Table file applications update using the same Tables File Update process as the central system. When updated with realtime entries, besides updating the HRMS Tables file directly, the information also updates a separate section of the Position Control Audit Database file. This can be used for independent backup and recovery of the Tables file Position Control applications.

The **Position Control Audit Database file** is used for reporting, backup, and recovery purposes. This file and these steps are discussed in more detail in the Technical Considerations chapter.

Realtime Capabilities

Using the realtime system, you can process immediate updates to the Position Control organization records and report options; create salary tables and position descriptions; build and update position headers and position detail records; and assign, reassign, or remove employees in positions.

Batch Capabilities

Using transactions and batch updating, you can also process the same updates defined for online. Also, you can use the Position Control files for auditing purposes, reporting, and processing a variety of utility functions, such as copying, backing up, recovering, and restoring files. These functions should be performed as part of the usual and necessary system management.

2 How to Begin

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Introduction

Before you process employee position assignments, you need to define your Position Control organizations. You can establish a Position Control organization for each Payroll/Personnel organization on your Employee Master File. The minimum requirement for establishing a Position Control organization is that the Personnel organization 160 segment is found on the Employee Master File.

You also need to define your requirements for salary range tables, basic job evaluation information, and position budget/authorization requirements. As you make progress with defining position records, be aware of the implications of overriding position header information at the detail level, which Position Header realtime updates should automatically update to employee records, and the implications of overriding employee position assignment information. These will be discussed in the following chapters.

Implementation Steps

Implementing Position Control includes the following steps, but these steps are not necessarily inclusive:

- Inventory your positions.
- Establish position/budget procedures.
- Answer policy considerations, which affect the end user and the technical user.
- Create organization records and define the Position Control organizations, your Position Control organization levels of control, and your reporting requirements and options.
- Create salary tables.
- Create position records for Position Headers with job evaluation results and objectives and Details with budget and authorization controls and other unique information.
- Assign employees to positions.
- Produce delivered standard reports.

User Considerations

Involve the user group in making policy and procedural decisions about the following issues:

- The Position Control organization, levels of control, options for report sequencing, generating, and printing
- Table file salary specifications and position descriptions
- Establishing the position number, processing position header and detail records, using header information only or overriding information at the lower detail level, and the implications of using position detail overrides
- Assignment of employees to positions, which Header and Tables file changes you want to pass back to Employee Master File, where or when to use employee assignment overrides, and the implications of using employee assignment overrides.

Technical Considerations

Involve the technical group with the user and management groups in policy decisions about the following issues:

- Batch and realtime processing
- Timing issues
- Processing relationships to central system
- Identification and timing of backup and recovery processes
- File management.

3 Defining Your Organization

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Introduction

You must establish your Position Control organization before you prepare your inventory of positions. As in Payroll and Personnel, you establish a Position Control organization with key levels of control. These levels of control match your Personnel organization levels of control. As in Payroll and Personnel, the organization contains the Position Control company name and options for reporting. Some information is kept on the HRMS Tables File to enable you to maintain efficiently a large volume of data that applies organization-wide to your positions.

When you implement Position Control, you decide which of your personnel organizations should have a position inventory and whether to link the Position Control records and the Employee Master File records when employees are assigned to positions. When records are linked and employees assigned, the Position Control Master file contains some Employee Master File information, the Employee Master File contains some Position Control Master file information, and certain changes to one result in changes to the other. You might decide to keep an independent position inventory where employee assignments and position records are not linked.

The following section lists the Position Control organization screens and associated transactions.

Position Control Organization Screens and Transactions

Screen	Type	Purpose	Associated Transaction
600	Menu	Select Position Control functions	N/A
601	Update	Update Organization information	PW-A Organization Title and Subtitle
602	Update	Update report options	PW-B Organization Report Format Option PW-C Organization Report Sequence and Selection Options PW-D Organization Date Control
603	Update	Update specific report options	PW-B PW-C
n/a		Select reporting needs	PW-E Organization Position or Levels Selection
n/a		Select Salary Specifications or levels	PW-F Organization Salary Specification Selection
604	Update	Update organization user information	PW-H Organization User

Selecting Position Control Realtime Functions

The menu screen identifies the Position Control functions by screen number and function and allows you to select the function you want by screen number. You can also enter the organization and position key.

Screen Method

Realtime Position Control Menu Screen (600)

Use the 600 menu screen to select the function you want.

ACTION: _____

REALTIME POSITION CONTROL MENU SCREEN

ENTER DESIRED SCREEN CODE & POSITION CONTROL KEY:
CODE: _____ L1: CN L2: DA

POSITION NO: _____ MULTI POSITION CODE: _____ SPLIT CODE: _____

----- D E T A I L -----

601 ORGANIZATION MAINTENANCE

602 REPORT OPTIONS & CONTROLS

603 SPECIFIC REPORT OPTIONS

604 ORGANIZATION USER DATA

----- H E A D E R -----

605 POSITION MAINTENANCE

606 POSITION SKILL REQUIREMENTS

607 POSITION REQUIREMENTS

608 POSITION USER DATA

610 POSITION MAINTENANCE

611 SALARY DATA

612 ORGANIZATIONAL SPLIT

613 EVALUATION POINTS

614 CURRENT POSITION STATUS

615 POSITION USER DATA

620 POSITION NARRATIVE

621 SALARY SPECIFICATION

622 CHANGE SALARY SPECIFICATION

Instructions

To select a Position Control realtime function by its associated screen:

- Type the screen number in the Code field and press **Enter**.

Result: The screen whose number you entered will open.

Comments

Level 1, Level 2, and Position keys are optional entries. If you enter any of the optional entries, the screen you specified opens with information for that record. That record key will be kept when you go to another function by entering another screen number in the Next field.

No transaction method is associated with a menu screen.

Defining Your Organization

26.15

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Position Control Organization

The Level 1 and 2 must already be in the Personnel segments on the Employee Master File, and they are used as the key to the Position Control organization. The minimum organization requirement for Position Control processing is the existence of the 160 segment on the Employee Master File. This segment contains just one field, the Position Control option, which directly affects Position Control for this organization.

The Position Control option establishes a policy that determines whether you intend to link Position Control records and employees, as described in the Introduction.

The Position Control option is the same as the Activate Position Assignment option on Screen 601.

Adding a Position Control Organization

Add your Position Control organizations as a first step in using the module.

Screen Method

Use the 601 update screen to add, update, or delete organization information in the Position Control Master file and to update the Position Control option in the Employee Master File. On Screen 601, this option is labeled Activate Position Assignment and its purpose was described earlier.

Updating Employee Position Data

When you process Position Control realtime, you determine whether to update an employee's position information with certain position header and Tables file header-associated changes from realtime updates. An Update Employee Position Data option of **Y** on Screen 601 indicates that you want to do this. These updates to employee information occur when you run the Employee Position Data Update program after realtime updates. A choice of No specifies that employee-level information related to a position assignment is preserved when you change position header information.

You can also choose **which** position header information changes will update employee records. This is done with the PQ run control transaction for the Employee Position Data Update program. This process is further discussed in the Technical Considerations chapter.

Organization Maintenance Screen (601)

ACTION: _____ CURRENT: 601 NEXT: 601
L1: CN L2: DA

ORGANIZATION MAINTENANCE

TITLE: _____

SUBTITLE: _____

ACTIVATE POSITION ASSIGNMENT: _ (Y/N)

UPDATE EMPLOYEE POSITION DATA: _ (Y/N)

Instructions

To add an organization:

Step	Action
1	Type ADD in the Action field.
2	Enter Level 1 and 2.
3	Choose whether to update employee position data by entering Y (Yes) or N (No).
4	Press Enter to process the information.

Organization Title, Subtitle and Activate Position Assignment indicator fields are optional fields.

Results: The Position Control organization is added to the Position Control Master file.

Comments

No transaction method is equivalent to the Update Employee Position Data option because it applies only to changes made from realtime updates.

The Activate Position Assignment option on Screen 601 is the Position Control processing option. For standard Position Control processing and for assigning employees to positions, set this option to **Y** (Yes).

Associated Transactions

PA-1, PW-A

Transaction Method

PA-1

The PA-1 entry is found at the organization level in the HCM:E system and can be found in Employee Master File segment 160. When the Position Control processing option is active, employee and position information will be linked between their corresponding files as discussed in the Introduction to this chapter.

	1	2
1---	5----	0-----5-----0----
PAL1L2	000000000001	

PA-1 Entry

Position	Field	Entry
1-2, 17	Transaction Code; Transaction Separator	PA 1
3-6	Level 1 and 2	Your L1 and L2
7-16	Constant zeros	0000000000
25	Position Control Option	Defaults to blank (use Position Control for employee position assignments). PH-5 processing applies.

When you install the system, you do not have to do anything for this option. When you are licensed for Position Control, this option is delivered on.

Comments

You can set the Position Control Option to * to inactivate Position Control processing. When this is inactive, the system does not link employees to position assignments. When this option is *, you use the PF-6 and PF-7 entries to update basic job information for employees. For more information about processing basic job information when Position Control processing is inactive, see the Transaction Descriptions and Personnel How-To.

PW-A

The PW-A establishes basic Position Control organization information.

1	2	3	4	5	6	7
1---	5---	0---	5---	0---	5---	0---
PWL1L2	0000000000	A	Your Corporation		Your Company	

PW-A Entry

Position	Field	Entry
1-2, 17	Transaction Code and Separator	PW A
3-6	Level 1 and 2	Your L1 and L2
7-16	Constant zeros	
18-47	Organization title	Your organization
48-77	Organization subtitle	Your company
80	Addition indicator	A - Add the company. For update entries, position 80 should be blank.

Comments

You can make changes to the organization title and subtitle by entering the required fields and your entries and leaving position 80 blank.

Maintaining an Organization

After the organization has been established, you can change the organization information and options.

Screen Method

Organization Maintenance Screen (601)

Use update screen 601 to change the organization information, Position Control option or Update Employee Position Data option.

```
ACTION: _____ CURRENT: 601 NEXT: 601
L1: CN L2: DA
```

ORGANIZATION MAINTENANCE

TITLE: _____

SUBTITLE: _____

ACTIVATE POSITION ASSIGNMENT: N (Y/N)

UPDATE EMPLOYEE POSITION DATA: _ (Y/N)

See the Online **Help** or Transaction Description update instructions.

Instructions

To activate position assignment:

- Type **Y** and press **Enter** to update.

Results: The entry updates the Position Control processing option to active.

To inactivate position assignment:

- Type **N** and press **Enter** to update.

Results: The entry updates the Position Control processing option to inactive.

To activate employee position data update:

- Type **Y** and press **Enter** to update.

Results: The entry updates the Update Employee Position Data option to active.

To inactivate employee position data update:

- Type **N** and press **Enter** to update.

Results: The entry updates the Update Employee Position Data option to inactive.

Comments

For the usual daily operations, you leave both options set according to the policies you established.

Screen 15

With online processing, you can set, update, or reset the Position Control option on Screen 15 with the Position Cntl Ind field.

ACTION: _____		CURR: 15	NEXT: 15	EFF DATE: _____	
L1: AA L2: AA		RECORD NOT FOUND			1
		PERIOD BEGIN DATE: _____		PERIOD BEGIN IND: _	
		PERIOD END DATE: _____		PERIOD END IND: _	
		REPORT PRINT DATE: _____			
MAJOR SEQUENCE: _		POSITION CNTL IND: _			
GEN PRT SEL		OPTIONS	GEN PRT SEL		OPTIONS
PROFILE 1:	_ _	_____	JOB GROUP ANLYS:	_ _	_____
PROFILE 2:	_ _	_____	WORK FORCE ANLYS:	_ _	_____
PROFILE 3:	_ _	_____	SECTOR ANALYSIS:	_ _	_____
REVIEWS:	_ _	_____	SECTOR UTIL ANLYS:	_ _	_____
EEO-1 STAT:	_ _	_____	UTILIZATION ANLYS:	_ _	_____
EEO-4:	_ _	_____			
			---- BENEFITS ----		
LOA:	_ _	_____	PROFILE:	_ _	_____
TERM EMPL:	_ _	_____	DEMO PLAN ANLYS:	_ _	_____
			NOTIFICATION:	_ _	_____
ADDR LBLs:	_ _	_____			
HR PROFILE:	_ _	_____			

Instructions

To activate position control processing:

- Do nothing. The default entry of blank is already set when you install the system with the Position Control module. Press **Enter** to update as a pending transaction.

Results: The entry is updated when Employee Master update processing is performed.

To inactivate Position Control processing:

- Type * in the field.
- Press **Enter** to update as a pending transaction.

Results: The entry is updated when Employee Master update processing is performed.

To reactivate Position Control processing:

- Type **R** in the field.
- Press **Enter** to update as a pending transaction.

Transaction Method

During installation and implementation of the HCM:E system, each organization's option to perform Position Control processing is automatically set on the Employee Master File as soon as you add a Position Control organization.

PA-1

Instructions

To change the option:

- Enter the required information in the transaction keys and * in position 25 to deactivate and disallow employee position assignments.

Or

- Enter the required information in the transaction keys and R in position 25 to reset an inactive option to blank to activate and allow employee position assignments.

Results: The change occurs during the Employee Master update process.

Example

	1	2
1234567890123456789012345		
PAL1L2	1	*
PAL1L2	1	R

PA-1 Entry

Position	Field	Entry
1, 2 17	Transaction code; Separator	PA 1
3-6	Level 1 and 2	Your L1 L2
25	Position Control option	* - Do not perform Position Control processing. Use PF-6 to process basic employee position information. R - Perform Position Control processing. Use PH-5 to process employee position assignment information.

Processing and Position Assignment Options

Review

When you implement Position Control, you determine whether to set each organization to perform Position Control processing. This means that employees can be assigned to positions, and the assignments result in a link of information between the Employee Master File and the Position Control Master file for the employee and the assigned position.

If you do not want to maintain a link, you can independently establish and maintain positions for position inventory purposes. You set the option to perform Position Control processing on Screen 15 or Screen 601 or with transaction PA-1 as indicated in the following table.

The Use of...	Option...	Set to...	Means...
Screen 601	Activate Position Assignment	Y	Allow employee position assignment. PH-5 or Screen 228 can be used to process assignments.
		N	Do not allow employee position assignment with PH-5 or Screen 228. This organization uses PF-6 to update employee basic job information only.
Transaction PA-1	Position Control Option position 25	(blank) or R to reset	Allow employee position assignment. PH-5 or Screen 228 can be used to process assignments. Reset to this condition if the other option is already in effect.
		*	Do not allow employee position assignment with PH-5 or Screen 228. This organization uses PF-6 to update employee basic job information only.
Screen 15	Position Cntl Ind	(blank) or R to reset	Allow employee position assignment. PH-5 or Screen 228 can be used to process assignments. Reset to this condition if the other option is already in effect.
		*	Do not allow employee position assignment with PH-5 or Screen 228. This organization uses PF-6 to update employee basic job information only.

Comments

Even if Activate Position Assignment is **N**, you can still use Position Control to create position records. In that case, no link is established between the Employee Master File and the Position Control Master file for position assignments.

The ability to activate the Update Employee Position Data option applies only to realtime processing as described in the Position Control organization section.

Establishing Organization Reporting Options

Reporting options control whether to generate and print standard reports. Options for controlling the reporting dates, reporting sequences, subtotal levels, page breaks, and how the levels of control appear on the standard reports are also available.

Screen Method

Report Options & Controls Screen (602)

Use update screen 602 to add and update Position Control organization reporting options.

ACTION: CURRENT: 602 NEXT: 602
L1: AL L2: WA

REPORT OPTIONS & CONTROLS

PERIOD BEGIN DATE:
PERIOD END DATE:
REPORT PRINT DATE: PERIOD END INDICATOR:

MAJOR SEQUENCE OPTION:
POSITION NUMBER FORMAT:
MINOR LEVELS OF CONTROL:

REPORT NAME	GEN	PRT	SEL	POS
HEADER DESCRIPTION				
HEADER NARRATIVE				
DETAIL DESCRIPTION				
STATUS REPORT				
SALARY SPECIFICATION				
WAGE & SALARY				

*** ADDITIONAL OPTIONS FOR THESE REPORTS CAN BE SET ON SCREEN 603

Instructions

To add the reporting options for a Level 1 and 2 with the default entries:

- Type **ADD** in the Action field; press **Enter** to update.

Results: The report options are added for this organization.

To add reporting options for a Level 1 and 2 with entries other than the defaults:

- Type **ADD** in the Action field; enter the information you want, and press **Enter** to update.

Results: The report options you want are added for this organization.

Comments

You can update additional options for the Detail Description report, Position Status report, and Wage & Salary report using Screen 603.

Date Entry Format

The format for the 8-position date entries on Screen 602 is as follows.

Date	Format
Period Begin Date	CCYYMMDD
Period End Date	CCYYMMDD
Report Print Date	CCYYMMDD or **/**/*n

Default Reporting Options

The default reporting options are shown in the following table. You can override certain options at run time as explained in the sections that follow.

Option	Default Entry	Meaning
Period Begin Date	00000000	No period beginning date is specified.
Period End Date	20791231	No period ending date is specified.
Report Print Date	**/**/*1	Use current system date.
Period End indicator	(Blank)	Period end is not specified.
Major Sequence option	2	Sort by Level 1 and 2 within report number.
Position Number Format	10 00 00 00 00	The 10-character Position Number will appear on reports with no special formatting.
Minor Levels of Control	04 04 04 05 05 00	The 22 characters for Levels 3 – 8 will be formatted as: ▪ Levels 3, 4 and 5: 4 characters each ▪ Levels 6 and 7: 5 characters each ▪ Level 8: 0 characters Example: 3333-4444-5555-66666-77777
Report Generate options	(Blank)	(Blank) = Do not generate
Report Print options	(Blank)	(Blank) = Print

(continued)

Option	Default Entry	Meaning
Selection options for Positions or Minor Levels	(Blank)	(Blank) = Do not use selection criteria. Note: If you enter a selection here, you can enter a PW-E at run time with your selections. For more information, see the Position Control Reporting chapter.
Position Sequence	1	Sequence by position number.

Associated Transactions

PW-B, PW-C, PW-D

Transaction Method

The transaction default entries do not need to be entered. After you establish the Position Control organization, the reporting defaults are automatically established. For examples of reporting option updates, see Maintaining Reporting Options.

Maintaining Reporting Options

You can change any of the options that determine how position information appears on reports.

You can specify additional reporting options for the Detail Description report, Position Status report, and Wage and Salary report.

The detail values for each of the fields on screens 602 and 603 can be found in the Online **Help** and Transaction Descriptions chapter for the associated entries.

Position Number Format

The position number format default entry will cause the 10-position position number to print without any special formatting. If you change the position number format, your format entry must account for all 10 characters of the format field.

Position Number Formatting Examples

Position Number Format	Position Number	Prints As
10 00 00 00 00 default	RNICU01SH1	RNICU01SH1 Results: All 10 positions print as entered
02 03 02 03 00	RNICU01SH1	RN-ICU-01-SH1 Results: The 02 formats the first 2 characters; The 03 formats the next 3 characters; The 02 formats the next 2 characters; The 03 formats the remainder; The 00 is a placeholder.
05 02 03 00 00	RNICU01SH1	RNICU-01-SH1 Results: The 05 formats the first 5 characters; The 02 formats the next 2 characters; The 03 formats the next 3 characters; The 00 and 00 are placeholders.

Levels of Control Format

You can have the minor levels of control print in the same format as the central system levels of control by using the default entry on the minor levels of control format, or enter another format. The minor levels of control entry must account for all 22 characters of the minor levels format, following the example for formatting the position number.

Screen Method

Report Options & Controls Screen (602)

Use update screen 602 to update reporting options and controls for an organization.

ACTION: CURRENT: 602 NEXT: 602
L1: AL L2: WA

REPORT OPTIONS & CONTROLS

PERIOD BEGIN DATE:
PERIOD END DATE:
REPORT PRINT DATE: PERIOD END INDICATOR:

MAJOR SEQUENCE OPTION:
POSITION NUMBER FORMAT:
MINOR LEVELS OF CONTROL:

REPORT NAME	GEN	PRT	SEL	POS SEQ
HEADER DESCRIPTION	-	-	-	-
HEADER NARRATIVE	-	-	-	-
DETAIL DESCRIPTION	-	-	-	***
STATUS REPORT	-	-	-	***
SALARY SPECIFICATION	-	-	-	-
WAGE & SALARY	-	-	-	***

*** ADDITIONAL OPTIONS FOR THESE REPORTS CAN BE SET ON SCREEN 603

Example

You want to specify the report print date, change the major sequence option default to sort by report number within Level 1 and 2, and set the generate and print options for the Position Status report.

ACTION: CURRENT: 602 NEXT: 602
L1: AL L2: WA

REPORT OPTIONS & CONTROLS

PERIOD BEGIN DATE:
PERIOD END DATE:
REPORT PRINT DATE: 20000315 PERIOD END INDICATOR:

MAJOR SEQUENCE OPTION: *
POSITION NUMBER FORMAT:
MINOR LEVELS OF CONTROL:

REPORT NAME	GEN	PRT	SEL	POS SEQ
HEADER DESCRIPTION	-	X	-	-
HEADER NARRATIVE	-	X	-	-
DETAIL DESCRIPTION	-	X	-	***
STATUS REPORT	E	-	-	***
SALARY SPECIFICATION	-	X	-	-
WAGE & SALARY	-	X	-	***

*** ADDITIONAL OPTIONS FOR THESE REPORTS CAN BE SET ON SCREEN 603

Report Options on Screen 602

Field	Entry
Report Print Date	20000315
Major Sequence Option	* - Sort by report number within Level 1 and 2
Status Report Gen	E = Generate
Each Report Prt except:	X = Do not print
Status Report Prt	Blank = Print

Specific Report Options Screen (603)

Use update screen 603 to update specific reporting options for the Detail Description report, Position Status report, and Wage & Salary report.

```

ACTION: _____ CURRENT: 603 NEXT: 603
L1: AL L2: WA

                                SPECIFIC REPORT OPTIONS

DETAIL DESCRIPTION:  _ _ _ _ (GEN, PRT, SEL, POS SEQ)

  MINOR LEVELS: _  MINIMUM SEQUENCE: _

STATUS REPORT:      _ _ _ _ (GEN, PRT, SEL, POS SEQ)

  MINOR LEVELS: _  PAGE BREAK: _  TOTAL BREAK: _
  VACANT: _  FILLED: _  INACTIVE: _  ABOLISHED: _  USER 1: _

NOT AUTH: _  AUTH: _  PROV: _  TEMP: _  USER 1: _  USER 2: _  USER 3: _
NOT BUDG: _  BUDG: _  PROV: _  TEMP: _  USER 1: _  USER 2: _  USER 3: _

NOT AVAILABLE: _  AVAILABLE: _  FROZEN: _  LOANED: _
BORROWED: _  RESERVED: _  SUBSTITUTE: _  USER 1: _

WAGE & SALARY:      _ _ _ _ (GEN, PRT, SEL, POS SEQ)

  MINOR LEVELS: _  LOW LEVEL PAGE BREAK: _  LOW LEVEL TOTAL BREAK: _

```

Instructions

To change any of the values for the reporting options on screens 602 and 603:

- Type over the values displayed with the appropriate values, blanks, or zeros; press **Enter** to process the update.

Results: The changes to reporting options are updated.

Comments

When you access Screen 603, you see the entries made on Screen 602 for the Detail Description, Position Status report, and Wage and Salary report. You can change them on either the 602 or 603 screen, and then enter additional options on the 603 screen for the 3 reports.

Example

You want to change these options for the Position Status report: the way positions sequence, minor levels, page breaks and total break, and the option to select positions with a status of authorized, budgeted, available, loaned, and borrowed.

ACTION: CURRENT: 603 NEXT: 603
L1: AL L2: WA

SPECIFIC REPORT OPTIONS

DETAIL DESCRIPTION: (GEN, PRT, SEL, POS SEQ)

MINOR LEVELS: MINIMUM SEQUENCE: 0

STATUS REPORT: (GEN, PRT, SEL, POS SEQ)

MINOR LEVELS: 3 PAGE BREAK: 2 TOTAL BREAK: 2

VACANT: FILLED: INACTIVE: * ABOLISHED: * USER 1: *

NOT AUTH: * AUTH: PROV: * TEMP: * USER 1: * USER 2: * USER 3: *

NOT BUDG: * BUDG: PROV: * TEMP: * USER 1: * USER 2: * USER 3: *

NOT AVAILABLE: * AVAILABLE: FROZEN: * LOANED:

BORROWED: RESERVED: * SUBSTITUTE: * USER 1: *

WAGE & SALARY: (GEN, PRT, SEL, POS SEQ)

MINOR LEVELS: LOW LEVEL PAGE BREAK: LOW LEVEL TOTAL BREAK:

Specific Report Options on Screen 603

Field	Entry
Position Sequence	4 = Reports will be sequenced by position number within position title within classification.
Selection Option	* = Select only positions or levels entered on PW-E override entries.
Minor Levels	3 = Reports minor level sequencing will be by Level 3.
Low Level Page Breaks	2 = Pages break at Level 2.
Low Level Total Breaks	2 = Totals break at Level 2.
Status Selections	(blank) - Select various statuses to report. * - Do not select by status.

Associated Transactions

PW-B, PW-C, PW-D, PW-E

Transaction Method

PW-B, PW-C, PW-D, PW-E

- Use PW-B to set the organization's report formatting options.
- Use PW-C to set the report sequencing and selecting options.
- Use PW-D for the reporting period beginning, ending and printing dates, and period ending indicator.
- Use PW-E for the reporting selections, and PW-F to set Salary Specification selection.

Examples

PW-B

	1	2	3	4	5
12345678901234567890123456789012345678901234567890					
PW	L1L2	B	*	E	XXX XX

PW-B Entry

Position	Field	Value
1-2, 17	Transaction Code; Transaction Separator	PW B
3-6	Level 1 and 2	Your L1 and L2
20	Major Sequence Option	* - Sort by report number within Level 1 and 2.
28 29 30 32 33	Report generating options	Blanks – Do not generate.
31	Status report generating option	E – Generate.
38 39 40 42 43	Report printing options	X – Do not print.
41	Status report printing option	Blank – Print.

PW-C

	1	2	3	4	5
12345678901234567890123456789012345678901234567890					
PW	L1L2	C		43	*

Note: On the PW-C, if one option is selected in a group of report options, all options within that group must be entered. The example shows entries in all positions for the Status report, and other reporting options on the Position Master file do not change.

PW-C Entry

Position	Field	Value
1-2, 17	Transaction Code; Transaction Separator	PW C
3-6	Level 1 and 2	Your L1 and L2
37-41	Status Report Options	
37	Position Sequence	4 - The Status report will be sequenced by position number within position title within classification
38	Minor Levels	3 - The Status report's minor level sequence will be by Level 3
41	Selection option	* - Select positions to be included on the Status report

PW-D

	1		2		3		4		5		6
123456789012345678901234567890123456789012345678901234567890											
PW	L1	L2		D			000415				

Note: On the PW-D, the date fields do not contain the century portion, but the Position Master file will be updated with the correct century according to standard date handling routines.

PW-D Entry

Position	Field	Value
1-2, 17	Transaction Code; Transaction Separator	PW D
3-6	Level 1 and 2	Your L1 and L2
30-35	Report printing date	000415, which will update as 2000 04 15

PW-E

With the Selection Option on PW-C, you indicated you wanted to produce the Status report for only certain positions. To do this, enter PW-E override transactions into the printing program at run time, with selected position numbers, and indicate the selection is for the Status report.

	1	1	5
123456789012345678			012345
PWL1L2	ERNICU01		*
PWL1L2	ERNICU02		*

PW-E Entry

Position	Field	Value
1-2, 17	Transaction Code; Transaction Separator	PW E
3-6	Level 1 and 2	Your L1 and L2
18-27	Position Number	RNICU01; RNICU02
53	Report Selection	* for Status report selection

Comments. As an override option, the PW-E does not update the Position Control Master file. It is used only when entered at run time.

The PW-E transaction has no online/realtime equivalent.

Salary Specification Reporting

When you print the Salary Range Specification Statement, determine whether you want to print all salary specifications for a Level 1 and 2 or just certain salary specifications. The Selection option on either Screen 603 or the PW-C transaction controls whether you have a selection. The run time Salary Specification selection can be made using the PW-F transaction.

Associated Transaction

PW-F

Comments

To report selected Salary Range Specifications instead of all of them, enter the selections on the PW-F run time entry. The PW-F transaction is used to select a specific salary specification code from the Tables file when you print the Salary Range Specification Statement.

The Position Control Report Generate program can process an unlimited number of PW-F transactions.

Screen Method

This option has is no screen method equivalent. If it is used, the PW-F must be entered at run time.

Transaction Method

PW-F

This example indicates that you want to produce the Salary Range Specification Statement for 3 specifications.

	1	1
123456789012345678		
PWL1L2		FSPEC1
PWL1L2		FSPEC2
PWL1L2		FSPEC3

PW-F Entry

Position	Field	Value
1-2, 17	Transaction Code; Transaction Separator	PW F
3-6	Level 1 and 2	Your L1 and L2
18-22	Salary Specification selection	Specification on your Tables file

Organization User Area

The Position Control Master file contains an organization information area that is reserved for user-defined purposes. This organization user area is divided into three, 56-character fields for entry purposes.

One possible use for the organization user area is to hold salary increase percentages for various job groups, departments, and so on, for use in budget projection analysis.

Using I.E., you can redefine the entire 168-character area into whatever meaningful pieces you have incorporated. For instructions for redefining the I.E. Data Dictionary, see the *Expert Data Dictionary Guide*.

Screen Method

Organization User Data Screen (604)

Use update screen 604 to add or update the organization user-defined area.

ACTION: _____ CURRENT: 604 NEXT: 604
L1: AL L2: WA

ORGANIZATION USER DATA

USER DEFINED FIELDS

1: _____
2: _____
3: _____

Instructions

To add the organization user area:

- Type **ADD** in the Action field, type the information into the fields; press **Enter** to update.

Results: The organization user entries are updated in the Position Control Master file.

Sample Screen

ACTION: _____ CURRENT: 604 NEXT: 604
L1: AL L2: WA

ORGANIZATION USER DATA

USER DEFINED FIELDS

1: 1992 Gen incr = 5%; 1993 Gen incr = 5.15%
 2: 1994 Gen incr = 4.5%; 1995 Gen incr = 5.0%
 3: _____

Associated Transactions

PW-H

Transaction Method

PW-H

Enter the transaction key, organization user segment 191, the user field number, and the appropriate information.

Example

In this example, you have recorded historical information about budgeted general salary increases. Since there are 3 User Field areas, in future years you could roll off the older information to make room for newer information.

	1	2	3	4	5	6
12345678901234567890123456789012345678901234567890123456789012						
PWL1L2	H191011992	Gen	incr=5.0%;	1993	Gen	Incr=5.15%
PWL1L2	H191021994	Gen	incr=4.5%;	1995	Gen	Incr=5.0%
PWL1L2	H191031996	Gen	incr=5.25%;	1997	Gen	Incr=4.75%

PW-H Entry

Position	Field	Value
1-2, 17	Transaction Code; Transaction Separator	PW H
3-6	Level 1 and 2	Your L1 and L2
18-20	Organization Segment Number	191
21-22	User Field Number	01, 02, or 03
23-78	User Entry	User defined

Deleting an Organization

A Position Control organization can be deleted. All position header and detail records for that organization must already be deleted. For more information, see *Deleting a Position Header* in the *Defining your Position Headers* chapter. All information associated with the organization, such as reporting options and user area, will be deleted when the organization is deleted.

Screen Method

Organization Maintenance Screen (601)

Use update screen 601 to delete an organization.

```
ACTION: DEL  CURRENT: 601  NEXT: 601
L1: CN  L2: DA
```

ORGANIZATION MAINTENANCE

TITLE: _____

SUBTITLE: _____

ACTIVATE POSITION ASSIGNMENT: _ (Y/N)

UPDATE EMPLOYEE POSITION DATA: _ (Y/N)

Instructions

To delete an organization:

- Type **DEL** in the Action field and press **Enter**.

Results: After you respond to a confirmation message, the organization is deleted from the Position Control Master file.

Comments

When you delete an organization using the screen method, you must run the Position Control Master Utility program to correct the organization and file trailer totals. For a technical discussion of this process, see the *System Overview* chapter.

4 Defining Your Position Control Tables

Chapter Contents

4-1	Introduction
4-2	Position Control Table Screens and Transactions
4-3	Position Narrative
4-8	Salary Specification
4-14	Across-the-Board Percentage Adjustment

Introduction

Although the Position Control Master file contains the majority of information about each organization and each position, you add certain information that applies to an entire organization or is infrequently subject to changes to the HRMS Tables File. This information consists of position narrative descriptions and salary specification details.

When you update the Position Control applications on the Tables file by the screen method, some features are available that are not available when you update with the transaction method. This added functionality consists of audit, backup, and recovery features.

Also, employee position information on the employee record will be updated with salary information maintained on the HRMS Tables File when an employee is assigned to a position that references the HRMS Tables file. This occurs automatically when you assign the employee.

You can add Position Control Table information on the 600-series table file screens, or by transactions. You can add and maintain Position Control Table information with the following screens and transactions.

Position Control Table Screens and Transactions

Screen	Type	Purpose	Associated Transaction
620	Update	Add, update, or delete a position narrative	T11 - Position Narrative Description
621	Update	Add, update, or delete a salary specification	T12 - Salary Specification Table T13 - Salary Range Grade and Step Table
622	Update	Increase or decrease salary range amounts	T10 - Salary Specification Increase or Decrease

Position Narrative

The position narrative information resides in the HRMS Tables File. It contains a narrative description of the duties, requirements, salary, and other information about a position. This narrative information is available for reporting using Information Expert or the Position Header Narrative report, and it can be used for job posting announcements.

The position narrative is identified by Level 1 and 2, position number, and line number. The content of the narrative is user defined.

Screen Method

Position Narrative Screen (620)

Use update screen 620 to add, update, or delete a position narrative on the HRMS Tables File.

ACTION: _____ CURRENT: 620 NEXT: 620
L1: AL L2: WA POSITION NO: _____ ENTER A VALID POSITION NUMBER

POSITION NARRATIVE

POSITION TITLE:

NEXT LINE NUMBER TO BE VIEWED: _____

LINE NO	-----	DESCRIPTION OF POSITION	-----
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ENTER NEW LINE BELOW:

Instructions

Update position narratives as follows:

To add a new narrative:

- Type **ADD** in the Action field, Level 1 and 2, type up to 10 line numbers and narrative text on the screen; press **Enter** to update.

To add a single narrative line to a narrative:

- Type the new line number and narrative text in the fields at the bottom of the screen; press **Enter** to update.

To change a narrative line:

- Type over the data displayed; press **Enter** to update.

To move a narrative line to another line number:

- Change the appropriate line number to the new line number; press **Enter**.

Result: The old line will be deleted and the change will be added with the new line number.

To delete a narrative line:

- Clear the line number; press **Enter**.

Result: The old line will be deleted

To delete the whole position narrative:

- Type **DEL** in the Action field; press **Enter**.

Result: All narrative lines for that position narrative will be deleted from the HRMS Tables File.

Comments

The Position Title field is for inquiry purposes only on Screen 620.

Screen 620 will display 10 lines of narrative at one time and will continue to scroll and display all the narrative lines for this position in the HRMS Tables File. After the last narrative line is displayed, the scrolling cycle will begin at the lowest line number. You can view a specific narrative line by entering the line number in the Next Line Number to be Viewed field. That line plus the next 9 lines will be displayed on the screen.

To scroll to the next set of 10 lines, press **Enter**.

You can add a description before the associated position has been added to the Position Control Master file.

Sample Screen

ACTION: _____ CURRENT: 620 NEXT: 620	
L1: AL L2: WA POSITION NO: RNICU01	
POSITION NARRATIVE	
POSITION TITLE: <u>RN ICU REGISTERED NURSE</u>	
NEXT LINE NUMBER TO BE VIEWED: _____	
LINE NO	----- DESCRIPTION OF POSITION -----
00100	POSITION TITLE:
00200	REGISTERED NURSE - ICU
00300	RESPONSIBILITIES:
00400	GIVES MEDICATION TO PATIENTS ACCORDING TO PHYSI-
00500	CIANS ORDERS, TAKES BLOOD PRESSURE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
ENTER NEW LINE BELOW:	
_____	_____

Associated Transaction

T11

Transaction Method

The T11 allows you to enter up to 297 lines of narrative for one position, one line for each T11. Each line allows 50 characters of content. The following information is required:

- Transaction code
- Maintenance code
- Level 1 and 2
- Position number
- Line number

Comments

If you first create your position description with a range between line numbers, you will find it easy to insert, change, or move lines of narrative content.

When you add a position narrative by the transaction method, you must have first established the associated position.

Example

You added the first line number as 00100 and incremented by 100. Now you want to insert a line between the first and second line. Your entries appear as shown below before the change and after you change and insert lines numbered as 00110, 00200, 00210, and so on:

	1	2	3	4	5	6	7
8							
123	7	234567890123456789012345678901234567890					
901		2345678901234567890					
T11	A	L1L2RNICU01	00100	Position Title:			
T11	A	L1L2RNICU01	00200	Registered Nurse - ICU			
T11	A	L1L2RNICU01	00300	Responsibilities:			
T11	A	L1L2RNICU01	00400	Gives medication to patients according to			
				physi-			
T11	A	L1L2RNICU01	00500	cian's orders, takes blood pressure. . .			

Position Narrative Entry

ADD Line	Line Content	Insert and Change Line Content	New Line Content
00100	Accounting Clerk	00100	Title:
		00110	Accounting Clerk
00200	Responsibilities include processing invoices,	00200	Responsibilities:
00300	Purchase orders, filing, mailing out payments,	00210	Process invoices, purchase orders;

		00220	Filing, mailing out payments;
00400	. . .more information. . .	00300	. . .more information. . .
	. . .more information. . .	00400	
00500			

This example inserted lines 00110, 00210, 00220 and changed the content of several lines.

Using I.E. you can produce a user-friendly narrative description which is formatted with just the text of the narrative entries.

Salary Specification

Salary specification information resides in the HRMS Tables File. You can define salary and wage tables then associate the table entries to specific positions.

The Salary Specification, Salary Format, Time Increment, and Salary Range fields are required.

You establish salary specification general information by Level 1 and 2 and specification code. This high-level specification includes the following information:

- User-defined specification code (your name for the specification code)
- Salary format option for the table of salary ranges to be entered as either annual or hourly values.

Note: When the salary specification is associated with an assigned position, the system automatically calculates an employee's compa-ratio using the employee's annual salary and midpoint. This calculation is meaningful only when the salary format is **ANNUAL** and annual salary ranges are defined.

- A time increment that identifies the unit of measurement for time generally spent in a step
- An optional, user-defined salary specification title
- A salary range indicator that specifies how many components will be entered for the ranges. The options control whether you enter minimum, midpoint, and maximum values for a salary range and whether the midpoint will be automatically calculated.

You then establish detailed salary specification information for each specification. A salary specification can have the following the detailed information:

- The applicable grades for a specification
- The steps within each grade, if appropriate
- The salary range values associated with each grade, or grade and step, in either annual or hourly values
- The minimum and maximum time increments that represent the amount of time that an employee generally spends at a step before being eligible to move to another step.

Screen Method

Salary Specification Screen (621)

Use this update screen to add, update, or delete a salary specification in the HRMS Tables File.

```

ACTION: _____ CURRENT: 621 NEXT: 621
L1: AL L2: WA ENTER A VALID SALARY SPECIFICATION

SALARY SPECIFICATION

SPECIFICATION: SHOP TITLE: _____

SALARY FORMAT: A TIME INCREMENT: M SALARY RANGE: 4

ENTER NEXT GRADE & STEP ==> GRADE: _____ STEP: _____

FUNC  GRADE  STEP  MIN SALARY  MID SALARY  MAX SALARY  MIN TIME  MAX TIME
-      SS1    000001  _____  _____  _____  _____  _____
-                                     _____  _____  _____  _____  _____
-                                     _____  _____  _____  _____  _____
-                                     _____  _____  _____  _____  _____
-                                     _____  _____  _____  _____  _____
-                                     _____  _____  _____  _____  _____
-                                     _____  _____  _____  _____  _____

ENTER NEW GRADE & STEP BELOW:
_____  _____  _____  _____  _____  _____  _____  _____

```

Example

Define a wage table for shop employees. Employees generally progress through a series of steps within a pay grade at three to six month intervals. The pay scale has several grades.

- Define a specification code of **SHOP** with a title of Shop Pay Scale.
- The salary format is **A** for annual salary range values entered in the table.
- The time increment is **M** for months generally spent at this step before changing to the next step in the range.
- The range contains amounts in the Min Salary and Max Salary fields for each grade and step. The system will calculate the midpoint when the Salary Range field is set to **4** and the minimum and maximum of the range are entered.
- The value in the Min Time field for each grade and step is **3**. This means that generally an employee will be paid the same salary for 3 months before being eligible to move to the next step.
- Set as many grades as you need for this specification, and for each grade, establish as many step and salary range entries as you need.

Instructions

Update a salary specification as follows:

To add a salary specification:

- Type **ADD** in the Action field and type values in the Specification, Title, Salary Format, and Salary Range fields; press **Enter** to update.

You can also enter one grade and step at this time by typing data into the New Grade and Step fields at the bottom of the screen.

To add a grade and step to a previously added specification:

- Type the data into the New Grade and Step fields at the bottom of the screen; press **Enter**.

To change specification data or grade and step data:

- Type over entries displayed or optional fields and press **Enter**.

To delete a grade and step:

- Type **D** in the Func field next to the grade and step to delete; press **Enter**.

To delete the entire salary specification:

- Type **DEL** in the Action field, and press **Enter**. All grade and step records for that specification must have already been deleted with D in the Func field.

Results: The entries and tables are added, updated, or deleted according to your actions.

Comments

Seven grade and step records can be displayed on the screen at one time. When you press the **Enter** key, the screen will scroll until all grades and steps for that salary specification have displayed. After the last grade and step is displayed, the scrolling cycle will return to the beginning and scroll again when you press **Enter**.

You can view a specific grade and step by entering the grade and step in the Enter New Grade & Step fields. That grade and step and the next 6 will be displayed.

Associated Transactions

T12, T13

Transaction Method

Any change to the salary specification general information (T12) can directly affect the specification's detail information (T13). Any change to the general information causes the corresponding detail entry to be deleted. When making changes to the salary specification using the transaction method, be sure to update the general and detail (T12 and T13) at the same time. This condition does not apply to realtime processing where changes to general information can be made without affecting the associated detail entries.

Note: The system automatically calculates an assigned employee's compa-ratio using the employee's annual salary and annual midpoint. This calculation is meaningful only when annual salary ranges are defined.

Alternate Salary Range

Another salary range (the Alternate Salary Minimum, Midpoint, and Maximum fields) is available at the position detail level. This range is intended to represent a non-standard salary range applicable at an assigned position detail level, but it is not applicable generally to any other position that uses the same salary specification. If the alternate salary range is defined for a position detail, it is used by the system to calculate an assigned employee's compa-ratio.

T12

Use the T12 to add or update Salary Specification general information.

1	2	3	4	5	6	7	8
1----	5----	0----	5----	0----	0----	0----	5----
0----	5----	0----	0----	0----	5----	0----	5----
0----	5----	0----	5----	0----	5----	0----	3----
T12	A	L1L2SHOP	AMSHOP	PAY	SCALE		4

T12 Entry

Positions	Field	Value
1-3	Transaction Code	T12
7	Maintenance Code	A - Add
12-15	Level 1 and 2	Your L1 and L2
16-20	Salary Specification code	User defined Example: SHOP
41	Salary Format	A - Annual entries with 2 decimals
42	Time Increment	M - Months
43-72	Salary Specification Title	User defined Example: SHOP PAY SCALE
73	Salary Range indicator	4 - Two salary amounts for each T13 (minimum and maximum salary). System will calculate the true midpoint of the range.

T13

Use the T13 to enter salary specification detailed information and salary range tables.

Rules for Entering the T13

- If the salary range indicator is 1, 2, or 4, the midpoint salary must be spaces or zeros.
- If the salary range indicator is 1, the maximum salary must be spaces or zeros
- If the salary range indicator is 2, 3, or 4, the minimum salary cannot be greater than the maximum salary.
- If the salary range indicator is 3, the midpoint salary cannot be less than the minimum salary or greater than the maximum salary.

		1		2		3		4		5		6		7		8
1---	5---	0---	5---	0---	5---	0---	5---	0---	5---	0---	5---	0---	5---	0---	5---	0
T13	A	L1L2SHOP	SS1	0000100002500000						000050000000000006000001200						

T13 Entry

Positions	Field	Value
1-3	Transaction Code	T13
7	Maintenance Code	A-Add
12-15	Level 1 and 2	Your L1 and L2
16-20	Salary Specification Code	User defined Example: SHOP
21-25	Salary Range Grade Code	User defined. Example: SS1, SS2,
26-30	Salary Range Step Code	User defined Example: 00001, 00002, ...
31-41	Minimum Salary Value	Annual value; allow for 2 decimals. If hourly value, allow for 6 decimals.
42-52	Midpoint Salary Value	Leave blank; in this case, midpoint will be calculated according to the T12 Salary Range indicator.
53-63	Maximum Salary Value	Annual value; allow for 2 decimals.
64-70	Minimum Time Increment	Allow for 2 decimals.
71-77	Maximum Time Increment	Allow for 2 decimals.

Example of Other Salary Ranges

			MIN	MID	MAX	MINTIME	MAXTIME
SHOP	SS1	00001	00001750000		00002500000	0000300	0000600
SHOP	SS1	00002	00001950000		00002768000	0000300	0000600
SHOP	SS1	00003	00002095000		00002975000	0000300	0000600
SHOP	ST1	00001	00002095000		00003050000	0000500	0001200
SHOP	ST2	00001	00002225000		00003550000	0000500	0001200

Across-the-Board Percentage Adjustment

You can apply an across-the-board percentage adjustment, increase or decrease, to salary specification range tables. This will automatically change all table references for the Minimum, Midpoint, and Maximum table entries by the percentage of the change.

Screen Method

Change Salary Specification Screen (622)

Use entry screen 622 to increase or decrease the salary specification amounts for each grade and step record in the salary specification range table.

Note: You can verify the results on realtime screen 621 where you see that all the range entries have changed.

```
ACTION: _____ CURRENT: 622 NEXT: 622
L1: AL L2: WA
```

CHANGE SALARY SPECIFICATION

SALARY SPECIFICATION: _____

ADJUSTMENT (INCREASE, DECREASE): _

PERCENTAGE CHANGE: _____

Instructions

To change a salary specification:

- Enter the Level 1 and 2, salary specification code, the type of adjustment, the percentage change, and press **Enter**.

Results: Grade and step records for that specification will be changed for the Level 1 and 2.

Comments

Salary Specification, Adjustment and Percentage Change fields are required. Type values in these fields all at once, before pressing **Enter** to process.

Enter the value in the Percentage Change field with the decimal point and up to three decimal values; examples: (1) 3.5; (2) 2.275; (3) 3; (4) 100.125. The decimal point is optional for a whole number such as 3.

Level 1 and 2 or level 2 can be entered as asterisks if the entry applies to all Level 1s or organizations, or both, for the entered specification. Use this with extreme caution.

Associated Transaction

T10

Sample Screen

```
ACTION: _____ CURRENT: 622 NEXT: 622
L1: AL L2: WA

CHANGE SALARY SPECIFICATION

SALARY SPECIFICATION:          SHOP
ADJUSTMENT (INCREASE, DECREASE): I
PERCENTAGE CHANGE:             4.5
```

Transaction Method

Rules for T10 Salary Specification Maintenance Entries

- You can enter asterisks for Level 1 and 2 and Salary Specification fields to update all organization and all specification entries by the same amount. You can enter just one such entry.
- You can enter asterisks for Level 1 and 2 when the entered salary specification is defined for all Level 1 and 2s. This will change the named specification for all organizations. You can enter up to 25 of this type of entry, but do not enter T10s where some Level 1 and 2s are entered and some are asterisks.
- When a Level 1 and 2 is entered, you can enter asterisks for Salary Specification field to change all specifications for the named organization. You can enter just 1 of these transactions.
- You can enter values in the Level 1 and 2 and Salary Specification fields. You can enter any number of these entries at the same time.
- No other Position Control Table file entry will be processed when a T10 is processed.

Entering asterisks in the Salary Specification field is available only with the transaction method.

Example

A four and one-half percentage change is entered as **004500** allowing for 3 decimal places.

1	1	2	3	3
123	89012345	67890	123456	7
T10	ALWA	SHOP	004500	I

T10 Entry

Position	Field	Value
1-3	Transaction Code	T10
12-15	Major Levels	Your L1 and L2 or *s
16-20	Salary Specification	Your salary specification code or asterisks (*)
31-36	Percentage increase or decrease	Enter the value allowing for 3 decimals. Examples: ▪ Enter 010000 for 10%. ▪ Enter 005125 for 5.125%. ▪ Enter 004500 for 4.5%.
37	Adjustment Indicator	I - Increase

5 Defining Your Position Headers

Chapter Contents

5-1	Introduction
5-3	Position Header
5-4	Position Header Screens and Transactions
5-5	Adding a Position Header
5-8	Maintaining a Position Header
5-13	Position Skills
5-17	Position Requirements
5-20	Position Header User Information
5-23	Deleting Position Header Records

Introduction

Position information is carried at two levels in the Position Control module. The higher of the two levels is called the position header. If a job is considered to be a collection of tasks and responsibilities performed by one or more individuals whose work is performed at a similar skill level for a similar level of compensation, then a position header corresponds to a job. The types of information captured at the position header level are generally identified during the job evaluation process. This includes education, skills, health, and professional requirements of the job and the level at which the job is to be compensated.

The next level of information is called the position detail record. This position detail information applies to a single occurrence of a job, an occurrence that a single employee does or can occupy. A single job occurrence or a position detail record can be called a position or slot. The information carried at this level includes the position status (for example, whether the position is frozen or occupied), an associated date, name, and number, and the annual salary of an assigned employee. Other generally static information, such as the levels of control, work location, union code, and position evaluation information are also recorded at the position detail level.

Certain types of information are kept at both the position header and detail level. Budgeted salary, salary table assignments, normal hours worked per pay period, and percentage of time employed (for full-time equivalency statistics) are examples of this. You can define the standard for any job at the header level then override this at the detail level for individual occurrences. You might use the allocated budget amount at the header level for the total budget for the job or family, while using the budget amount at the detail level for the individual slot.

This chapter discusses position management and includes specific procedures for adding, maintaining, and deleting position header records. Depending on your needs, you can need to also define position detail records. See the next chapter, *Defining Your Position Details*.

Position Header

A position header record has the following key identifying information:

- The organization's Level 1 and 2 to which the position belongs
- A 10-character position number

You can use the alphanumeric position number in different ways, and you can mix methods within the same organization.

Examples

You can use the position number to identify a specific position that a single individual will occupy. Using this concept of individual positions, you establish and associate one position header record with just one position detail record.

Another way is to use the position number to identify a family or class of positions that many individuals can fill. Using this concept of position pooling, you establish and associate one position header record with multiple position detail records.

Position Header Screens and Transactions

You can add position header information using Screen 605 or the PW-J transaction.

Add and maintain position header information using the following screens and transactions.

Screen	Type	Purpose	Associated Transactions
605	Update	Add position header and enter optional header information, or maintain position header record.	PW-J - Basic Information PW-K - Employment Specifications
606	Update	Add or update skills for a position.	PW-N - Skills
607	Update	Add or update position and licensing requirements.	PW-L - Position Requirements PW-M - Licensing Requirements
608	Update	Add or update position header user-defined information.	PW-W - Position Header User Information

Adding a Position Header

Screen Method

Position Maintenance (Header) Screen (605)

Use update screen 605 to add, update, or delete position header information.

```

ACTION: _____ CURRENT: 605 NEXT: 605
L1: AL L2: WA POSITION NO: _____ ENTER A VALID POSITION NUMBER

                                POSITION MAINTENANCE (HEADER)

POSITION TITLE: _____ CLASSIFICATION CODE: _____

OCCUPATIONAL CATEGORY: ____
FEDERAL JOB CODE: _____
EEO EXEMPT STATUS: _____ WORKERS COMPENSATION CODE: _____

LIMIT AUTH BUDGET FILLED USER#1 USER#2 USER#3
POSITION COUNTS: _____

ALLOCATED BUDGET AMOUNT: _____ FULL/PART TIME: ____

NORMAL HOURS WORKED: _____ NORMAL PERCENT TIME EMPLOYED: ____

NORMAL SALARY ==> SPECIFICATION: _____ GRADE: _____ STEP: _____

```

Instructions

The following information is required to add a position header:

- Level 1
- Level 2
- Position number
- Position title
- Occupational category (EEO).

To add a new position header:

- Type **ADD** in the Action field, enter values in the Level 1 and 2, Position No., Position Title, and Occupational Category fields, and press **Enter** to update.

Results: The position header is added to the Position Control Master file.

Comments

The entries for the Classification Code (alphanumeric), Federal Job Code (numeric), and Worker's Compensation (alphanumeric) fields are user defined.

When you add Normal Salary Specification information to a position, the system will validate the new entries using the HRMS Tables File. If the salary specification is not in the HRMS Tables File, the salary specification will be highlighted and a warning issued. You can either override this warning by typing **WOK** in the Action field or add the salary specification information on Screen 621 before using the specification on a new position header record.

Note: Enter salary specification information on the HRMS Tables File before using it at the position level.

The following information that you enter at the header level also populates the same information on an associated detail record:

- Full/Part Time indicator
- Normal Hours Worked
- Normal Percent Time Employed
- Normal Salary information

Sample Screen

```

ACTION: ADD      CURRENT: 605  NEXT: 605
L1: AL L2: WA POSITION NO: LPNICU-01  ENTER A VALID POSITION NUMBER

                                POSITION MAINTENANCE (HEADER)

POSITION TITLE: LICENSED NURSE - ICU          CLASSIFICATION CODE: _____

OCCUPATIONAL CATEGORY: 02
FEDERAL JOB CODE: _____
EEO EXEMPT STATUS:    _   WORKERS COMPENSATION CODE: _____

POSITION COUNTS:      LIMIT  AUTH  BUDGET  FILLED  USER#1  USER#2  USER#3
                     0010  _____  _____  _____  _____  _____

ALLOCATED BUDGET AMOUNT: _____  FULL/PART TIME: _

NORMAL HOURS WORKED: 04000  NORMAL PERCENT TIME EMPLOYED: ____

NORMAL SALARY ==> SPECIFICATION: _____  GRADE: _____  STEP: _____

```

Associated Transaction

PW-J

Transaction Method

The PW-J allows you to add a position header record. You can further define the other position header records with PW-X transactions, where X is an alphabetic character shown in the Position Header Screens and Transactions table provided earlier in this chapter.

The information required to add a position header using the transaction method is the same as that required when using the screen method, except that the transaction also requires values in the Transaction Code and Transaction Separator fields and **A** in New Position Indicator field.

PW-J

Example

	1	2	3	4	5	6	7	8
1---	5---	0---	5---	0---	5---	0---	5---	0---
PW	L1	L2	RN-RCU0001	J	REGISTERED NURSE		03	A

PW-J Entries

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW J
3 – 6	Level 1, Level 2	L1 L2
7-16	Position Number	RN-RCU0001
18– 47	Position Title	Registered Nurse
53-54	EEO Occupational Category	03 - Professionals
80	New Position Indicator	A - Add

Optional Position Header Information

See Maintaining a position header.

Maintaining a Position Header

You can enter optional position header information at the same time you add the position header by following instructions in the Adding a Position Header topic. After you have added a position header, you can add other information and maintain the header using realtime screens or the associated transactions. Follow the examples provided and screen and Transaction Description instructions for maintaining and resetting information.

EEO Exempt Status

This status identifies this job as included in or exempt from EEO reporting. This field will update an employee's record when the employee is assigned to the position, and it will be used to select (nonexempt) or exclude (exempt) the employee for EEO reporting.

Position Counts

These counts are provided for control purposes. The counts for the various categories do not need to be the same. For example, a job can be authorized to have 10 full-time slots, but the organization might have only enough dollars for 8 budgeted slots. A hiring freeze might further limit the number of slots to just the 6 that were filled at the time of the freeze. Also, a limit count and three other user counts are available. All counts are for user-defined purposes, and the user updates the counts manually. The system issues warning messages related to the position counts.

Some information on the position header originally populates the associated detail record. These fields are Full/Part Time indicator, Hours Worked, Percentage Time Employed, and Salary information. The system treats this header information as independent; this means that a **change** at the header level **does not change** the detail record. For more information, see Maintaining Position Details in the Defining Your Position Details chapter.

Screen Method

To change any of the values displayed on the 605, 606, 607, and 608 screens, type the new value over the value displayed or enter spaces to reset. Use the following instructions to add position skills, requirements, and other user information.

Position Maintenance (Header) Screen (605)

```

ACTION: _____ CURRENT: 605 NEXT: 605
L1: AL L2: WA POSITION NO: _____ ENTER A VALID POSITION NUMBER

                                POSITION MAINTENANCE (HEADER)

POSITION TITLE: _____ CLASSIFICATION CODE: _____

OCCUPATIONAL CATEGORY: _____
FEDERAL JOB CODE: _____
EEO EXEMPT STATUS: _____ WORKERS COMPENSATION CODE: _____

LIMIT AUTH BUDGET FILLED USER#1 USER#2 USER#3
POSITION COUNTS: 0010 _____

ALLOCATED BUDGET AMOUNT: _____ FULL/PART TIME: _

NORMAL HOURS WORKED: 03750 NORMAL PERCENT TIME EMPLOYED: _____

NORMAL SALARY ==> SPECIFICATION: _____ GRADE: _____ STEP: _____

```

Instructions

To update position header information:

- Type over the field that you want to change; press **Enter** to update.

To reset a field:

- Space it out; press **Enter** to update.

To enter optional information:

- Type the appropriate entries; press **Enter** to update.

Comments

Allow 2 decimal positions for the Allocated Budget Amount and Normal Hours Worked fields. Enter the decimal point if you enter values in the decimal positions. For example, type **37500.75** as it appears, 37500.00 as **37500**, and 40.00 as **40**.

The position title will be displayed on position record screens. You can maintain it only on Screen 605.

When you change certain position header information on Screen 605 for a filled position, the Current Position Status screen (614) will display the new entries immediately. The Employee Position Assignment/Removal screen (228) and the Employee Level Position Maintenance screen (229) will display original assignment details until you run the Employee Position Assignment Update job to update and synchronize the information on the Employee Master File. Information that can change in this way is discussed in the Processing Employee Position Assignments chapter.

Associated Transactions

PW-J, PW-K

Transaction Method

Enter the PW-J and PW-K maintenance transactions to update position header information and employment specifications. Follow the Transaction Instructions for the required fields and maintenance requirements.

Instructions

To enter maintenance values:

- Enter the required and optional fields.

To enter dollar amounts, hours, and percentage of time:

- Allow for 2 decimal positions and zero-fill.

Examples

PW-J

1	2	3	4	5	6	7	8
123456789012345678901234567890123456789012345678901234567							0
PWL1L2RN-ICU0001JREGISTERED NURSE				P002 02 051RN1			

PW-J Entries

Positions	Field	Entry
1-2, 17	Transaction Code; Separator	PW J
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RN-ICU0001
18-47	Position Title	Registered Nurse
48-52	Classification Code	User defined as P002
53-54	EEOC Occupational Category	Required entry; 02 is not a change to the previous value.
55	EEOC Exempt Code	Blank - Not exempt from EEO reporting
56-58	Federal Job Code	User defined as 051
59-62	Worker's Compensation	User defined as RN1
80	Maintenance Code	Blank - Change existing position

PW-K

1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890							
PWL1L2RN-ICU0001K	000100000800006				00007500000	03750	100

PW-K Entries

Positions	Field	Entry
1-2, 17	Transaction Code; Separator	PW K
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RN-ICU0001
23-27	Multiple Position Authorized Count	10
28-32	Multiple Position Budgeted Count	8
33-37	Multiple Position Filled Count	6

(continued)

Positions	Field	Entry
53-63	Allocated Budget Amount	Allow for 2 decimal positions in Amount and zero-fill. Example: ▪ Enter 00007500000 for \$75,000.00
65-69	Normal Hours Worked	Allow for 2 decimal positions in Hours. Example: ▪ Enter 03750 for 37.5 hours
70-72	Normal Percent Time Employed	Allow for 2 decimal positions in percentage of time. Example: ▪ Enter 100 for 100%; ▪ Enter 050 for 50%.

Position Skills

Twelve different skill requirements can be defined. The items of information about each skill—the function, sub-function, years of experience, proficiency level, last year used, supervisory indicator and location indicator—are identical in format to those found in the Employee Skills records in the Employee Master File. This enables you to use I.E. to create reports identifying those employees who have the necessary skills for positions.

Skill entries for skill function, skill sub-function, and proficiency level will be edited using the HRMS Tables File, and you can add and update entries and translations for these on the HRMS Tables File using Screen 302 or the T-66 transaction. The translations will appear on some screens and reports. The system is delivered with a number of skills predefined, as shown in the list in the Skill Functions and Sub-functions appendix.

Screen Method

Position Skill Requirements Screen (606)

Use update screen 606 to add or update the skills for a position.

```

ACTION: _____ CURRENT: 606 NEXT: 606
L1: AL L2: WA POSITION NO: _____ ENTER A VALID POSITION NUMBER

                                POSITION SKILL REQUIREMENTS

POSITION TITLE:
NEXT ITERATION TO BE VIEWED: ____ (ENTER "00" TO UPDATE SKILL REQUIREMENTS)

      FUNCTION      YEARS  PROFICIENCY      LAST SUPV LOC
FUNC ITER SUB-FUNCTION  EXPER  LEVEL      USED IND  IND
  -      -      -
      17  MEDICINE
      117  NURSING
  -      -      -
      -      -
  -      -      -
      -      -
  -      -      -
      -      -
      -      -

INSERT NEW SKILLS IN ITERATION ORDER (ITERATION=01 THRU 12)
      01  17
      118
      -      -
      -      -
  
```

Instructions

To add new skills:

- Type **ADD** in the Action field, type skill information in fields in the Insert area at the bottom of the screen; type **00** in the Next Iteration field and press **Enter** to update.

To change a skill:

- Type over the information displayed; type **00** in the Next Iteration field and press **Enter** to update.

To delete a skill:

- Type **D** in the Func field; press **Enter** to update.

Comments

All the fields in a Skill row are required.

You can enter all 12 skills before typing **00** in the Next Iteration field to allow all 12 skills to be viewed before the Master file is actually updated. Your entries will not be added or updated until you see a message indicating that the skills have been added or updated.

An alternative method to process an update is to change the key information or go to another screen.

Translations from the HRMS Tables File appear for the Skill Function, Skill Sub-Function, and Proficiency Level fields.

If a translation for the function, sub-function, or proficiency level is not established in the HRMS Tables File, **Not Specified** appears in the translation area on the screen and an error message is presented. The entry will not be added or updated if this message appears.

If an iteration with the same iteration number as the one being inserted is found, the new one is updated with that number, and the previous entry with that iteration number is moved down one. All iterations after the one being inserted are also moved down one iteration. If the total number of iterations is 12 and one is inserted, the last iteration will be dropped.

Scroll through all iterations by pressing **Enter**. You can specify the iteration you want to see by entering the Next Iteration. Type **01** in the Next Iteration field to return the list of entries to the beginning.

Enter the year in Last Used field in the CCYY format.

Sample Screen

```

ACTION: ADD   CURRENT: 606  NEXT: 606
L1: AL L2: WA POSITION NO: RNICU00001 ENTER A VALID POSITION NUMBER

                POSITION SKILL REQUIREMENTS

POSITION TITLE: Registered Nurse
NEXT ITERATION TO BE VIEWED: 00 (ENTER "00" TO UPDATE SKILL REQUIREMENTS)

      FUNCTION
FUNC ITER SUB-FUNCTION      YEARS  PROFICIENCY  LAST SUPV LOC
                                EXPER   LEVEL      USED IND  IND
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -

INSERT NEW SKILLS IN ITERATION ORDER (ITERATION=01 THRU 12)
   01  17
      117
                                03  1
                                1998 1  2

```

Associated Transaction

PW-N

Transaction Method

PW-N

Use the PW-N to add and update position skill requirements.

Example

```

      1      2      3      4      5      6      7
123456789012345678901234567890123456798012345678901234567890
PWL1L2RNICU00001N01171190319812

```

PW-N Entries

Position	Field	Entry
1; 17	Transaction Code; Transaction Separator	PW N
3	Level 1, Level 2	L1 L2
7-16	Position Number	RNICU0001
18-31	Skill information 1st set	
18-19	Iteration Number	01-12 to enter 12 sets of skills
20-21	Skill Function	17 - Skill Function entry that has an entry and translation on the HRMS Tables file
22-24	Skill sub-function	119 - Skill sub-function that has an entry and translation on the HRMS Tables file
25-26	Number of Years of Experience	03 for 3 years
27	Proficiency Level	1 - Proficiency level that has an entry and translation on the HRMS Tables file
28-29	Last Year used	1998 was the last year this skill was used, indicating that the skill is current as of that year. Enter as YY.
30	Supervisory Indicator	1 - Yes to indicate that supervisory responsibilities are included
31	Location Indicator	2 - Other location, to indicate that the supervisory skills were used at another employer
32-45	Skill information 2nd set	
46-59	Skill information 3rd set	
60-73	Skill information 4th set	

Instructions

To enter up to 12 skill sets:

- Enter up to 3 PW-N transactions.

Comments

If you make an entry in the skill set, that skill set must have entries in all its fields.

When you enter Last Year Used on the PW-N in the YY format, the field is expanded and updated in Position Control as CCYY; for example, **98** on the PW-N Last Year Used will be updated in Position Control as 1998. The entered format will be shown on the Validation report, and the expanded format will be shown on the Maintenance report.

Position Requirements

You can define miscellaneous requirements for the position, including items such as the requirement for a certain type of driver's license, physical exam or any other health requirement of the position; the level of education required; and any professional licenses, memberships, or professional certifications required to perform the position.

Screen Method

Position Requirements Screen (607)

Use this update screen to add or update the position requirements or position licensing requirements.

ACTION: ADD CURRENT: 607 NEXT: 607
L1: AL L2: WA POSITION NO: SHOPTEC001

POSITION REQUIREMENTS

POSITION TITLE: SHOP TECHNICIAN

DRIVERS LICENSE CODE: 2

PHYSICAL EXAM CODE: 3

HEALTH REQUIREMENTS: HEAVY LIFTING

YEARS OF EDUCATION: 04

PROFESSIONAL LICENSES: GA DRIV _____

CERTIFICATION CODES: CST _____

Instructions

To add position requirements:

- Type **ADD** in the Action field and type the information into the fields; press **Enter** to update.

To update requirements:

- Type over the information in the field that you want to change; press **Enter** to update.

To reset fields:

- Type spaces; press **Enter** to update.

Comments

You cannot delete position requirements, but you can reset individual fields. Position requirements will be deleted when the position header is deleted.

Associated Transactions

PW-L and PW-M

Transaction Method

Use the PW-L and PW-M transactions to add and update requirements for the position.

PW-L

Use the PW-L to record miscellaneous requirements for the position.

Example

1 2 3 4
1---5---0---5---0---5---0---5---0---
PWL1L2SHOPTEC001L0423 HEAVY LIFTING

PW-L Entries

Position	Field	Value
1; 17	Transaction Code; Transaction Separator	PW L
3	Level 1, Level 2	L1 L2
7-16	Position Number	SHOPTEC001
18-19	Years Education	04; enter years required and zero-fill.
20	Driver's License	2 - Required
21	Physical Exam Code	3 - Annual
22-41	Health Requirement	User defined as heavy lifting

PW-M

Use the PW-M to record licensing requirements of the position.

Example

1 2 3 4 5 6 7
1---5---0---5---0---5---0---5---0---5---0---5---0
PWL1L2SHOPTEC001MGA DRIV CST

PW-M Entries

Position	Field	Entry
1; 17	Transaction Code; Transaction Separator	PW M
3	Level 1, Level 2	L1 L2
7-16	Position Number	
18-24	First Professional License or Membership	User defined as GA Driv
25-52	Second Professional License or Membership	User defined
53-55	First Certification code	User defined as CST
56-67	Second Certification code	User defined

Position Header User Information

Introduction

The Position Control system provides position header user information that is reserved for your use. This area is divided into three, 56-character fields for entry purposes.

One possible use for the position header user area is to capture information that is not provided elsewhere, such as projected salary increase percentage or affirmative action group code. Another possibility is to use the area for job evaluation information. Using the position pooling concept, you can keep the job evaluation information once for the job at the position header level rather than repeating the entries in each detail record associated with that job.

Using I.E., you are then able to redefine the entire 168-character user area into whatever meaningful pieces you have incorporated. For instructions, see the *Expert Data Dictionary Guide*.

Screen Method

Position User Data (Header) Screen (608)

Use update screen 608 to add or update user information.

ACTION: ADD CURRENT: 608 NEXT: 608

L1: AL L2: WA POSITION NO: SHOPTEC001 ENTER A VALID POSITION NUMBER

POSITION USER DATA (HEADER)

POSITION TITLE:

USER DEFINED FIELDS

1: WORKFORCE UTIL FACTOR

2: SECTOR SHOP

3: SHOP GOAL 21%

Instructions

To add position header user entries:

- Type **ADD** in the Action field, enter user information; press **Enter** to update.

To update user information:

- Type over the data that you want to change; press **Enter** to update.

To reset user information:

- Space out the data that you want to reset; press **Enter** to update.

Comments

Position header user information cannot be deleted individually, but it will be deleted when the position is deleted. However, you can reset the entries.

Associated Transaction

PW-W

Transaction Method

Use the PW-W transaction to add or update any user information for the position header.

PW-W

You can enter up to 3 PW-W user transactions, defining the 56-position user entries in each, any way you want.

Example

	1	2	3	4	5	6
1-----0-----5-----0-----5-----0-----5-----0-----5-----0-----						
PWL1L2SHOPTEC001W29101			WORKFORCE	UTIL	FACTOR	
PWL1L2SHOPTEC001W29102			SECTOR	SHOP		
PWL1L2SHOPTEC001W29103			SHOP	GOAL	21%	

PW-W Entries

Position	Field	Entry
1, 17	Transaction Code; Transaction Separator	PW W
3	Level 1, Level 2	L1 L2
7-16	Position Number	User entry: SHOPTEC001
18-20	Segment for Position Header user entry	291
21-22	User field number	01 - 1 st Position header user entry 02 - 2 nd Position header user entry 03 - 3 rd Position header user entry
23-78	User Data	User-defined entries

Deleting Position Header Records

A position header can be deleted only if all position detail records associated with it have been deleted. All information associated with the position header, such as skill or position requirements and user information, will be deleted when you delete the header.

There is some difference between the screen method and the transaction method in processing deletions. With the screen method, the position header can be deleted directly using Screen 605 after the position detail has been deleted. With the transaction method, an organization option on the PW-A must be set with the PW-J abolishment of a header. Details for each process can be found next and in the Technical Considerations chapter.

Screen Method

Position Maintenance (Header) Screen (605)

Use update screen 605 to delete a position header.

```

ACTION: DEL    CURRENT: 605  NEXT: 605
L1: AL L2: WA POSITION NO: LPNICU-02  ENTER A VALID POSITION NUMBER

                POSITION MAINTENANCE (HEADER)

POSITION  TITLE: LICENSED NURSE                CLASSIFICATION CODE: _____

OCCUPATIONAL CATEGORY: 03
FEDERAL JOB CODE:      _____
EEO EXEMPT STATUS:    _____  WORKERS COMPENSATION CODE: WC1

POSITION COUNTS:      LIMIT   AUTH   BUDGET   FILLED   USER#1  USER#2  USER#3
                     _____

ALLOCATED BUDGET AMOUNT: _____  FULL/PART TIME:  _____

NORMAL HOURS WORKED: 04000  NORMAL PERCENT TIME EMPLOYED: 100

NORMAL SALARY ==> SPECIFICATION: _____  GRADE: _____  STEP: _____

```

Instructions

To delete a Position Header:

- First make sure that any employee who occupied this job has been removed; then make sure that the position detail records have been deleted.
- On Screen 605, type **DEL** in the Action field to delete a position header; press **Enter** to update and respond to the confirmation message.

Comments

The screen method allows position header records to be deleted immediately, with realtime update.

To update organization and file trailer records after a realtime delete, run Position Control Master Copy Services (PLJ000). For more information, see the Technical Considerations chapter.

Transaction Method

Use the PW-J to flag the position header for deletion by setting the Position Abolish Indicator for each position you want to delete. Then process through Load and Validate and run Position Control Update (MPP00R). When you set the Organization's Delete Abolished records option on PW-A and run Position Control Update, the records flagged as abolished will be deleted.

The transaction method follows a multiple step process:

- 1. Enter a PW-1 to change a vacant Position Detail Current Status to **4** (Abolished).
- 2. Enter a PW-J to change a Position Header Position Abolish Indicator to * (Abolished).
- 3. Enter a PW-A to set the organization's Delete Abolished Option to *.
- 4. Execute Load, Validate, and MPP00R Position Control Update to update the file for the deleted records.

With this method, all records marked as abolished will be deleted at one time. You can enter the PW-1, PW-J, PW-A all in one run, or you can update each when you learn about abolish and delete conditions.

Instructions

- Enter PW-J entries for all eligible position headers that you want to delete, setting the abolish indicator.
- Enter the PW-A (example shown later) for each company from which you want to delete abolished positions.
- Process these through Load (PLP200) and Validate (PLP400)
- Submit to Personnel Load PRU40M a P* run control entry indicating a sequential Position Control update, and execute Position Control Update MPP00R.

PW-J

Example

1	2	3	4	5	7
1234567890123345678901234567890123456789012345					. . . 9
PWL1L2SHOPTEC001	JSHOP	TECHNICIAN		06	. . . *

PW-J Deletion Entries

Position	Field	Entry
1-2, 17	Transaction Code and separator	PW J
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	Your position number
18 - 47	Position title, required field	Your position title
53-54	EEO Occupational Category, required field	Your occupational category for this position
79	* - Abolish Indicator	* - Abolish the Position

Comments

During the sequential execution of MPP00R, all position details whose status is Abolished and all position headers whose Delete Abolished option is set for deletion will be deleted.

Warning: Do not extract records for reporting when deleting records.

These steps and other required steps for backing up and restoring files for use in this process are discussed further in the Technical Considerations chapter.

Additional Transactions**PW-A, P***

Use the PW-A to set the organization-level Delete Abolished records option.

```

      1      2      3      7
1---5---0---5---0---5---0      9
PW L1 L2      A      *
```

PW-A Deletion Entries

Position	Field	Entry
1-2, 17	Transaction Code and Separator	PW A
3-6	Level 1 and 2	Your L1 and L2
79	Delete Abolished option	* - All records marked for deletion within this organization are to be deleted during sequential update of the Position Control Master file.

P* Use the P* run control transaction during deletion to indicate a sequential update.

Example

12
1---5---0---5---0
P*****0000000000*20

P* During Deletion Entries

Position	Field	Entry
1-2, 17	Transaction Code and Separator	P* *
3-6	Level 1 and 2	****
7-16	Required entry	Zeros
18	Update Option	2 - Update sequentially when deleting records
19	Extract Option	0 - Do not extract report records

6 Defining Your Position Details

Chapter Contents

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6-28	Deleting Position Detail Records

Introduction

The highest level of position information is the position header discussed in the Defining Your Position Headers chapter. The budgeting, authorization, and job evaluation process generally determine the next level of information. This information refers to a single occurrence of a job that an employee does or could occupy. A position detail record represents this single job occurrence that might be called a position or slot.

A single position detail record can be associated with a single position header, or multiple position detail records can be associated with one position header. You must have at least one position detail record if you intend to fill the position by assigning an employee.

Some information at the detail level can be used with information from the header for analysis and control purposes. For example, you recorded the detail record's budget amount for an individual slot. You recorded the header record's allocated budget amount as the composite budget allowed for an entire position set. Then you produce an I.E. report to compare composite budgets with the budget amounts of filled and vacant positions from their associated detail records.

Significant information at the detail level also includes the position status that indicates whether the position is filled, vacant, frozen, and so on. You can assign an employee only to a position with status of Vacant. The system automatically changes the status when you assign employees to positions and when you remove them.

Position detail records provide several other status categories, associated dates, and amounts for control, budget, approval, and inventory purposes. When you assign employees to a position detail record and there are variations and discrepancies related to these status categories and dates, the system will issue warning messages to alert you.

Other kinds of information, such as the responsibility levels, work location, union code, and position evaluation information are recorded at the position detail level. Responsibility levels and work location will update the employee record when an employee is assigned.

Major responsibility levels indicate the place in the organization structure where a position resides. The availability levels can indicate the areas from which your organization is likely to draw job candidates.

The Requested Date field can be the date when someone originally requests the position. The Required Date field is intended to indicate the date the requested position is needed. For example, you request a new position on January 1st. You expect your request to pass through the approval and hiring process in time to have someone start working on a required date of March 1.

The authorization, budget, and availability statuses and dates are user defined, as are location and union.

For each position that is filled, some details about the employee who fills the position are provided on the Position Control Master file. Likewise, on the Employee Master File, some details about the position are provided.

Position Detail Screens and Transactions

You can add and maintain position detail information with the following screens and associated transactions.

Screen	Type	Purpose	Associated Transactions
610	Update	Add position detail and enter optional detail information, or maintain a position detail record. Set Abolish/delete option.	PW-1 - Basic Information PW-2 - Authorization and Budget Information PW-3 - Availability Information
611	Update	Add or update salary information.	PW-2 - Authorization and Budget Information PW-6 - Pay Information
612	Update	Add or update organization split information.	PW-7 - Organization Split
613	Update	Add or update evaluation points.	PW-8 - Evaluation Points
614	Inquiry	View current status of assigned and unassigned positions.	N/A
615	Update	Add or update user information for the position detail user segment.	PW-9 - User information

Position Detail Information

Relation to Position Header

The system was designed to allow maximum flexibility in recording information for Position Control. Information at one level (the header) can be overridden at the next levels (detail or employee level, or both). Along with this flexibility comes a need for the user to determine when and where to keep the information the same and when and where to preserve overrides at the detail or employee levels.

Certain information appears on the detail record that is generally kept at, and is originally populated from, the position header record. You maintain this information separately in the header and associated detail records when you use either the transaction method or the screen method. These fields are the Hours Worked, Percent Time Employed, and Full/Part Time indicator fields.

You can maintain separate header and detail normal salary specification, step, and grade information only if you added the information using the screen method.

As long as there are no employee overrides, the system will automatically pass updates of certain header fields to assigned employee records when you perform the Employee Position Data Update process described in the Technical Considerations chapter.

Examples

A position header is generally defined as a full-time job. Certain occurrences of this job have to be filled with part-time employees. To accommodate this, you can override the hours worked and percentage of time employed for some of the part-time slots at the position detail level.

Using the position pooling concept, you define some multiple position detail records with salary grades that are different from their respective header record. Others have the same salary grade as their associated header.

File and Information Synchronization Issues

It is important to consider the flow of information when maintaining position headers, details, and employee assignments:

- Certain header information populates detail records
- Maintenance to the header for this information does not automatically update the detail, so you should make changes to the same information on the detail record, if applicable.
- Any new detail records you add will use the value from on the header.
- Detail record information populates the employee record upon assignment.

When you use the screen method, header changes for specified fields (including the common fields mentioned earlier) can be passed to the assigned employee for automatic updating by the Employee Position Data Update process. The Employee Position Data Update process compares the Employee Master File with the header information as it was before the change and will pass eligible header changes to the employee record. It is, therefore, not necessary for a user to change this specified information independently.

See the Defining Your Position Headers and Technical Considerations chapters for the information eligible for update by this process and for complete instructions.

- Detail changes for assigned positions should also be made to the employee record, if applicable.
- Changes in salary information should also be made to the employee record, if applicable.
- Changes to these specified fields made directly in an employee record affect only the employee record. These entries are treated as overrides at the employee level and will be preserved. Generally, you make changes to this information only at the position level.

These file and information synchronization override issues will be referred to throughout this chapter.

Dual Incumbency and the Split Code

An additional feature that is provided by the module is the ability to record dual incumbency in a single slot using the split code. The split code, if used, is considered part of the detail record's key. If it is not used, it is blank. If it is used, it is any valid alphanumeric character, and user defined. Remember to use the correct split code entry when assigning an employee, whether the split code value is blank or an entry.

Example

A position can be filled by two employees during a new employee training period. You use the same position and multiple position number key, with differentiating entries in the split code. The same position header information applies to both split assignments. For further clarification and for cross-reference, you might use user information to define the reasons for a split assignment, as suggested in the Position Detail User section.

Adding a Position Detail

You must establish at least one position detail record per header record for which you intend to record employee position assignments.

The Level 1 and 2 key for the Position Control organization and the header position number determine the first part of the key for the position detail record. When you set up the position detail, you establish a multiple position number. The complete key for a position detail record is the Level 1 and 2, position number, multiple position number, and a split code if any.

The multiple position number serves as secondary position identification and is especially useful for positions having multiple detail records. As a numeric field, the multiple position numbers can be entered in sequential numeric order, such as 0001, 0002, 0003. If the one-position-one-person concept is used, all multiple position numbers could be the same entry, such as 0001; in this case, the keys have unique position numbers.

If used, the Split Code can further differentiate a position detail record. The split code is optional and generally indicates that more than one employee occupies the same position.

Example

Position Number	Multiple Position Number	Split Code
LPN	0001	
LPN	0002	
LPN	0003	A
LPN	0003	B
CEO	0001	
MISDIR	0001	

Position Status

When you process the addition of a position detail, the current status is automatically set to **1 (Vacant)**. You can update to another status, or assign an employee only **when the status is Vacant**. Assigning an employee automatically changes the status to **2 (Filled)**, and removing an employee automatically changes the status back to **1**. Removals may occur by re-assigning an employee to another position; setting the employee status to terminated, inactive, or deceased; or using the system's transfer process.

Screen Method

Position Maintenance (Detail) Screen (610)

Use update screen 610 to add, update, or delete position detail information.

```

ACTION: ADD   CURRENT: 610   NEXT: 610
L1: AL L2: WA POSITION NO: RNICU-0002

                                POSITION MAINTENANCE (DETAIL)

MULTI POSITION CODE: 0001   SPLIT CODE:

STATUS:      POSITION TITLE: REGISTERED NURSE

FILLED/VACATED: 19981115   REQUESTED: 19981201   REQUIRED: 19990101

                                STATUS   ESTABLISHED   BEGIN   END
AUTHORIZATION:                    
BUDGET:                          
AVAILABILITY:                    

MAJOR RESPONSIBILITY:   L3:      L4:      L5:      L6:      L7:   
AVAILABILITY RESPONSIBILITY: L3:      L4:      L5:      L6:      L7:   

LOCATION:      UNION CODE:   

```

Instructions

To add a Position Detail record, enter the following information:

- Level 1 and 2
- Position number
- Multiple position number
- Split code (Blank is acceptable)
- **ADD** in the Action field; press **Enter** to save.

Result: The position detail record will be added, and you will receive a confirmation message stating that the record has been added.

Comments

Optional information can be entered at the same time the record is added.

The status will appear on all position detail screens.

The position title from the position header is automatically displayed on all position screens, and it is based on the position header record. You cannot override the position title at the position detail level.

When you begin to create a new position detail record, the Filled/Vacate Date field contains spaces. Automatic processing of date changes occurs with some actions.

After you add the detail, this date contains the system date. The filled date is automatically updated when you assign an employee to a position, and vacated date is updated when you remove an employee from a position, regardless of how the removal is recorded.

If you know the multiple position number and split code, you can use the Menu screen 600 to open Screen 610 with the complete position key. When Screen 610 opens, the system notifies you if this position is not found. You can add the position immediately by typing **ADD** in Action and the required fields.

Associated Transaction

PW-1

Transaction Method

PW-1

Use the PW-1 to add a Position Detail record, or update basic Position Detail information. You may further define other Position Detail records with PW-**n** transactions, where **n** represents a numeric character as shown in the Position Detail Screens and Transactions table shown earlier in this chapter.

Instructions

The following information is required for adding a position detail:

- Transaction code of PW and transaction separator of 1
- The Level 1 and 2 and position number that match a position control organization and header record
- Multiple position number
- Split code, if any
- **A** in the New Detail Indicator.

Example

	1		2		3		4		8
12345678901234567890123456789012345678901234	.	.	.	.	.	.	.	.	0
PW L1L2RNICU-000210001			981115981201990101		.	.	.	.	A

PW-1 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 1
3 – 6	Level 1, Level 2	L1 L2
7-16	Position Number	User defined as RNICU-0002
18– 21	Multiple Position Number	User defined as 0001
22	Split Code	User defined as blank
23	Current Status	Leave blank
24-29	Current Date Filled/Vacant	Transaction date format YYMMDD
30-35	Date Requested	Transaction date format YYMMDD
36-41	Date Required	Transaction date format YYMMDD
80	New Detail Indicator	A - Add position detail

Comments

You can enter optional fields on this transaction when adding a detail record.

When you are adding a detail record, leave the Current Status field **blank**. When you assign an employee to this position, the system will automatically change the position detail status to **2** (Filled), and when you remove a person from this position, the system will automatically change the status back to **1** (Vacant).

You can assign other status values (except 2) to a position that currently has a status of Vacant. For example, you want to flag a vacant position with a status of abolished for later deletion; or you want to flag a vacant position as frozen during a budget review.

Maintaining Position Details

After you have added a position detail record, you can add optional information and maintain the detail record using realtime screens or the associated transactions.

Carefully consider information synchronization issues when changing information for a position assigned to an employee. These issues are addressed in the chapter introduction and in the discussion that follows.

General Maintenance Rules

Use the complete key for the record level you change. The key for the position header consists of the Level 1 and 2 and position number. For a detail record, also include the multiple position number and split code. If the split code is not used, you must allow for the blank.

Although the system automatically updates the Current Status/Filled/Vacated Date field to the system date during the usual processing, you can update this to a different date. For a filled position, you might also need to change the employee record to match.

Rules for File and Information Synchronization

There are several considerations for information synchronization:

- To preserve overrides that were made for individual position detail records or assigned employees, or both, **do not update** the detail or assigned employee when you update common fields in the position record.
- To synchronize common header and detail information, update the detail information following an update to the header record.
- Perform the Employee Position Data Update process (PLJ630/640) to automatically update and synchronize specified Header changes to the assigned employee record. For more information, see the Technical Considerations chapter.
- Update any other employee information that should match the Position record.
- To synchronize salary information changes, update the salary specification, grade, and step on the position detail record on Screen 611 to correspond to the position header record on Screen 605, if these should be the same.
- Be aware that information that is not kept synchronized will not be eligible for subsequent processing by the Employee Position Data Update process.

Screen Method

Use screen 610 to enter optional detail information.

Note: You use update screen 611 to add or update salary information for the position detail.

Position Maintenance (Detail) Screen (610)

```

ACTION: _____ CURRENT: 610 NEXT: 610
L1: AL L2: WA POSITION NO: RNICU-0002

                                POSITION MAINTENANCE (DETAIL)

MULTI POSITION CODE: 0001 SPLIT CODE:

STATUS: 1 POSITION TITLE: REGISTERED NURSE

FILLED/VACATED: _____ REQUESTED: 19990115 REQUIRED: 19990201

                                STATUS ESTABLISHED BEGIN END
AUTHORIZATION: 2 _____ 20001101 20011031
BUDGET: 2 _____ 20001101 20011021
AVAILABILITY: - _____

MAJOR RESPONSIBILITY: L3: _____ L4: _____ L5: _____ L6: _____ L7: _____
AVAILABILITY RESPONSIBILITY: L3: _____ L4: _____ L5: _____ L6: _____ L7: _____

LOCATION: _____ UNION CODE: _____

```

Instructions

To update information on Screen 610:

- Type over the entries you want to change with new information; press **Enter** to update.

To update information on Screen 611:

- Type the information you want; press **Enter** to update.

Comments

Before making changes on these screens, see file and information synchronization considerations.

Associated Transactions

PW-1, PW-2, PW-3

Transaction Method

You can change position detail information with PW-n (n=1-3, 6-9) maintenance transactions. You provide the transaction codes, the position detail key, and the new information in the fields that will change. Generally, you do not need to fill in all fields on the changed transaction, just the transaction and record keys and the fields that change.

PW-1

Use the PW-1 to change basic information.

Instructions

To change information for a position detail record that has a current status of **2** (Filled), you must leave the Current Status field blank on the PW-1.

You can change the status of a vacant position to Inactive, Abolished, or User defined, but you cannot change the status of a filled position with a PW-1.

Follow the instructions in the Transaction Description for resetting or changing alphanumeric or numeric fields.

Leave the Add Position Indicator blank to indicate that you are performing maintenance to the record.

All date fields on PW-1 are in the format YYMMDD, and they will be updated as CCYYMMDD.

Example

	1	2	3	4
123456789012345678901	.	.	.	012345678901
PWL1L2RNICU-000210001	.	.	.	990115990201

PW-1 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 1
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0002
18-21	Multiple Position Number	0001
30-35	Date Requested	Entry represents the changed information
36-41	Date Required	Entry represent the changed information

The Major Responsibility Levels of Control, Location and Union fields are not entered in this example, which means that these entries will not change from the previous values.

PW-2

Use PW-2 to maintain authorization and budget information

Example

1	2	3	4	5	6
12345678901234567890123456789012345678901234567890					
PWL1L2RNICU-0002	20001 2	0011010110312		001121011021	

PW-2 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 2
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0002
18-21	Multiple Position Number	0001
23	Authorization Status	2 - Authorized
30-35	Authorization begin date	Transaction format YYMMDD - 001101 for November 1, 2000
36-41	Authorization Expiration Date	Transaction format YYMMDD - 01 10 31 for October 31, 2001
42	Budget Status Code	2 - Budgeted
49-54	Budget Period Begin Date	Transaction format YYMMDD - 001121 for November 21, 2000
55-60	Budget Period Expiration Date	Transaction format YYMMDD - 011021 for October 21, 2001

The system defaults the authorization status to **1** (Not Authorized) and the budget status to **1** (Not budgeted). If you use the default, the system will issue warnings on the Validation report and certain standard reports.

PW-3

Use the PW-3 to maintain availability information

Example

1	2	3	4
12345678901234567890123456789012345678901			
PWL1L2RNICU-0002	30001	2001030001122011020	

PW-3 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 3
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0002
18-21	Multiple Position Number	0001
23	Availability Status	2 - Available
30-35	Availability Begin Date	Transaction format YYMMDD -001122
36-41	Availability Expiration Date	Transaction format YYMMDD -011020

Here, the availability entries will set the status to **2** (Available), on the Availability Date previously entered, with the availability period begin date of November 22, 2000 and expiration date of October 20, 2001.

In this example, the availability responsibility levels where the position reports are left blank and will not change from a previous entry.

The system defaults the Availability Status field to **1** (Not Available). If you use the default of **Not Available**, the system will issue warnings on the Validation report and certain standard reports.

Comments

When you remove an employee from the position, the system will automatically set the current status to **1** (Vacant).

The entries on the PW-1 Minor Levels of Control will appear on reports according to the value in Minor Levels Format field on the PW-B organization entry.

The information synchronization issues apply to position detail maintenance.

Maintaining Salary Information

Position detail salary information matches position header salary information, and this can be overridden at the detail level. Some of the information can be overridden only if you use the screen method of updating. See the information synchronization issues discussed earlier in this chapter.

Screen Method

Salary Data (Detail) Screen (611)

Use update screen 611 to add or maintain the position detail record’s salary information.

ACTION: _____ CURRENT: 611 NEXT: 611
L1: AL L2: WA POSITION NO: RNICU-0002

SALARY DATA (DETAIL)

MULTI POSITION CODE: 0001 SPLIT CODE:

STATUS: 1 POSITION TITLE: Registered Nurse

HOURS WORKED: 30 PERCENT TIME EMPLOYED: 75 FULL/PART TIME: _

EQUIVALENT SALARY AMOUNT: _____ BUDGET AMOUNT: 38000

SALARY ==> SPECIFICATION: _____ GRADE: _____ STEP: _____

ALTERNATE SALARY ==> MIN: 0023750 MID: 0031295 MAX: 0040000

Instructions

Allow 2 decimal positions for amount fields and the Hours Worked field.

Comments

You can override these fields, which you set originally at the position header level, and the override is used when an employee is assigned to this detail record.

- Percent Time Employed
- Full/Part Time
- Salary Specification, Grade, Step

If you update the preceding information at the header level, you might also need to update the common information on the associated detail record.

Associated Transactions

PW-2, PW-6

Transaction Method

PW-2

Use the PW-2 to add or update Budget Amount which represents the amount budgeting approved for this slot's compensation. Other fields which can be updated on PW-2 are discussed elsewhere in this chapter.

Instructions

Enter 2 decimal positions for the budgeted amount.

Example

1	2	6	7
12345678901234567890	. .	.01324657890123	
PWL1L2RNICU-0002	20001	. .	.00003800000

PW-2 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 2
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0002
18-21	Multiple Position Number	0001
61-71	Budget Amount	Zero fill as 00003800000 for \$38,000.

Comments

The system issues a warning if the annual salary of an employee assigned to this position exceeds this Budget Amount.

PW-6

Use the PW-6 to add or update salary information and working time.

Instructions

Allow 2 decimal positions for the amount fields and the Hours Worked field.

Example

1	2	--	3	4	5	6	7
1234567890123456789012	--		456789012345678901234567890123456789012345				
PWL1L2RNICU-0002	60001	--	000237500000000312950000000400000	.03000075			

PW-6 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 6
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0002
18-21	Multiple Position Number	0001
34-44	Alternative Salary Minimum	\$23,750
45-55	Alternative Salary Midpoint	\$31,295
56-66	Alternative Salary Maximum	\$40,000
68-72	Hours Worked	30
73-75	Percent Time Employed	75%

Hours Worked field is changed from the header's standard 40 per week to 30 for this slot. To coincide with the 30 hours, the Percent Time field is changed to 75%, entered zero-filled.

In this example, the entry for alternative range is 75% of the tabled Salary Specification range.

The Equivalent Salary field was not illustrated in this example. It is a user field and is not used by the system.

Comments

The values in optional annual Alternate Salary Minimum, Midpoint, and Maximum fields apply to the detail and an employee upon assignment. The assigned employee's compa-ratio calculation will be based on the alternate salary range if it is defined. If you make changes to the alternative salary range values when the position is already assigned, such changes will not update the employee record automatically. Such changes apply to the next employee assigned.

Maintaining Position Detail - Organization Split

Organization split information is used when a position detail is shared by more than one organization unit or minor level of control. You record the portion of time, in percentage and hours, allocated to other units as the organization split information. The system does not edit whether 100 percent of time is used.

A position detail can contain up to six organization split records, numbered according to the split iteration number.

Example

A typist slot is assigned to 3 departments, 2 for 25 percent of the time and 10 hours each and another for 50 percent of the time and 20 hours.

Screen Method

Organization Split Screen (612)

Use update screen 612 to add or update organization split information.

```

ACTION: ADD    CURRENT: 612  NEXT: 612
LI: AL L2: WA POSITION NO: RNICU-0002

                                ORGANIZATION SPLIT

MULTI POSITION CODE: 0001    SPLIT CODE:

STATUS:      POSITION TITLE:

      SPLIT  SPLIT
NO  HOURS  PCT  MINOR LEVELS OF CONTROL
01   10   25   EMER  _____
02   10   25   PED   _____
03   20   50   ICU   _____
04   _____  _____  _____  _____
05   _____  _____  _____  _____
06   _____  _____  _____  _____

```

Instructions

To add organization split information:

- Type **ADD** in the Action field and type the data into the fields.
- Type the decimal and 2 decimal positions for Split Hours field; press **Enter** to update.

To reset organization split information:

- Blank out all fields of an iteration; press **Enter** to update.

Comments

Split hours and percentage are required if you record split information. Warnings will be issued for blank levels of control.

Associated Transactions

PW-7

Transaction Method

PW-7 Use the PW-7 to add and update organization split information for the position.

Instructions

To add or update an organization split, the following fields are required:

- Transaction key and Iteration, Split Hours Worked, and Split Percentage fields.

To reset split information:

- Enter the transaction key, the iteration number and **R** in each of the split entries for that occurrence.

Example

	1	2	3	4
1234567890123456789012345678901234567890				
PWL1L2RNICU-0002	7	0001	0101000025	EMER
PWL1L2RNICU-0002	7	0001	0201000025	PED
PWL1L2RNICU-0002	7	0001	0302000050	ICU

PW-7 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 7
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0002
18-21	Multiple Position Number	0001
22	Multiple Position Split Code	Blank
23-24	Split Iteration Number	01 - 06
25-29	Split hours worked	01000 for 10 hours, 02000 for 20 hours
30-32	Split percentage	025 for 25%, 050 for 50%
33-54	Split minor levels of control	EMER, PED, ICU

Maintaining Position Detail - Evaluation Points

Evaluation points are user-defined fields for recording job analysis and job rating results. Position Control provides 12 evaluation point areas with two values or steps each for any user purpose. If you enter right-justified numeric values, you can use I.E. to perform calculations with the evaluation points.

Examples

To record eight factors used in an organization's position rating plan, use the first field Value 1 for the factor name and the second field Value 2 for the points allotted to that factor. Enter **EDUC** (required level of education for the position) as Value 1 and 250 points for Value 2. Use additional field occurrences for the other factor categories and points.

To record point values used in an organization's position rating plan, and show a point adjustment for market conditions, use the first field Value 1 for the rating plan's points, and use the second field Value 2 for the market-adjusted points. Enter 1125 points as Value 1 for the first job rating factor, and 1350 points as Value 2 to factor in a market condition where this job is highly demanded.

Screen Method

Evaluation Points Screen (613)

Use this update screen to add or update the evaluation points for a position detail.

```

ACTION: ADD    CURRENT: 613  NEXT: 613
L1: AL L2: WA POSITION NO: RNICU-0002

                                EVALUATION POINTS

MULTI POSITION CODE: 0001    SPLIT CODE:

STATUS:          POSITION TITLE:

NO  VALUE 1  VALUE 2      NO  VALUE 1  VALUE 2
01  EDUC    250        02  SKILL    380
03  SUPV    200        04  CUST     640
05  _____  _____  06  _____  _____
07  _____  _____  08  _____  _____
09  _____  _____  10  _____  _____
11  _____  _____  12  _____  _____

```

Instructions

To add evaluation points:

- Type **ADD** in the Action field
- Type data into the fields; press **Enter** to update.

To reset:

- Blank out the entry; press **Enter** to update.

Comments

The Value 1 and 2 are independent of each other, and one can be reset or maintained without an entry or change in the other.

If you reset an entire occurrence, other iteration occurrences will be moved up to prevent a blank occurrence.

Associated Transactions

PW-8

Transaction Method

PW-8

Use the PW-8 to add or update job evaluation information.

Instructions

To add or update evaluation information:

- Enter the transaction key and evaluation information. If you enter an iteration, you must enter values in the Evaluation 1 and 2 fields.

To reset evaluation information:

- Enter the transaction key, iteration number, and **R** in Evaluation 1 and 2 fields.

Example

1										2										3									
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
123456789012345678901234567890123456																													
PWL1	L2	R	N	I	C	U	-	0	0	0	1	8	0	0	0	1	0	1	E	D	U	C	0	0	0	2	5	0	
(36-48)										02SKILL000380																			
(49-61)										03SUPV 000200																			
(62-74)										04CUST 000640																			

PW-8 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 8
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	RNICU-0001
18-21	Multiple Position Number	0001
22	Multiple Split code	Blank
23-35	1st Evaluation set	
23-24	Iteration 1	01
25-29	Evaluation 1	Job evaluation factor EDUC
30-35	Evaluation 2	Factor points as 000250 for 250 points
36-48	2 nd Evaluation set	SKILL for 380 points
49-61	3 rd Evaluation set	SUPV for 200 points
62-74	4 th Evaluation set	CUST for 640 points

Comments

You can enter up to 4 sets of evaluation information on a transaction and up to 3 PW-8 transactions to enter 12 occurrences of evaluation information.

If you reset an entire occurrence, other Iteration occurrences will be moved up to prevent a blank occurrence.

Maintaining Position Detail - Current Position Status

Screen 614 displays the current status of a position in the Position Control Master file. This screen displays certain information from the position header and the position detail and the Employee Master employee record if the position has a status of Filled.

The screen is for inquiry only. You can enter information on the screen only to enter a key or change a key to see another position’s Status record.

Screen Method

Current Position Status Screen (614)

Use inquiry screen 614 to display the current status of a position.

ACTION: CURRENT: 614 NEXT: 614
L1: AL L2: WA POSITION NO: RNICU-0002

CURRENT POSITION STATUS

MULTI POSITION CODE: 0001 SPLIT CODE:

STATUS: 1 - Vacant POSITION TITLE: Registered Nurse

FILLED/VACATED: REQUESTED: 19990115 REQUIRED: 19990201

	STATUS	ESTABLISHED	BEGIN	END
AUTHORIZATION:	2		20001101	20011031
BUDGET:	2		20001101	20011021
AVAILABILITY:				

EMPLOYEE NUMBER: EMPLOYEE NAME:

EMPLOYEE SALARY:

MAJOR RESPONSIBILITY:	L3:	L4:	L5:	L6:	L7:
AVAILABILITY RESPONSIBILITY:	L3:	L4:	L5:	L6:	L7:

LOCATION: UNION CODE:

Instructions

Change the values in the Level 1 and 2, Position Number, Multiple Position code, and Split Code fields, if any, to go to another position record; or type another screen number in the Next field to go to another screen. A position key from another Position Control screen is retained when accessing Screen 614.

Comments

The status value is displayed along with a translation of that status.

If the position is filled, the Employee’s number, name, and salary are displayed. The filled/vacated date displays the date the position was filled or vacated.

Maintaining Position Detail - Detail User Information

The Position Control system provides a position detail user area that is reserved for your use. This area is divided into three, 53-character fields in the 391 segment for entry purposes. The organization and position header and position detail records must be established in Position Control.

Using I.E., you are then able to redefine the entire 159-character user area into whatever meaningful pieces you have incorporated. For instructions, see the *Expert Data Dictionary Guide*.

Example for Multiple Position Assignments

One possible use for the position detail user area is to capture information about a slot that is occupied by an employee with multiple position assignments. Because an employee can be assigned to only one position detail record, the user area can hold information about the other position assignments.

Conversely, the other position records can have their position detail user areas contain information about the primary position assignment; you can also set the Current Status field for the secondary detail records to one of the user-defined statuses to prevent the secondary detail from being filled inadvertently with another employee.

Assignments: Position Number and Multiple Position Number	Position Status	User information
LPN-01 - 0001	2 - Filled	Secondary assignments LPNICU-01 0001; LPNPED-01 0001
LPNICU-01 - 0001	5 - User definition = multiple assignment	Primary assignment LPN-01 0001 Secondary assignment LPNPED-01 0001
LPNPED-01 - 0001	5 - User definition = multiple assignment	Primary assignment LPN-01 0001 Secondary assignment LPNICU-01 0001

Screen Method

Position User Data (Detail) Screen (615)

Use this update screen to add or update the user-defined information for a Position Detail.

```
ACTION: _____ CURRENT: 615 NEXT: 615
L1: AL L2: WA POSITION NO: LPN-01

                                POSITION USER DATA (DETAIL)

MULTI POSITION CODE: 0001      SPLIT CODE:

STATUS:      POSITION TITLE:

USER DEFINED FIELDS

1: SEC ASSN LPNICU-01,LPNPED-01_____
2: _____
3: _____
```

Instructions

To add user information:

- Enter **ADD** in the Action field.
- Type the user information and press **Enter** to update.

To change user information:

- Type over the information on the field; press **Enter** to update.

To reset a user information field:

- Blank it out; press **Enter** to update.

Comments

You cannot delete user information online; it will be deleted only when you delete the Position Detail. Resetting to spaces effectively nullifies user entries

You can enter up to three sets of user information.

Associated Transaction

PW-9

Transaction Method

PW-9

Use PW-9 to add or update position detail user information.

Instructions

To change user entries:

- Enter the required information, including the specific user field number and the user data area.

To reset user entries:

- Enter the required key, including the specific user field number of the entry you want to reset, and **R** in user data area. This will reset the user data area for this user field number.

Example

You can enter 3 PW-9 transactions to capture 3 sets of 53-character entries of user information.

1	2	3	4	5	6
123456789012345678901234567890123456789012345678901234567890123					
PWL1L2LPN-01	90001	39101SEC ASSN	LPNICU-01,	LPNPED-01	
PWL1L2LPNICU-01	90001	39102PRIM ASSN	LPN-01,	SEC ASSN	LPNPED-01
PWL1L2LPNPED-01	90001	39103PRIM ASSN	LPN-01,	SEC ASSN	LPNICU-01

PW-9 Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 9
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	LN-01
18-21	Multiple Position Number	0001
22	Multiple Split code	Blank
23-25	User Segment Identification Number	391
26-27	User Field Number	1 st user area = 01 2 nd user area =02 3 rd user area =03
28-80	User Data Area	User defined

Comment

You can delete user information only by deleting the position detail record.

Deleting Position Detail Records

To delete a position detail, you must first remove any employee assigned to a position. A position detail record is the lowest level at which a position record can be deleted.

The screen method immediately deletes the position detail record as long as the status is anything other than 2 (Filled). The system issues a confirmation message.

The transaction method requires multiple steps before a detail will be deleted, and it requires you to set a vacant position detail record's status to Abolished before further action.

Screen Method

Position Maintenance (Detail) Screen (610)

Use Screen 610 to delete a position detail record.

ACTION: DEL CURRENT: 610 NEXT: 610
L1: AL L2: WA POSITION NO: A222 ENTER A VALID MULTI POSITION CODE

POSITION MAINTENANCE (DETAIL)

MULTI POSITION CODE: _____ SPLIT CODE: _____

STATUS: 4 POSITION TITLE: _____

FILLED/VACATED: _____ REQUESTED: _____ REQUIRED: _____

	STATUS	ESTABLISHED	BEGIN	END
AUTHORIZATION:	—	_____	_____	_____
BUDGET:	—	_____	_____	_____
AVAILABILITY:	—	_____	_____	_____

MAJOR RESPONSIBILITY: L3: _____ L4: _____ L5: _____ L6: _____ L7: _____

AVAILABILITY RESPONSIBILITY: L3: _____ L4: _____ L5: _____ L6: _____ L7: _____

LOCATION: _____ UNION CODE: _____

Instructions

To delete position detail:

- First make sure no employee fills the position and the position detail record has any status other than 2.
- Type **DEL** in the Action field; press **Enter** to update.

Results: This position detail record will be deleted. The system will issue a confirmation message before deleting the records.

Comments

After you delete a position detail record, you can delete the associated higher-level position header.

You can delete position detail records and save the associated position headers or delete the detail and header to remove all reference to the position.

Associated Transaction

PW-1

Transaction Method

The transaction method for deleting a Position Detail requires several steps. First, set the vacant detail record's status to 4 (Abolished). Then set the Position Control Organization option to delete abolished positions. You can abolish and delete the position header if you have abolished or deleted all associated position detail records in the same run or at a later time. Then run Position Control update and Position Control copy services.

Instructions

To delete Position Detail:

- First, make sure no employee is assigned to the position then update the status to **4** (Abolished) on the PW-1.
- Enter a PW-A to update the organization's Delete Abolished option.
- Optionally, enter a PW-J to update the position header's Position Abolish indicator.
- Follow the instructions for deleting position records in the Technical Considerations chapter. The jobs involved are Load and Validate, Position Control Update, and Position Control Copy Services

Results: The Position Detail record with abolished status is deleted.

Example

PW-1, PW-A, and PW-J

1	2	. . .	55. . .	7
12345678901234567890123. . .			34. . .	9
PW L1L2LPNPED-01 10001 4				
PW L1L2LPNPED-01 A				*
Optional entry:				
PW L1L2LPNPED-01 J LICENSED PEDIATRICS NURSE. . .02. . .				*

PW-1 Abolishment Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW 1
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	LPNPED-01
18-21	Multiple Position Number	0001
23	Status	4 - Abolished

PW-A Abolishment Entry

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW A
3-6	Level 1 and 2	Your L1 L2
79	Delete Abolished option	* - All records marked for deletion within this organization are to be deleted during sequential update of the Position Control Master file. Then run the Position Control Copy Services to restore the random Position Control Master.

PW-J Abolishment Entry (Optional)

Position	Field	Entry
1-2, 17	Transaction; Transaction Separator	PW J
3-6	Level 1 and 2	Your L1 L2
7-16	Position Number	LPNPED-01
18-47	Position Title	Required field
53-54	EEOC Occupation	Required field
79	Delete Abolished option	* - All records marked for deletion associated with this position header are to be deleted during sequential update of the Position Control Master file. Then run the Position Control Copy Services to restore the random Position Control Master.

Comments

The PW-1 entry with the change to the status of Abolished can be updated in the same run as the position organization abolish updates, or detail records can be updated to Abolished in a prior run.

You cannot assign an employee to any position that has a status of Abolished.

7 Processing Employees and Position Assignments

Chapter Contents

7-1	Introduction
7-2	Employees and Position Status
7-6	Employee Position Assignment and Removal
7-14	Employee Level Position Maintenance
7-17	Employee Name and Status Changes

Introduction

Assigning employees to positions and removing employees from positions involves processing records that update common information in both the Employee Master file and the Position Control Master file. The assignment of an employee to a position creates a link between the Employee Master record and the position detail record, and the removal of an employee removes the link between the two records. Removal keeps the position number on the employee record for control purposes and flags the multiple position number with asterisks (*) on the Employee Master file to indicate this is no longer an active assignment. It also vacates the position on the Position Control Master file.

Position Control Processing Option

Each organization has a Position Control Processing option, which determines whether the user will process position assignments to link employee records with position records. Before processing employee position assignments, make sure that the Position Control processing option is **on** for the organizations you will process so that the position-to-employee link will be established. For a discussion of the Position Control Processing option, see the Defining Your Organization chapter.

Employees and Position Status

The employee assignment process requires that the position header and detail records are already added in Position Control. A position with a status of anything but Vacant cannot be filled. The Defining Your Position Details chapter discusses the significance of the position status.

Also, the employee to be assigned must be active. An employee whose status is inactive, terminated, or deceased cannot be assigned to a position.

Position Assignment Screen and Transaction Methods

With the screen method, the realtime update capability of the Position Control module allows you to update the Employee Master file and Position Control Master file instantly, when you assign an employee to a position. As a result, your inquiries are always based on up-to-date information in your master files. However, when you modify information, certain considerations about synchronizing information between the files must be taken into account. The issues are discussed in the Defining Your Position Details chapter.

With the transaction method, assigning an employee to a position is facilitated programmatically with internal tables where the system keeps track of which positions become vacant due to a removal or reassignment and then later become filled or vacant due to the assignment and reassignment of other employees. The system then generates transactions that are used to update both the Employee Master and the Position Control Master files with assignments and removals, using information from the transactions you enter and from both files. Be sure to pay special attention to the final validation disposition of assignments and generated entries.

You can process employee position assignments and process position information in the Employee Master file with the following screens and transactions:

Screen	Screen Title	Associated Transactions
228	Employee Position Assignment and Removal	PH-5, PF-7, RA Labor Relations: UL-A, UL-E, UL-R, UL-S
229	Employee Level Position Maintenance	PF-7, PH-5, PH-8, RA

Position Assignment and Reassignment

Whether the screen method or the transaction method is used, the information required to assign an employee to a position is Level 1 and 2, employee number, position number, multiple position number, split code, and employee classification code. The Date of Present Job field will use the system date, and you can maintain this date.

To reassign an employee to another position in the same organization, you follow either method and simply enter the **new** assignment's position number, multiple position number, split code, employee classification code, and date of present job, if needed. As the system reassigns the employee to another position, it automatically removes the employee from the original position and vacates it.

To assign an employee to a position in a different organization, first use the system's transfer process to create the employee record in the other organization and then assign the employee in that organization. Transfer will inactivate the employee in the first organization and leave the position vacant.

Automatic Updating of Employee from Position Control and HRMS Tables File

As you assign an employee to a position, the system automatically updates the employee's record in the Employee Master file with the position title and other information from the position record. You can change employee information for a current assignment by either the screen or transaction method.

The system will also update the employee's record with the salary specification, grade and step and the salary range information from the HRMS Tables file during an initial position assignment. At this time the system will also calculate the compa-ratio if the annual salary range midpoint is defined.

When you change position header salary information using the screen method **and** perform the Employee Position Data Update process (PLJ630/640), the change will be reflected on an assigned employee's record, and the compa-ratio will be recalculated if the annual midpoint and employee salary are available. However, when you use the transaction method, you should update the employee's record with new salary information as described in file and information synchronization issues in the Defining Your Position Details chapter.

The following table shows the relationships between Employee Master information and screens and Position Control. This information from Position Control updates the employee upon assignment. In the Updates column, **Y** means that the field is automatically updated, if eligible, when the Employee Position Data Update process is run after a change to the position header. Eligibility for update by this process is described in the Technical Considerations chapter.

Generally, you allow Position Control to populate these employee fields when an employee is assigned, unless you need an override at the employee level. Also, consider whether you need to update employee fields for synchronization when you process a change that is not automatic.

Screen	Information	Updates
82	Position Number	Y
	Position Title	Y
	Federal Job Code	Y
	Occupational category	Y
	EEOC Exemption indicator	Y
204	Position Number and Title	Y
222	Level 3	
	Level 4	
	Level 5	
228 for assignment and 229 for overrides and updates	In addition to other fields listed here, Salary Information consisting of:	
	▪ Specification, Grade, and Step	Y
	▪ Range Minimum, Midpoint, and Maximum	Y
232	Percentage time employed	Y
	Work Location	
	Level 6	
	Level 7	
	Full/Part Time indicator	Y

Automatic Updating of Position Control

The employee's name and annual salary are automatically updated on the position detail record in the Position Control Master file when you process a position assignment. The Current Position Status field is set to 2 (Filled); and the filled date in Date Filled/Vacated field from the assignment sets the Date Present Job field.

Employee name changes are also reflected in Position Control as are salary changes. Employee status changes to inactive, terminated, and deceased will vacate the position.

If the employee already occupies a position, reassignment to a different position will cause the system automatically to remove the employee from the previous position. Both the Employee Master and Position Control Master files will reflect this reassignment.

Automatic Updating of Labor Relations

If the Labor Relations module is active, the position's union code is moved to the appropriate field as is the employee's job seniority date in the Labor Relations segments. If you use historical job seniority, the employee's historical job seniority is also updated.

Employee Position Assignment and Removal

Screen Method

Update Screen 228 to assign an employee to a position and to process a removal or reassignment to another position.

Position Information Updates to Employee Record

Use Update Employee Position Data field on Screen 601 to specify whether to update an employee's position information when the employee is assigned to a position.

If you set the Update Employee Position Data field to **Y** (Yes) for an organization, the system updates the Employee Master File with the values in the Federal Job Code, Occupational Category, EEO Exempt Status, Percent Time Employed, Full/Part-Time Code, Levels of Control (Level 3, 4, 5, 6, and 7), and Location fields from the position record and salary information from the table file for an initial assignment.

To process initial assignments, reassignments, or removals, use screen 228. To process information changes to the same assignment, use screen 229. See the Employee Level Position Maintenance section in this chapter.

Employee Position Assignment/ Removal Screen (228)

ACTION: _____ CURRENT: 228 NEXT: 228
L1: AL L2: WA EMPLOYEE NO: _____

EMPLOYEE POSITION ASSIGNMENT/REMOVAL

EMPLOYEE NAME: _____ EMPLOYEE CLASSIFICATION: _____

ANNUAL SALARY: _____ DATE PRESENT JOB: _____

POSITION NUMBER: _____ MULTI POSITION CODE: _____ SPLIT CODE: _____

POSITION TITLE: _____

FEDERAL JOB CODE: _____ OCCUPATIONAL CATEGORY: _____ EEO EXEMPT STATUS: _____

PERCENT TIME EMPLOYED: _____ FULL/PART TIME: _____

L3: _____ L4: _____ L5: _____ L6: _____ L7: _____ LOCATION: _____

SALARY ==> SPECIFICATION: _____ GRADE: _____ STEP: _____

MIN: _____ MID: _____ MAX: _____ COMPA-RATIO: _____

Instructions

To assign an employee to a position:

- Enter values in the Position Number, Multiple Position Code, Split Code if any, and Employee Classification fields. If you do not make an entry in the Date Present Job field, the current system date is used. Press **Enter** to save the assignment.

To reassign an employee to another position in the same organization:

- Type over the values in the Position Number, Multiple Position Code, Split Code, Employee Classification, and Date Present Job fields. If the Date Present Job field is not entered, the current system date is used; press **Enter** to save.

To remove an employee without reassigning to another position:

- Space out the values in the Position Number, Multiple Position Code, and Split Code fields. If you space out the date filled, the system date will be used for the date vacated.

Results: The position will be updated to Vacant status, and the employee record will show asterisks (*) in the Multiple Position Number and Split Code fields to indicate that the employee is no longer assigned to the position.

Comments

When you process another assignment, the employee's name, number, and salary are reset in the originating position detail, the current status is set to **1** (Vacant), and the Date Filled/Vacated field (vacated) is updated to either the date you entered or the current system date. The system date is used if you cleared or did not enter the Date Present Job field.

In the Employee Master File 615 segment and on screens 228 and 229, the employee's multiple position number and split code are reset to ***** if you do not process another position assignment.

Employee Status Change to Other than Active

If you change the employee status for an active employee to inactive, terminated, or deceased on Screen 220, the employee is automatically removed from the position. The employee record retains the position title, position number, and date, and shows the multiple position number and split code as asterisks (*) to indicate the removal. The position record shows the status as 1 (Vacant) status and removal date.

Sample Screen

```

ACTION: _____ CURRENT: 228 NEXT: 228
L1: AL L2: WA EMPLOYEE NO: 9977

EMPLOYEE POSITION ASSIGNMENT/REMOVAL

EMPLOYEE NAME: SMITH, RANDALL EMPLOYEE CLASSIFICATION: _
ANNUAL SALARY: 45622.75 DATE PRESENT JOB: 1999/02/15
POSITION NUMBER: LPN-01 MULTI POSITION CODE: **** SPLIT CODE: *
POSITION TITLE: Licensed NURSE
FEDERAL JOB CODE: 000 OCCUPATIONAL CATEGORY: 02 EEO EXEMPT STATUS:
PERCENT TIME EMPLOYED: 100 FULL/PART TIME: 1
L3: LAB L4: L5: L6: L7: LOCATION:
SALARY ==> SPECIFICATION: LPN1 GRADE: LP3 STEP: 00001
MIN: 20000.00 MID: 40000.00 MAX: 60000.00 COMPA-RATIO: 1.1405

```

Associated Transactions

PF-7, PH-5, RA
Labor Relations - UL-A, UL-E, UL-R, UL-S

Transaction Method

With the transaction method, it is important to remember that the system works with your assignment or reassignment entries and the internal fill and vacate tables as described in the introduction of this chapter. You are informed about this processing by important information messages on the Transaction Validation report.

The system first compares an assignment PH-5 entry with the position's status.

- If the position is filled:
 - The system issues a rejection message and this warning message:
"POSITION OCCUPIED,
TRANS HELD FOR LATER VACANCY IN CYCLE.
SEE LAST PAGE FOR TRANS FINAL DISP"
 - The rejected entry is saved in the internal table for processing later and this internal table is checked later in the cycle.
 - If the position does not become vacant with a later entry, the final disposition is a rejection because the position is not eligible to be filled. Any entries that remain in the internal table after all transactions for the company are processed are listed at the very end of the Validation report as rejections.

It is possible to see a transaction originally rejected and held for later vacancy and ultimately rejected even though the requested position became vacant later in the cycle. You must submit these in another cycle.

- If the position becomes vacant with a later entry in this cycle, the PH-5 will be reprocessed from the internal table and appear as accepted **at the time the transaction is processed**, along with certain generated transactions, described later. It is possible you will originally see a rejection on the Validation report then later the acceptance of the same entry.
- If the position is originally, or becomes, vacant, the system generates several transactions to update both the Employee Master file and the Position Control Master file:
 - The system generates the PH-6 and PF-7 entries to process information about the assignment position to update the employee; these updates are for position number, title, date present job, occupational category, employee classification and EEO exempt status on the PH-6, and federal job code on the PF-7. You never create a PH-6 for manual processing.
 - The system generates the PW-4 and PW-5 entries to update the Position Control Master file with information about the employee; these updates are to the 305 segment for position status, filled/vacated date, employee number and name from the PW-4; and salary information from the PW-5. You never create a PW-4 or PW-5 for manual processing.
 - The system can generate Labor Relations entries to update union information on the Labor Relations segments.

Because these generated entries affect both the Employee Master and Position Control Master files, you need to make sure you run both the Employee Master Update (PPP600) and the Position Control Master Update (MPP00R). This process is described in the Technical Considerations chapter.

- When you update the employee's status to other than Active by submitting an RA entry or by making the status change on Screen 40 or 220, the system automatically removes the employee from an assigned position, and the position status is set to vacant. This type of vacancy does not result from a PH-5, so this increases the possibility that an early rejection of another assignment PH-5 will be upheld and will need to be submitted in another cycle.

Instructions

The following entries on the PH-5 are required to assign or reassign an employee:

- Level 1 and 2
- Employee Number
- Position Number
- Multiple Position Number, and Split Code if any
- Employee Classification
- Position Assignment Indicator of blank.

To remove an assigned employee without reassigning to another position:

- Enter the PH-5 with the Level 1 and 2, employee number, separator code
- Enter **R** in the Position Number field
- Enter **R** in the Multiple Position Number field
- Enter **R** in Position Assignment indicator.

Results: The system generates the transactions needed to remove employee from the position without a reassignment, to update the position status to vacant and to reset the employee's information in Position Control. The employee record will show asterisks (*) in the Multiple Position Number and Split Code fields to indicate that the employee is no longer assigned to the position.

Example

This example assigns an employee to the position and multiple position record. The employee record is updated with all associated position entries, including associated salary information from the table file, and Position Control calculates the employee's compa-ratio if annual midpoint and salary are available. The position record is updated to a status of Filled, and the employee's name and number are associated with the position.

	1	2	3	4	5	6	7	8
120								
12345678901234567890123456789012345678901234567890123456789012345678901234567890....								
0								
PHL1 L2xxxxxxxxxx 5 xxxxxxxxxx				CCYYMMDDxxxxxxxxxx		x		T1

PH-5 Entry

Position	Field	Entry
1-2, 17	Transaction code; separator	PH 5
3-6	Level 1 and 2	Your L1 L2
7-16	Employee Number	Employee number from the Employee Master
18-27	Position Number	Position number from Position Control
28-31; 32	Multiple Position Number; Split Code	Multiple Position number, and Split Code if any, from Position Control
33-40	Date on Present Job	CCYYMMDD format
41-51	Annual Salary Amount	
52-54	Federal Job Code	
55-56	EEO Occupational Category	
57	Employee Classification	Required field

(continued)

Position	Field	Entry
58	EEO Exempt Status	
59-63	Salary Specification Code	
64-68	Salary Range Grade	
69-73	Salary Range Step	
74	Current Status	
120	Position Assignment Indicator	Blank to indicate assignment

Comments

The position number, multiple position number and split code (if used) must match a position key on the Position Control Master file from the PW-J and PW-1 entries.

When you assign an employee to a position and the employee record indicates that the employee currently holds another position, generated entries will remove the employee from the other position, assign to the new position, and update Labor Relations information if appropriate.

If you do not enter information in the optional fields, information that resides on the position record will populate these fields.

If you enter information in any optional field, the entry will override the standard position information for this employee. Do this only if an override is applicable; otherwise, you should let Position Control populate the standard information. Any overrides will be preserved on the employee record when you make other Position Control changes.

If you do not enter the Date on Present Job field, the AA run date will be used.

Current Status

If you enter a Current Status (Position Status) on a reassignment PH-5, this value will appear on the generated entry for the vacating position. This allows you to change a vacating position's status to inactive, abolished, or a user defined, as needed, instead of Vacant, in the same step when the reassignment occurs. A position with a status other than Vacant is not available to be filled.

Generated Entries

The Validate program generates as many entries as necessary to complete the removal from and assignment of employees to positions, as described earlier. You never create these entries. You just submit the generated entries through Update and Position Control Update following the usual procedures.

The generated PH-6 will contain the following information if applicable to update the employee's position record on the Employee Master File:

- Position number
- Position title
- Date present job
- Annual salary
- Occupational category
- Employee classification
- EEO exempt status

The generated PF-7 will contain the following information if applicable to update the employee position record:

- Federal job code

The generated PW-4 will contain the following information if applicable to update the position status records on the Position Control Master file:

- Position number, multiple position number, and split code
- Status
- Filling/Vacating date
- Employee number
- Employee name

The generated PW-5 will contain the following information if applicable to update the position status record on the Position Control Master file:

- Position number, multiple position number, and split code
- Employee salary amount
- Salary specification
- Salary grade
- Salary step

The generated Labor Relations entries will update union information and historical job seniority, if applicable.

Employee Status Update

When you use the RA transaction to change the employee's status to inactive, terminated, or deceased, the system automatically vacates the position, and leaves it available for filling by another employee.

For more information, see the NA/RA transaction description in the *Transaction Descriptions* guide.

When you update the status as described here, the employee record retains the position title, position number and date, and shows the multiple position number and split code, if any, as ***** to indicate the removal.

The system updates the position status to 1 (Vacant) and removal date to the system date.

Employee Level Position Maintenance

Screen Method

Employee Level Position Maintenance Screen (229)

Use this update screen to override standard position information on an employee's position information in the Employee Master file.

```

ACTION: _____ CURRENT: 229 NEXT: 229
L1: AL L2: WA EMPLOYEE NO: 9977

EMPLOYEE LEVEL POSITION MAINTENANCE

EMPLOYEE NAME:

DATE PRESENT JOB: _____ EMPLOYEE CLASSIFICATION: _
POSITION NUMBER: _____ MULTI POSITION CODE: _____ SPLIT CODE:
POSITION TITLE: PEDIATRIC NURSE
FEDERAL JOB CODE: _____ OCCUPATIONAL CATEGORY: _____ EEO EXEMPT STATUS: _
PERCENT TIME EMPLOYED: _____ FULL/PART TIME: _____ LOCATION: _____
L3: _____ L4: _____ L5: _____ L6: _____ L7: _____
SALARY ==> SPECIFICATION: _____ GRADE: _____ STEP: _____
MIN: _____ MID: _____ MAX: _____ COMPA-RATIO: _____

```

Updating Employee Record and Overriding Position Control Information

Use screen 229 to update employee position information in the Employee Master file without changing the position assignment record. When you use Screen 229 for this purpose, remember the following information:

- Any change of this kind represents an override of standard information.
- Overrides can be made to any field independently.
- Any override at the employee level will be preserved when any of the standard information changes at a later time.

If you change the salary information on this screen, the corresponding fields on the position detail record are also updated on Salary Detail screen (611). Generally, the salary specification, grade, and step correspond to specific salary range minimum, midpoint and maximum values, but the system allows these fields to be updated or overridden independently.

Instructions

To override standard position data on the employee record:

- Type over the data displayed; press **Enter** to process the update.

Comments

The Employee Name, Position Number, Multiple Position Number, and Split Code fields are for inquiry purposes only.

Associated Transactions

PH-5, PF-7, PH-8, RA

Transaction Method

PH-5

You can update an employee's position information by entering changes and **R** in the Position Assignment Indicator of the PH-5. Depending on which fields you change, Validate will generate transactions to update both the employee record and the position record, as discussed earlier in this chapter. You must then process the entries through Update for the employee record changes and Position Control Update for the position employee information to keep both files synchronized. Update will calculate a new compa-ratio if annual midpoint and employee salary are available.

The following example shows the entries you make to process a change to the assignment:

Instructions

To update employee and position information for a position assignment:

- Enter a PH-5 maintenance transaction with transaction code and separator, level 1 and 2, employee number, changed information, and **R** in Position Assignment indicator. Do not enter the position number and multiple position number when updating job identification fields for a current position assignment.
- If the previous salary range no longer applies to this employee, enter a PH-8 transaction to change this employee's salary range.
- Process your entries in Load and Validate.
- Process your valid entries and any generated entries through Update and Position Control Update to update both the employee record and the position record. For a complete discussion of this process, see the Technical Considerations chapter.

Example

This example will change the date filled from the entries in position 33-40, and Salary Specification grade in position 64-68. Position 57 contains a required entry. The system will generate a PW-4 to update the Date Filled and a PW-5 to update the grade on Position Control.

[illegible]

In this example, you could also enter a PH-8 transaction to update the employee's salary range minimum, midpoint and maximum for the associated grade change. The system will calculate the compa-ratio, if annual midpoint and employee salary are available. For complete entry instructions, see PH-8 in the *Transaction Descriptions* guide.

Comments

Allow 2 decimals for the salary minimum, midpoint and maximum on the PH-8. For a complete description of the PH-8, see *Transaction Descriptions* guide.

The screen method for the example performs automatically some changes that you must enter manually if using the transaction method.

Employee Name and Status Changes

Transactions

RA, RB

Instructions

To update an employee's name in Position Control:

- Enter an RB transaction with the new name, and use the central system Update process.

Results: When Update is run, the employee and Position Control will automatically be updated with the name change.

To update an employee's status to inactive, terminated, or deceased and vacate the position held before the status change:

- Enter an RA transaction with the new status, and use the central system Update process.

Results: When Update is run, the employee will no longer be active, and the position's status will automatically be set to Vacant to indicate that the position is now available.

Comments

The employee record will show ***** in Multiple Position Number and Split Code fields to indicate that the position number has no assignment. The position number and title still appear on the employee record for tracking purposes.

For complete instructions for changing name or status, see the NA/RA and NB/RB transaction descriptions in the *Transaction Descriptions* guide.

8 Position Control Reporting

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Introduction

Every organization depends on accurate information to conduct business. One of the main purposes of the Payroll/Personnel system is to collect information and produce reports. The Position Control module automatically produces audit reports such as edit listings, maintenance reports, and error listings similar to those produced by the central system.

Other types of reporting are available for Position Control. As with Payroll and Personnel, a set of standard management reports can be produced as part of the usual periodic processing. The system uses the Position Control organization level reporting options to determine the report records to generate, the positions that qualify for each report, and the sequencing of the reports.

Also, Information Expert (I.E.) is a tool provided to satisfy user-defined reporting requirements, and certain I.E. reports are delivered for Position Control reporting.

Sample reports are shown in the Report Samples appendix.

Standard Reports

The standard reports are of two types: management reports from the Position Control Master file and Position Control applications on the Tables file and audit reports. You can also use the central system reports from Load (PPP200) and Validate (PPP400) to verify transactions entered and generated.

Position Control Reports

The following tables shows the standard reports, control entries, and processes that produce the reports.

Management Reports

Report	Control Entries	Process
Position Header Description	P*, PW-B, PW-C, PW-E	PLJ431, MR5020
Position Header Narrative	P*, PW-B, PW-C, PW-E	PLJ432, MR5020
Position Detail Description	P*, PW-B, PW-C, PW-E	PLJ433, MR5020
Position Master Print	PR-1, PR-2	PLJ950
Position Status Report	P*, PW-B, PW-C, PW-E	PLJ434, MR5020
Salary Specification Statement	P*, PW-B, PW-C, PW-F	PLJ435, MR5020
Wage and Salary Report	P*, PW-B, PW-C, PW-E	PLJ436, MR5020

System Audit Reports

Report	Control Entries	Process
Position Update Maintenance report	P*	MPP000
Employee Position Data Update Load and Process Reports	PQ	PLJ630, PLJ640
Position Control Audit Database Utility Report	PCAUDIT	PLJ620
Position Control Copy Services Totals Report	PS-1	PLJ000
Position Control Master Utility Totals Report	PU	PLJ900
Position Control Recovery Load and Recovery Process Reports	PCRECOV	PLJ600, PLJ610
Position Control Extract Summary	PW-B	MR5020
Print Summary Report	PW-B	MR6020

You can use screens 602 and 603 to enter the reporting options on PW-B and PW-C and update the Position Control Master file.

Information Expert

Information Expert enables you to retrieve and print Payroll and Personnel information easily by entering simple, English language commands. You choose the information to print on the report and specify any calculations to perform. Information Expert does the rest for you, automatically supplying column headings and spacing the columns. For more information, see the I.E. Reporting Considerations section in this chapter and the Information Expert documentation.

I.E. Sample Reports

- Position Control Realtime Update Audit report
- Employee Position Salary Comparison
- Open Positions report
- Position Evaluation report
- Recommended Positions report
- Split Position report

Producing Reports

How Standard Reports are Produced

You control which reports you want and when you want them by establishing your choices as general rules that are automatically used every time you process. These general rules are set up in Position Control. If you need to process special information and don't want the general rules to apply, you can easily override the rules for a special run.

Reporting Options

Reporting options enable you to further tailor the reports produced by the system to meet your organization's needs. The options allow you to specify the sequence, the amount of detail, and the level at which breaks occur on the reports.

Each option has already been predefined within the system, so all you do is enter the options you want to use.

The following list shows examples of some of the options:

- The option to print information for positions on the reports depending on their status (vacant, filled, authorized, budgeted, and so on).
- The sequence in which information is printed on reports.
- The option to print a detailed report or a summary report.

Standard Reporting Options

Selecting Records

You can establish a selection option for each report. This allows you to name selected positions or levels or salary specifications to produce reports for.

Sequencing Reports

Each of the reports from the Position Master and the Narrative has an option for sequencing reports by position number alone, or by position number within classification, within position title, or within title and classification.

Additional sequencing and reporting options are available depending on the level of detail in each report.

Report Totalling and Page Breaks

You can also determine page and total breaks.

Generating and Printing Reports

Use the organization control entries, which reside on the Position Control Master file, to determine when to generate and print the management reports and to select if just certain levels or position information will be included. You can update these entries using the screen method or transaction method. Certain reporting options are used only at run time and are discussed in the next section.

The reporting control entries also contain options that control the format of the reports, including the levels at which to calculate totals, when to begin new pages, and how to sequence the reports.

Report Processing Flow

Module Control Entry P*

Position Control management reports are produced within the Position Control Update module when your module control entry requests that reporting be done.

Use the module control entry P* to determine when to extract reporting records. If you used the option to select certain records on PW-C, use the PW-E and PW-F entries to select certain levels, positions, or salary information to report. Submit the module control and selection entries to the Personnel Reporting Load and Edit (PRU40M) program, discussed in the Technical Considerations chapter.

Besides residing in the Position Control Master file, the PW-B, PW-C, and PW-D entries can also be supplied as run time overrides to the Position Control Master using the jobstream for Personnel Reporting Load and Edit when the P* transaction specifies to extract records for reporting. When you supply these entries as run time overrides, the reporting options on the Position Control Master file will not be used.

In summary, you submit the P* as the run control and the PW-E and PW-F entries only at run time. All other reporting options and requests can be used from the Position Control Master file or as overrides submitted at run time. Enter reporting options for each Level 1 and 2.

Screen Method

Enter report options for an organization on update screens 602 and 603, and update specific report options for the Detail Description report, Position Status report, and Wage & Salary report on screen 603.

Report Options and Controls Screen (602)

ACTION: CURRENT: 602 NEXT: 602
L1: AL L2: WA

REPORT OPTIONS & CONTROLS

PERIOD BEGIN DATE:
PERIOD END DATE:
REPORT PRINT DATE: 20000315 PERIOD END INDICATOR:

MAJOR SEQUENCE OPTION: *
POSITION NUMBER FORMAT:
MINOR LEVELS OF CONTROL:

REPORT NAME	GEN	PRT	SEL	POS
HEADER DESCRIPTION	-	X	-	-
HEADER NARRATIVE	-	X	-	-
DETAIL DESCRIPTION	-	X	-	***
STATUS REPORT	E	-	-	***
SALARY SPECIFICATION	-	X	-	-
WAGE & SALARY	-	X	-	***

*** ADDITIONAL OPTIONS FOR THESE REPORTS CAN BE SET ON SCREEN 603

Specific Report Options Screen (603)

```

ACTION: _____ CURRENT: 603 NEXT: 603
L1: AL L2: WA

                                SPECIFIC REPORT OPTIONS

DETAIL DESCRIPTION:   _ X _ _ (GEN, PRT, SEL, POS SEQ)

  MINOR LEVELS: _   MINIMUM SEQUENCE: 0

STATUS REPORT:       _ E * 4 (GEN, PRT, SEL, POS SEQ)

  MINOR LEVELS: 3   PAGE BREAK: 2   TOTAL BREAK: 2
  VACANT: _   FILLED: _   INACTIVE: *   ABOLISHED: _   USER 1: *

  NOT AUTH: *   AUTH: _   PROV: *   TEMP: *   USER 1: *   USER 2: *   USER 3: *
  NOT BUDG: *   BUDG: _   PROV: *   TEMP: *   USER 1: *   USER 2: *   USER 3: *

  NOT AVAILABLE: *   AVAILABLE: _   FROZEN: *   LOANED: _
  BORROWED: _   RESERVED: *   SUBSTITUTE: *   USER 1: *

WAGE & SALARY:       _ X _ _ (GEN, PRT, SEL, POS SEQ)

  MINOR LEVELS: _   LOW LEVEL PAGE BREAK: _   LOW LEVEL TOTAL BREAK: _

```

Instructions

To add the report options and controls for an organization in the Position Control Master file:

- Type **ADD** in the Action field.
- Type your entries into the appropriate fields if you want options other than the defaults; press **Enter** to update.

To add the report options and controls for an organization, or to add specific report options for the Detail Description report, Position Status report, and Wage & Salary report:

- Type **ADD** in the Action field for each screen.
- Type your entries into the fields if you want options other than the defaults; press **Enter** to update.

To update the report options and controls for an organization, or to update specific report options for the Detail Description report, Position Status report, and Wage & Salary report:

- Type your entries for the options you want, using screen 603; press **Enter** to update.

Comments

For both screens, default options will appear on the screens when an organization is added. You can use these defaults or update the options with different values.

More information about each of the options can be found in the discussion about the transaction method and from the Online **Help**.

Associated Transactions

P*, PW-B, PW-C, PW-D

Transaction Method

P*

Enter the P* as the run control entry and select whether you want to extract Position Control records for reporting every time you run the Position Control Update or Reporting programs.

The first 16 characters of the P* entry are formatted to copy the key area of the report option entries for sorting in the proper sequence. Enter the constants as shown in the entry instructions.

In position 19, you can enter **0** to not extract records or **1** to run the report generate process. See the Technical Considerations chapter.

Example

```

          1          1
12 3456 7890123456 7 9
P* **** 0000000000 * 1

```

P* Entry

Position	Field	Entry
1-2	Transaction code	P*
3-6	Required constant	****
7-16	Required constant	000000000000
17	Transaction separator	*
19	Extract option	1 - Extract report records

The preceding example, P* with **1** in position 19 will cause the report generate process to run and generate Position Control records for reporting purposes when you run the Personnel Control Load and Edit and Position Control Update and Reporting programs.

PW-B

The PW-B entry basically specifies when to generate reports and indicates which of the generated reports to print. You might generate reports at one time, but chose to print certain reports at a later time because of confidentiality concerns.

Example

	1	2	3	4	5
123456	78901	23456	78901	23456	78901
PW	L1	L2	B	2	EEEEEQ
					0203020300

PW-B Entry

Position	Field	Entry
1-2, 17	Transaction code; separator	PW B
3-6	Level 1 and 2	
18	Validate Report option	Blank - Print all transactions on Validation report.
19	Update Report option	Blank - Print update report.
20	Major Sequence option	2 - Sort by Level 1 and 2 within report number.
Generate Options		
28	Header Description	E - Generate every time.
29	Header Narrative	E - Generate every time.
30	Detail Description	E - Generate every time.
31	Status Report	E - Generate every time.
32	Salary Specification statement	E - Generate every time.
33	Wage and Salary report	Q - Generate at quarter-end as indicated by the PW-D.

(continued)

Position	Field	Entry
Print Options		
38	Header Description	Blank - Print
39	Header Narrative	Blank - Print
40	Detail Description	Blank - Print
41	Status Report	Blank - Print
42	Salary Specification statement	Blank - Print
43	Wage and Salary report	Blank - Print
Position Number Format		
48-57	Position Number format As shown in this example, the position number formats as xx-xxx-xx-xxx (2 characters, dash, 3 characters, dash, and so on) when printed on standard reports.	02 03 02 03 00 The entry has 5 components of 2 positions each. The system will place a dash after the number of characters named in each component of the position number when printing the position number on standard reports.
58-63	Major Levels format	Format is blank Levels 1 and 2 do not have special formatting. See Transaction Description.
64-75	Minor Levels format	Format is blank Levels 3, 4, 5, 6, 7, 8 do not have special formatting; see Transaction Description.

PW-C

The PW-C sets the sequencing for each report, page and total breaks, and options for selections.

Reporting Options Selections

This table shows the reporting options by report.

Report	Position Number Sequence	Positions or Levels, or Spec	Minor Levels	Statuses	Minimum Sequence	Low Level Page Break	Low Level Total Break
Header Description	√	√ PW-E					
Narrative	√	√ PW-E					
Detail Description	√	√ PW-E	√		√		
Status	√	√ PW-E	√	√		√	√
Salary Specification		√ PW-F					
Wage and Salary	√	√ PW-E	√			√	√

Example

	1	2		3		4		5		6		7		8
123456	78901	23456	78901	23456	78901	23456	78901	23456	78901	23456	78901	23456	78901	23456
PWL1L2	C1 *	1*	1 0*	1333*		*	***	*****		*	*	***		2333*

PW-C Entry

Position	Field	Entry
1-2, 17	Transaction code; separator	PW C
3-6	Level 1 and 2	
Header Description Options		
18	Position Sequence	1 - Sequence by position number.
20	Selection	* - Select positions as indicated on PW-E.
Header Narrative Options		
25	Position Sequence	1 - Sequence by position number.
26	Selection	* - Select positions as indicated on PW-E.
Position	Field	Entry

Detail Description Options

29	Position Sequence	1 - Sequence by position number.
30	Minor levels	
31	Minimum Sequence	0
32	Selection	* - Select positions indicated on PW-E.

Status Report

37	Position Sequence	1 - Sequence by position number.
38	Minor levels	3 - Level 3
39	Low Level Page Break	3 - Level 3
40	Low Level Total Break	3 - Level 3
41	Selection	* - Select positions indicated on PW-E.

Current Status Selections

42	Select Vacant	Blank - Select.
43	Select Filled	Blank - Select.
44	Select Inactive	Blank - Select.
45	Select Abolished	Blank - Select.
46	Select User status	* - Do not select.

Authorization Status Selections

47	Select Not Authorized	Blank - Select.
48	Select Authorized	* - Do not select.
49	Select Provisional	* - Do not select.
50	Select Temporary	* - Do not select.
51	Select User status 1	Blank - Select.
52	Select User status 2	* - Do not select.
53	Select User status 3	* - Do not select.

Budget Status Selections

54	Select not budgeted	* - Do not select.
55	Select budgeted	* - Do not select.
56	Select Provisional	* - Do not select.
57	Select Temporary	Blank - Select.
58	Select User status 1	Blank - Select.
59	Select User status 2	Blank - Select.
60	Select User status 3	* - Do not select

(continued)

Position	Field	Entry
Availability Status Selections		
61	Select not available	Blank - Select.
62	Select available	* - Do not select.
63	Select frozen	Blank - Select.
64	Select loaned	* - Do not select.
65	Select borrowed	* - Do not select.
66	Select reserved	* - Do not select.
67	Select substitute	Blank - Select.
68	Select User status 1	Blank - Select.
Salary Specification Report		
69	Selection	Blank - Do not select.
Wage and Salary Report		
74	Position Sequence	2 - Sequence by Position within classification.
75	Minor levels	3 - level 3
76	Low Level Page Break	3 - level 3
77	Low Level Total Break	3 - level 3
78	Selection	* - Select; see PW-E.

When you choose to select by positions, or levels, or salary specifications, enter the actual selections on the run time PW-E for Position Control Master reports and PW-F for the Table File Salary Specification report.

PW-D

The PW-D specifies the report print date that will appear on reports. The Period End Indicator field is used with the generate options on the PW-B; when you indicate that a report should be generated at a period end, the period end entry signals the system to generate the specified report or reports.

Example

	1	2	3
123456789012345678901234567890123456			
PWL1L2		D991228000112*****2Y	

PW-D Entry

Position	Field	Entry
1-2, 17	Transaction code and Separator	PW D
3-6	Level 1 and 2	Your L1 L2
18-23	Period Beginning date	Entry format YYMMDD: 991228 for December 28, 1999
24-29	Period Ending date	Entry format YYMMDD: 000112, for January 12, 2000
30-35	Reporting Print date	Entry format YYMMDD or date specification: *****2 - Use period ending date from PW-D.
36	Period ending indicator	Y - End of month, quarter, and year; see also PW-B Generation option.

Reporting Selections and Overriding Options

If you indicated that you want to report by just certain positions or levels for the position or just certain salary specifications from the Tables file, you specify which positions or specifications you want on the PW-E or PW-F.

PW-E

The PW-E requires you to enter the Level 1 and 2, a position number or minor levels, and at least one report to produce with this selection information. You can use this criteria for all of the position reports at the same time. An unlimited number of selected positions can be processed. Simply enter PW-E entries for all selected positions.

To select a particular minor level, enter the minor level and asterisks filled in columns that do not apply to that minor level. You must follow the minor levels format you entered for the organization level from Screen 602 or PW-B.

Example 1

If you used the default minor levels format, the 22 positions of the minor level format will be 4 positions for Level 3, 4, and 5; 5 positions for Level 6 and 7; and 0 positions for Level 8. With this format, to select just D100 as Level 4 to print all reports for, you enter the 22 characters for minor levels on PW-E position 28-49 as shown, and apply the selection to the 4 reports eligible for this selection:

1				2				3				4				5			
1234567890123456789012345678901234567890123456789012345678901234																			
PWL1L2				E				****D100*****				* **							

Example 2

To print the reports for just 3 positions, enter the position numbers on separate PW-Es and apply the selection to the reports eligible for this selection:

1				2				3				4				5			
1234567890123456789012345678901234567890123456789012345678901234																			
PWL1L2				E LPNICU0001												* **			
PWL1L2				E LPNICU0002												* **			
PWL1L2				E MISPA10001												* **			

Example 3

To print just two salary specifications from the table file on the Salary Specification report, use the PW-F at run time with your selection:

1				2			
1234567890123456789012345678901234567890123456789012345678901234							
PWL1L2				F SPEC1			
PWL1L2				F SPEC2			

Tables File Information

To print just the Position Control MP1 and MP2 applications, consisting of the position narrative description and salary specification information on the HRMS Tables File, use the POS Tables file print control entry. Enter this transaction into PLV500 Tables File Print at run time. To print all HRMS Tables File information, see instructions in the *User Guide*.

POS

Example

```

          1          2
12345678901234567890123456789
POSL1L2 000512          **

```

POS Entry

Position	Field	Entry
1-3	Transaction Code	POS
4-7	Level 1 and 2	Your Level 1 and 2
8	L1 L2 Page Break	Blank - Page break by Level 1 and 2
9-14	Date to print on report	000512 - May 5, 2000 will print on the report. If left blank, the computer date will print on the report.
Print Options		
25	Position Narrative Description	* - Print
26	Salary Specification Data	* - Print

System Audit Reports

No entries are required to produce audit reports. The reports are automatically produced by the system based on the processing performed.

Samples of audit reports can be found in the Report Samples appendix.

Transaction Validation

This report is produced by the central system Validate program. Any warning or error messages for Position Control transactions will be printed to the far right of the report. The report also lists all generated transactions in the body of the report. The generated transactions can be readily identified because they will not have a transaction sequence number. Be sure to watch for the final disposition of any reassignment transactions at the end of the report.

Employee Master File Print 615 Segment

Employee Position Information

The Employee Master File Print shows basic position information in the 615 segment. When Position Control processing is active, the 615 segment contains the multiple position number, salary specification, grade, and step and the other basic information. For a sample of the 95Print showing the position information on the 615 segment, see the Report Samples appendix.

Control Entries for 95Print

C1, C2

Instructions

See the *User Guide* for instructions for producing the Employee Master File Print.

Position Update Maintenance Report

The Update report shows company information and a before and after image of any changed entries in this cycle.

Control Entry

P*

Instructions

Enter the P* as the run control entry and select whether you want to update the Position Control Master file every time you run the Position Control Update or Reporting programs.

The first 16 characters of the P* entry are formatted to copy the key area of the report option entries for sorting in the proper sequence. In position 18, you can enter whether and how you want to update the file. For more information, see the Technical Considerations chapter.

Employee Position Data Update Report

The Employee Position Data Update report shows employees associated with a position whose position header changed, before and after images, and messages that notify you if the change is not applied. The report also shows the numbers of records and date and time stamps. The Employee Position Data Update process is described in the Technical Considerations chapter.

Control Entry

PQ

Instructions

The PQ run control entry specifies the levels and fields from the position header you want to use when updating the Employee Master File with position header changes. The Employee Position Data Update report is produced automatically when this update job is run. For more information about how to use the PQ, see the Technical Considerations chapter.

Position Control Audit Database Utility Report

The Position Control Audit Database Utility report shows the utility process being performed and provides counts of records processed. The counts show database records read and written, backup records read and written, and records purged. The following processes are performed by the utility:

- Create an initial audit database.
- Create a sequential backup of the audit database.
- Restore it to a random file.
- Purge the file.

For information about Utility processing, see the Technical Considerations chapter.

Control Entry

PCAUDIT

Instructions

The PCAUDIT run control entry specifies the process you want the Audit Utility to perform. The audit report is produced when you run the Audit Database Utility job. For more information about how to use the PCAUDIT and utility program, see the Technical Considerations chapter.

Position Control Copy Services Totals Report

The Copy Services Totals report lists error messages, control totals for segments, date of last update, and number of records processed by the Position Master Copy Services program. For information about backup and restoration procedures using this program, see the Technical Considerations.

Control Entry

PS-1

Instructions

For more information, see the Technical Considerations chapter.

Position Control Master Utility Totals Report

This report provides information about the functions performed by the Master Utility: whether you created an initial Master file, converted the current file, corrected or just printed totals for the organization, segments, position records, and file trailer.

Control Entry

PU

Instructions

The PU run control entry specifies the process you want the utility to perform. The Utility Totals report is produced automatically. For more information, see the Technical Considerations chapter.

Position Control Recovery Load and Recovery Process Reports

The Load report provides information about run errors, recovery dates, the process being performed on the audit database, and number of records processed.

The Recovery Process report provides warnings and record counts for records read, modified, added, changed, deleted, and detected from the process of recovering the Position Control Master file or Position Control HRMS Tables File records.

Control Entry

PCRECOV

Instructions

For more information, see the Technical Considerations chapter.

Position Control Extract Summary

This Extract Summary prints information about the number of reporting run control entries and totals of report records read and processed.

Control Entry

P*, PW-B, PW-C, PW-D, PW-E, PW-F

Instructions

For instructions for generating reports, see the Standard Reporting Options section in this chapter.

Print Summary Report

This Print Summary report prints information about printing request errors, a print array indicating which reports were printed or bypassed, and punched billing records.

Control Entries

PW-B

Instructions

For instructions for printing reports, see the Standard Reporting Options section in this chapter.

I.E. Reporting Considerations

Run-Time Selects

If you intend to report on a specific organization (Level 1-Level 2), you can use a RUN-TIME SELECT in your report series. Using RUN-TIME SELECTs is a simple two-step process:

1. Add one statement to the Common sections of your report series:

```
RUN-TIME SELECT;  
EMP-CONTROL-LEVELS-1-2-GROUP
```

2. Use a RUN statement to select the appropriate organizations:

```
RUN report-series name;  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2'
```

Where 'L1L2' is the appropriate organization. To process multiple or ranges of organizations, see the Report Specifications Commands section in the *Expert Language Reference Guide*.

Using RUN-TIME SELECTs for LIM efficiency is available when using the following Position Control dataframes:

- HRPOSMST
- HRPOSORG
- HRPOSHDR
- HRPOSDDL

Using the Relate Command

With the I.E. RELATE command, you can combine information from the following files:

- Employee Master File
- Position Control Master file
- HRMS Tables File.

When you are combining information from the Employee Master File and the Position Control Master file, be sure to keep a few points in mind:

- The Employee Master File dataframe must always be the primary input dataframe and the Position Control dataframes must be the secondary input dataframe.
- The position number used in the RELATE statement must be unformatted (for example, 1234567890, not 123-456-789-0).
- The multiple position number in the Employee Master File, EMP-MULTIPLE-POSITION-CODE, is a combination of the multiple position number (4 characters) and the multiple position split code (1 character). EMP-MULTIPLE-POSITION-CODE must be split into two work fields with the work fields being used in the RELATE.

The following example illustrates these points:

```
INPUT HRSALARY
```

```
WORK WRK-MULT-POS-NO (4A)
```

```
WORK-WRK-MULT-POS-SPLIT-CD (1A)
```

```
WRK-MULT-POS-NO = EMP-MULTIPLE-POSITION-CODE (1 4)
```

```
WRK-MULT-POS-SPLIT-CD = EMP-MULTIPLE-POSITION-CODE (5 1)
```

```
RELATE HRPOSDTL
```

```
WHERE EMP-POSITION-NUMBER = POS-NUMBER ;
```

```
AND WRK-MULT-POS-NO = POS-MULT-POSITION NUMBER ;
```

```
AND WRK-MULT-POS-SPLIT-CD = POS-MULT-POSITION-SPLIT-CODE
```

The fields used in a RELATE differ with each Position Control dataframe to which the RELATE is applied to. To determine which fields are required to apply a RELATE to the Position Control dataframes, see the *I.E. Data Dictionary* Dataframe Listings documentation.

Reporting Evaluation Points

The evaluation points in the Position Control Master file have two types of definitions on the I.E. Data Dictionary: alphanumeric and numeric. These definitions are contained in the POS-DTL-EVAL-RECORD of the HRPOSMST and HRPOSDTL dataframes.

The numeric definitions allow you to perform totaling on the evaluation point values, which is necessary for position evaluation systems. The sample report, Position Evaluation report, shows an example of how these items can be used. For the numeric definitions of the evaluation points to contain values, the evaluation points entered in your system must be right-justified, zero-filled, numeric fields.

9 Technical Considerations

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9-31	Position Control Master Update for Batch Processing

Introduction

The originating point for Position Control technical processes is either the Position Control Master file or the Position Control Audit database that contains records of realtime entries. The records in these files are used for reporting, recovery, backup, and other special update features. Each of these processes will be discussed in detail in this chapter.

Position Control Files and Processes

This table shows the relationship of the files and processes used in Position Control.

Module	File or Files	File Type	Control Entry	Process
Copy Services PLJ000	PWJ020 sequential, backup; PWJ010	I;O I;O	PS-1	Creates sequential backup. Restores a random file.
Master Utility PLJ900	PWJ020 sequential, backup	I;O	PU	Creates initial sequential Master. Converts file due to update. Corrects trailers. Prints trailers. Converts file for Year 2000 requirements.
Position Control Master Print PLJ950	PWJ010	I	PR-1, PR-2	Prints file contents.
Position Control Audit Database Utility PLJ620	PWJ600 PWJ620	I;O; backup	PCAUDIT	Creates initial random file. Creates sequential backup file. Restores a random file. Purges I.E. report
Recovery Load PLJ600	PWJ600 PWJ610, selected records	I O	PCRECOV	Selects updates according to process requested.
Recovery PLJ610	PWJ610, sorted records PWJ010 PWW010	I I,O I,O		Restores entries from realtime Position Control Master updates. Restores entries from realtime Table file updates to MP1 & MP2 applications

(continued)

Module	File or Files	File Type	Control Entry	Process
Employee Position Data load PLJ630	PWJ600	I	PQ	Selects records eligible for update. Marks audit database record.
	PWJ630	O		Generates before and after images.
Employee Position Data Update PLJ640	PWJ630, generated file	I		Updates Employee Master File for employees assigned to positions, when Position Header information changes.
	PWV010	I		
	PWP010	I,O		
Load, PRU40M Update, MPP00R	PWP130 Valid transactions	I	P*	Follows Employee Master File update, PPP600. Updates Position Control Master from transaction updates Extracts report records.
	PWR330	I	Other	
	PWV010	I	transactions as overrides	
	PWJ01*	I;O		
	Extracted records	O		
Generate MR5020; Print, MR6040	Report Records	I	P*, PW-B, PW-C, PW-D, PW-E, PW-F	Prints standard delivered reports.

Legend for Files Listed

Files	Description
PWJ010	Position Control Master file
PWJ020	Sequential (backup) of Position Control Master file
PWJ600	Position Control Audit database
PWJ610	Selected Records file; sorted records
PWJ630	Generated file
PWP130	Valid Transaction file
PWV010	HRMS Tables File
I	Input file
O	Output file

Position Control Master File

The Position Control Master file, like the Employee Master File, is structured by segments. The File Header segment specifies the date and time of the last update and the update bulletin number for the bulletin when the file was last updated by a conversion. The Organization Header segments provide reporting options and organization identification. The position segments are composed of two types of position records: Position Header segments, which contain the high-level information for a position or job family, and the Position Detail segments with more specific and unique information for each slot. There is a trailer segment record for each organization, and one file trailer segment.

The Position Control Master file is processed in standard operations as a random indexed file, with a sequential backup file used in occasional processes. These will be discussed in detail in the sections that follow.

Master Copy Services

Backup/Restore Procedures

Your organization should establish backup and restore procedures for a random Position Control Master file in accordance with your operating environment. Many factors determine the method and frequency of creating backup files. You must evaluate your operating environment and establish these procedures according to your processing needs.

Position Control Master Copy Services (PLJ000) can be used to

- Create a sequential backup of the random Position Control Master file
- or**
- Restore the random file from a sequential backup.

With either function, an audit report is produced that lists error messages and control totals, such as the number of segments in the file, date of last file update, and number of records input and output.

Position Master Copy Services Functions

Create Sequential Backup

The PS-1 control transaction is used to specify the input and output file selections for the Position Control Master Copy Services to process.

Instructions

To create a sequential backup of the random Position Control Master file:

- Enter **R** in column 18 to specify a random input file and **S** in column 19 to specify a sequential output file.
- Place a DUMMY (MVS) or an IGNORE (VSE) on external identifier PWJ02S in the PLJ000 JCL.

Results: A sequential backup file will be created on the PWJ02V external file identifier.

Example

This example uses a random Position Master as input, and creates a sequential backup of the file.

PS-1

	1	2	
12345678901234567890123456			
PS		1RS	

PS-1 Entry to Back Up Position Control Master File

Position	Field	Entry
1-2, 17	Transaction code and separator	PS 1
18	Input file selection	R - Random access of Position Control Master file
19	Output file selection	S - Sequential access of Position Control Master file

Example**MVS JCL**

```
// PWJ02S DD DUMMY,DISP=OLD
```

Example**VSE JCL for PWJ02S**

```
// ASSGN SYS010,IGN
```

Restore Random

To restore the random Position Control Master file from a sequential backup

- Enter **S** in column 18 to specify a sequential input and **R** in column 19 to specify random output.
- Before restoring the random file, delete and redefine the existing random file (**Hint:** Accomplish this by incorporating an IDCAMS DELETE and DEFINE at the beginning of your job stream for restoring the Position Control Master file).
- Place a DUMMY (MVS) or an IGNORE (VSE) on external file identifier PWJ02V.

Results: A random Position Control Master file will be restored on the PWJ011 external file identifier.

Example

This example uses a sequential backup of the Position Master as input, and creates a random output, restored file.

PS-1

```

           1       2
123456788901234567890123456
PS                      1SR

```

PS-1 Entry to Restore Position Control Master File

Position	Field	Entry
1-2, 17	Transaction code and separator	PS 1
18	Input file selection	S – Sequential access of Position Control Master file
19	Output file selection	R – Random access of Position Control Master file

Example**MVS JCL**

```
// PWJ02V DD DUMMY
```

Example**VSE JCL for PWJ02V**

```
// ASSGN SYS011,IGN
```

Master Utility Program

The Position Control Master Utility program (PLJ900) performs several utility functions for the Position Control Master file. It can be used to

- Create an initial sequential Position Control Master file.
- Convert the Position Control Master file as a result of applying an update bulletin that changes or adds field definitions.
- Correct organization and file trailer totals.
- Print organization and file trailer totals.
- Convert dates from the *YYMMDD* format, to the 4-position century and year *CCYYMMDD* format for Year 2000 needs, and change the number of Skill entries from 14 to 12.

Because this program performs a variety of functions, it is specifically designed to process a sequential Position Control Master file. You can create a sequential copy of your random Master file using the Position Control Copy Services (PLJ000), as discussed in the previous section; then, to prepare the file for the usual processing, again use Copy Services to restore the random Position Control Master.

The **PU** transaction controls the functions performed by the Position Control Master Utility. To select any of the options, an asterisk (*) is entered in the appropriate position. **Only one option can be selected for each execution of the program.** Also, you need to evaluate the JCL with each execution of this utility and use the correct input and output file.

This Utility produces an audit report with each execution. Review the report to verify that your selected process completed and that counts of records processed are what you expect.

Instructions

Create Initial Master

To create an initial Position Control Master file:

- Enter * in position 18 of the PU entry.
- Place a DUMMY (MVS) or an IGNORE (VSE) on external file identifier PWJ02S and execute PPJ900.

- Results:** A sequential Master file will be created containing only a file header record and file trailer record.

PU Entry

[illegible]

Example

```
//PWJ02S DD DUMMY,DISP=OLD
```

VSE JCL for PWJ02S

```
// ASSGN SYS010,IGN
```

To correct any counts in the Position Control Master organization or file trailer that are out of balance:

- Results:** Trailer counts for any organization and the file are corrected, and a report of total segment counts is produced.

Example***PU Entry***

1	2
12345678901234567890	
PU	*

PU Entry to Correct Trailer Counts

Position	Field	Entry
1-2	Transaction code	PU
20	Correct trailer counts	* - Correct trailer counts

Print Trailer Totals

To print a report of the total segments and positions for each organization (Level 1 and 2) in the Position Control Master file:

- Enter an asterisk in position 21 of the PU transaction to print the trailer totals.
- Execute PPJ900.

Results: This option prints trailer totals only on the report; it does not correct any out-of-balance totals.

Example***PU Entry***

1	2	3
123456789012345678901234567890		
PU	*	

PU Entry to Print Trailer Counts

Position	Field	Entry
1-2	Transaction code	PU
21	Print trailer counts	* - Print trailer counts

Convert File

This option is used to convert a Position Control Master file to the current release level.

To convert the Position Control Master file the HR01.15 update requirements:

- Enter an asterisk in position 22 of the PU transaction.
- Execute PPJ900.

Results: This will convert fields to the current format. A report will be produced with messages and record counts and a description of the file conversion activities.

The file header will contain the conversion update bulletin identifier after completion of this step. This field ensures that the file is converted through the appropriate level for the application programs.

Example

PU Entry

	1		2		3
1234567890	1234567890	1234567890			
PU		*			

PU Entry to Convert Dates

Position	Field	Entry
1-2	Transaction code	PU
22	Conversion option	* - Convert

Position Control Master Print

The Position Control Master Print program (PLJ950) produces a report of all information contained in the Position Control Master file. All information or certain selected portions can be printed.

All information from the Position Control Master file prints on the report as it is stored in the file. Standard editing characters, such as decimal points, commas, and dollar signs are included in the appropriate fields. No code translations appear.

The PR-1 and PR-2 control transactions provide the printing options, and you enter them only at run time.

You can enter the date that prints on the Position Control Master Print on the PR1, or you can allow the system to use the default option of current computer date. You can also select the information to print using the print request transactions, PR1 and PR2. With the available options, you can select whether to print Organization information, all positions, selected positions or no positions, and Position Headers or Details, or both.

Use a random Position Master after running Position Control Update (MPP00R) to ensure that your Position Control Master print reflects updated information.

Instructions

Use the PR-1 and PR-2 to specify your options and selections for printing the Position Control Master report.

To select all Level 2s within a Level 1:

- Enter * in position 6, the first position of Level 2, on the PR-1.

To print the entire Position Control Master file, in position 4-7:

- Enter a PR1 transaction for each Level 1 and Level 2.

To control what report date will appear, in position 8:

- Enter *****1, Report Date, to use the default option of current computer date
- or**
- Enter the date you want to appear as the Report Date, in *YYMMDD* format.

To control whether to print organization information, for position 14:

- Leave blank to print organization information

or

- Enter 1, to print no organization information.

To print position header records, for position 15:

- Leave blank to print all position header records in the Level 1 and 2 specified

or

- Enter * to print specific positions, and as many PR-2 entries as you need with your selections

or

- Enter 1 to print no position header records.

To print position detail records, for position 16:

- Leave blank to print all position detail records in the Level 1 and 2 specified

or

- Enter * to print specific positions, and as many PR-2 entries as you need with your selections

or

- Enter 1 to print no position detail records.

Rules for Entering PR-1 and PR-2

- If you select the option to print specific position header records or specific position detail records or both on the PR-1, you must enter a PR-2 to specify which position headers and details you want.
- You must enter the PR-1 and PR-2 entries in Level 1 and 2 sequence.
- You must select to print position headers if you enter a position detail print selection.
- If you enter a PR-2, the position number on the PR-2 cannot be blanks or spaces.
- You can enter multiple PR-2s.
- A position number or multiple position number or both compose a position number set for the purpose of this discussion.
- The multiple position number entry on the PR-2 must allow for the multiple position number as well as the split code.
- You can enter a maximum of four position number sets on each PR-2.
- Blank position number sets cannot be mixed with valid position number sets on a PR-2.

- Position numbers and position number sets must be in ascending sequence.
- PR-2 entries must be entered with an associated PR1 entry.

Example 1

PR-1 Entry

	1		2
1234567890	1234567890		
PR1L1*	001115		

In this example, the * in position 6 and blanks in positions 14-16 will cause the Master Print reports with organization, position header and position detail information to be produced for all Level 2s within the specified Level 1. The report print date will be 2000/11/15.

Example 2

PR-1 Entry

	1		2
1234567980	1234567890		
PR101AA	001115		
PR101AB	001115		
PR102BA	001115		
PR102BB	001115		

In this example, the named Levels in position 4 - 7 will cause the Master Print reports to be produced for these levels. The report print date will be 2000/11/15.

Example 3**PR-1 Entry**

1										2									
1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
P	R	1	A	A	0	1	*	*	*	*	1								
P	R	1	B	B	0	1	*	*	*	*	1	1							

In this example, the blank in position 14 will cause the organization information to print for Level 1 and 2 of AA 01.

The **1** in position 14 would cause the organization information not to print for Level 1 and 2 of BB 01.

The blanks in position 15 will cause all position headers in these Level 1s and 2s to be printed, and the blanks in position 16 will cause all position detail records for all position headers to be printed.

Summary: The Organization information, all position headers, and all position detail records will print for Level 1 and 2 of AA 01. Just the position headers and detail records will print for Level 1 and 2 of BB 01.

The current date will print, according to the entry in column 8 - 13.

Example 4**PR-1 Entry**

1										2									
1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
P	R	1	A	A	0	1	*	*	*	*	1	1							

In this example, the AA01 Organization information will be printed because of the blank in position 14. The **1**s in position 15 and 16 will cause no position header and no detail records to be printed.

**Printing Selected
Position Records**

If you select the option to print specific Position Headers and Position Details on the PR1, then you must enter one or more PR2 transaction(s) to specify which Position Headers and Details.

Example

PR-1, PR-2 Entries

1	2	3	4	5	6
123456789012345678901234567890123456789012345678901234567890					
PR1AA01*****1	**				
PR2AA01MISPA100010001	MISPA100010002	RNICU000010001			

This example uses the PR1 option with *s in positions 15 and 16 to select specific position headers and detail records for Level 1 and 2 AA 01; the appropriate position number sets are entered on the PR2.

Position Control Audit Database

The audit database contains entries made using the Position Control realtime update screens. This audit database has similar functions to the central system audit database. It contains records of changes made realtime to the Position Control Master file and the Position Control MP1 and MP2 applications in the HRMS Tables File. It also contains the original record of the associated segment. Additional information to identify details of the change is also found, such as date and time of change, operator identifier, and a marker to indicate use of the record in the Employee Position Data Update process.

The audit database is used in the following processes:

- As input to the PPJ620 utility process to initialize, back up, restore, and purge the audit database
- As input to the PPJ600 process to recover entries to the Position Control Master file and Position Control applications in the HRMS Tables File after realtime updates
- As input to the PPJ630 process to allow for automatic update of employee position data in the Employee Master File (See Realtime Employee Position Data Update in this chapter).
- As input to Information Expert, to produce audit reports.

Position Control Audit Database Utility

The system features the Position Control Audit Database Utility (PPJ620) to initialize, back up, restore, and purge the Position Control Audit database for Position Control Master file and HRMS Tables File MP1 and MP2 application realtime entries. The Database Utility produces a report that you should review to ensure that the specified process completed and that expected record counts are accurate.

The PCAUDIT entry is used to select and control the options for the Position Control Audit Utility, and it is submitted at run time.

The files used by the utility are a random Position Control Audit Database and a sequential Position Control Audit Database Backup. In certain operations, you must execute an IDCAMS delete and define of the files used by the Utility program to ensure that you obtain the appropriate results. Review the JCL with each execution to be certain that the utility uses the correct files.

Instructions

Create Initial Audit Database

Before using the Position Control realtime system, you must first initialize the audit database PWJ600.

To create an initial random Position Control Audit Database containing the required control record:

- At the beginning of the jobstream, execute an IDCAMS delete and define, with DUMMY (MVS) or IGNORE (VSE) on the backup DDs PWJ62S and PSJ62V.
- Enter a PCAUDIT with C in position 9 to create a random Position Control Audit Database.

Results: The Position Control Audit Database will be created on PWJ60W external file identifier.

Example

PCAUDIT Entries

123456789 PCAUDIT C

Example

MVS JCL

```
//PWJ62S DD DUMMY,DISP=OLD  
//PWJ62V DD DUMMY,DISP=OLD
```

Example

VSE JCL for PWJ62S, PWJ62V

```
// ASSGN SYS032,IGN  
// ASSGN SYS033,IGN
```

Create Audit Database Sequential Backup

Periodically create a sequential backup of the randomly organized Position Control Audit Database using the PCAUDIT entry and PPJ620. This will ensure that your realtime updates to the Position Control Master file and HRMS Tables File MP1 and MP2 applications (T10, T11, T12, T13 entries from screens 620, 621, and 622) will be available for recovery purposes. Use the sequential backup created in this step to later restore a random audit database.

At the same time you back up the database, create backups of the Position Control Master file and the HRMS Tables File to ensure that you will have available the current versions of all the files needed in a recovery process.

Perform a sequential backup of the Position Control Audit Database:

- Before purging the audit database with PPJ620
- Before executing Employee Position Data Update (PPJ630/PPJ640)
- When you back up the Position Control Master file and the Tables file with PPJ000 and PPV900.

To create the sequential Position Control audit database backup PWJ620:

- Use DUMMY (MVS) or IGNORE (VSE) on input backup file PWJ62S.
- Enter **B** in position 9 of the PCAUDIT transaction.
- Execute PPJ620 with random Position Control Audit Database PWJ600 as input.

Example

PCAUDIT Entry

123456789 PCAUDIT B

MVS JCL

```
//PWJ62S DD DUMMY,DISP=OLD
```

VSE JCL for PWJ62S

```
// ASSGN SYS032,IGN
```

Restore Random Position Control Audit Database

If necessary, you can restore the random Position Control Audit database from a sequential backup. This will restore entries from realtime updates to the Position Control Master file and HRMS Tables File MP1 and MP2 applications (T10, T11, T12, T13) from the last audit database backup.

To restore the random Position Control Audit Database:

- Execute IDCAMS delete and define of the random Audit Database.
- Enter **R** in position 9 of the PCAUDIT transaction.
- Execute PPJ620 with DUMMY (MVS) or IGNORE (VSE) on the output backup file PWJ62V.

Example

PCAUDIT Entry

123456789 PCAUDIT R

MVS JCL

```
//PWJ62V DD DUMMY,DISP=OLD
```

VSE JCL for PWJ62V

```
// ASSGN SYS033,IGN
```

Purge Audit Database Records

Purging the Audit Database records will remove records that are from realtime updates to the Position Control Master file and HRMS Tables File MP1 and MP2 applications. It can become necessary to purge records from the Position Control Audit Database to prevent it from reaching its maximum size.

Before purging any records, take a sequential backup of the audit database in case it becomes necessary to recover the Position Control Master file or the HRMS Tables File.

You can specify whether you want to purge records for the Position Control Master or HRMS Tables File, or both, by entering the appropriate option for the purge file type on the PCAUDIT entry. You can also identify a group of entries to purge according to their entry date.

Note: The purge function does not purge records from the Position Control Master file or the HRMS Tables File. It purges selected audit records from the audit database only.

To purge the Position Control Audit Database:

- Enter **P** in position 9 of the PCAUDIT transaction.

To purge Position Control Master file records from the Position Control Audit database:

- Enter **J** in position 10 of the PCAUDIT transaction.

To purge HRMS Tables File audit records:

- Enter **T** in position 10 of the PCAUDIT transaction.

To purge both Master File entries and Tables file entries:

- Enter * in position 10 of the PCAUDIT transaction.

To use any of the purge options and control the records to delete by their entry date:

- Enter a purge from date in positions 11-18 and a purge to date in positions 19-26 of the PCAUDIT transaction
- Use a DUMMY (MVS) or IGNORE (VSE) on the input backup file PWJ62S and output backup file PWJ62V.
- Execute PPJ620.

Example

PCAUDIT Entry

	1	2	3
1234567890	1234567890	1234567890	1234567890
PCAUDIT	PT20000601	20000615	

MVS JCL

```
//PWJ62S DD DUMMY,DISP=OLD
//PSJ62V DD DUMMY,DISP=OLD
```

VSE JCL for PWJ62S AND PWJ62V

```
// ASSGN SYS032,IGN
// ASSGN SYS033,IGN
```

This will purge the Position Control Audit Database of tables file records made during the time period of June 1, 2000, and June 15, 2000.

Audit Database Utility Report

The report, produced with an execution of the Position Control Audit Database Utility, shows the process that was performed and record counts associated with the process.

Realtime - Information Expert Audit Report

Periodically, you will want to produce a report of all updates made on the Position Control realtime screens. This audit report can be produced using Information Expert. An HR sample report, HR-PC-AUDIT-REPORT, is provided to produce the audit report of Position Control realtime updates.

The sample audit provides details of the following information:

- Realtime changes to the Position Control Master file
- Realtime changes to the position narrative
- Realtime changes to the salary specifications.

The following information can be printed on the audit report:

- Level 1-Level 2
- Position number
- Multiple position number
- Narrative line number
- Salary specification code
- Salary grade code
- Salary step code
- Operator ID
- Screen number
- Segment number of Position Control Master file record updated
- Application code of tables file record updated
- Type of update
- Date of update
- Time of update
- Terminal ID
- Name of field updated
- Value of field before update
- Value of field after update.

Because the Position Control Audit Database is defined to I.E., you can create your own customized audit reports.

Because no records are purged from the audit database when you produce the audit report, you can run the report as many times as you want.

Recovery Procedures

Position Control Master File or HRMS Tables File Applications

The Position Control Recovery programs (PLJ600 and PLJ610) can restore entries from realtime processing of both the Position Control Master file and the Position Control applications in the HRMS Tables File. This might be necessary if records were deleted or changed in error, such as in anticipation of a policy change that was not approved. Also, you should perform this process when the HRMS Tables File is recovered to ensure that Position Control applications in the HRMS Tables File remain current with the central system. The recovery process uses Position Control Audit Database records as the basis for restoring the files.

Two methods are available for recovering the files: forward and backward recovery.

- Forward recovery allows you to restore a previous copy of the Position Control Master file or the Position Control applications in the HRMS Tables File forward to a specified date.
- Backward recovery allows you to restore a current copy of the Position Control Master file or the Position Control applications in the HRMS Tables File back to a previous date.

The PCRECOV transaction controls the available options, and specifies the following factors in the recovery:

- Recovery type - forward or backward
- Recovery file - Position Control Master file or HRMS Tables File Position Control applications or both
- Recovery from date
- Recovery to date.

The PPJ600 load step processes the PCRECOV to select Position Control Audit Database records to recover. An audit report is produced in this step that identifies the process, errors, recovery dates, and number of records. These records are then sorted in the order needed for forward or backward recovery.

The PPJ610 Recovery step compares before or after images on the Position Control Audit Database to the Position Control Master or Tables file values. If the image comparison test is met, the correct before or after record is restored to the appropriate file.

- For a forward recovery, the value on the input Position Control Master file or Tables file is compared to the before value on the Position Control Audit Database. When these images match, the after image on the audit database is applied to the appropriate file. Recovery will occur for records up to and including the recovery to date.
- For a backward recovery, the value on the Position Control Master or Tables file is compared to the after value on the Position Control Audit Database. When these images match, the before image on the audit database is applied to the appropriate file. Recovery will occur for records back to and including the recovery to date.

The PPJ610 recovery process also produces a report that shows the type of record processed, the type of restoration, the key of the restored record, and audit information, such as terminal and operator identification and date-time of change. If a record restoration is not successful, an error message will print.

Instructions

To perform the recovery process using random versions of Position Control Audit Database and the Position Control Master file or the HRMS Tables File, or both, as input:

- If you previously created sequential file backups using PPJ000 for the Position Control Master, PPJ620 for the Position Control Audit Database, and PPV900 for Tables file, restore these sequential files to random versions, using the delivered PPJ000, PPJ620, and PPV950 utilities when beginning the recovery process.
- Enter the run-time PCRECOV transaction with your recovery options.
- Execute Position Control Recovery Load PPJ600 with the Position Control Audit Database to select and sort the records according to the recovery requirements.
- Execute Position Control Recovery Process PPJ610 to compare the sorted file with the Master file or Tables file, or both, and to restore the file or files.

For forward recovery, the recovery from date on the PCRECOV entry must be before or on the recovery to date. Forward recovery requires an ascending sort of the selected records and this is supplied to you as PXJ60F when you install the system.

For backward recovery, the recovery from date on the PCRECOV entry must be on or after the recovery to date. Backward recovery requires a descending sort, and this is supplied to you as PXJ60B when you install the system.

Results: The recovery process modifies the Position Control Master file and HRMS Tables File when realtime entries are restored. The audit database is not modified or purged during the recovery process.

Forward Recovery Example

Realtime updates were made from January 5 through January 31. Sequential backups of the files were made on January 4, and it becomes necessary to have the files reflect only those updates through January 15.

You first restore random files from the January 4 sequential backups. Then, enter a PCRECOV for forward recovery.

PCRECOV Entry

1	2	3
123456789012345678901234567890		
PCRECOV F*2000010420000115		

The **F** in position 9 identifies the forward recovery option. The * in position 10 indicates that you want to recover both the Position Control Master and Tables file applications. Applicable realtime updates will be recovered from January 4 forward through January 15.

Backward Recovery Example

Realtime updates are made from June 10 through June 25. However, you need to reflect updates to the files through June 23 only.

You start with all current files.

PCRECOV Entry

1	2	3
123456879012345678901234567890		
PCRECOV B*2000062520000623		

The **B** in position 9 identifies the backward recovery option. The * in position 10 indicates that you want to recover both the Position Control Master and Tables file applications. Applicable realtime updates will be recovered from June 25 back through June 23.

Employee Position Data Update

When you make changes to position header information in the Position Control Master file using realtime screens, these same changes need to be made to the Employee Master File. For example, you change a position's title, and you want all employees who occupy that position to have the same change made to their employee records.

The Employee Position Data Update programs (PLJ630 and PLJ640) make these changes for you offline, using the Position Control Audit Database as the basis for the changes. These programs identify the changes made to the Position Control Master file and the HRMS Tables File, identify employees occupying the changed positions or whose records are affected by the changes, and they might automatically make the changes to employee records depending on your options on the PQ transaction.

The PQ run time control transaction is used to specify the Level 1s and 2s to process and to select the header fields to update using this process. You can enter *s in Level 1 or both levels or enter multiple PQs for each Level 1 and 2 if there are processing differences between organizations.

The following position header fields, which you can update on realtime Screen 605, can be updated automatically in the Employee Master File, according to the PQ selections, when you execute the Employee Position Data Update program:

- Position Title
- Federal Job Code
- Occupational Category
- EEOC Exempt Code
- Full Time/Part-time Code
- Percent Time Employed
- Salary Specification Code
- Salary Specification Grade Code
- Salary Specification Step Code.

Update Policy

Each record in the Position Control Audit Database contains a **before** and **after** image of the information displayed on a screen. When you execute the Employee Position Data Update process, each audit database record is read to determine if it contains a change that meets the PQ selection criteria. The process of reading the record also **marks it** as having been used, even if none or just a subset of the fields are selected for use in updating the employee records. After an audit database record is **marked**, the Employee Position Data Update programs will not use it again.

Therefore, it is extremely critical that you establish a policy for each organization to identify the fields that will be selected for updating the Employee Master File. After this policy is established, do not change the PQ transactions. Run the Employee Position Data Update process regularly to update the Employee Master File with current position and salary specification data.

Example

On Monday, you updated the position title and federal job code of a position using realtime Screen 605. On Tuesday, you ran the Employee Position Data Update process to update employees with the new position information. Your PQ entry has a specific Level 1-Level 2 in positions 3-6, **Y** in position 18 (to indicate update to position title) and **Ns** in positions 19-24 (to indicate no update to any of those fields). When you run Employee Position Data Update, all employees who occupy this position now have the new position title updated on their employee records in the Employee Master File. The federal job code was **not** updated on any of the employee records because an **N** was entered for its update indicator.

Because all the audit database records were read for that specific Level 1 and 2 to look for a change in the Position Title field, the program **marked** all records for that Level 1 and 2 as having been used. As a result, the audit database record containing the federal job code change was **marked** as having been used, even though federal job code was not changed for any employees. The Employee Position Data Update program will not attempt to update or reuse **marked** records in any subsequent execution.

Determination of Change and Creation of Intermediate File

The Employee Position Data Update programs read the Position Control Audit Database to determine if you performed a realtime change to any of the fields specified on the PQ transaction. A record is selected if a change to a PQ-specified field and associated Level 1 and 2 is found. The selected record with the **before** and **after** position information is written to the Employee Position Data Generated file (PWJ630), an intermediate file. The intermediate file along with the Employee Master File and HRMS Tables File are then read to determine which employee fields to update.

**Match to Before Image
and Application of
After Image Changes**

The Employee Master File is processed to find each employee who currently occupies a position to determine if changes have occurred to the position or salary specification information. The following rules apply in this process:

- If a change has occurred, the employee's value is compared to the **before** value on the intermediate file record. If the values match, the employee's record is then updated with the **after** (or changed) value.
- If the **before** image in the intermediate file record does not match the employee's value, the change is not applied. When this condition occurs, the system recognizes that an override value has been entered for that employee, and it preserves the override.
- If an employee is not currently assigned to a position (that is, has no multiple position number) no changes will be applied to the employee record. In this case, an employee occupied a position then was removed, and the record shows *s in Multiple Position Number field. A prior assignment such as this is not affected.
- If you have ever run the Employee Position Data Update process for this organization and have not purged the Position Control Audit Database afterwards, even if you did not request a specific field change on the PQ, a change will not be recognized because the program marked that audit database record as read. This condition is explained fully in the Update Policy section. The employee record will not be updated in this case.

**Using the PQ Control
Transaction**

The PQ transaction controls processing of the Employee Position Data Update programs. On the PQ transaction, the user specifies the levels and fields to process.

Selecting Levels

To specify the Level 1s and 2s to process, take one of the following actions:

- To process specific Level 1s and 2s:
 - Enter **L1L2** in positions 3-6 of the PQ transaction (where **L1L2** identifies your Level 1 and 2). You must enter a separate PQ transaction for each Level 1-Level 2 to process.
- To process specific Level 1s:
 - Enter **L1**** in positions 3-6 of the PQ transaction (where **L1** identifies a specific Level 1). All Level 2s within that Level 1 will be processed. You must enter a separate PQ transaction for each Level 1 set to process.
- To process all Level 1-Level 2s:
 - Enter ******** in positions 3-6 of the PQ transaction.

Selecting Fields

The PQ transaction also contains update indicators for each of the position header fields that can be selected for updating in the employee record.

To update all fields:

- Leave all update indicators blank in positions 18-24, **or** enter **Y** in positions 18-24.

To update selected fields:

- Enter **Y** in the update indicators of the fields that you want to update, **and** enter **N** in the update indicators of the fields that you do **not** want to update.

Example: PQ Entry

1										2										3									
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
PQ	L	1	L	2																									

The **Y** in Position 18, 22, and 23 indicates that the Title, Full or Part Time indicator, and Percent Time Employed fields should be updated on all assigned employee records when you make realtime changes for this Level 1 and 2.

Establishing Audit Database Backup and Purge Procedures

Because audit database records cannot be reused after they have been **marked**, it is important that you establish audit database backup and purge procedures. Use the Position Control Audit Utility (PLJ620) to create sequential backups of the Position Control Audit Database on a regular basis and before executing the Employee Position Data Update program.

If it becomes necessary to rerun the Employee Position Data Update program because of an error, the sequential backup of the Position Control Audit Database PWJ620 can be restored to a random file and used in the update process.

PLJ620 is also used to purge records from the Position Control Audit Database. Run the Employee Position Data Update process before purging records from the audit database to ensure that all eligible realtime updates to the Position Control Master file and the HRMS Tables File are updated to assigned employees.

For more information, see the Position Control Audit Database section in this chapter.

Position Control Master Update for Batch Processing

Personnel Load and Edit and Module Control Program

The Position Control and other Personnel modules use the Personnel Load and Edit program. For Position Control, it controls the execution of programs that update the Position Control Master file and extract report records. You enter the **P*** run time transaction, along with any reporting option entries or overrides, into the Personnel Control Entries Load and Edit (PRU40M). These entries are edited, and valid entries are passed to an output file. Then, the Module Control Program (MPP00R) reads the **P*** control entry to determine additional programs to execute.

P* Entry Example

	1	2
12345678901234567890		
P*****000000000*10		

The Level 1 and 2 entry in positions 3-6 must be all *s for the run control entry. The 0's in position 7-16 are required in these reserved positions. The * in position 17 is the required separator. The 1 in position 18 indicates that you want to update the random Position Control Master file.

The 0 in position 19 indicates that you will not extract report records in this run. For more information about the reporting option, see the Position Control Reporting chapter.

Relationship of Central System Load, Validate, and Update to Position Control Master Update

Load and Validate

Any Position Control entries processed by the transaction method, along with central system AA Run Control entries for each organization, are first processed by central system Load (PLP200) and Validate (PLP400). The employee position assignment and Position Control entries can reside in the same input file as central system entries.

In Validate, the system validates the Position Control entries, performs cross-validation of the Employee Master File and the Position Control Master file, and issues warning and error messages about employee position assignments. The Validate program performs a key process along with this cross-validation by generating additional entries in certain cases to complete the processing of employee position assignments, removals, transfers, and updates to information. The generated entries use information from the Employee Master or the Position Control Master and format it for updating to the other.

Employee Master Update and Position Control Master Update

You must process some of the generated entries through the Employee Master Update program (PLP600) followed immediately by the processing of others through the Position Control Master Update program (MPP00R). Only when this is done in sequential steps can you ensure that records affecting the two files will remain synchronized.

The central system Update program (PLP600) will update the Position Control Master file when the following transactions are present:

- RA - Employee status indicator change to Inactive, Terminated, or Deceased will update the position status to Vacant.
- RA - Salary change
- RB - Employee name change
- DA - Deletion of employee from system will update the position status to Vacant.

The Position Control Master file will be updated realtime when the user enters any of the preceding information on screens 220 and 221.

Also, PLP600 will update the following date/time stamps:

- Employee Master File 001 Header segment - Last Update of Position Control Master file Date/Time Stamp
- Position Control Master file 001 Header segment - Last central system update of Position Control Master file Date/Time Stamp.

The Payroll Compute process does not need to be run for any employee position related or Position Control processes, and it can follow the Employee Master Update. Payroll Compute can be preceded or followed by Position Control Master Update.

Appendix A Transaction Descriptions

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Introduction

This chapter describes the transaction layouts for the Position Control module.

General Messages

Message	Description
INVALID POSITION NUMBER 7-16	Rejected. The position number cannot be spaces or zeros.
INVALID MULTIPLE POSITION NO.	Rejected. The multiple position number cannot be spaces or ****.
NO PWA CARD FOUND	Rejected. A transaction other than PW-A was entered to add an organization. A PW-A is required to add the organization.
NO PWJ CARD FOUND	Rejected. A transaction other than PW-J was entered to add a position header. A PW-J is required to add the position header.
NO PWI CARD FOUND	Rejected. A transaction other than PW-1 was entered to add a position detail. A PW-1 is required to add the position detail.
MONTH EQUAL TO ZERO	Warning. Month should be from 01-12.
DAY EQUAL TO ZERO	Warning. Day should be from 01-31.

P* [80] - Personnel Module Control Transaction

Function Run Control transaction for Personnel modules

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant P*
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **
7-16	Reserved	Zeros
17	Separator Code	Constant *
18	Update Option	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: 0 - Do not update Position Control Master 1 - Update Randomly 2 - Update Sequentially
19	Extract Option	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: 0 - Do not extract report records 1 - Extract report records

Note: When the Extract Option is 1, the Update Option should be 0 or 1 to ensure the extract records reflect the updated Position Control information.

PCAUDIT [80] - Position Control Audit Utility

Function Run Control for Position Control Audit Database Utility (PLJ620)

Associated Screens None

Positions	Field Name	Description
1-7	Transaction Code	Constant PCAUDIT Message: INVALID TXN CODE - Rejected. Transaction code in columns 1-7 must be PCAUDIT.
8	Transaction Separator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values: Blank Message: INVALID TXN SEPARATOR - Rejected. Transaction separator in column 8 must be blank.
9	Audit Utility Function	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: P - Purge records from PC Audit Database Valid values for VSAM clients only: B - Backup PC Audit Database R - Restore PC Audit Database C - Create and initialize PC Audit Database Message: INVALID FUNCTION - Rejected. Valid values are C, B, R, P.
10	Purge File Type	Optional, alphanumeric, reset not applicable, maintenance not allowed. File type should be entered when Function is P . Valid values are: J - Position Control Master file Records T - Position Control Tables File Applications * - Both Message: INVALID FILE TYPE - Rejected. Valid values are J, T, *. File Type should only be entered when the utility function in column 9 is P (Purge).

(continued)

Positions	Field Name	Description
11-18	Purge From Date	Optional, numeric, reset not applicable, maintenance not allowed. Format is YYYYMMDD. From Date should only be entered when the Audit Utility Function is P. Message: INVALID FROM DATE - Rejected. From Date must be numeric. Valid date format is YYYYMMDD. From Date should only be entered when the utility function in column 9 is P (Purge). INVALID FROM DATE MON - Rejected. From Date must be numeric. INVALID FROM DATE DAY - Rejected. From Date must be numeric.
19-26	Purge To Date	Optional, numeric, reset not applicable, maintenance not allowed. Format is YYYYMMDD. To Date should only be entered when the Audit Utility Function is P. The To Date must be on or after the From Date. Message: INVALID TO DATE - Rejected. To Date must be numeric. Valid date format is YYYYMMDD. To Date should only be entered when the utility function in column 9 is P (Purge). The To Date must be on or after the From Date. INVALID TO DATE MON - Rejected. From Date must be numeric. INVALID TO DATE DAY - Rejected. From Date must be numeric.
27-80	Reserved	Blanks Message: INVALID RESERVED AREA - Rejected. Reserved and must be spaces.

PCRECOV [80] - Position Control Recovery

Function Run Control for Position Control Recovery (PLJ600)

Associated Screens None

Positions	Field Name	Description
1-7	Transaction Code	Constant PCRECOV Messages: INVALID TXN CODE - Rejected. Transaction code in columns 1-7 must be PCRECOV. MULTIPLE RUN CTL TXNS ENTERED - Rejected. More than one PCRECOV transaction was entered. All transactions are rejected and no processing takes place. Only one PCRECOV transaction can be entered.
8	Transaction Separator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values: Blank Message: INVALID TXN SEPARATOR - Rejected. Transaction separator in column 8 must be blank.
9	Recovery Type	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: F - Forward Recovery B - Backward Recovery Message: INVALID RECOVERY TYPE - Rejected. Valid values are F, B.
10	Recovery File	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: J - Position Control Master file Records T - Position Control Tables File Applications * - Both Message: INVALID RECOVERY FILE - Rejected. Valid values are J, T, *.

(continued)

Positions	Field Name	Description
11-18	Recovery From Date	Required, numeric, reset not applicable, maintenance not allowed. Format is YYYYMMDD. During Forward Recovery, the Recovery From Date must be before or on the Recovery To Date. During Backward Recovery, the Recovery From Date must be on or after the Recovery To Date. Messages: INVALID FROM DATE NOT NUMERIC - Rejected. From Date must be numeric. Valid date format is YYYYMMDD. INVALID FROM DATE MON - Rejected. Month must be numeric value from 01-12. INVALID FROM DATE DAY - Rejected. Day must be numeric value from 01-31. INVALID FORWARD RECOVERY DATES - Rejected. Invalid From/To dates were entered for forward recovery. The To Date must be on or after to the From Date. INVALID BACKWARD RECOVERY DATES - Rejected. Invalid From/To dates were entered for backward recovery. The From Date must be on or after the To Date.
19-26	Recovery To Date	Required, numeric, reset not applicable, maintenance not allowed. Format is YYYYMMDD. Message: INVALID TO DATE NOT NUMERIC - Rejected. To Date must be numeric. Valid date format is YYYYMMDD. INVALID TO DATE MONTH - Rejected. INVALID TO DATE DAY - Rejected.
27-80	Reserved	Blanks Messages: INVALID RESERVED AREA - Rejected. Reserved and must be spaces.

PH-5 [80, 120] - Employee Position Assignment

Function Employee Position Assignment and Maintenance

Associated Screens 228, 229

Positions	Field Name	Description
1-2	Transaction Code	Constant PH
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 5
18-27	Position Number	Required, alphanumeric, resets to blank, maintenance allowed. Messages: POSITION NUMBER INVALID - Rejected. The Position Number cannot be spaces or zeros, or the position was not found in the Position Control Master file. POSITION ALREADY FILLED - Rejected. The position entered is currently filled. Position must be vacant for assignment. POSITION IS INACTIVE - Rejected. The position entered is currently inactive. Position must be vacant for assignment. POSITION IS ABOLISHED - Rejected. The position entered is currently abolished. Position must be vacant for assignment. POSITION IS NOT BUDGETED - Warning. The position entered is marked as not budgeted. POSITION IS NOT AUTHORIZED - Warning. The position entered is marked as not authorized. POSITION IS NOT AVAILABLE - Warning. The position entered is marked as not available. POSITION IS FROZEN - Warning. The position entered is marked as frozen. POSITION IS LOANED - Warning. The position entered is marked as loaned. POSITION IS RESERVED - Warning. The position entered is marked as reserved.

(continued)

Positions	Field Name	Description
		POSITION ALREADY VACANT - Rejected. The position being vacated is already vacant. VACANCY NOT AVAIL THIS CYCLE - Warning. The position entered for assignment is not available to be filled during this cycle. POSITION OCCUPIED, TRANS HELD FOR LATER VACANCY IN CYCLE. SEE LAST PAGE FOR TRANS FINAL DISP (See Validation report.) - Warning. The position entered for assignment is not vacant. The transaction was held to see if the position was vacated during this cycle. Check the last page of the Validation report for the final disposition of the transaction. EMPLOYEE REMOVED FROM POSITION - Warning. The employee assigned to the position will be removed during the update cycle. DUPLICATE PH5 TO FILL POSITION - Rejected. More than one PH-5 was entered to place an employee (or employees) into the same position.
28-31	Multiple Position Number	Required, alphanumeric, resets to blank, maintenance allowed. Messages: INVALID MULT POS NO - Rejected. The multiple position number cannot be spaces or *****.
32	Multiple Position Split Code	Position 28-32 maintained as one (1) field. Optional, alphanumeric.
33-40	Date on Present Job	Optional, numeric, resets to zero, maintenance allowed. Format is YYYYMMDD. Message: DATE PRESENT JOB - Rejected. Valid date format is YYYYMMDD. BUDGET PER BEGIN NOT REACHED - Warning. The date present job is before the budget begin date for the position entered. AUTHOR PER BEGIN NOT REACHED - Warning. The date present job is before the authorization begin date for the position entered. AVAIL PER BEGIN NOT REACHED - Warning. The date present job is before the availability begin date for the position entered. AUTHOR EXPIRATION DATE PASSED - Warning. The date present job is after the authorization expiration date for the position entered. BUDGET EXPIRATION DATE PASSED - Warning. The date present job is after the budget expiration date for the position entered. AVAIL EXPIRATION DATE PASSED - Warning. The date present job is after the availability expiration date for the position entered.

(continued)

Positions	Field Name	Description
41-51	Annual Salary Amount	Optional, numeric, resets to zero, maintenance allowed. Two decimals Messages: ANNUAL SALARY INVALID - Rejected. Must be numeric. 2 decimals. SALARY EXCEEDS BUDGETED AMOUNT - Warning. The annual salary entered is greater than the budgeted amount for the position.
52-54	Federal Job Code	Conditionally required, numeric, resets to zero, maintenance allowed. If not entered, the system enters federal job code from the position header on the Master File. Messages: FEDERAL JOB CODE NOT ENTERED - Warning. The federal job code was not entered. The federal job code from the position header will be substituted. FEDERAL JOB CODE - Rejected. Must be numeric.
55-56	Occupational Category	Conditionally required, numeric, resets to zero, maintenance allowed. If not entered, the system enters Category from Position Header on the Position Master file. Valid values are: 00 - Unclassified Additional values for EEO-1 Users: 01 - Executive/Senior Level Officials and Managers 02 - Professionals 03 - Technicians 04 - Sales Workers 05 - Administrative Support Workers 06 - Craft Workers 07 - Operatives 08 - Laborers and Helpers 09 - Service Workers 10 - Mid-Level Officials and Managers 11-18 - Reserved 19 - Professional (EEO-1); Officials and Managers (VETS-100) Additional values for EEO-4 users: 20 - Officials/Administrators 21 - Professionals 22 - Technicians 23 - Protective Service 24 - Paraprofessionals 25 - Administrative Support 26 - Skill Craft 27 - Service/Maintenance 28-37 - Reserved

(continued)

Positions	Field Name	Description
	Occupational Category (cont'd)	Message: EMPL OCCUPATIONAL CATEGORY BLANK - Warning. The occupational category was not entered. The occupational category from the Position Header will be substituted.
57	Employee Classification	Required, numeric, resets to zero, maintenance allowed. Valid values are 0 - 9 . 0 - Unclassified 1 - Director/Officer 2 - Officer 3 - Division Manager 4 - Company Manager 5 - Department Manager 6 - Supervisor 7 - Employees 8 - User defined 9 - User defined Message: EMPLOYEE CLASS - Rejected. The employee classification is required. Valid values are 0-9.
58	EEO Exempt Status	Conditionally required, alphanumeric, resets to blank, maintenance allowed. If not entered, the system enters the EEO Exempt Status from Position Header on Position Control Master file. Valid values are: Blank - Not exempt from EEO reporting E - Exempt from EEO reporting Messages: EEO EXEMPT CODE - Rejected. Valid values are blank and E.

(continued)

Positions	Field Name	Description
59-63	Salary Specification Code	Conditionally required, alphanumeric, resets to blank, maintenance allowed. If not entered, the system enters Salary Specification Code from Position Header on Position Control Master file.
64-68	Salary Range Grade Code	Conditionally required, alphanumeric, resets to blank, maintenance allowed. If not entered, the system enters the Salary Range Grade Code from Position Header on Position Control Master file.
69-73	Salary Range Step Code	Conditionally required, alphanumeric, resets to blank, maintenance allowed. If not entered, the system enters the Salary Range Step Code from Position Header on Position Control Master file.
74	Current Status	Optional, numeric, reset not applicable, maintenance allowed. Valid values are: 1 - Vacant 2 - Filled 3 - Inactive 4 - Abolished 5 - User-defined 6 - User-defined If not entered, the system will enter 1 if the position is being vacated or 2 if the position is being filled. Messages: CURRENT STATUS INVALID - Rejected. The current status is invalid. Cannot enter 1 or 2 when doing assignment or maintenance.
75-79	Reserved	Blanks
80	Position Assignment Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: R - Maintenance to already assigned position and employee records * - Position assignment

PH-5 [120] - Employee Position Assignment

Positions	Field Name	Description
1-79		Repeat positions 1-79 in the preceding table.
80-119	Reserved	Blank
120	Position Assignment Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: R - Maintenance to already assigned position and employee records * - Position assignment

POS [80] - HRMS Tables File Report Selection, Position Control Data

Function Select Position Control Tables File Applications for Printing

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant POS
4-5	Level 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
6-7	Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
8	L1L2 Page Break	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Blank - Page break by Level 1-Level 2 * - Do not page break by Level 1-Level 2
9-14	Date	Optional, numeric, reset not applicable, maintenance not allowed. Enter date (YYMMDD) if you want a date other than the current computer date. Year will be expanded to four digits.
15-24	Reserved	Blanks
	Print Options	For positions 25 and 26, valid values are: * - Yes Blank - Do not print
25	Position Narrative Description	Optional, alphanumeric, reset not applicable, maintenance not allowed.
26	Salary Specification Data	Optional, alphanumeric, reset not applicable, maintenance not allowed.
27-80	Reserved	Blanks If all options are blank, all of the data will be printed.

PQ [80] - Employee Position Data Update

Function Selects Position Header field changes for updating to assigned employee. If all Update Indicators are left blank, **all** fields will be selected for the Employee Position Data Update process.

This transaction can be used only once for the specified Level 1-Level 2s on the same audit database. For example, the user cannot choose the position title only then rerun and choose other data items.

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant PQ Messages: INVALID TXN CODE - Rejected. Transaction code in columns 1-2 must be PQ.
3-6	Level 1-Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **** - All levels on PC Audit Database will be processed. L1** - All Level 2s for a specific Level 1 will be processed. L1L2 - Specific Level 1-Level 2 will be processed. Messages: ALL LEVELS PREVIOUSLY PROCESSED - Rejected. All levels, **** previously entered on PQ transaction. L1L2 MUST BE ENTERED - Rejected. Level 1 - Level 2 required. L1 CANNOT BE ** - Rejected. ** invalid value for Level 1.
7-17	Reserved	Blanks Message: INVALID RESERVED AREA - Rejected. Reserved and must be spaces.
	Update Indicators	Blank is valid if all Update Indicators are blank. Message: INVALID UPDATE IND - Rejected. XX specifies the column of the invalid update indicator. Update Indicator must be Y or N, unless all Update Indicators are spaces.

(continued)

Positions	Field Name	Description
18	Position Title	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update
19	Federal Job Code	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update
20	Occupation Category	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update
21	EEOC Exempt Code	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update
22	Full/Part Time Code	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update
23	Percent Time Employed	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update
24	Salary Information	Required, alphanumeric, reset not applicable. Valid values are: Y - Update N - Do not update Salary information includes salary spec/grade/step and salary min/mid/max values. If salary values are updated, compa-ratio will be calculated.
25-80	Reserved	Blanks Messages: INVALID RESERVED AREA - Rejected. Reserved and must be spaces.

PR1 [80] - Organization Print Request

Function Position Control Master File Print Options

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant PR1 Message: INVALID TRANSACTION - Rejected. Transaction code must be PRI.
4-5	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Message: INVALID LEVEL 1 - Rejected. Level 1 cannot be spaces, **, or *.
6-7	Level 2	Required alphanumeric, reset not applicable, maintenance not allowed. * in position 6 Print All Level 2s Within Level 1 Specified. Message: INVALID LEVEL 2 - Rejected. Level 2 cannot be spaces or **.
8-13	Report Date	Optional, alphanumeric, reset not applicable. YYMMDD or *****1 = Use Current Date Year will be expanded as 4 digits. Message: INVALID REPORT DATE - Rejected. Valid date format is YYMMDD .
14	Organization Print Option	Optional, alphanumeric, reset not applicable. Valid values are: Blank - Print Organization Data 1 - Do Not Print Organization Data Message: INVALID ORG PRINT OPT - Rejected. Valid values are Blank or 1.
15	Position Header Print Option	Optional, alphanumeric, reset not applicable. If columns 15 or 16 are asterisks (*), you must enter a PR-2. Valid values are: Blank - Print All Position Headers Within L1-L2 Selected * - Print Specific Position 1 - Do Not Print Any Position Message: INVALID POS HDR PRT OPT - Rejected. Valid values are Blank, *, 1.

(continued)

Positions	Field Name	Description
16	Position Detail Print Option	Optional, alphanumeric, reset not applicable. Valid values are: Blank - Print All Position Headers Within Position Header Selected * - Print Specific Position Details 1 - Do Not Print Any Position Detail Data Messages: INVALID POS DTL PRT OPT - Rejected. Valid values are Blank, *, 1. INVALID POS HDR/POS DTL PRINT OPTION COMBINATION - Rejected. The Position Header print option must be selected if the Position Detail print option is selected. MISSING PR2 TRANSACTION - Rejected. The Position Header and or Position Detail print options were *, but no PR2 transaction was entered to specify the position the Position Headers and or Details to print.
17-80	Reserved	Blanks

Additional Messages

Message	Description
PR1 TRANS OUT OF SEQUENCE 4-7	The PR1 transactions are not in sequence by Level 1 - Level 2. This transaction is ignored.

PR2 [80] - Position Header/Detail Print Request

Function Position Control Master File Print Selections

Note: All PR2 transactions must be accompanied by a PR1 transaction. All Select Position Data groups must be in Position Number sequence. Multiple PR2 transactions can be entered.

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Constant PR2 Messages: INVALID TRANSACTION CODE - Rejected. Transaction code must be PR2. MISSING PR1 TRANSACTION - Rejected. A PR2 transaction was entered without corresponding PR1.
4-5	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: INVALID LEVEL 1 - Rejected. Level 1 cannot be spaces, **, or *. PR2 L1 XX NOT EQ TO PR1 L1 YY - Rejected. The Level 1 on the PR2 transaction was not equal to the Level 1 on the PR1 transaction (where XX is the Level 1 on the PR2 and YY is the Level 1 on the PR1).
6-7	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. * - Print All Level 2s Within Level 1 Specified Messages: INVALID LEVEL 2 - Rejected. Level 2 cannot be spaces or **. PR2 L2 XX NOT EQ TO PR1 L1 YY - Rejected. The Level 2 on the PR2 transaction was not equal to the Level 2 on the PR1 transaction (where XX is the Level 2 on the PR2 and YY is the Level 2 on the PR1).

(continued)

Positions	Field Name	Description
8-17	Position Number 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: INVALID POSITION NUMBER - Rejected. Position Number cannot be spaces or zeros. POSITION NOS OUT OF SEQUENCE - Rejected. The Position Numbers selected for printing must be in ascending sequence and there cannot be blank Position Numbers in between valid Position Numbers on a single PR2 transaction.
18-22	Multiple Position Number and Split Code 1	Optional, alphanumeric, reset not applicable, maintenance not allowed. Message: MISSING MULTIPLE POS NO XX – XX - Rejected. The Position Detail print option was * on the PR1, but the Multiple Position Number on the PR2 was blank (where XX – XX is one of the following associated column range: 18-22, 33-37, 48-52, or 63-67).
23-32	Position Number 2	Repeat positions 8-17.
33-37	Multiple Position Number and Split Code 2	Repeat positions 18-22.
38-47	Position Number 3	Repeat positions 8-17.
48-52	Multiple Position Number and Split Code 3	Repeat positions 18-22.
53-62	Position Number 4	Repeat positions 8-17.
63-67	Multiple Position Number and Split Code 4	Repeat positions 18-22.
68-80	Reserved	Blank

PS 1 [80] - Position Control Master Copy Services

Function Select Input and Output File Types.

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant PS Messages: PS1 TRANSACTION IS MISSING - No PS-1 control transaction was entered. Processing stops. INVALID PS1 TRANSACTION - Rejected. The PS-1 transaction contained invalid values. Refer to Transaction Descriptions for valid values.
3-16	Reserved	Blanks Message COLUMN 3-16 MUST BE BLANK - Rejected. Column 3-16 must contain spaces.
17	Transaction Separator	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant 1
	Input File Options	Note: Only one option can be selected for each run.
18	File Selector	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: R - Position Control Master file - Random Access S - Position Control Master file - Sequential Access Messages: INVALID INPUT FILE SELECT - Rejected. Valid values are R, S.
	Output File Options	
19	File Selector	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: R - Position Control Master file - Random Access S - Position Control Master file - Sequential Access Messages: INVALID OUTPUT FILE SELECT - Rejected. Valid values are R, S. INVALID I/O SELECT COMBINATION - Rejected. The input and output file selectors cannot be the same.

(continued)

Positions	Field Name	Description
20-80	Reserved	Blanks

Additional Messages

Message	Description
ALL MULTIPLE PS-1 REJECTED.	More than one PS-1 transaction was entered. All PS-1 transactions after the first are rejected and not processed

PU [80] - Position Control Master Utility

Function Select Position Control Master Utility Functions.

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant PU Message: INVALID TRANSACTION CODE - Rejected. Transaction code in columns 1-2 must be PU.
3-17	Reserved	Blanks
Note: Only one of the following options can be selected for each run.		
18	Create Initial Position Master File	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: * - Create Initial Master Blank - Do Not Create Initial File Master Message: INVALID CREATE MASTER OPT - Rejected. Valid values are Blank, *.
19	Reserved	Blank
20	Correct Trailer Counts	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: * - Correct Trailer Counts Blank - Do Not Correct Trailer Counts Messages: INVALID CORR TRAILER OPT - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
21	Produce Trailer Totals Report	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: * - Produce Trailer Totals Report Blank - Do Not Produce Trailer Totals Report Messages: INVALID PRINT TRAILER OPT - Rejected. Valid values are Blank, *. ALL MULTIPLE PU REJECTED - More than one PU transaction was entered. All PUs after the first are rejected and are not processed. 1 OPTION MUST BE SELECTED - Rejected. One processing option must be selected.
22	Position Master File Conversion Option	Optional, alphanumeric, reset not applicable, maintenance not allowed. Note: This option is valid for HR 98.20 only. Valid values are: * - Convert Position Master File Blank - Do Not Convert Position Master File Messages: INVALID CONVERT MASTER OPT - Rejected. Valid values are Blank, *.
23-80	Reserved	Blanks

Additional Messages

Message	Description
INVALID TRANSACTION KEY	Rejected. Must contain spaces.
ALL MULTIPLE PU REJECTED.	More than one PU transaction was entered. All PU transactions after the first are rejected and are not processed.
1 OPTION MUST BE SELECTED.	Rejected. One processing option must be selected.

PW-A [80, 120] - Organization Title and Subtitle

Function Establish Position Control Organization

Associated Screens 601

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Message: L1 L2 ALREADY PRESENT - Rejected. An attempt was made to add an organization that was already added to the Position Control Master file.
7-16	Reserved	Blanks
17	Separator Code	Constant A
18-47	Organization Title	Optional, alphanumeric, resets to blank, maintenance allowed. Message: COMPANY TITLE BLANK - Warning. The organization title was blank on the transaction.
48-77	Organization Subtitle	Optional, alphanumeric, resets to blank, maintenance allowed. Message: COMPANY SUBTITLE - Warning. The organization sub-title was blank on the transaction.
78	Reserved	Blanks

(continued)

Positions	Field Name	Description
79	Delete Abolished Option	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - All records marked for deletion remain on Master file. * - All records marked for deletion within this organization are to be deleted during sequential update of the Position Control Master file followed by execution of the Position Control Master Copy Services to restore the random Position Control Master. Note: Position 18 of the P* transaction must be set to 2 . Message: DELETE ABOLISHED OPTION - Rejected. Valid values are Blank, *.
80	New Organization	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Blank - Update Organization Title segment. A - Create new organization on Position Control Master file.

PW-A [120] - Organization Title and Subtitle

Positions	Field Name	Description
1-80		Repeat positions 1-80 above.
81-120	Reserved	Blanks

PW-B [80, 120] - Organization Report Form Option

Function Establish Reporting Options

Associated Screens 602, 603

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Blanks
17	Separator Code	Constant B
18	Validate Report	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print all transactions on Validation report * - Print only error and warning transactions on Validation report Message: VALIDATE REPORT OPTION - Rejected. Valid values are Blank, *.
19	Update Report Option	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print Update Report * - Do not print Update Report Message: UPDATE REPORT OPTION - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
20	Major Sequence Option	Optional, alphanumeric, see instructions for set value, maintenance not allowed. Valid values are: 0 - Sort by report number * - Sort by report number within Level 1 - Level 2 # - Sort by report number within Level 1 1 - Sort by Level 1 within report number R or 2 - Sort by Level 1 – Level 2 within report number Note: If you select sorting by report number only (0), no level total breaks or level page breaks can occur; reports containing grand total data will provide grand total results within report number. If you select sorting by report number within Level 1 (#) or Level 1 within report number (1), no level total breaks or level page breaks can occur on other than Level 1. Message: MAJOR SEQUENCE OPTION - Rejected. Valid values are Blank, 0, 1, 2.
21	Billing Option	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Do not punch billing transactions * - Punch billing transactions (B6) Message: BILLING OPTION INVALID - Rejected. Valid values are Blank, *.
22-27	Reserved	Blanks
	Generate Options	
28	Header Description	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Do not generate E - Generate every time P - Generate period-end only M - Generate month-end only Q - Generate quarter-end only Y - Generate year-end only Message: GENERATE HEADER DESCRIPTION 28 - Rejected. Valid values are Blank, E, P, M, Q, Y.

(continued)

Positions	Field Name	Description
29	Header Narrative	Optional, alphanumeric, resets to blank, maintenance allowed. Blank - Do not generate E - Generate every time P - Generate period-end only M - Generate month-end only Q - Generate quarter-end only Y - Generate year-end only Message: GENERATE HEADER NARRATIVE - Rejected. Valid values are Blank, E, P, M, Q, Y.
30	Detail Description	Optional, alphanumeric, resets to blank, maintenance allowed. Optional, alphanumeric, resets to blank, maintenance allowed. Blank - Do not generate E - Generate every time P - Generate period-end only M - Generate month-end only Q - Generate quarter-end only Y - Generate year-end only Message: GENERATE DETAIL DESCRIPTION - Rejected. Valid values are Blank, E, P, M, Q, Y.
31	Status Report	Optional, alphanumeric, resets to blank, maintenance allowed. Blank - Do not generate E - Generate every time P - Generate period-end only M - Generate month-end only Q - Generate quarter-end only Y - Generate year-end only Message: GENERATE STATUS REPORT - Rejected. Valid values are Blank, E, P, M, Q, Y.
32	Salary Specification Statement	Optional, alphanumeric, resets to blank, maintenance allowed. Blank - Do not generate E - Generate every time P - Generate period-end only M - Generate month-end only Q - Generate quarter-end only Y - Generate year-end only Message: GENERATE SALARY STATEMENT - Rejected. Valid values are Blank, E, P, M, Q, Y.

(continued)

Positions	Field Name	Description
33	Wage and Salary Report	Optional, alphanumeric, resets to blank, maintenance allowed. Blank - Do not generate E - Generate every time P - Generate period-end only M - Generate month-end only Q - Generate quarter-end only Y - Generate year-end only Messages: GENERATE WAGE/SALARY RPT - Rejected. Valid values are Blank, E, P, M, Q, Y.
34-37	Reserved	Blanks
	Print Options	
38	Header Description	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print X - Do not print Messages: PRINT HEADER DESCRIPTION - Rejected. Valid values are Blank, X.
39	Header Narrative	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print X - Do not print Messages: PRINT HEADER NARRATIVE - Rejected. Valid values are Blank, X.
40	Detail Description	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print X - Do not print Messages: PRINT DETAIL DESCRIPTION - Rejected. Valid values are Blank, X.
41	Status Report	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print X - Do not print Messages: PRINT STATUS REPORT - Rejected. Valid values are Blank, X.

(continued)

Positions	Field Name	Description
42	Salary Specification Statement	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print X - Do not print Messages: PRINT SALARY SPEC STATEMENT - Rejected. Valid values are Blank, X.
43	Wage and Salary Report	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Print X - Do not print Messages: PRINT WAGE AND SALARY REPORT - Rejected. Valid values are Blank, X.
44-47	Reserved	Blanks
48-57	Position Number Format	Required, alphanumeric, reset not applicable, maintenance allowed. Identifies report printing format of the Position Number. The field is divided into five sets of two numeric digits. Each digit combination identifies how many characters are grouped for reporting purposes. The total of the five sets of two numeric digits added together must be ten. Example. If you have a Position Number 1234567890, and it should be printed as 123-4-567-890, the format field should contain 0301030300. If not entered, system defaults to 1000000000 . Messages: POSITION NUMBER FORMAT - Rejected. Must be numeric. The total of the five 2-digit sets added together must equal ten (10).
58-63	Major Levels Format	Required, alphanumeric, reset not applicable, maintenance allowed. Identifies variable division of levels 0, 1, and 2. The field is divided into three sets of two numeric digits. The total of the three sets of two numeric digits added together must be eight. If not entered, system defaults to 040202 on the Position Control Master file. Messages: MAJOR LEVEL FORMAT - Rejected. Must be numeric. The total of the three, 2-digit sets added together must equal eight (8).

(continued)

Positions	Field Name	Description
64-75	Minor Levels Format	Required, alphanumeric, reset not applicable, maintenance allowed. Identifies variable division of levels 3 through 8. The field is divided into six sets of two numeric digits. The total of the six sets of two numeric digits added together must be 22. If not entered, system defaults to 040404050500. Messages: MINOR LEVEL FORMAT - Rejected. Must be numeric. The total of the six, 2-digit sets added together must equal twenty two (22).
76-80	Reserved	Blanks

PW-B [120] - Organization Report Form Option

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-C [80, 120] - Org. Report Sequence and Selection Options

Function Establish Additional Reporting Options

Associated Screens 602, 603

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Blanks
17	Separator Code	Constant C
	Header Description Options	Note: If one option is selected in a group of report options, all options within that group must be entered.
18	Position Sequence	Optional, alphanumeric. See instructions for reset value, maintenance allowed. Valid values are: R or 1 - Sequenced by Position Number 2 - Sequenced by Position Number within classification code 3 - Sequenced by Position Number within position title 4 - Sequenced by Position Number within position title within classification code. Messages: HEAD DESC POSITION SEQUENCE - Rejected. Valid values are Blank, 1, 2, 3, 4.
19	Reserved	Blank
20	Selection	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Blank - Do not use selection criteria * - Select only positions or levels entered on PW-E transactions Messages: HEAD DESC SELECTION OPTION - Rejected. Valid values are Blank, *.
21-24	Reserved	Blanks

(continued)

Positions	Field Name	Description
Header Narrative Options		
25	Position Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: R or 1 - Sequenced by Position Number 2 - Sequenced by Position Number within classified code 3 - Sequenced by Position Number within position title 4 - Sequenced by Position Number within position title within classification code. Messages: HEAD NARRATIVE POSITION SEQUENCE - Rejected. Valid values are Blank, 1, 2, 3, 4.
26	Selection	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Do not use selection criteria * - Select only positions or levels entered on PW-E transactions Message: HEAD NARR SELECTION OPTION - Rejected. Valid values are Blank. * .
27-28	Reserved	Blanks
Detail Description Options		
29	Position Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: R or 1 - Sequenced by Position Number 2 - Sequenced by Position Number within classified code 3 - Sequenced by Position Number within position title 4 - Sequenced by Position Number within position title within classification code. Message: DET DESC POSITION SEQUENCE - Rejected. Valid values are Blank, 1, 2, 3, 4.

(continued)

Positions	Field Name	Description
30	Minor Levels	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Messages: DET DESC MINOR LEVELS - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7, 8.
31	Minimum Sequence	Optional, alphanumeric, resets to zero, maintenance allowed. Valid values are: 0 - Multiple Position Number 1 - Employee name 2 - Employee number 3 - Union code Messages: DET DESC MINIMUM SEQUENCE - Rejected. Valid values are Blank, 0, 1, 2, 3.
32	Selection	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Do not use selection criteria * - Select only positions or levels entered on PW-E transactions Messages: DET DESC SELECTION OPTION - Rejected. Valid values are Blank. *.
33-36	Reserved	Blanks
	Status Report	
37	Position Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: R or 1 - Sequence by Position Number 2 - Sequence by Position Number within classification code 3 - Sequence by Position Number within position title 4 - Sequence by Position Number within position title within classification code Messages: POSITION SEQUENCE - Rejected. Valid values are Blank, 1, 2, 3.

(continued)

Positions	Field Name	Description
38	Minor Levels	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Messages: STAT RPT MINOR LEVELS - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7, 8.
39	Low Level Page Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Messages: STAT RPT PAGE BREAK - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7, 8.
40	Low Level Total Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Messages: STAT RPT TOTAL BREAK - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7, 8.

(continued)

Positions	Field Name	Description
41	Selection	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Do not use selection criteria * - Select only positions or levels entered on PW-E transactions Messages: STAT RPT SELECTION OPTION - Rejected. Valid values are Blank, *.
Current Status Switches		
42	Select Vacant	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select vacant positions * - Do not select vacant Messages: CURRENT – SELECT VACANT - Rejected. Valid values are Blank, *.
43	Select Filled	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select filled positions * - Do not select filled Messages: CURRENT – SELECT FILLED - Rejected. Valid values are Blank, *.
44	Select Inactive	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select inactive positions * - Do not select inactive positions Messages: CURRENT – SELECT INACTIVE - Rejected. Valid values are Blank, *.
45	Select Abolished	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select abolished positions * - Do not select abolished positions Messages: CURRENT – SELECT ABOLISHED - Rejected. Valid values are Blank, *.
46	Select User Coding 1	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select vacant positions * - Do not select vacant Messages: CURRENT – SELECT USER 1 - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
Authorization Status Switches		
47	Select Not Authorized	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select vacant positions * - Do not select vacant Messages: AUTH – SELECT NOT AUTHORIZED - Rejected. Valid values are Blank, *.
48	Select Authorized	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select authorized positions * - Do not select authorized positions Messages: AUTH – SELECT AUTHORIZED - Rejected. Valid values are Blank, *.
49	Select Provisional	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select provisional positions * - Do not select provisional positions Messages: AUTH – SELECT PROVISIONAL - Rejected. Valid values are Blank, *.
50	Select Temporary	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select temporary positions * - Do not select temporary positions Messages: AUTH – SELECT TEMPORARY - Rejected. Valid values are Blank, *.
51	Select User Coding 1	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select first user-defined authorization status positions * - Do not select first user-defined authorization status positions Messages: AUTH – SELECT USER 1 - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
52	Select User Coding 2	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select second user-defined authorization status positions * - Do not select second user-defined authorization status positions Message: AUTH – SELECT USER 2 - Rejected. Valid values are Blank, *.
53	Select User Coding 3	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select third user-defined authorization status positions * - Do not select third user-defined authorization status positions Messages: AUTH – SELECT USER 3 - Rejected. Valid values are Blank, *.
Budget Status Switches		
54	Select Not Budgeted	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select positions not budgeted * - Do not select positions not budgeted Messages: BUDG – SELECT NOT BUDGETED - Rejected. Valid values are Blank, *.
55	Select Budgeted	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select budgeted positions * - Do not select budgeted positions Messages: BUDG – SELECT BUDGETED - Rejected. Valid values are Blank, *.
56	Select Provisional	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select provisional positions * - Do not select provisional positions Messages: BUDG – SELECT PROVISIONAL - Rejected. Valid values are Blank, *.
57	Select Temporary	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select temporary positions * - Do not select temporary positions Messages: BUDG – SELECT TEMPORARY - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
58	Select User Coding 1	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select first user-defined budget status positions * - Do not select first user-defined budget status positions Messages: BUDG – SELECT USER 1 - Rejected. Valid values are Blank, *.
59	Select User Coding 2	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select second user-defined budget status positions * - Do not select second user-defined budget status positions Messages: BUDG – SELECT USER 2 - Rejected. Valid values are Blank, *.
60	Select User Coding 3	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select third user-defined budget status positions * - Do not select third user-defined budget status positions Messages: BUDG – SELECT USER 3 - Rejected. Valid values are Blank, *.
Availability Status Switches		
61	Select Not Available	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select not available positions * - Do not select not available positions Messages: AVAIL – SELECT NOT AVAILABLE - Rejected. Valid values are Blank, *.
62	Select Available	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select available positions * - Do not select available positions Messages: AVAIL – SELECT AVAILABLE - Rejected. Valid values are Blank, *.
63	Select Frozen	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select frozen positions * - Do not select frozen positions Messages: AVAIL – SELECT FROZEN - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
64	Select Loaned	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select loaned positions * - Do not select loaned positions Messages: AVAIL – SELECT LOANED - Rejected. Valid values are Blank, *.
65	Select Borrowed	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select borrowed positions * - Do not select borrowed positions Messages: AVAIL – SELECT BORROWED - Rejected. Valid values are Blank, *.
66	Select Reserved	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select reserved positions * - Do not select reserved positions Messages: AVAIL – SELECT RESERVED - Rejected. Valid values are Blank, *.
67	Select Substitute	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select substitute positions * - Do not select substitute positions Messages: AVAIL – SELECT SUBSTITUTE - Rejected. Valid values are Blank, *.
68	Select User Coding 1	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Select first user-defined availability status positions * - Do not select first user-defined availability status positions Messages: AVAIL – SELECT USER 1 - Rejected. Valid values Blank, *.
	Salary Specification Statement	
69	Selection	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Do not use selection criteria * - Select only positions or levels entered on PW-E transactions Messages: SEL SPEC SELECTION OPTION - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
70-73	Reserved	Blank
Wage and Salary Report		
74	Position Sequence	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: R or 1 - Sequence by Position Number 2 - Sequence by Position Number within classification code 3 - Sequence by Position Number within position title 4 - Sequence by Position Number within position title within classification code Message: WAGE/SAL POSITION SEQUENCE - Rejected. Valid values are Blank, 1, 2, 3, 4.
75	Minor Levels	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Message: WAGE/SAL MINOR LEVELS - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7 8.
76	Low Level Page Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Message: WAGE/SAL PAGE BREAK - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7, 8.

(continued)

Positions	Field Name	Description
77	Low Level Total Break	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: 1 - Level 1 R or 2 - Level 2 3 - Level 3 4 - Level 4 5 - Level 5 6 - Level 6 7 - Level 7 8 - Level 8 Message: WAGE/SAL TOTAL BREAK - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7 8.
78	Selection	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values: Blank - Do not use selection criteria * - Select only positions or levels entered on PW-E transactions. Message: WAGE/SAL SELECTION OPTION - Rejected. Valid values are Blank, *.
79-80	Reserved	Blanks

PW-C [120] - Org. Report Sequence and Selection Options

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-D [80, 120] - Organization Date Control

Function Establish Reporting Information.

Associated Screens 602

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Blanks
17	Separator Code	Constant D
18-23	Period Begin Date	Required, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits. Message: PERIOD BEGIN DATE - Rejected. Valid values are ****1, ****2, or a valid date format of YYMMDD
24-29	Period-End Date	Required, numeric, see instructions for reset value, maintenance allowed. Year will be expanded and stored with 4 digits. For example: YYMMDD R = 791231 would be interpreted as December 31, 2079. Message: PERIOD END DATE - Rejected. Valid date format is YYMMDD .
30-35	Report Print Date	Required, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: Valid date, YYMMDD R - ****1 ****1 - Use current date from computer ****2 - Use period-end date from PW-D transaction Year will be expanded and stored with 4 digits. Message: REPORT PRINT DATE - Rejected. Valid values are ****1, ****2, or a valid date format of YYMMDD .

(continued)

Positions	Field Name	Description
36	Period End Indicator	Optional, alphanumeric, reset to blank, maintenance allowed. Valid values are: Blank - No period-end M - End of month Q - End of month and quarter Y - End of month, quarter and year P - End of period Messages PERIOD END INDICATOR - Rejected. Valid values are Blank, M, Q, Y, P.
37-80	Reserved	Blank

PW-D [120] - Organization Date Control

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-E [80] - Organization Position or Levels Selection

Function Identify Reporting Selections

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Blanks
17	Separator Code	Constant E
18-27	Position Number	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Indicates selection of a particular position within the specified Level 1 - Level 2.
28-49	Minor Levels	Conditionally required, alphanumeric, reset not applicable, maintenance not allowed. Indicates selection of all positions within the specified minor levels of control. Note: For a particular report Position Number and minor levels are mutually exclusive.
	Selected Reports	For positions 50-54 * - Apply selection criteria to this report Blank - Do not apply selection criteria to this report
50	Header Description	Optional, alphanumeric, reset not applicable, maintenance not allowed. Message: PWE CARD-HEADER DESCRIPTION INDIC - Rejected. Valid values are Blank, *.
51	Header Narrative	Optional, alphanumeric, reset not applicable, maintenance not allowed. Message: PWE CARD-HEADER NARR INDICATOR - Rejected. Valid values are Blank, *.

(continued)

Positions	Field Name	Description
52	Detail Description	Optional, alphanumeric, reset not applicable, maintenance not allowed. Message: PWE CARD-DETAIL DESCRIPTION - Rejected. Valid values are Blank, *.
53	Status Report	Optional, alphanumeric, reset not applicable, maintenance not allowed. Message: PWE CARD-STATUS REPORT - Rejected. Valid values are Blank, *.
54	Wage and Salary Report	Optional, alphanumeric, reset not applicable, maintenance not allowed. Message: PWE CARD-WAGE AND SALARY REPORT - Rejected. Valid values are Blank, *.
55-80	Reserved	Blanks

PW-F [80] - Organization Salary Specification Selection

Function Identify Salary Table Reporting Selections

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Blanks
17	Separator Code	Constant F
18-22	Salary Specification	Required, alphanumeric, reset not applicable, maintenance allowed. Indicates selection of specific Salary Specification Table.
23-80	Reserved	Blanks

PW-H [80, 120] - Organization User Area

Function Establish Organization User Area

Associated Screens 604

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Blanks
17	Separator Code	Constant H
18-20	User Segment Identification Number	Required, alphanumeric, reset not applicable, maintenance allowed. Constant 191 Message: USER SEGMENT ID NUMBER - Rejected. Valid value is 191.
21-22	User Field Number	Required, numeric, reset not applicable, maintenance not allowed. Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: 01 - Organization user area 1 02 - Organization user area 2 03 - Organization user area 3 Messages USER FIELD NUMBER - Rejected. Valid values are 01,02, 03.
23-78	User Data Area	Required, alphanumeric, resets to blank, maintenance allowed.
79-80	Reserved	Blanks

PW-H [120] - Organization User Area

Positions	Field Name	Description
1-80		Repeat positions 1-80 above.
81-120	Reserved	Blanks

PW-J [80, 120] - Position Header Basic Data

Function Establish and Maintain Position Header Basic Information

Associated Screens 605

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Messages: POSITION NUMBER ALREADY USED - Rejected. Attempt was made to add a Position Header that was already added to the Position Control Master file. POSITION NUMBER NOT FOUND - Rejected. Attempt was made to update a Position Header that has not been added to the Position Control Master file.
17	Separator Code	Constant J
18-47	Position Title	Required, alphanumeric, resets to blank, maintenance allowed. Messages: POSITION TITLE BLANK - Rejected. Position title is required when adding a Position Header.
48-52	Classification Code	Optional, alphanumeric, resets to blank, maintenance allowed. Messages: CLASSIFICATION CODE BLANK - Warning. The classification code for the Position Header being added is spaces.

(continued)

Positions	Field Name	Description
53-54	EEOC Occupational Category	Required, numeric, resets to zero, maintenance allowed. 00 - Unclassified For EEO-1 Users: 01 - Executive/Senior Level Officials and Managers 02 - Professionals 03 - Technicians 04 - Sales Workers 05 - Administrative Support Workers 06 - Craft Workers 07 - Operatives 08 - Laborers and Helpers 09 - Service Workers 10 - Mid-Level Officials and Managers 11-18 - Reserved 19 - Professional (EEO-1); Officials and Managers (VETS-100) For EEO-4 Users: 20 Reserved Officials/Administrators 21 - Professionals 22 - Technicians 23 - Protective Service 24 - Paraprofessionals 25 - Administrative Support 26 - Skill Craft 27 - Service/Maintenance 28-37 - Reserved Messages: EEOC OCCUPATION CODE - Rejected. Valid values are 00-44.
55	EEOC Exempt Code	Optional, alphanumeric, resets to blank, maintenance allowed. Blank - Not exempt from EEO reporting E - Exempt from EEO reporting Message: EEOC EXEMPT CODE INVALID - Rejected. Valid values are Blank, E.

(continued)

Positions	Field Name	Description
56-58	Federal Job Code	Optional, numeric, resets to zero, maintenance allowed. User defined Message: FEDERAL JOB CODE NOT NUMERIC - Rejected. Must be a numeric value.
59-62	Worker's Compensation	Optional, alphanumeric, resets to blank, maintenance allowed. User defined.
63-67	Salary Specification Code	Optional, alphanumeric, resets to blank, maintenance allowed. Message: SALARY SPECIFICATION BLANK - Warning. Salary specification code for the Position Header being added is spaces.
68-72	Salary range Grade Code	Optional, alphanumeric, resets to blank, maintenance allowed. Message: SALARY GRADE BLANK - Warning. Salary grade code for the Position Header being added is space.
73-77	Salary Range Step Code	Optional, alphanumeric, resets to blank, maintenance allowed. Message: SALARY STEP BLANK - Warning. Salary step code for the Position Header being added is spaces.
78	Reserved	Blank
79	Position Abolish Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: Blank - Position not abolished * - Position is abolished Message: POSITION ABOLISH INDICATOR - Rejected. Valid values are Blank, *.
80	New Position Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Blank - Change existing position A - Add position to Position Control Master file

PW-J [120] - Position Header Basic Data

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-K [80, 120] - Normal Employment Specifications

Function Establish Employment Specifications

Associated Screens 605

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant K
18-22	Multiple Position Limit	Optional numeric, resets to zero, maintenance allowed. Message: MULTIPLE POSITION LIMIT COUNT - Rejected. Must be numeric.
23-27	Multiple Position Authorized Count	Optional, numeric, resets to zero, maintenance allowed. Message: MULT POSITION AUTHORIZED COUNT - Rejected. Must be numeric.
28-32	Multiple Position Budgeted Count	Optional, numeric, resets to zero, maintenance allowed. Message: MULT POSITION BUDGETED COUNT - Rejected. Must be numeric.
33-37	Multiple Position Filled Count	Optional, numeric, resets to zero, maintenance allowed. Message: MULT POSITION FILLED COUNT - Rejected. Must be numeric.
38-42	Multiple Position User 1 Count	Optional, numeric, resets to zero, maintenance allowed. Message: MULT POSITION USER 1 COUNT - Rejected. Must be numeric.
43-47	Multiple Position User 2 Count	Optional, numeric, resets to zero, maintenance allowed. Message: MULT POSITION USER 2 COUNT - Rejected. Must be numeric.
48-52	Multiple Position User 3 Count	Optional, numeric, resets to zero, maintenance allowed. Message: MULT POSITION USER 3 COUNT - Rejected. Must be numeric.

(continued)

Positions	Field Name	Description
53-63	Allocated Budget Amount	Optional, numeric, resets to zero, maintenance allowed. Two Decimals Message: ALLOCATED BUDGET AMT - Rejected. Must be numeric. Two decimals. ALLOCATED BUDGET AMT BLANK - Warning. The allocated budget amount for the Position Header being added is spaces.
64	Normal Full Time/Part Time Code	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: R or 1 - Full Time, Permanent 2 - Full Time, Temporary 3 - Part Time, Permanent 4 - Part Time, Temporary 5 - Other 6-9 and A-Z are available as user-defined codes. However, if you generate EEO-4, VETS-100, or Workforce Utilization reports using the system, you must use only the preceding valid numeric codes. Messages: FULL-TIME /PART-TIME CODE - Rejected. Valid values are 1, 2, 3, 4, 5, 6-9, A-Z. FULL-TIME/PART-TIME CD BLANK - Warning. The full-time, part-time code for the Position Header being added is spaces.
65-69	Normal Hours Worked	Optional, numeric, reset to zero, maintenance allowed. Two Decimals Messages: NORMAL HOURS WORKED - Rejected. Must be numeric. Two decimals. HOURS WORKED BLANK - Warning. The hours worked for the Position Header being added is spaces.
70-72	Normal Percent Time Employed	Optional, numeric, resets to zero, maintenance allowed. Messages: PERCENT TIME EMPLOYED - Rejected. Must be numeric. PERCENT TIME EMPLOYED BLANK - Warning. The percent time employed for the Position Header being added is spaces.
73-80	Reserved	Blanks

PW-K [120] - Normal Employment Specifications

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-L [80, 120] - Position Header Requirements

Function Establish Position Header Requirements

Associated Screens 607

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant L
18-19	Years Education	Optional alphanumeric, reset not applicable, maintenance allowed. Message: YEARS EDUCATION INVALID - Rejected. Must be numeric.
20	Driver's License	Optional, numeric, reset not applicable, maintenance allowed. Valid values are: R or 1 - Not required 2 - Required 3 - Chauffeur 4 - Other 5 - User Defined 6 - User defined Message: DRIVER LICENSE CODE INVALID - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7.

(continued)

Positions	Field Name	Description
21	Physical Exam Code	Optional, alphanumeric, see instructions for reset value, maintenance allowed. Valid values are: R or 1 - Not required 2 - Required 3 - Annual 4 - Semiannual 5 - Bi-annual 6 - Third year 7 - Fifth year 8 - User Defined 9 - User Defined Message: PHYSICAL EXAM CODE INVALID - Rejected. Valid values are Blank, 1, 2, 3, 4, 5, 6, 7, 8, 9.
22-41	Health Requirement	Optional, alphanumeric, resets to blank, maintenance allowed.
42-80	Reserved	Blanks

PW-L [120] - Position Header Requirements

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-M [80, 120] - Position Header Licensing

Function Establish Header Licensing and Certification Requirements.

Associated Screens 607

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant M
18-24	Professional License or Membership 1	Optional, alphanumeric, resets to blank, maintenance allowed.
25-31	Professional License or Membership 2	Repeat positions 18-24.
32-38	Professional License or Membership 3	Repeat positions 18-24.
39-45	Professional License or Membership 4	Repeat positions 18-24.
46-52	Professional Licenses or Membership 5	Repeat positions 18-24.
53-55	Certification Code 1	Optional, alphanumeric, resets to blank, maintenance allowed.
56-58	Certification Code 2	Repeat positions 53-55.
59-61	Certification Code 3	Repeat positions 53-55.
62-64	Certification Code 4	Repeat positions 53-55.
65-67	Certification Code 5	Repeat positions 53-55.
68-80	Reserved	Blanks

PW-M [120] - Position Header Licensing

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-N [80, 120] - Position Skill Requirements

Function Establish Position Skill Requirements

Associated Screens 606

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant N
	Skill Data 1	Note: If one field in the Skill group is entered, all fields in that group must be entered.
18-19	Iteration Number	Required, numeric, reset not applicable, maintenance not Valid values are: 01 - 12 Message: SKILL ITERATION NUMBER - Rejected. Valid values are 01-12.
20-21	Skill Function	Required, alphanumeric, resets to blank, maintenance allowed. Must be established on HRMS Tables File. Message: SKILL FUNCTION INVALID - Rejected. The skill function is not established in the HRMS Tables File.
22-24	Skill Subfunction	Required, alphanumeric, resets to blank, maintenance allowed. Must be established on HRMS Tables File. Message: SKILL SUB-FUNCTION INVALID - Rejected. The skill sub-function is not established in the HRMS Tables File.
25-26	Number Years Experience	Required, numeric, resets to zero, maintenance allowed. Messages: NUMBER YEARS EXPERIENCE - Rejected. Must be numeric.

(continued)

Positions	Field Name	Description
27	Proficiency Level	Required, alphanumeric, resets to blank, maintenance allowed. Must be established on HRMS Tables File. Message: PROFICIENCY LEVEL INVALID - Rejected. The proficiency level is not established in the HRMS Tables File.
28-29	Last Year Used	Required, numeric, resets to zero, maintenance allowed. Year will be expanded and stored with 4 digits. Message: LAST YEAR USED INVALID - Rejected. Must be numeric.
30	Supervisory Indicator	Required, numeric, resets to blank, maintenance allowed. Valid values are: 1 - Yes 2 - No 3 - Both Message: SUPERVISORY INDICATOR INVALID - Rejected. Valid values are 1, 2, 3.
31	Location Indicator	Required, numeric, resets to blank, maintenance allowed. Valid values are: 1 - Present Location 2 - Other Location 3 - Both Message: LOCATION INDICATOR INVALID - Rejected. Valid values are 1, 2, 3.
Skill Data 2		
32-33	Iteration Number	Repeat positions 18-31.
34-35	Skill Function	Repeat positions 18-31.
36-38	Skill Subfunction	Repeat positions 18-31.
39-40	Number Years Experience	Repeat positions 18-31.
41	Proficiency Level	Repeat positions 18-31.
42-43	Last Year Used	Repeat positions 18-31.
44	Supervisory Indicator	Repeat positions 18-31.
45	Location Indicator	Repeat positions 18-31.

(continued)

Positions	Field Name	Description
Skill Data 3		
46-47	Iteration Number	Repeat positions 18-31.
48-49	Skill Function	Repeat positions 18-31.
50-52	Skill Subfunction	Repeat positions 18-31.
53-54	Number Year Experience	Repeat positions 18-31.
55	Proficiency Level	Repeat positions 18-31.
56-57	Last Year Used	Repeat positions 18-31.
58	Supervisory Indicator	Repeat positions 18-31.
59	Location Indicator	Repeat positions 18-31.
Skill Data 4		
60-61	Iteration Number	Repeat positions 18-31.
62-63	Skill Function	Repeat positions 18-31.
64-66	Skill Subfunction	Repeat positions 18-31.
67-68	Number Years Experience	Repeat positions 18-31.
69	Proficiency Level	Repeat positions 18-31.
70-71	Last Year Used	Repeat positions 18-31.
72	Supervisory Indicator	Repeat positions 18-31.
73	Location Indicator	Repeat positions 18-31.
74-80	Reserved	Blanks

PW-N [120] - Position Skill Requirements

Positions	Field Name	Description
1-80		Repeat positions 1-80 above.
81-120	Reserved	Blanks

PW-W [80, 120] - Position Header User Area

Function Establish Position Header User Segment

Associated Screens 608

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant W
18-20	User Segment Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant 291 Message: USER SEGMENT ID NUMBER - Rejected. Valid value is 291.
21-22	User Field Number	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: 01 - Position header user area 1 02 - Position header user area 2 03 - Position header user area 3 Message: USER FIELD NUMBER - Rejected. Valid values are 01, 02, 03.
23-78	User Data Area	Required, alphanumeric, resets to blank, maintenance allowed.
79-80	Reserved	Blanks

PW-W [120] - Position Header User Area

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blanks

PW-1 [80, 120] - Position Detail Basic Data

Function Establish Basic Position Detail Record

Associated Screens 610

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 1
18-21	Multiple Position Number	Required, numeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
23	Current Status	Optional, alphanumeric, reset listed below, maintenance allowed. Valid values are: R or 1 - Vacant 2 - Filled 3 - Inactive 4 - Abolished 5 - User defined 6 - User defined Message: STATUS – CURRENT INVALID - Rejected. If the position is filled, the current status cannot be changed with a PW-1. Also, the current status cannot be changed to a 2, except with the position assignment transaction. Valid values for an update are 1, 3, 4, 5, 6.
24-29	Current Date Filled/Vacant	Optional, numeric, reset to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits. Message: DATE – FILLED/VACANT - Rejected. Valid date format is YYMMDD .
30-35	Current Date Established/Required	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Message: DATE-ESTABLISHED/REQUEST - Rejected. Valid date format is YYMMDD .

(continued)

Positions	Field Name	Description
36-41	Current Date Request Required	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Message: DATE – REQUEST REQUIRED - Rejected. Valid date format is YYMMDD .
42-63	Major Levels of Responsibility	Conditionally required, alphanumeric, resets to blank, maintenance allowed. Message: MAJOR RESPONSIBILITY BLANK - Warning. Major responsibility area for Position Detail being added is spaces.
64-73	Location	Optional, alphanumeric, resets to blank, maintenance allowed.
74-78	Union Code	Optional, alphanumeric, resets to blank, maintenance allowed.
79	Reserved	Blank
80	New Detail Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Blank - Update Position Detail A - Add Position Detail Messages: POSITION DETAIL ALREADY USED - Rejected. Attempt was made to add a Position Detail that was already added to the Position Control Master file. POSITION DETAIL NOT FOUND - Rejected. Attempt was made to update a Position Detail that has not been added to the Position Control Master file.

PW-1 [120] - Position Detail Basic Data

Positions	Field Name	Description
1-79		Repeat positions 1-79 in the preceding table.
80-119	Reserved	Blank
120	New Detail Indicator	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: Blank - Update Position Detail A - Add Position Detail Messages: POSITION DETAIL ALREADY USED - Rejected. Attempt was made to add a Position Detail that was already added to the Position Control Master file. POSITION DETAIL NOT FOUND Rejected. Attempt was made to update a Position Detail that has not been added to the Position Control Master file.

PW-2 [80, 120] - Authorization and Budget

Function Establish Position Detail Authorization

Associated Screens 610, 611

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 2
18-21	Multiple Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
23	Authorization Status	Optional, alphanumeric, reset listed below, maintenance allowed. Valid values are: R or 1 - Not authorized 2 - Authorized 3 - Provisional 4 - Temporary 5-7 - User defined Message: STATUS – AUTHORIZATION - Rejected. Valid values are 1, 2, 3, 4, 5, 6, 7.
24-29	Authorization Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits. Message: DATE – AUTHORIZATION - Rejected. Valid date format is YYMMDD .
30-35	Authorization Begin Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Messages: DATE-AUTHORIZE BEGIN - Rejected. Valid date format is YYMMDD . AUTH BEGIN DT GREATER EXPR DT - Rejected. The authorization begin date is greater than the authorization expiration date.

(continued)

Positions	Field Name	Description
36-41	Authorization Expiration Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Message: DATE – AUTHORIZE EXPIRE - Rejected. Valid date is YYMMDD .
42	Budget Status Code	Optional, alphanumeric, reset listed below, maintenance allowed. Valid values are: R or 1 - Not budgeted 2 - Budgeted 3 - Provisional 4 - Temporary 5-7 - User defined Message: STATUS – BUDGET INVALID - Rejected. Valid date format is YYMMDD .
43-48	Budget Approval Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Message: DATE – BUDGET APPROVAL - Rejected. Valid date format is YYMMDD .
49-54	Budget Period Begin Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Messages: DATE – BUDGET PERIOD BEGIN - Rejected. Valid date format is YYMMDD . BUDG BEGIN DT GREATER EXPR DT - Rejected. The budget begin date is greater than the budget expiration date.
55-60	Budget Period Expiration Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Message: DATE – BUDGET PERIOD EXPIRATION - Rejected. Valid date format is YYMMDD .

(continued)

Positions	Field Name	Description
61-71	Budget Amount	Optional, numeric, resets to zero, maintenance allowed. Two decimals. Message: BUDGET AMOUNT INVALID - Rejected. Must be numeric. Two decimals.
72-80	Reserved	Blanks

PW-2 [120] - Authorization and Budget

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blank

PW-3 [80, 120] - Position Detail Availability Data

Function Establish Position Detail Availability

Associated Screens 610

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 3
18-21	Multiple Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
23	Availability Status	Required, alphanumeric, reset listed below, maintenance allowed. Valid values are: R or 1 - Not available 2 - Available 3 - Frozen 4 - Loaned 5 - Borrowed 6 - Reserved 7 - Substitute 8 - User defined Message: STATUS AVAILABILITY - Rejected. Valid values are 1, 2, 3, 4, 5, 6, 7, 8.
24-29	Availability Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits. Message: DATE – AVAILABILITY - Rejected. Valid date format is YYMMDD .

(continued)

Positions	Field Name	Description
30-35	Availability Begin Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Messages: DATE-AVAILABILITY BEGIN - Rejected. Valid date format is YYMMDD . AVAIL BEGIN DT GREATER EXPR DT - Rejected. The availability begin date is greater than the availability expiration date.
36-41	Availability Expiration Date	Optional, numeric, resets to zero, maintenance allowed. YYMMDD Year will be expanded and stored with 4 digits Messages: DATE – AVAILABILITY EXPIRE - Rejected. Valid date format is YYMMDD .
42-63	Availability Responsibility Area	Optional, alphanumeric, resets to blank, maintenance allowed.
64-80	Reserved	Blank

PW-3 [120] - Position Detail Availability Data

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blank

PW-6 [80, 120] - Position Detail Pay Data

Function Establish Position Detail for Pay and Work Time.

Associated Screens 611

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 – Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 6
18-21	Multiple Position Number	Required, numeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
23-33	Employee Equivalent Salary Amount	Optional, numeric, resets to zero, maintenance allowed. Two decimals. Message: EQUIVALENT SALARY AMOUNT - Rejected. Must be numeric. Two decimals.
34-44	Alternative Salary Minimum	Optional, numeric, resets to zero, maintenance allowed. These fields (34-66) are used in place of the salary specification, grade, and step to identify salary range information. Two decimals. Message: ALTERNATIVE SALARY MIN - Rejected. Must be numeric. Two decimals.
45-55	Alternative Salary Mid or Next Step	Optional, numeric, resets to zero, maintenance allowed. These fields are used in place of the salary specification, grade, and step to identify salary range information. Two decimals. Message: ALTERNATIVE SALARY MID - Rejected. Must be numeric. Two decimals.

(continued)

Positions	Field Name	Description
56-66	Alternative Salary Maximum	Optional, numeric, resets to zero, maintenance allowed. These fields are used in place of the salary specification, grade, and step to identify salary range information. Two decimals. Messages: ALTERNATIVE SALARY MAX - Rejected. Must be numeric. Two decimals.
67	Full Time-Part Time	Optional, alphanumeric, reset listed below, maintenance allowed. Valid values are: R or 1 - Full-time, permanent 2 - Full-time, temporary 3 - Part-time, permanent 4 - Part-time, temporary 5 - Other 6-9 and A-Z are available as user defined codes. However, if you generate EEO-4, VETS-100, or Workforce Utilization reports using the system, you must use only the preceding valid numeric codes. Message: FULL-TIME/PART-TIME CODE - Rejected. Valid values are 1, 2, 3, 4, 5, 6-9, A-Z.
68-72	Hours Worked	Optional, numeric, resets to zero, maintenance allowed. Two decimals. Message: HOURS WORKED NOT NUMERIC - Rejected. Must be numeric. Two decimals.
73-75	Percent Time Employed	Optional, numeric, resets to zero, maintenance allowed. Message: PERCENT TIME EMPLOYED - Rejected. Must be numeric.
76-80	Reserved	Blanks

PW-6 [120] - Position Detail Pay Data

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blank

PW-7 [80, 120] - Position Detail Organization Split

Function Identify Organizational Split Conditions

Note: Six occurrences of split data are allowed. Enter the number of the split occurrences you want in Split Iteration Number field.

Associated Screens 612

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 7
18-21	Multiple Position Number	Required, numeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
23-24	Split Iteration Number	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: 01-06 Message: SPLIT ITERATION NUMBER - Rejected. Valid values are 01-06.
25-29	Split Hours Worked	Required, numeric, resets to zero, maintenance allowed. Two Decimals Message: SPLIT WORKED HOURS - Rejected. Must be numeric. Two decimals.
30-32	Split Percentage	Required, numeric, resets to zero, maintenance allowed. Message: SPLIT PERCENTAGE - Rejected. Must be numeric.
33-54	Split Minor Levels of Control	Optional, alphanumeric, resets to blank, maintenance allowed. Message: SPLIT MINOR LEVELS BLANK - Warning. The minor levels of control for this split are spaces.
55-80	Reserved	Blanks

PW-7 [120] - Position Detail Organization Split

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blank

PW-8 [80, 120] - Position Evaluation Points

Function Establish Position Evaluation Criteria

Associated Screens 613

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 8
18-21	Multiple Position Number	Required, numeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Evaluation Data 1	Note: I.E. defines evaluation points as both numeric and alphanumeric. If you want to use the numeric definition and calculate evaluation points, enter the data right justified and zero filled.
23-24	Iteration Number 1	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: 01-12 Message: INVALID FIELD NUMBER - Rejected. Must be numeric. Valid values are 01-12.
25-29	Evaluation Points 1	Required, alphanumeric, resets to blank, maintenance allowed.
30-35	Evaluation Points 2	Required, alphanumeric, resets to blank, maintenance allowed.
	Evaluation Data 2	
36-37	Iteration Number	Repeat positions 23-24.
38-42	Evaluation Points 1	Repeat positions 25-29.
43-48	Evaluation Points 2	Repeat positions 30-35.
	Evaluation Data 3	
49-50	Iteration Number	Repeat positions 23-24.
51-55	Evaluation Points 1	Repeat positions 25-29.
56-61	Evaluation Points 2	Repeat positions 30-35.

(continued)

Positions	Field Name	Description
Evaluation Data 4		
62-63	Iteration Number	Repeat positions 23-24.
64-68	Evaluation Points 1	Repeat positions 25-29.
69-74	Evaluation Points 2	Repeat positions 30-35.
75-80	Reserved	Blank

PW-8 [120] - Position Evaluation Points

Positions	Field Name	Description
1-80		Repeat positions 1-80 in the preceding table.
81-120	Reserved	Blank

PW-9 [80, 120] - Position Detail User Area

Function Establish Position Detail User Information

Associated Screens 615

Positions	Field Name	Description
1-2	Transaction Code	Constant PW
3-6	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	Constant 9
18-21	Multiple Position Number	Required, numeric, reset not applicable, maintenance not allowed.
22	Multiple Position Split Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
23-25	User Segment Identification Number	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant 391 Message: USER SEGMENT ID NUMBER - Rejected. Valid value is 391
26-27	User Field Number	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: 01 - Position Detail user area 1 02 - Position Detail user area 2 03 - Position Detail user area 3 Message: USER FIELD NUMBER - Rejected. Valid values are 01, 02, 03.
28-80	User Data Area	Optional, alphanumeric, resets to blank, maintenance allowed.

PW-9 [120] - Position Detail User Area

Positions	Field Name	Description
1-80		Repeat positions 1-80 the preceding table.
81-120	Reserved	Blank

T10 [80] - Salary Specification Increase/Decrease

Function Process an HRMS Tables File Salary Specification Increase or Decrease

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant T10 Messages: INVALID TRANSACTION CODE - Rejected. Transaction code in column 1-3 must be T10. T10 OPTION CONFLICT - REJECT - Rejected. Another Position Control Tables File transaction was entered with a T10 or another T10 transaction was entered with a T10 that had one of the following conditions specified: ▪ Level 1 - Level 2 with the salary specification equal to **** or, ▪ Level 1 - Level 2 with all ****. T10 EXCEEDS 25 ENTRIES - Rejected. More than 25 T10 transactions were entered with Level 1 - Level 2 equal to **** and with selected salary specifications.
4-7	Reserved	Blanks
8-15	Major Levels	Required, alphanumeric, reset not applicable, maintenance allowed. Valid Level 1 - Level 2 or **** - Apply percent to all Level 1-Level 2s. Message: MAJOR LEVELS INVALID - Rejected. The organization specified by the major levels was not found in the HRMS Tables File. Must be valid Level 1 and Level 2 or ****.
16-20	Salary Specification	Required, alphanumeric, reset not applicable, maintenance allowed. Valid Salary Specification on from HRMS Tables File, or ***** - Apply percent to all Salary Specifications within specified Level 1 - Level 2. Message: SALARY SPECIFICATION INVALID - Rejected The salary specification was not found in the HRMS Tables File. Must be valid specification or *****.

(continued)

Positions	Field Name	Description
21-30	Reserved	Blank
31-36	Percent Increase/Decrease	Required, alphanumeric, reset not applicable, maintenance allowed. Three decimals Messages: PERCENT FIELD INVALID - Rejected. Must be numeric and cannot be zeros. Three decimals. INCREASE/DECREASE INVALID - Rejected. Valid values are I. D.
37	Adjustment Indicator Code	Required, alphanumeric, reset not applicable, maintenance allowed. Valid values are: I - Increase D - Decrease
38-80	Reserved	Blanks

T11 [80] - Position Narrative Description

Function Enter Position Description

Associated Screens 620

Positions	Field Name	Description
1-3	Transaction Code	Constant T11 Messages: INVALID TRANSACTION CODE - Rejected. Transaction code in columns 1-3 must be T11. TRANS CODE NOT VALID WITH T10 - Rejected. Cannot enter T11 transaction with a T10.
4-6	Reserved	Blank
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: A - Add C - Change D - Delete
8-11	Reserved	Blanks
12-15	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-25	Position Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
26-30	Line Number	Required, numeric, reset not applicable, maintenance allowed. Maximum of 297 lines. Message: INVALID LINE NUMBER - Rejected. Must be numeric.
31-80	Narrative Data Line	Optional, alphanumeric, reset not applicable, maintenance allowed.

T12 [80] - Salary Specification Table Description

Function Establish Salary Specifications

Associated Screens 621

Positions	Field Name	Description
1-3	Transaction Code	Constant T12 Messages: INVALID TRANSACTION CODE - Rejected. Transaction code in columns 1-3 must be T12. TRANS CODE NOT VALID WITH T10 - Rejected. Cannot enter T12 transaction with a T10.
4-6	Reserved	Blanks
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: A - Add C - Change D - Delete
8-11	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed. Blanks
12-15	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-20	Salary Specification Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Message: INVALID SALARY SPECIF CODE - Rejected. Change or delete transaction entered for salary specification that is not established in the HRMS Tables File or specification code is spaces.
21-40	Reserved	Blank
41	Salary Format	Required, alphanumeric, reset not applicable, maintenance allowed. Valid values are: A - Annual - 2 decimals H - Hourly - 6 decimals Message: INVALID SALARY FORMAT CODE - Rejected. Valid values are A, H.

(continued)

Positions	Field Name	Description
42	Time Increment	Required, alphanumeric, reset not applicable, maintenance allowed. Valid values are: W - Work week (days) H - Hours D - Days M - Months Y - Years Q - Quarters O - Other Message: INVALID TIME INCREMENT CODE - Rejected. Valid values are W, H, D, M, Y, Q, O.
43-72	Salary Specification Title	Required, alphanumeric, reset not applicable, maintenance allowed.
73	Salary Range	Required, numeric, reset not applicable, maintenance allowed. Valid values are: 1 - One salary amount per T13 transaction (minimum salary) 2 - Two salary amounts per T13 transaction (minimum and maximum salary) 3 - Three salary amounts per T13 transaction (minimum, mid-point, and maximum salary) 4 - Two salary amounts per T13 transaction (minimum and maximum salary). System will calculate true midpoint of range. Message: INVALID RANGE INDICATOR - Rejected. Valid values are 1, 2, 3, 4.
74-80	Reserved	Blanks

T13 [80] - Salary Range Grade and Step Table Detail

Function Establish Salary Specification Grades and Steps

Associated Screens 621

Positions	Field Name	Description
1-3	Transaction Code	Constant T13 Messages: INVALID TRANSACTION CODE - Rejected. Transaction code in columns 1-3 must be T13. TRANS CODE NOT VALID WITH T10 - Rejected. Cannot enter T13 transaction with a T10. INVALID T13 CHANGE - Rejected. NO T12 CARD FOUND SPECIF - Rejected. A T13 was entered with a specification that was not in the HRMS Tables File or did not have a corresponding T12 transaction.
4-6	Reserved	Blanks
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: A - Add C - Change D - Delete
8-11	Reserved	Blanks
12-15	Level 1 - Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-20	Salary Specification Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
21-25	Salary Range Grade Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
26-30	Salary Range Step Code	Required, alphanumeric, reset not applicable, maintenance not allowed.

(continued)

Positions	Field Name	Description
31-41	Minimum Salary Value	Conditionally required, numeric, reset not applicable, maintenance allowed. Valid values are: Annual - 2 decimals Hourly - 6 decimals Message: SALARY A VALUE NOT NUMERIC - Rejected. Minimum salary must be numeric. Two decimals for annual amount. Six decimals for hourly amount.
42-52	Midpoint Salary Value	Conditionally required, numeric, reset not applicable, maintenance allowed. Annual - 2 decimals Hourly - 6 decimals Messages: MID POINT SALARY NOT NUMERIC - Rejected. Midpoint salary must be numeric. Two decimals for annual amount. Six decimals for hourly amount. MID SALARY NOT SPACES OR ZEROS - Rejected. If specification salary range is 1, 2, or 4, then midpoint salary must be spaces or zeros. MID SAL NOT IN MIN/MAX RANGE - Rejected. Midpoint salary cannot be less than minimum salary or greater than maximum salary. MID-POINT SAL WILL BE COMPUTED - Warning. The system will calculate the true midpoint salary based on values for minimum and maximum salaries.
53-63	Maximum Salary Value	Conditionally required, numeric, reset not applicable, maintenance allowed. Valid values are: Annual - 2 decimals Hourly - 6 decimals Messages: SALARY B VALUE NOT NUMERIC - Rejected. Maximum salary must be numeric. Two decimals for annual amount. Six decimals for hourly amount. MAX SALARY NOT SPACES OR ZEROS - Rejected. If specification salary range is 1, then maximum salary must be spaces or zeros. MIN SALARY GTR THAN MAX SALARY - Rejected. Minimum salary cannot be greater than maximum salary.

(continued)

Positions	Field Name	Description
64-70	Minimum Time Increment	Conditionally required, numeric, reset not applicable, maintenance allowed. Two decimals. Messages: MIN TIME INCREMENT NOT NUMERIC - Rejected. Must be numeric. Two decimals.
71-77	Maximum Time Increment	Conditionally required, numeric, reset not applicable, maintenance allowed. Two decimals Messages: MAX TIME INCREMENT NOT NUMERIC - Rejected. Must be numeric. Two decimals. MIN TIME GREATER THAN MAX TIME - Rejected. Minimum time increment cannot be greater than maximum time increment.
78-80	Reserved	Blanks

Appendix B Skill Functions and Sub-functions

Appendix Contents

B-1	Introduction
B-2	Skill Functions and Sub-functions
B-24	Codes for Major and Minor Fields of Study

Introduction

This chapter provides a list of codes for skill functions and sub-functions and major and minor fields of study available in the Position Control module.

Skill Functions and Sub-functions

Function 01: Architectural Engineering

Code	Sub-function
101	Design
102	Stress Analysis
103	User defined
104	User defined
105	User defined
106	User defined

Function 02: Aeronautical Engineering

Code	Sub-function
101	Airborne Vehicle Design
102	Airframe Structural Design
103	Flight Simulation
104	Flight Instruments
105	Flight Test Analysis
106	Ground Support Systems
107	Guidance Control Systems
108	Missile Systems
109	Navigation Systems
110	Propellants
111	Space Vehicles
112	Space Systems
113	Specifications & Standards
114	Stability & Control
115	User defined
116	User defined

Function 03: Electrical Engineering

Code	Sub-function
101	Amplifiers
102	Antennas
103	Audio Systems
104	Batteries
105	Circuit Design-testing
106	Communications Systems
107	Component Design-testing
108	Control Panels
109	Design Automation
110	Electrical Contracts
111	Electric Motors
112	Electrical Contracting
113	Electro-mech Energy Conversion
114	Electro-Mechanical Systems
115	Energy Transmission
116	Illumination
117	Laser
118	Management
119	Magnetic Measuring
120	Microwave Technology
121	Power Conversion
122	Power Generation
123	Radar Systems
124	Receivers
125	Safety Engineering
126	Sonar
127	System Checkout & Debugging
128	System Design Evaluation
129	Telemetry Systems

(continued)

Code	Sub-function
130	Test Equipment Design
131	Transmission Lines
132	Transmitters
133	Video Systems
134	User defined
135	User defined
136	User defined
137	User defined
138	User defined

Function 04: Civil Engineering

Code	Sub-function
101	Airport Construction, Planning
102	Construction, General
103	City Planning
104	Drafting
105	Highway Construction
106	Highway Planning
107	Hydraulics
108	Irrigation Systems
109	Purification Systems
110	Railroad Construction
111	Sanitary Engineering
112	Sewage Disposal
113	Structures
114	Traffic Study Design
115	Water Distribution
116	User defined
117	User defined
118	User defined

Function 05: Ceramic Engineering

Code	Sub-function
101	Abrasives
102	Adhesives
103	Alloys
104	Carbides
105	Castings/Forgings
106	Catalysts
107	Chemical Processes
108	Coatings
109	Colorings
110	Corrosives
111	Dielectrics
112	Enzymes
113	Epoxies
114	Etching Methods
115	Geochemistry
116	Hydrometallurgy
117	Kinetics
118	Lamination
119	Materials Separation
120	Oxidation
121	Semiconductors
122	Silicones
123	Thermal Analysis
124	User defined
125	User defined

Function 06: Mechanical Engineering

Code	Sub-function
101	Acoustics
102	Automotives
103	Component Design-Test
104	Energy Conversion
105	Equipment Justification
106	Heating/Air Conditioning
107	Human Factors Engineering
108	Hydraulics
109	Instrumentation
110	Lubrication
111	Machine Design
112	Management
113	Materials Analysis
114	Mechanical Actuators
115	Mechanical Analysis
116	Mechanical Contracting
117	Mechanical Controls
118	Mechanism Design
119	Packaging Systems
120	Pneumatics
121	Power Generation
122	Power Transmission
123	Refrigeration
124	Safety Engineering
125	Specifications & Standards
126	Stress Analysis
127	Structural Design
128	Theoretical Mechanics
129	Vacuum Systems

(continued)

Code	Sub-function
130	Welding/Brazing
131	User defined
132	User defined
133	User defined
134	User defined
135	User defined

Function 07: Chemical Engineering

Code	Sub-function
101	Abrasives
102	Adhesives
103	Air Pollution
104	Alloys
105	Catalysts
106	Corrosives
107	Dyes/Inks
108	Evaporation
109	Foods
110	Gasses
111	Heat/Fluid Flow
112	Industrial Hygiene
113	Isotopes
114	Kinetics
115	Lamination
116	Lubricants
117	Materials Analysis
118	Microchemistry
119	Nuclear Fuels
120	Petroleum Refining

(continued)

Code	Sub-function
121	Pharmaceuticals
122	Photochemistry
123	Photosynthesis
124	Plastics
125	Polymers
126	Processing Techniques
127	Rubber Products
128	Solvents
129	Specifications & Standards
130	Synthetics
131	Thermal Analysis
132	User defined
133	User defined
134	User defined

Function 08: Mining-Petroleum Engineering

Code	Sub-function
101	Core Analysis
102	Electrical Prospecting
103	Exploration
104	Extraction
105	Gravity Prospecting
106	Mine Layout
107	Mud Analysis
108	Refining Systems
109	Safety Engineering
110	Seismic Prospecting
111	Surveying
112	User defined
113	User defined

Function 09: Metallurgical Engineering

Code	Sub-function
101	Abrasives
102	Alloys
103	Catalysts
104	Chemical Processes
105	Coolants
106	Corrosives
107	Electrometallurgy
108	Etching Methods
109	Finishes
110	Foundry Methods
111	Heat Flow
112	Hydrometallurgy
113	Liquid Metals
114	Lubricants
115	Magnetic Materials
116	Oxidation
117	Physical Metallurgy
118	Property Analysis
119	Specifications & Standards
120	Stress Analysis
121	Thermal Analysis
122	User defined
123	User defined

Function 10: Industrial Engineering

Code	Sub-function
101	Automation Planning
102	Compensation Evaluation
103	Cost Control
104	Facilities Layout
105	Fire Prevention
106	Forecasting
107	Incentive Methods
108	Industrial Hygiene
109	Inventory Analysis
110	Job Environment Analysis
111	Production Methods
112	Production Schedules
113	Quality Control
114	Safety Engineering
115	Specifications & Standards
116	Time/Motion Evaluation
117	Work Measurement
118	Work Simplification
119	User defined
120	User defined
121	User defined

Function 11: Agricultural Engineering

Code	Sub-function
101	Farm Advising
102	Farm Machines
103	Farm Structure Engineering
104	Fire Protection
105	Pest Control
106	Rural Road Engineering
107	Soil Conservation
108	Water Conservation
109	User defined
110	User defined
111	User defined

Function 12: Nuclear Engineering

Code	Sub-function
101	Environmental Analysis
102	Industrial Hygiene
103	Isotope Production
104	Neutron Production
105	Power Generation
106	Radiation Analysis
107	Reaction Design
108	Safety Engineering
109	Specifications & Standards
110	Power Generation
111	Propellants
112	Warheads
113	Weapons Systems
114	User defined
115	User defined
116	User defined

Function 13: Engineering - Other

Code	Sub-function
101	Astronomy
102	Astrophysics
103	Cartography
104	Celestial Mechanics
105	Drafting
106	Highway Engineering
107	Hydrography
108	Layout Design
109	Marine Engineering
110	Mineral Engineering
111	Optics
112	Ordnance
113	Packaging
114	Photography
115	Radio Astronomy
116	Refrigeration
117	Surveying
118	Technical Illustrations
119	Topography
120	Vacuums
121	User defined
122	User defined
123	User defined
124	User defined

Function 14: Mathematics

Code	Sub-function
101	Actuarial Science
102	Applied Mathematics
103	Research Mathematics
104	User defined
105	User defined
106	User defined
107	User defined

Function 15: Life Sciences

Code	Sub-function
101	Animal Husbandry
102	Biology
103	Botany
104	Dairy Management
105	Dairy Systems
106	Entomology
107	Forestry
108	Genetics
109	Horticulture
110	Neurology
111	Pharmacology
112	Physiology
113	Psychology
114	Public Health
115	Range Management
116	Soil Conservation
117	Zoology
118	User defined
119	User defined
120	User defined

Function 16: Social Sciences

Code	Sub-function
101	Agricultural
102	Anthropology
103	Archeology
104	Criminology
105	Demographics
106	Economics, General
107	Financial Economics
108	Geography, General
109	Home Economics
110	Industrial Economics
111	Industrial Sociology
112	International Trade
113	Labor Economics
114	Macroeconomics
115	Microeconomics
116	Pathology
117	Penology
118	Political Services
119	Social Services
120	Sociology
121	Tax Economics
122	User defined
123	User defined
124	User defined

Function 17: Medicine

Code	Sub-function
101	Anesthesiology
102	Biochemistry
103	Cardiology
104	Chiropractics
105	Cytotechnology
106	Dentistry, General
107	Dentistry, Specialist
108	Dermatology
109	Dietetics
110	Educational Medicine
111	General Medicine
112	General Surgery
113	Gynecology
114	Hematology
115	Microbiology
116	Neurology
117	Nursing
118	Nursing Education
119	Obstetrics
120	Ophthalmology
121	Optometry
122	Otolaryngology
123	Pediatrics
124	Pharmacology
125	Proctology
126	Psychiatry
127	Public Health
128	Radiology
129	Urology

(continued)

Code	Sub-function
130	Veterinary Medicine
131	User defined
132	User defined
133	User defined

Function 18: Education

Code	Sub-function
101	Archives
102	Audio/Visual Aids
103	Classifying
104	College or University
105	Commercial Art
106	Early Childhood Development
107	Education, Other
108	Librarian, Film
109	Librarian, General
110	Librarian, Medical Records
111	Librarian, Special Collections
112	Museum Experience
113	Physical Education
114	Pre-School
115	Primary Education
116	Public School Art
117	Public School Music
118	Rehabilitation
119	Secondary Education
120	Special Education
121	User defined
122	User defined
123	User defined

Function 19: Arts

Code	Sub-function
101	Athletics
102	Dancing
103	Drama
104	Music
105	Painting
106	Photography
107	Sculpting
108	Theater
109	User defined
110	User defined
111	User defined

Function 20: Law

Code	Sub-function
101	Appeals
102	Civil Law
103	Corporate
104	Criminal Law
105	Customs/Tariff
106	Insurance
107	Judiciary
108	Juvenile Law
109	Patents
110	Probate
111	Real Estate
112	Tax
113	User defined
114	User defined
115	User defined

Function 21: Accounting

Code	Sub-function
101	Auditing
102	Bookkeeping
103	Budget Analysis
104	Budget Preparation
105	Budgeting
106	Cost Accounting
107	Machine Processing
108	Management, Accounting
109	Payables
110	Receivables
111	Payroll
112	Tax Accounting
113	Accounting, General
114	User defined
115	User defined
116	User defined
117	User defined

Function 22: Data Processing

Code	Sub-function
101	ALGOL
102	Autocoders/Assemblers
103	COBOL
104	Compilers
105	Data Base Design
106	Data Base Management
107	Data Entry Methods
108	Forms Design
109	FORTRAN
110	Hardware Design
111	Interface Systems
112	Linear Programming
113	Management, Operations
114	Management, Systems & Programming
115	Operations Research
116	Operator, Computer
117	Operator, Keying
118	Operator, Unit Record
119	PL/1
120	Program Analysis/Evaluation
121	Programming, Commercial
122	Programming, General
123	Programming, Scientific
124	RPG
125	Simulators
126	Software Design
127	Systems Analysis Evaluation
128	Systems Design
129	Tape Librarian

(continued)

Code	Sub-function
130	Teleprocessing
131	Utilities/Sort/Merge
132	User defined
133	User defined
134	User defined
135	User defined
136	User defined
137	User defined

Function 23: Office/Clerical

Code	Sub-function
101	Accounting
102	ADP Equipment
103	Appointments
104	Billing Machines
105	Bookkeeping
106	Cashier
107	Collections
108	Counter Sales
109	Counter Services
110	Dictation Transcription
111	Duplicating Machines
112	Filing
113	General Office
114	Interviewing
115	Inventory Control
116	Investigating
117	Mail Sorting/Delivery
118	Office Machines, General
119	Printing

(continued)

Code	Sub-function
120	Receptionist
121	Shorthand
122	Stenography
123	Telephone Operator
124	Typing
125	User defined
126	User defined
127	User defined
128	User defined

Function 24: Business

Code	Sub-function
101	Advertising
102	Benefit Programs
103	Buying
104	Commercial Sales
105	Compensation Evaluation
106	Employee Relations
107	Industrial Relations
108	Industrial Sales
109	Job Analysis
110	Position Classification
111	Production Management
112	Public Relations
113	Residential Sales
114	Training Methods
115	Administration, General
116	User defined
117	User defined
118	User defined

Function 25: Insurance

Code	Sub-function
101	Accident
102	Automobile
103	Claims Adjusting
104	Fire
105	Group Health
106	Group Life
107	Individual Health
108	Individual Life
109	Liability
110	Natural Disaster
111	Personal Property
112	Theft
113	User defined
114	User defined
115	User defined
116	User defined

Function 26: Marketing

Code	Sub-function
101	Advertising, General
102	Management, Advertising
103	Management, Market Promotion
104	Management, Market Research
105	Management, Sales

(continued)

Code	Sub-function
106	Marketing Promotion
107	Marketing Research
108	Retail Sales
109	Wholesale Sales
110	User defined
111	User defined
112	User defined
113	User defined

Function 27: Taxes

Code	Sub-function
101	Excise Taxes
102	Federal Income Taxes
103	Franchise Taxes
104	Property Taxes
105	Sales Taxes
106	State and Local Income Taxes
107	Taxes, Filing
108	Taxes, General
109	Taxes, Management
110	User defined
111	User defined
112	User defined
113	User defined

Codes for Major and Minor Fields of Study

Code	Field
001	Accounting
002	Actuarial Science
003	Adult Education
004	Aeronautical Engineering
005	Agriculture
006	Allied Health Sciences
007	Architecture
008	Art
009	Biology
010	Botany
011	Business Administration
012	Business, General
013	Chemical Engineering
014	Chemistry
015	Civil Engineering
016	Computer Sciences
017	Counseling & Guidance
018	Criminal Justice
019	Data Processing
020	Drama
021	Early Childhood Development
022	Economics
023	Education
024	Electronic Data Processing
025	Electrical Engineering
026	Elementary Education
027	Engineering
028	English
029	Finance
030	Foreign Languages

(continued)

Code	Field
031	Forestry
032	Geography
033	Geology
034	Government
035	History
036	Home Economics
037	Industrial Engineering
038	Industrial Relations
039	Information Science
040	Insurance
041	International Business
042	Journalism
043	Law
044	Literature
045	Management
046	Marketing
047	Mathematics
048	Mechanical Engineering
049	Medicine
050	Metallurgical Engineering
051	Mining Engineering
052	Music
053	Nursing
054	Nursing Education
055	Performing Arts
056	Personnel
057	Petroleum Engineering
058	Pharmacology
059	Pharmacy
060	Philosophy
061	Physical Education

(continued)

Code	Field
062	Physical Therapy
063	Physics
064	Physiology
065	Political Science
066	Psychology
067	Public Health
068	Real Estate
069	Religion
070	Science
071	Secondary Education
072	Social Sciences
073	Sociology
074	Speech
075	Theater
076	Urban Life
077	Vocational Education
078	User defined
079	User defined
080	User defined
081	User defined
082	User defined
083	User defined

Appendix C Report Samples

Appendix Contents

C-1	Introduction
C-2	Management Reports (MM4431)
C-17	System Audit Reports
C-22	Information Expert Reports

Introduction

This appendix contains samples of Management, System Audit, and Information Expert reports available for the Position Control module.

Management Reports (MM4431)

The following reports are Management reports.

Position Header Description

PMRS POSITION CONTROL			POSITION CONTROL TEST COMPANY					PAGE	1	
POSITION HEADER DESCRIPTION			SYSTEM TEST - PASS 1					01/01/1998		
RPT NR MM4431			LEVELS		AL-WB					
POSITION	CLASS	TITLE	SPEC	GRADE	STEP	SALARY MIN	SALARY MID	SALARY MAX		
ADM-SEC-L1	ADM	ADMIN ASSISTANT, LEVEL 1	HRLY	HGR06	STEP1	\$103,500.00				
EEOC OCCUPATION CODE=OFFICE & CLERICAL			ALLOCATED BUDGET=		\$120,000.00	LIMIT COUNT	=	6		
EEOC EXEMPT CODE			=	FULL/PART TIME	=FULL-TIME, PERM	AUTHORIZED COUNT=	5	USER 1 COUNT=	1	
FEDERAL JOB CODE			=051	NORMAL HOURS	= 37.50	BUDGETED COUNT	=	5	USER 2 COUNT=	1
WORKMANS COMP CODE			=4167	PERCENT TIME	=100	FILLED COUNT	=	3	USER 3 COUNT=	1
REQUIREMENTS										
YEARS EDUCATION=12			DRIVERS LICENSE=NOT REQUIRED		PHYSICAL EXAM=NOT REQUIRED		HEALTH=			
PROFESSIONAL LICENSE OR MEMBERSHIPS			01=	02=	03=	04=	05=			
CERTIFICATION CODES			01=	02=	03=	04=	05=			
SKILL ITER	MAJOR FUNCTION	MINOR FUNCTION			YEARS	PROFICIENCY	LAST YEAR	SUPERVISORY	LOCATION	
NUMBER					EXP	LEVEL	USED			
01	OFFICE/CLERICAL	APPOINTMENTS			02	EXCELLENT	1994	NO	BOTH	
02	OFFICE/CLERICAL	DICTATION TRANSCRIPTION			01	EXCELLENT	1994	NO	BOTH	
03	DATA PROCESSING	LINEAR PROGRAMMING			01	EXCELLENT	1994	NO	BOTH	
04	OFFICE/CLERICAL	OFFICE MACHINES, GENERAL			02	EXCELLENT	1994	NO	BOTH	
05	OFFICE/CLERICAL	RECEPTIONIST			02	EXCELLENT	1994	NO	BOTH	

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Sequence	Based on options selected in the PW-C transaction. Primary Sequence: 1. Levels of control 2. Report number Secondary Sequence: 1. Position number 2. Title 3. Classification code/position number
Control Transactions	PW-C transaction
Purpose	Lists all positions with descriptive information including type of position, any grouping parameter, requirements of position and activity counts associated with status codes.
Explanation	Field titles, values, and translations print for every data element contained on position header segments. If you enter status code counts, the totals will print on the report.

Position Header Narrative

PMRS POSITION CONTROL	POSITION CONTROL TEST COMPANY	PAGE	1
POSITION NARRATIVE	SYSTEM TEST - PASS 1	01/01/1998	
3			
RPT NR MM4432	LEVELS	AL-WB	
LAB-TEC-L2	LAB	LAB TECHNICIAN, LEVEL 2	
----- ADV. POSITION RESPONSIBLE FOR	4	00001	
----- MANAGE ALL TRAINEES	4	00002	
----- MANAGE THE PROCESS.	4	00003	

Generated By	MR5020
Printed By	MM4432
Sequence	Based on options selected in PW-C transaction. Primary Sequence: 1. Levels of control 2. Report number Secondary Sequence: 1. Position number 2. Title 3. Classification code/position number
Control Transactions	PW-C
Purpose	Prints narrative description of each position number.
Explanation	Prints the narrative description you enter with headings. Used for job posting.

Position Detail Description

BMS POSITION CONTROL		POSITION CONTROL TEST COMPANY		PAGE	1
POSITION DETAIL DESCRIPTION		SYSTEM TEST - PASS 1		01/01/1998	
RPT NR MM4433		LEVELS	AL-WB		
POSITION	CLASS	TITLE			
ADM-SEC-L1	ADM	ADMIN ASSISTANT, LEVEL 1			
MULTIPLE POSITION	EMPL NUMB=	LOCATION	=	FULL/PART TIME=FULL-TIME, PERM	
	EMPL NAME=	UNION CODE=		HOURS WORKED = 0.00	
0007	LEVELS = - - - - -			PERCENT TIME = 0	
	STATUS				
	CURRENT	=VACANT	STATUS DATE=12/15/2000		
	AUTHORIZATION=TEMPORARY	STATUS DATE=12/01/2000	BEGIN=12/15/2000	EXPIRATION=06/30/2001	
	BUDGETING =TEMPORARY	STATUS DATE=12/01/2000	BEGIN=12/15/2000	EXPIRATION=06/30/2001	
	AVAILABILITY =BORROWED	STATUS DATE=12/01/2000	BEGIN=12/15/2000	EXPIRATION=06/30/2001	
	BORROWED FROM - - - - -				
	ESTABLISHED/REQUESTED=12/01/1999				
	REQUEST REQUIRED DATE=09/30/2000				
SALARY DATA			ALTERNATE SALARY		
SPECIFICATION=	SALARY AMT=	\$0.00	MINIMUM AMT=	\$0.00	
GRADE =	EQUIV. AMT	\$0.00	NEXT STEP AMT=	\$0.00	
STEP =	BUDGET AMT=	\$45,000.00	MAXIMUM AMT=	\$0.00	

Generated By MR5020

Printed By MM4433

Sequence Based on options selected in the PW-C transaction.

Primary Sequence:

1. Levels of control
2. Report number

Secondary Sequence:

1. Position number
2. Title
3. Classification code/position number

Minor Sequence:

1. Multiple position code
2. Employee number
3. Union code

Control Transactions

PW-C

Position Master Print

```

HMRS POSITION CONTROL
POSITION MASTER PRINT
PRJ950
FILE HEADER—001 SEG
FILE NUMBER    CENTRAL SYSTEM UPDATE    FILE CONVERTED THROUGH BULLETIN
  PWJ010          DATE          TIME    RELEASE  UPDATE BULLETIN  SYSTEM
          20001231    111057      1998      20

HMRS POSITION CONTROL
POSITION MASTER PRINT
PRJ950
1  1  2  2  3  3  4  4  5  5  6  6  7  7  8
....5....0....5....0....5....0....5....0....5....0....5....0
PR1A* 980630
HMRS POSITION CONTROL          L1 AL      POSITION CONTROL TEST COMPANY
POSITION MASTER PRINT        L2 WB      SYSTEM TEST - PASS 1
PRJ950
ORGANIZATION CONTROL OPTIONS—101 SEG    REPORT GENERATE OPTIONS—102 SEG    REPORT PRINT OPTIONS—102 SEG
VALD PRT    POS NO  EMT 03 03 04 00 00    HDR DESC  M    SALARY SPEC  M    HDR DESC    SALARY SPEC    PER BEG DT 01/01/1998
UPDT PRT    MAJ LEV EMT 04 02 02          HDR NARR  M    WAGE/SALARY  M    HDR NARR    WAGE/SALARY    PER END DT 01/01/1998
MAJ SEQ *   MIN LEV EMT 04 04 04 05 05 00    DTL DESC  M                    DTL DESC                    RPT PRT DT 01/01/1998
BILLING *   DEL ABOLISH                    POS STAT  M                    POS STAT                    PER END IND M
UPDATE EMPLOYEE POSITION DATA
REPORT SEQUENCE AND SELECTION OPTIONS—102 SEG
*HDR DESC*   *HDR NARR*   *DTL DESC*   *SALARY SPEC*   *WAGE/SALARY*
POS SEQ 1    POS SEQ 2    POS SEQ 3    SEL OPT        POS SEQ 1
SEL OPT      SEL OPT *    MIN LEV 2    MIN LEV 5
              MIN SEQ 2    PG BRK 5
              SEL OPT      TOT BRK 5
                          SEL OPT
*POSITION STATUS*
SEL/SEQ      SELECT CURRENT  SELECT AUTHORIZATION  SELECT BUDGET  SELECT AVAILABILITY
POS SEQ 4    VACANT      NOT AUTH             NOT BUDG      NOT AVAIL
MIN LEV 2    FILLED      AUTH                 BUDG          AVAIL
PG BRK 2     INACTIVE    PROV                 PROV          FROZEN
TOT BRK 2    ABOLISH     TEMP                 TEMP          LOANED
SEL OPT *    USER1       USER1               USER1         BORROWED
              USER2       USER2               USER2         RESERVED
              USER3       USER3               USER3         SUBSTITUTE
              USER1
HMRS POSITION CONTROL          L1 AL      POSITION CONTROL TEST COMPANY
POSITION MASTER PRINT        L2 WB      SYSTEM TEST - PASS 1
PRJ950
POSITION DATA—201 SEG
POSITION    POS ABOLISHED  —MULTIPLE POSITION COUNTS—    ALLOCATED
NUMBER      INDICATOR
ADMSECL1    LIMIT          6  USER 1    1    $120,000.00    ADMIN ASSISTANT, LEVEL 1
              AUTHORIZED    5  USER 2    1
              BUDGETED      5  USER 3    1
              FILLED        3
EMPL   EEOC    EEOC    FEDERAL  WORKERS  FULL-TIME/  HOURS  PERC TIME  —SALARY—
CLASS  OCCUP  CITY  EXEMPT  CD    JOB CODE  COMP CD  PART-TIME  WORKED  EMPLOYED  SPEC    GRADE    STEP
ADM    05      051    4167    1    37.50    100    HRLY    HGR06    STEP1

```

```
POSITION REQUIREMENTS---211 SEG
YEARS EDUCATION 12  DRIVERS LICENSE 1          PHYSICAL EXAM 1          HEALTH
PROFESSIONAL LICENSES OR MEMBERSHIPS
CERTIFICATION CODES
POSITION SKILL REQUIREMENTS---215 SEG
SKILL ITER  MAJOR  MINOR  YRS  PROF  LAST YR
NUMBER      FUNCTION  FUNCTION  EXP  LEVEL  USED  SUPERVISORY  LOCATION
1           23      103     02   2     1994         2           3
2           23      110     01   2     1994         2           3
3           22      112     01   2     1994         2           3
4           23      118     02   2     1994         2           3
5           23      120     02   2     1994         2           3
POSITION USER DATA---291 SEG
USER DATA 1  ADMSECL1
USER DATA 2  ADMSECL1
USER DATA 3  ADMSECL1
```

Generated By PLJ950

Printed By PLJ950

Sequence

1. Level 1-Level 2
2. Position number
3. Multiple position detail number

Control Transactions PR1, PR2

Purpose Provides a formatted report of all information contained in the Position Control Master File.

Position Status

HMRS POSITION CONTROL				POSITION CONTROL TEST COMPANY						PAGE		1
POSITION STATUS REPORT				SYSTEM TEST - PASS 1						01/01/1998		
RPT NR MM4434				LEVELS		AL-WB						
POSITION	CLASS	TITLE										
MULTIPLE	CURRENT	AUTHORIZATION				BUDGETING			AVAILABILITY			EST/REQ
	(DATE OF)	(DATE OF,	BEGIN,	EXPIRES)	(DATE OF,	BEGIN,	EXPIRES)	(DATE OF,	BEGIN,	EXPIRES)	REQUIRED	
ADM-SEC-L1												
ADM	ADMIN ASSISTANT, LEVEL 1											
0007	VACANT	TEMPORARY				TEMPORARY			BORROWED			12/01/1999
	12/15/2000	12/01/2000	12/15/2000	06/30/2001	12/01/2000	12/15/2000	06/30/2001	12/01/2000	12/15/2000	06/30/2001	09/30/2000	

Generated By MR5020

Printed By MM4434

Sequence Based on options selected in PW-C transactions.

Primary Sequence:

1. Levels of control
2. Report number

Secondary Sequence:

1. Position number
2. Title
3. Classification code/position number

Minor Sequence:

1. Multiple position code
2. Employee number
3. Union code

Control Transactions PW-C

Purpose	Reflects status of each multiple position code within the position and associated dates.
Explanation	All status information prints for each multiple position code within the position number.

Salary Specification Statement

PMRS POSITION CONTROL				POSITION CONTROL TEST COMPANY			PAGE	1
SALARY SPECIFICATION STATEMENT				SYSTEM TEST - PASS 1			01/01/1998	
RPT NR MM4435				LEVELS		AL-WB		
SALARY SPECIFICATION				SALARY VALUE			TIME INDICATOR	
HRLY		HOURLY WAGE TABLE			HOURLY RATE		MONTHS	
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5		
	VALUE	4.140000	4.347000	4.554000	4.761000	4.968000		
HGR01	MIN TIME	6.00	6.00	6.00	6.00	6.00		
	MAX TIME	12.00	12.00	12.00	12.00	12.00		
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5		
	VALUE	5.175000	5.382000	5.589000	5.796000	6.003000		
HGR02	MIN TIME	6.00	6.00	6.00	6.00	6.00		
	MAX TIME	12.00	12.00	12.00	12.00	12.00		
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5		
	VALUE	6.210000	6.417000	6.624000	6.831000	7.038000		
HGR03	MIN TIME	6.00	6.00	6.00	6.00	6.00		
	MAX TIME	12.00	12.00	12.00	12.00	12.00		
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5		
	VALUE	7.245000	7.452000	7.659000	7.866000	8.073000		
HGR04	MIN TIME	6.00	6.00	6.00	6.00	6.00		
	MAX TIME	12.00	12.00	12.00	12.00	12.00		
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5		
	VALUE	8.280000	8.797500	9.056250	9.315000	9.832500		
HGR05	MIN TIME	6.00	6.00	6.00	6.00	6.00		
	MAX TIME	12.00	12.00	12.00	12.00	12.00		
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5		
	VALUE	10.350000	10.867500	11.126250	11.385000	12.057750		

HGR06	MIN TIME	6.00	6.00	6.00	6.00	6.00
	MAX TIME	12.00	12.00	12.00	12.00	12.00
GRADE	STEP	STEP1	STEP2	STEP3	STEP4	STEP5
	VALUE	12.420000	13.455000	14.490000	15.525000	16.560000
HGR07	MIN TIME	6.00	6.00	6.00	6.00	6.00
	MAX TIME	12.00	12.00	12.00	12.00	12.00

Generated By MR5020

Printed By MM4435

Sequence Based on options selected in PW-C transactions.

Primary Sequence:

1. Levels of control
2. Report number

Secondary Sequence:

1. Salary Specification Code

Control Transactions PW-C

Purpose Lists all grade and step information associated with a specific salary specification.

Explanation Information includes salary values and minimum and maximum time increments for each grade and step combination within a salary specification in the HRMS Tables File.

Wage and Salary Report

PMRS POSITION CONTROL				POSITION CONTROL TEST COMPANY							PAGE 1	
RPT NR MM4436				SYSTEM TEST - PASS 1							01/01/1998	
SALARY STEP REPORT										LEVELS	AL-WB	
.....POSITION.....		BUDGET.....		DATE	SALARY.....			STEP	STEP	STEP	CURRENT	
NUMBER	MULTI	AMOUNT	EXPIRES	FILLED	SPEC	GRADE	STEP	MINIMUM	MIDPOINT	MAXIMUM	SALARY	
ADM-SEC-L1	0007	45,000.00	06/30/2001	VACANT				.00	.00	.00	VACANT	
**TOTALS		SALARY VS STEP		POSITIONS...		BUDGET DOLLARS....			MEAN		TOTAL	
LEVEL	BELOW	ABOVE	VACANT	FILLED		VACANT	FILLED		SALARY		SALARY	
	0	0	1	0		\$45,000.00		\$.00		\$.00	\$.00	
PMRS POSITION CONTROL				POSITION CONTROL TEST COMPANY							PAGE 2	
RPT NR MM4436				SYSTEM TEST - PASS 1							01/01/1998	
SALARY STEP REPORT										LEVELS	AL-WB	
.....POSITION.....		BUDGET.....		DATE	SALARY.....			STEP	STEP	STEP	CURRENT	
NUMBER	MULTI	AMOUNT	EXPIRES	FILLED	SPEC	GRADE	STEP	MINIMUM	MIDPOINT	MAXIMUM	SALARY	
MIS-PA1-0001	0001	NOT BUDGETED		VACANT	SLRY	SGR12	STEP1	.00	.00	.00	VACANT	
ADM-SEC-L1	0002	20,500.00	12/31/2079	VACANT				.00	.00	.00	VACANT	
ADM-SEC-L1	0005	21,000.00	12/31/2079	VACANT				.00	.00	.00	VACANT	
ADM-SEC-L2	0001	27,500.00	12/31/2079	VACANT	HRLY	HGR08	STEP1	.00	.00	.00	VACANT	
ADM-SEC-L2	0002	30,000.00	12/31/2079	01/31/1996	HRLY	HGR08	STEP1	.00	.00	.00	.00	
ADM-SEC-L2	0003	26,500.00	12/31/2079	01/31/1996	HRLY	HGR08	STEP1	.00	.00	.00	.00	
LEN-ICU-L2	0001	33,000.00	12/31/2079	VACANT	HRLY	HGR08	STEP1	.00	.00	.00	VACANT	
LEN-ICU-L2	0002	33,000.00	12/31/2079	VACANT	HRLY	HGR08	STEP1	.00	.00	.00	VACANT	

LPN-ICU-L2	0003	33,000.00	12/31/2079	VACANT	HRLY	HGR08	STEP1	.00	.00	.00	VACANT
LPN-ICU-L2	0004	33,000.00	12/31/2079	01/31/1996	HRLY	HGR08	STEP1	.00	.00	.00	.00
MIS-PA2-0001	0001	42,500.00	03/31/1995	VACANT	SLRY	SGR14	STEP1	.00	.00	.00	VACANT
RN -ICU-L1	0001	40,000.00	12/31/2079	VACANT				.00	.00	.00	VACANT
RN -ICU-L1	0002	40,000.00	12/31/2079	VACANT	HRLY	HGR10	STEP1	.00	.00	.00	VACANT
RN -ICU-L2	0001	46,000.00	12/31/2079	01/31/1996	HRLY	HGR11	STEP1	.00	.00	.00	.00
RN -ICU-L2	0002	43,000.00	12/31/2079	01/31/1996	HRLY	HGR11	STEP1	.00	.00	.00	.00
SYS-PGM-0001	0001	57,500.00	12/31/2079	VACANT				.00	.00	.00	VACANT
SYS-PGM-0002	0001	53,000.00	12/31/2079	10/13/1997	SLRY1	6	1	.00	.00	.00	.00
SYS-OFR-L1	0001	6,500.00	12/31/2079	VACANT				.00	.00	.00	VACANT
SYS-OFR-L1	0001	6,500.00	12/31/2079	VACANT				4020,000.50	.00	.00	VACANT
SYS-OFR-L1	0002	26,000.00	12/31/2079	VACANT				.00	.00	.00	VACANT
SYS-OFR-L1	0003	16,000.00	12/31/2079	VACANT				.00	.00	.00	VACANT
SYS-OFR-L2	0001	18,000.00	12/31/2079	VACANT				.00	.00	.00	VACANT
SYS-OFR-L2	0002	18,000.00	12/31/2079	VACANT				.00	.00	.00	VACANT
**TOTALS		SALARY VS STEP		POSITIONS....		BUDGET DOLLARS....		MEAN		TOTAL	
LEVEL		BELOW	ABOVE	VACANT	FILLED	VACANT	FILLED	SALARY		SALARY	
0003		0	0	17	6	\$439,000.00	\$231,500.00	\$.00		\$.00	

Generated By

MR5020

Printed By

MM4436

Sequence

Based on options selected in PW-C transactions.

Primary Sequence:

1. Levels of control
2. Report number

Secondary Sequence:

1. Position number
2. Title
3. Classification code/position number

Minor Sequence:

1. Multiple position code
2. Employee number
3. Union code

Control Transactions

PW-C

Purpose

Shows budget amounts and dates, salary grade and step information, and salary information for persons occupying those positions.

Explanation

The detailed information includes the position number, multi-position number, budget amount and expiration date, date position was filled, salary specification, grade and step, and midpoint and salary of the incumbent.

Totals reflect the count of salaries above maximum and below minimum, positions and budget filled or vacant, total salary of incumbents, and mean salary for all salaries entered.

System Audit Reports

The following reports are System Audit reports.

Position Update Maintenance Report

FILE MAINTENANCE REPORT		MPP50R01		POSITION CONTROL TEST COMPANY		PAGE 4	
RUN DATE 10-31-1997				SYSTEM TEST - PASS 1		PERIOD END DATE 00-00-0000	
PW	AL	WB	SYSPGM0001	3	0001	1	00000000 00000000 00000000
PW	AL	WB	SYSPGM0001	3	0001	1	19940101 19940101 19991231 000300040005
PW	AL	WB	SYSPGM0002	J			00 000 A
PW	AL	WB	SYSPGM0002	J	SYSTEMS PROGRAMMER		MIS 02 063 4167 SLRY1 6 1 A
PW	AL	WB	SYSPGM0002	K	00000	00000	00000 00000 00000 00000 00000 00000 0.00 1 0.00+ 000
PW	AL	WB	SYSPGM0002	K	00001	00001	00001 00001 00001 00001 00001 00001 53000.00 1 37.50+ 100
PW	AL	WB	SYSPGM0002	L	00	1	1
PW	AL	WB	SYSPGM0002	L	16	1	1
PW	AL	WB	SYSPGM0002	N	01		
PW	AL	WB	SYSPGM0002	N	01	22	104 04 4 1994 2 3
PW	AL	WB	SYSPGM0002	N	05		
PW	AL	WB	SYSPGM0002	N	05	22	128 04 4 1994 2 3
PW	AL	WB	SYSPGM0002	N	06		
PW	AL	WB	SYSPGM0002	N	06	22	131 04 4 1994 2 1
PW	AL	WB	SYSPGM0002	1	0001	1	00000000 00000000 00000000 A
PW	AL	WB	SYSPGM0002	1	0001	1	00000000 19940101 19940101 000300040005 41B A
PW	AL	WB	SYSPGM0002	2	0001	1	00000000 00000000 00000000 1 00000000 00000000 00000000 0.00
PW	AL	WB	SYSPGM0002	2	0001	2	19940101 19940101 19991231 2 19940101 19940101 19991231 53000.00
PW	AL	WB	SYSPGM0002	3	0001	1	00000000 00000000 00000000
PW	AL	WB	SYSPGM0002	3	0001	1	19940101 19940101 19991231 000300040005
FILE MAINTENANCE REPORT		MPP50R01		POSITION CONTROL TEST COMPANY		PAGE 5	
RUN DATE 10-31-1997				SYSTEM TEST - PASS 1		PERIOD END DATE 00-00-0000	
TOT-SEG-ADDED		TOT-SEG-OUT		POS-HEAD-ADDED		DETAIL-ADDED	
29		157		13		16	
29		157		13		16	
						TOT-TRANSACTIONS	
						1	
						1	

Employee Position Data Update Load Report

ONLINE UPDATE	PRJ630	PAGE	1
EMPLOYEE POSITION DATA UPDATE		DATE	11/15/2000
THE FOLLOWING FIELDS HAVE BEEN SELECTED FOR EMPLOYEE POSITION DATA UPDATE			
ALL LEVELS:			
- POSITION TITLE			
- FEDERAL JOB CODE			
- OCCUPATIONAL CATEGORY			
- EEOC EXEMPT CODE			
- FULL/PART TIME CODE			
- PERCENT TIME EMPLOYED			
- SALARY INFORMATION			
ONLINE UPDATE	TOTAL RECORDS GENERATED FOR ALL LEVELS:	2	
EMPLOYEE POSITION DATA UPDATE	PRJ630	PAGE	2
TOTALS		DATE	11/15/2000
*** TOTAL RECORDS GENERATED FOR LEVELS PROCESSED: 2 ***			
PRJ630 - END OF PRJ630			

Employee Position Data Update Process Report

ONLINE UPDATE - PRJ640	L1:	PAGE	1
EMPLOYEE POSITION DATA UPDATE	L2:	DATE	11/15/2000
*** CAUTION USING TEST OVERRIDE DATE FROM T01-001 TRANSACTION ***			
ONLINE UPDATE - PRJ640	L1: AL	PAGE	2
EMPLOYEE POSITION DATA UPDATE	L2: WB	DATE	11/15/2000
EMPLOYEE:	3010		
ATKINS, MICHAEL	ALWB3010	POSITION: MISPA10001	MULTI-POSITION: 0001
--- M E S S A G E S ---			
	POSITION TITLE	BEFORE: PROGRAMMER/ANALYST 1	
		AFTER: PROGRAMMER/SPEC 1	
ONLINE UPDATE - PRJ640	L1: AL	PAGE	3
EMPLOYEE POSITION DATA UPDATE	L2: WB	DATE	11/15/2000
	NUMBER OF EMPLOYEES:	106	
	NUMBER OF EMPLOYEES PROCESSED:	1	
	NUMBER OF EMPLOYEES WITH EXCEPTIONS:	0	
	EMPLOYEE POSITION DATA DATE STAMP:	11/15/2000	
	EMPLOYEE POSITION DATA TIME STAMP:	13:47:15	
ONLINE UPDATE - PRJ640		PAGE	4
EMPLOYEE POSITION DATA UPDATE		DATE	11/15/2000
TOTALS			
	NUMBER OF EMPLOYEES:	106	
	NUMBER OF EMPLOYEES PROCESSED:	1	
	NUMBER OF EMPLOYEES WITH EXCEPTIONS:	0	
	EMPLOYEE POSITION DATA DATE STAMP:	11/15/2000	
	EMPLOYEE POSITION DATA TIME STAMP:	13:47:15	
PRJ630 - END OF PRJ640			

Position Control Audit Database Utility Report

ONLINE UPDATE	PRJ620	PAGE	1
POSITION CONTROL AUDIT UTILITY		DATE	03/19/1998
THE PROCESS BEING PERFORMED IS ----			
CREATE A BACKUP OF THE POSITION CONTROL AUDIT DATABASE			
ONLINE UPDATE	PRJ620	PAGE	2
POSITION CONTROL AUDIT UTILITY		DATE	03/19/1998
TOTALS			
	NUMBER OF POSITION CONTROL AUDIT DATABASE RECORDS READ:	31	
	NUMBER OF POSITION CONTROL AUDIT BACKUP RECORDS WRITTEN:	31	
PPJ620 - END OF PRJ620			

Position Control Copy Services Totals Report

HRMS POSITION MASTER COPY SERVICES	PRJ000	PAGE	1
CONTROL TRANSACTIONS		RUN DATE	03/16/1998
1 2 3 4 5 6 7 8			
...5...0...5...0...5...0...5...0...5...0...5...0		ERROR MESSAGES	
PS	1SR		
HRMS POSITION MASTER COPY SERVICES	PRJ000	PAGE	2
CONTROL TOTALS		RUN DATE	03/16/1998
RANDOM	SEQUENTIAL		
INPUT - *NONE*	PWJ02S		
OUTPUT - PWJ01W	*NONE*		
L1 L2	ORGANIZATION	POS HEADER	POS DETAIL
	SEGMENTS	SEGMENTS	SEGMENTS
AF 03	4	60	44
MS 04	4	36	39
TOTALS	8	96	83
		DATE	RECORDS
		LAST UPDATED	IN
			OUT
		10/01/1996	108
		10/01/1996	79
		10/01/0096	187

Position Control Master Utility Totals Report

HFMS POSITION MASTER UTILITY																	PRJ900				PAGE 1											
CONTROL TRANSACTIONS																					RUN DATE 03/19/1998											
1		1		2		2		3		3		4		4		5		5		6		6		7		7		8				
...5...		...0...		...5...		...0...		...5...		...0...		...5...		...0...		...5...		...0...		...5...		...0...		...5...		...0...		...5...		...0...		
FU				*																												
HFMS POSITION MASTER UTILITY																	PRJ900				POSITION CONTROL TEST COMPANY				L1 AL				PAGE 2			
TRAILER TOTALS																					SYSTEM TEST - PASS 1				L2 WB				RUN DATE 03/19/1998			
																	TOTAL				ORGANIZATION				POS HEADER				POS DETAIL			
																	SEGMENTS				SEGMENTS				SEGMENTS				SEGMENTS			
TRAILER IN																	128															
ACTUAL IN																	128				3				45				80			
ACTUAL OUT																	128				3				45				80			
HFMS POSITION MASTER UTILITY																	PRJ900				FILE TOTALS								PAGE 3			
TRAILER TOTALS																													RUN DATE 03/19/1998			
																	TOTAL				ORGANIZATION				POS HEADER				POS DETAIL			
																	SEGMENTS				SEGMENTS				SEGMENTS				SEGMENTS			
TRAILER IN																	128															
ACTUAL IN																	130				3				45				80			
ACTUAL OUT																	130				3				45				80			

Position Control Recovery Load Report

ONLINE UPDATE										PRJ600										PAGE 1									
POSITION CONTROL RECOVERY																				DATE 03/19/1998									
RUN CONTROL PAGE																													
**** RUN CONTROL TRANSACTION IN ERROR ****																													
1 2 3 4 5 6 7 8																													
1234567890123456789012345678901234567890123456789012345678901234567890																				ERROR MESSAGE									
PCRECOV B*1996010119980318																				INVALID BACKWARD RECOVERY DATES									
PRJ600 - END OF PRJ600																													

Position Control Recovery Process Report

ONLINE UPDATE	PRJ610	PAGE	1
POSITION CONTROL RECOVERY		DATE	03/19/1998
** WARNING - THE FIRST RECORD READ FROM THE SORTED FILE IS NOT THE RUN CONTROL TRANSACTION			
ONLINE UPDATE	PRJ610	PAGE	2
POSITION CONTROL RECOVERY		DATE	03/19/1998
TOTALS			
TOTAL NUMBER OF SORTED FILE RECORDS READ: 1			
POSITION CONTROL			
	MASTER FILE	TABLES FILE	TOTALS
NUMBER OF RECORDS CHANGED:	0	0	0
NUMBER OF RECORDS ADDED:	0	0	0
NUMBER OF RECORDS DELETED:	0	0	0
NUMBER OF ERRORS DETECTED:	0	0	0
NUMBER OF CONTROL RECORDS READ:			1
PRJ610 - END OF PRJ610			

Position Control Extract Summary Report

DATE 03/19/1998	REPORT FILE GENERATOR	
	* - - - - - PROCESS SUMMARY - - - - - *	
	CONTROL CARDS	0 READ 0 PROCESSED
	REPORT RECORDS	162

Information Expert Reports

The following reports are Information Expert reports.

Position Control Realtime Update Audit Report

POSITION CONTROL MASTER FILE ONLINE UPDATE AUDIT TRAIL							PAGE: 1 DATE: 11/04/1997		
LLL2	POSITION NUM	MULTI POSITION NUM	OPERATOR ID	SCRN NUM	SEG NUM	UPDATE TYPE	DATE CHANGED	TIME CHANGED	TERMINAL ID
ALWB	ADMSECL1	0002	000003	228	301	MODIFY	10/16/1997	08:55:18	0020
		FIELD: CURRENT STATUS CODE				BEFORE 2 AFTER 1			
		FILLED/VACANT DATE				BEFORE 019960131 AFTER 019971016			
		EMPLOYEE NUMBER				BEFORE 3026 AFTER			
		EMPLOYEE NAME				BEFORE FLAIR, REGINIA S. ALWB3026 AFTER			
ALWB	ADMSECL1	0002	000003	228	305	MODIFY	10/16/1997	08:55:18	0020
		FIELD: EMPLOYEE SALARY AMOUNT				BEFORE 00007000000 AFTER 00000000000			
ALWB	ADMSECL1	0005	000003	228	301	MODIFY	10/16/1997	09:11:42	0020
		FIELD: CURRENT STATUS CODE				BEFORE 2 AFTER 1			
		FILLED/VACANT DATE				BEFORE 019960131 AFTER 019971016			
		EMPLOYEE NUMBER				BEFORE 3038 AFTER			
		EMPLOYEE NAME				BEFORE IVEY, JENIFFER W. ALWB3038 AFTER			

ALWB	LPNICUL1	0001	000003	228	301	MODIFY	10/16/1997	08:25:18	0020
FIELD: CURRENT STATUS CODE						BEFORE 1			
						AFTER 2			
FILLED/VACANT DATE						BEFORE 000000000			
						AFTER 019971016			
EMPLOYEE NUMBER						BEFORE			
						AFTER 3016			
EMPLOYEE NAME						BEFORE			
						AFTER ATKINS, MARY-LOUISE ALWB3016			
POSITION CONTROL MASTER FILE ONLINE UPDATE								PAGE: 2	
AUDIT TRAIL								DATE: 11/04/1997	
L112	POSITION NUM	MULTI POSITION NUM	OPERATOR ID	SCRN NUM	SEG NUM	UPDATE TYPE	DATE CHANGED	TIME CHANGED	TERMINAL ID
ALWB	LPNICUL1	0001	000003	228	305	MODIFY	10/16/1997	08:25:20	0020
FIELD: SALARY SPEC CODE						BEFORE			
						AFTER HRLY			
SALARY GRADE CODE						BEFORE			
						AFTER HGR07			
SALARY STEP CODE						BEFORE			
						AFTER STEP1			

ALWB	LPNICUL1	0001	000003	228	301	MODIFY	10/16/1997	08:52:44	0020
		FIELD:	CURRENT STATUS CODE			BEFORE 2 AFTER 1			
			FILLED/VACANT DATE			BEFORE 019971016 AFTER 020000131			
			EMPLOYEE NUMBER			BEFORE 3016 AFTER			
			EMPLOYEE NAME			BEFORE ATKINS, MARY-LOUISE ALWB3016 AFTER			
ALWB	LPNICUL1	0001	000003	228	301	MODIFY	10/16/1997	08:55:18	0020
		FIELD:	CURRENT STATUS CODE			BEFORE 1 AFTER 2			
			FILLED/VACANT DATE			BEFORE 020000131 AFTER 019971016			
			EMPLOYEE NUMBER			BEFORE AFTER 3026			
			EMPLOYEE NAME			BEFORE AFTER FLAIR, REGINIA S. ALWB3026			
ALWB	LPNICUL1	0001	000003	228	305	MODIFY	10/16/1997	08:55:18	0020
		FIELD:	EMPLOYEE SALARY AMOUNT			BEFORE 00000000000 AFTER 00007000000			
ALWB	LPNICUL1	0002	000003	610	301	INSERT	10/16/1997	08:50:38	0020

POSITION CONTROL MASTER FILE ONLINE UPDATE AUDIT TRAIL									
								PAGE:	3
								DATE:	11/04/1997
L1L2	POSITION NUM	MULTI POSITION NUM	OPERATOR ID	SCRN NUM	SEG NUM	UPDATE TYPE	DATE CHANGED	TIME CHANGED	TERMINAL ID
		FIELD:	CURRENT STATUS CODE			BEFORE AFTER			
						1			
			AUTHORIZATION STATUS CODE			BEFORE AFTER			
						1			
			BUDGET STATUS CODE			BEFORE AFTER			
						1			
			AVAILABILITY STATUS CODE			BEFORE AFTER			
						1			
			PERCENT TIME EMPLOYED			BEFORE AFTER			
						000000100			
			FULL TIME/PART TIME CODE			BEFORE AFTER			
						1			
			HOURS WORKED			BEFORE AFTER			
						00000003750			

ALWB	LPNICUL1	0002	000003	610	305	INSERT	10/16/1997	08:50:38	0020
		FIELD:	SALARY SPEC CODE			BEFORE AFTER			
						HRLY			
			SALARY GRADE CODE			BEFORE AFTER			
						HGR07			
			SALARY STEP CODE			BEFORE AFTER			
						STEP1			
ALWB	LPNICUL1	0002	000003	228	301	MODIFY	10/16/1997	09:09:24	0020
		FIELD:	CURRENT STATUS CODE			BEFORE AFTER			
						1 2			
			FILLED/VACANT DATE			BEFORE AFTER			
						000000000 019971030			
			EMPLOYEE NUMBER			BEFORE AFTER			
						3020			
			EMPLOYEE NAME			BEFORE AFTER			
						CRAWFORD, DANIEL F. ALWB3020			
ALWB	LPNICUL2	0001	000003	228	301	MODIFY	10/16/1997	08:52:44	0020

POSITION CONTROL MASTER FILE ONLINE UPDATE AUDIT TRAIL									
								PAGE:	4
								DATE:	11/04/1997
	POSITION	MULTI POSITION	OPERATOR	SCRN	SEG	UPDATE	DATE	TIME	TERMINAL

L1L2	NUM	NUM	ID	NUM	NUM	TYPE	CHANGED	CHANGED	ID
		FIELD:	CURRENT STATUS CODE			BEFORE 1 AFTER 2			
			FILLED/VACANT DATE			BEFORE 019960320 AFTER 020000131			
			EMPLOYEE NUMBER			BEFORE AFTER 3016			
			EMPLOYEE NAME			BEFORE AFTER ATKINS, MARY-LOUISE ALWB3016			
ALWB	LPNICUL2	0002	000003	220	301	MODIFY	10/16/1997	09:19:20	0020
		FIELD:	CURRENT STATUS CODE			BEFORE 2 AFTER 1			
			FILLED/VACANT DATE			BEFORE 019960131 AFTER 019971016			
			EMPLOYEE NUMBER			BEFORE 3086 AFTER			
			EMPLOYEE NAME			BEFORE WONG, YEE CHEUNG ALWB3086 AFTER			

ALWB	RN ICUL2	0002	000003	228	301	MODIFY	10/16/1997	09:31:43	0020
		FIELD: CURRENT STATUS CODE				BEFORE 2 AFTER 1			
		FILLED/VACANT DATE				BEFORE 019960131 AFTER 020000131			
		EMPLOYEE NUMBER				BEFORE 3110 AFTER			
		EMPLOYEE NAME				BEFORE ZSMITH, PERCY AFTER	ALWB3110		
ALWB	RN ICUL2	0003	000003	610	301	INSERT	10/16/1997	09:30:33	0020
		FIELD: CURRENT STATUS CODE				BEFORE AFTER 1			
		AUTHORIZATION STATUS CODE				BEFORE AFTER 1			
PAGE:	5	POSITION CONTROL MASTER FILE ONLINE UPDATE AUDIT TRAIL							DATE: 11/04/1997
		MULTI							
	POSITION	POSITION	OPERATOR	SCRN	SEG	UPDATE	DATE	TIME	TERMINAL
	NUM	NUM	ID	NUM	NUM	TYPE	CHANGED	CHANGED	ID
---	---	---	---	---	---	---	---	---	---
		BUDGET STATUS CODE				BEFORE AFTER 1			
		AVAILABILITY STATUS CODE				BEFORE AFTER 1			
		PERCENT TIME EMPLOYED				BEFORE AFTER 000000100			
		FULL TIME/PART TIME CODE				BEFORE AFTER 1			
		HOURS WORKED				BEFORE AFTER 00000003750			
ALWB	RN ICUL2	0003	000003	610	305	INSERT	10/16/1997	09:30:33	0020
		FIELD: SALARY SPEC CODE				BEFORE AFTER HRLY			
		SALARY GRADE CODE				BEFORE AFTER HGR11			
		SALARY STEP CODE				BEFORE AFTER STEP1			

ALWB	FN ICUL2	0003	000003	228	301	MODIFY	10/16/1997	09:31:43	0020
FIELD: CURRENT STATUS CODE						BEFORE	1		
						AFTER	2		
FILLED/VACANT DATE						BEFORE	000000000		
						AFTER	020000131		
EMPLOYEE NUMBER						BEFORE			
						AFTER	3110		
EMPLOYEE NAME						BEFORE			
						AFTER	ZSMITH, PERCY	ALWB3110	
NUMBER OF MASTER FILE SEGMENTS ADDED							4		
NUMBER OF MASTER FILE SEGMENTS MODIFIED							13		
NUMBER OF MASTER FILE SEGMENTS DELETED							0		

Employee Position Salary Comparison

EMPLOYEE POSITION SALARY COMPARISON											
L1: AL		SYSTEM TEST ORG ALWB X						PAGE: 1			
L2: WB		US COMBINED, W2/1099R, POS CTL						DATE: 11/04/1997			
I		MULT						POSITION			
N EMPLOYEE		POSITION		POS		NEXT		EMPLOYEE'S		POSITION	
D NUMBER		EMPLOYEE NAME		NUMBER		NO REV DATE		SALARY		MINIMUM MAXIMUM	
										SALARY SALARY	
-	3010	MICHAEL	ALWB3010 ATKINS	MISPA10001	0001	00/00/0000	\$.00	SLRY	SGR12	STEP1	\$.00 \$.00
	3012	JOSEPH R.	ALWB3012 ATKINS			00/00/0000	\$.00				\$.00 \$.00
*	3014	DOROTHY B.	ALWB3014 ATKINS	MISPA20001	0001	01/01/1995	\$ 40,000.00	SLRY	SGR14	STEP1	\$.00 \$.00
	3016	MARY-LOUISE	ALWB3016 ATKINS			00/00/0000	\$.00				\$.00 \$.00
	3018	RAMON	ALWB3018 CRAWFORD	MISMGR0001	0001	02/01/1995	\$ 50,000.00	SLRY	SGR17	STEP1	\$ 11,111.00 \$ 99,999.00
	3020	DANIEL F.	ALWB3020 CRAWFORD			00/00/0000	\$.00				\$.00 \$.00
*	3022	BRADFORD	ALWB3022 CRAWFORD	ADMSECL1	0001	03/01/1995	\$ 60,000.00	HRLY	HGR06	STEP1	\$ 21,528.00 \$.00
	3024	MARTHA L.	ALWB3024 DAVIS			06/01/1989	\$.00				\$.00 \$.00
*	3026	REGINIA S.	ALWB3026 FLAIR	ADMSECL1	0002	04/01/1995	\$ 70,000.00	HRLY	HGR06	STEP1	\$ 21,528.00 \$.00
	3028	NANCY	ALWB3028 GREGORY			00/00/0000	\$.00				\$.00 \$.00
-	3030	E. B.	ALWB3030 HOWARD	ADMSECL1	0003	00/00/0000	\$.00	HRLY	HGR06	STEP1	\$ 21,528.00 \$.00
	3032	SARAH-FRANCES	ALWB3032 IVEY			00/00/0000	\$.00				\$.00 \$.00
-	3034	MARIAN-LENORA	ALWB3034 IVEY	ADMSECL1	0004	00/00/0000	\$.00	HRLY	HGR06	STEP1	\$ 21,528.00 \$.00
	3036	RAQUEL J.	ALWB3036 IVEY			00/00/0000	\$.00				\$.00 \$.00
-	3038	JENIFFER W.	ALWB3038 IVEY	ADMSECL1	0005	00/00/0000	\$.00	HRLY	HGR06	STEP1	\$ 21,528.00 \$.00
	3040	BETTY LOUISE	ALWB3040 KARLAND			00/00/0000	\$.00				\$.00 \$.00
-	3042	GLORIA	ALWB3042 KARLAND	ADMSECL1	0006	00/00/0000	\$.00	HRLY	HGR06	STEP1	\$ 21,528.00 \$.00
	3044	CHARLES M.	ALWB3044 LACY			00/00/0000	\$.00				\$.00 \$.00
	3046	GERALDINE B.	ALWB3046 MILLS	ADMSECL2	0001	00/00/0000	\$.00	HRLY	HGR08	STEP1	\$.00 \$.00
	3048	ELIZABETH	ALWB3048 MILLS			00/00/0000	\$.00				\$.00 \$.00
	3050	PAUL	ALWB3050 MILLS	ADMSECL2	0002	00/00/0000	\$.00	HRLY	HGR08	STEP1	\$.00 \$.00
	3052	BASIL E.	ALWB3052 MILLS			00/00/0000	\$.00				\$.00 \$.00
	3054	ANNIE T.	ALWB3054 MISSISSIPPI	ADMSECL2	0003	00/00/0000	\$.00	HRLY	HGR08	STEP1	\$.00 \$.00
	3056	ROSAYNE	ALWB3056 MILLS		*****	00/00/0000	\$.00				\$.00 \$.00
* "RED-CIRCLED" SALARY											
- "GREEN-CIRCLED" SALARY											

EMPLOYEE POSITION SALARY COMPARISON									
L1: AL		SYSTEM TEST ORG ALWB				X		PAGE: 7	
L2: WB		US COMBINED, W2/1099R, POS CTL				DATE: 11/04/1997			
I		MULT						POSITION	
N EMPLOYEE		POSITION	POS	NEXT	EMPLOYEE'S	EMPL	EMPL	EMPL	POSITION
D	NUMBER	EMPLOYEE NAME	NUMBER	NO	REV DATE	SALARY	SPEC	GRADE STEP	MAXIMUM
									SALARY

GRAND TOTALS AND SUMMARY									
TOTAL EMPLOYEES:						103			
TOTAL "RED-CIRCLED" SALARIES:						5			
TOTAL "GREEN-CIRCLED" SALARIES:						18			
AVERAGE "RED-CIRCLED" AMOUNT:						\$ 41,200.00			
AVERAGE "GREEN-CIRCLED" AMOUNT:						\$ 22,484.80			

*** END OF REPORT HRSALCMP ***									
* "RED-CIRCLED" SALARY									
- "GREEN-CIRCLED" SALARY									
DATE: 11/04/1997									
TIME: 10:06:58									
SYSTEM MAINTENANCE LISTING									
INFORMATION EXPERT RELEASE IE960100									
PAGE 1									
- SYSTEM DEVL									
SIGNON IEUSER									
OPTION DATE=OPTION('MM/DD/YYYY')									
RUN HR-SALARY-COMPARISON-REPORT;									
SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'ALWB' 'ALWB'									

Purpose Compares an employee's actual salary with the minimum and maximum salaries for the position they occupy.

Dataframe HRSALARY relating to HRPOSDTL

Report Series HR-SALARY-COMPARISON-REPORT

Report HRSALCMP

Sort

1. EMP-LEVEL-1
2. EMP-LEVEL-2

Open Positions Report

OPEN POSITIONS REPORT									
L1: AL		POSITION CONTROL TEST COMPANY				PAGE: 1			
L2: WB		SYSTEM TEST - PASS 1				DATE: 11/04/1997			
POSITION NUMBER	MULT POS NO	BUDGET END DATE	POSITION BUDGETED	ANNUAL MINIMUM SALARY	SKILL REQUIREMENT - MAJOR		SKILL REQUIREMENT - MINOR		YEARS LAST OF YEAR EXPRN USED
ADM-SEC-L1	0002	12/31/2079	YES	\$ 21,528.00	OFFICE/CLERICAL	APPOINTMENTS	0221	94	
					OFFICE/CLERICAL	DICTATION TRANSCRIPTION	0121	94	
					DATA PROCESSING	LINEAR PROGRAMMING	0121	94	
					OFFICE/CLERICAL	OFFICE MACHINES, GENERAL	0221	94	
					OFFICE/CLERICAL	RECEPTIONIST	0221	94	
ADM-SEC-L1	0005	12/31/2079	YES	\$ 21,528.00	OFFICE/CLERICAL	APPOINTMENTS	0221	94	
					OFFICE/CLERICAL	DICTATION TRANSCRIPTION	0121	94	
					DATA PROCESSING	LINEAR PROGRAMMING	0121	94	
					OFFICE/CLERICAL	OFFICE MACHINES, GENERAL	0221	94	
					OFFICE/CLERICAL	RECEPTIONIST	0221	94	
LAB-TEC-L2	0004	00/00/0000	NO	\$ 25,833.60					
LPN-ICU-L2	0002	12/31/2079	YES	\$.00	MEDICINE	NURSING	0441	94	
LPN-ICU-L2	0003	12/31/2079	YES	\$.00	MEDICINE	NURSING	0441	94	
MIS-PA1-0001	0001	03/31/1995	NO	\$.00	AGRICULTURAL ENGINEERING	WATER CONSERVATION	9991	99	
					DATA PROCESSING	PROGRAMMING, COMMERCIAL	0221	94	
MIS-PA2-0001	0001	03/31/1995	NO	\$.00					
RN -ICU-L2	0002	12/31/2079	YES	\$.00	MEDICINE	NURSING	0861	94	
SYS-OPR-L1	0001A	12/31/2079	YES	\$.00	DATA PROCESSING	OPERATOR, COMPUTER	0221	94	
					DATA PROCESSING	TAPE LIBRARIAN	0221	94	
SYS-OPR-L1	0001B	12/31/2079	YES	\$4,020,000.50	DATA PROCESSING	OPERATOR, COMPUTER	0221	94	
					DATA PROCESSING	TAPE LIBRARIAN	0221	94	
SYS-OPR-L1	0002	12/31/2079	YES	\$.00	DATA PROCESSING	OPERATOR, COMPUTER	0221	94	
					DATA PROCESSING	TAPE LIBRARIAN	0221	94	
SYS-OPR-L1	0003	12/31/2079	YES	\$.00	DATA PROCESSING	OPERATOR, COMPUTER	0221	94	
					DATA PROCESSING	TAPE LIBRARIAN	0221	94	
SYS-OPR-L2	0001	12/31/2079	YES	\$.00	DATA PROCESSING	OPERATOR, COMPUTER	0331	94	
					DATA PROCESSING	TAPE LIBRARIAN	0331	94	
SYS-OPR-L2	0002	12/31/2079	YES	\$.00	DATA PROCESSING	OPERATOR, COMPUTER	0331	94	
					DATA PROCESSING	TAPE LIBRARIAN	0331	94	
SYS-PGM-0001	0001	12/31/2079	YES	\$.00	DATA PROCESSING	COMPILERS	0441	94	
					DATA PROCESSING	UTILITIES/SORT/MERGE	0441	94	
SYS-PGM-0002	0001	12/31/2079	YES	\$.00	DATA PROCESSING	COMPILERS	0441	94	
					DATA PROCESSING	SYSTEMS DESIGN	0441	94	

Purpose

Lists all open positions with minimum annual salary and skill information for each position.

Dataframe

HRPOSMST relating to HRFNCT and HRSFNCT

Report Series HR-OPEN-POSITIONS-REPORT

Report HROPEN

Sort

1. EMP-LEVEL-1
2. EMP-LEVEL-2
3. POS-NUM-FORMATTED

Explanation To create this report, you can execute a RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2 GROUP:

```
RUN HR-OPEN-POSITIONS-REPORT;  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2'
```

This RUN statement enables you to select specific (or a range of) level 1-level 2 combinations and improve run time efficiency.

The position's minimum annual salary will be based on one of the following items:

- Alternate salary minimum if established for the position
- Minimum annual amount from salary table for the spec/grade/step of the position
- Minimum annual amount calculated if salary table value is in hourly format; calculation is based on 2,080 hours.

Fourteen (14) occurrences of skill information are available for each position. This report prints five. You can print more information by changing the FOR DO statement on line 014000.

Position Evaluation Report

POSITION EVALUATION REPORT				POSITION CONTROL TEST COMPANY		PAGE: 1
L1: AL				SYSTEM TEST - PASS 1		DATE: 11/04/1997
L2: WB						WEIGHTED
POSITION	MULT POS NO	INCUMBENT	EVALUATION FACTOR	WEIGHT FACTOR	EVALUATION POINTS	EVALUATION POINTS
ADM-SEC-L1	0001	3022 CRAWFORD, BRADFORD ALWB3022	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00
			RESPONSIBILITY	.00	0	.00
			WORKING CONDITIONS	.00	0	.00
					0	.00
ADM-SEC-L1	0002	*** VACANT ***	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00
			RESPONSIBILITY	.00	0	.00
			WORKING CONDITIONS	.00	0	.00
					0	.00
ADM-SEC-L1	0003	3030 HOWARD, E. B. ALWB3030	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00
			RESPONSIBILITY	.00	0	.00
			WORKING CONDITIONS	.00	0	.00
					0	.00
ADM-SEC-L1	0004	3034 IVEY, MARIAN-LENORA ALWB3034	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00
			RESPONSIBILITY	.00	0	.00
			WORKING CONDITIONS	.00	0	.00
					0	.00
ADM-SEC-L1	0005	*** VACANT ***	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00
			RESPONSIBILITY	.00	0	.00
			WORKING CONDITIONS	.00	0	.00
					0	.00
ADM-SEC-L1	0006	3042 KARLAND, GLORIA ALWB3042	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00
			RESPONSIBILITY	.00	0	.00
			WORKING CONDITIONS	.00	0	.00
					0	.00
ADM-SEC-L2	0001	3046 MILLS, GERALDINE B. ALWB3046	EXPERIENCE	.00	0	.00
			JUDGEMENT	.00	0	.00

Purpose Provides an Evaluation Factor/Point List and calculates total weighted evaluation points. These totals can be used with a position evaluation system.

Dataframe HRPOSDDL

Report Series HR-POSITION-EVALUATION-RPT

Report HREVAL

Sort

1. EMP-LEVEL-1
2. EMP-LEVEL-2
3. POS-NUMBER-FORMATTED

Explanation This report series is a sample only.

Each evaluation system has its own factors and weights. The internal tables of this report series provide a guideline and the flexibility to customize the report series to a specific evaluation system.

Use the following instructions to customize this report series:

- Change the number of occurrences of EVALUATION-FACTOR (Line 006400) to match the number of your Evaluation System (maximum = 12).
- Change "Load Tables" (lines 007300-008000) to reflect the factors in your system.
- Change FOR DO statement on line 012300 to reflect the number of occurrences of factors in your system.

To create this report, you can execute a RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2 GROUP;

```
RUN HR POSITION-EVALUATION-RPT;  
SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2'
```

This RUN statement enables you to select specific (or a range of) level 1-level 2 combinations and improve runtime efficiency.

Recommended Positions Report

RECOMMENDED POSITIONS REPORT						
L1: AL		SYSTEM TEST ORG ALWB			PAGE: 1	
L2: WB		US COMBINED, W2/1099R, POS CTL			DATE: 11/04/1997	
* - - - - - R E C O M M E N D E D P O S I T I O N - - - - - *						
EMPLOYEE	CURRENT POSITION	CURRENT SALARY	NUMBER	TITLE	SALARY MINIMUM	SALARY MAXIMUM
3010	MISPA10001	\$.00			\$ 0.00	\$ 0.00
ATKINS, MICHAEL	ALWB3010				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3012		\$.00			\$ 0.00	\$ 0.00
ATKINS, JOSEPH R.	ALWB3012				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3014	MISPA20001	\$ 40,000.00			\$ 0.00	\$ 0.00
ATKINS, DOROTHY B.	ALWB3014				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3016		\$.00			\$ 0.00	\$ 0.00
ATKINS, MARY-LOUISE	ALWB3016				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3018	MISMGR0001	\$ 50,000.00			\$ 0.00	\$ 0.00
CRAWFORD, RAMON	ALWB3018				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3020		\$.00			\$ 0.00	\$ 0.00
CRAWFORD, DANIEL F.	ALWB3020				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3022	ADMSECL1	\$ 60,000.00			\$ 0.00	\$ 0.00
CRAWFORD, BRADFORD	ALWB3022				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3024		\$.00			\$ 0.00	\$ 0.00
DAVIS, MARTHA L.	ALWB3024				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3026	ADMSECL1	\$ 70,000.00			\$ 0.00	\$ 0.00
FLAIR, REGINIA S.	ALWB3026				\$ 0.00	\$ 0.00
					\$ 0.00	\$ 0.00
3028		\$.00			\$ 0.00	\$ 0.00
GREGORY, NANCY	ALWB3028				\$ 0.00	\$ 0.00
	1111				\$ 0.00	\$ 0.00

Purpose Lists all employees with their recommended position and position salary information.

Dataframe HRSALARY relating to HRPOSHDR

Report Series HR-RECOMMENDED-POSITIONS-RPT

Report HRRECPOS

Sort

1. EMP-LEVEL-1
2. EMP-LEVEL-2
3. EMP-NUMBER

Explanation

To create this report, you can execute a RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-RECOMMENDED-POSITIONS-RPT;  
SELECT EMP-CONTROL-LEVELS-1-2GROUP 'L1L2'
```

This RUN statement enables you to select specific (or a range of) level 1-level 2 combinations and improve run time efficiency.

The position's minimum and maximum salaries are based on one of the following amounts:

- Minimum/maximum annual amount from the salary table for the position's spec/grade/step.
- Minimum/maximum annual amounts calculated if salary table values are in hourly format; calculation is based on 2,080 hours.

Split Position Report

EMPLOYMENT AND IMMIGRATION CANADA											PAGE: 1	
SALARY SUMMARY: PERMANENT FULL-TIME EMPLOYEES											FORM 3	
											PART A	
NAME OF BUSINESS	INDUSTRIAL SECTOR										REPORTING PERIOD 1997	
NATIONAL	ALL EMPLOYEES			ABORIGINAL			DISABLED			VISIBLE MINORITY		
SALARY RANGES	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL.1	COL.2	COL.3	COL.4	COL.5	COL.6	COL.7	COL.8	COL.9	COL.10	COL.11	COL.12
UNDER \$10,000:	N/A											
\$10,000 - \$14,999	N/A											
\$15,000 - \$17,499	N/A											
\$17,500 - \$19,999	N/A											
\$20,000 - \$22,499	N/A											
\$22,500 - \$24,999	N/A											
\$25,000 - \$27,499	N/A											
\$27,500 - \$29,999	N/A											
\$30,000 - \$34,999	N/A											
\$35,000 - \$39,999	N/A											

\$40,000 – \$49,999	N/A												
\$50,000 – \$69,999	1	1	0	0	0	0	0	0	0	0	0	0	0
\$70,000 AND OVER	N/A												
TOTAL NUMBER OF EMPLOYEES	1	1	0	0	0	0	0	0	0	0	0	0	0

Purpose

Provides a list of all split positions along with calculated salary amounts distributed to the split levels.

Dataframe

HRPOSDDL

Report Series

HR-SPLIT-POSITION-REPORT

Explanation

To create this report, you can execute a RUN statement that contains the RUN-TIME SELECT for EMP-CONTROL-LEVELS-1-2-GROUP:

```
RUN HR-SPLIT-POSITION-REPORT;
SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2'
```

The RUN statement enables you to select specific (or a range of) level 1-level 2 combinations and improve run time efficiency.

Appendix D Program Messages

Appendix Contents

D-1	Introduction
D-2	PPJ000 Position Control Master Copy Services
D-3	PPJ600 Position Control Recovery Load
D-4	PPJ610 Position Control Recovery Process
D-5	PPJ620 Position Control Audit Utility
D-6	PPJ630 Employee Position Data Update Load
D-7	PPJ640 Employee Position Data Update Process
D-8	PPJ900 Position Control Master Utility
D-9	PPJ950 Position Control Master Print

Introduction

This appendix contains program messages for Position Control.

PPJ000 Position Control Master Copy Services

Message	Description
I/O ERROR IN PROCEDURE PWJ02S NO RECORDS ON THE FILE	The input sequential Position Control Master file is specified, but there are no records in the file. Check the JCL to see if the file is DUMMY or IGN.
I/O ERROR IN PROCEDURE PWJ01M NO RECORDS ON THE FILE	The input random Position Control Master file is specified, but there are no records in the file. Check the JCL to see if the file is DUMMY or IGN.

PPJ600 Position Control Recovery Load

Message	Description
****NO RUN CONTROL TRANSACTION ENTERED ****	No PCRECOV transaction was entered. No processing takes place.
****RUN CONTROL TRANSACTION IN ERROR ****	The PCRECOV transaction contains errors. No processing takes place.
**** POSITION CONTROL AUDIT DATABASE IS EMPTY ****	The Position Control Audit Database, PWJ600, contains no records.

PPJ610 Position Control Recovery Process

Message	Description
THE FIRST RECORD READ FROM THE SORTED FILE IS NOT THE RUN CONTROL TRANSACTION	Two conditions can cause this error: ▪ The sort parameters for the Temporary Sort file, PWJ610, specified the incorrect sequence. – For forward recovery, PWJ610 should be sorted in ascending order. – For backward recovery, PWJ610 should be sorted in descending order. ▪ No records were written to the Temporary Sort file, PWJ610. Errors occurred during the execution of the Recovery Load program, PPJ600. Check the Recovery Load report, PRJ600.
POSITION MASTER/TABLES FILE NOT UPDATED WITH THIS AUDIT RECORD	Errors were detected when processing the audit record. The audit record is not used in the recovery process.
RECORD NOT FOUND ON POSITION MASTER/TABLES FILE	The record to be modified or deleted is not in the Position Master/Tables file being processed. An incorrect version of the Position Master/Tables files is being used. The audit record is not used in the recovery process.
RECORD ALREADY EXISTS ON POSITION MASTER/TABLES FILE	The record to be added is already in the Position Master/Tables file being processed. An incorrect version of the Position Master/Tables file is being used. The audit record is not used in the recovery process.
POSITION MASTER/TABLES FILE DOES NOT MATCH BEFORE/AFTER IMAGE ON AUDIT RECORD	The record being recovered does not match the before/after image on the Audit record. An incorrect version of the Position Control Master/Tables file is being used. The Audit record is not used in the recovery process.

PPJ620 Position Control Audit Utility

Message	Description
**** WARNING - MULTIPLE PCAUDIT TRANSACTIONS ENTERED ****	More than one PCAUDIT transaction was entered. Any transactions following the PCAUDIT transaction will be rejected.
**** NO PCAUDIT TRANSACTION ENTERED ****	No PCAUDIT transaction was entered. No processing takes place.
**** PCAUDIT TRANSACTION IN ERROR ****	The PCAUDIT transaction contains errors. No processing takes place.
**** AUDIT DATABASE IS EMPTY ****	The Position Control Audit Database, PWJ600, contains no records.
**** AUDIT BACKUP FILE IS EMPTY ****	The Position Control Audit Database Backup, PWJ620, contains no records.

PPJ630 Employee Position Data Update Load

Message	Description
**** CONTROL TRANSACTION IN ERROR - TRANSACTION REJECTED ****	A PQ transaction is in error. The transaction will be rejected. No processing takes place.
**** NO PQ CONTROL TRANSACTION ENTERED - LOAD PROCESS TERMINATED ****	No PQ transaction was entered. No processing takes place.

PPJ640 Employee Position Data Update Process

Message	Description
*** WARNING - POSITION CONTROL OPTION NOT TURNED ON FOR ORGANIZATION ***	The Position Control Update option within the central system (Column 25 of PA1 transaction or realtime Screen 601) is not turned on for the organization. The updates are not applied to the Employee Master File.
*** NO RECORDS GENERATED IN LOAD PROCESS - EMPLOYEE POSITION DATA UPDATE PROCESS TERMINATED ***	No records were written to the Employee Position Data Update Generated file, PWJ630, during the Load program. Update terminated.
BEFORE IMAGE DOES NOT MATCH, CHANGE NOT APPLIED	The value of the field in the Employee Master File does not match the before image in the Generated file, PWJ630. Either the Employee Master File field has had an override or the incorrect Employee Master File is being used. The field is not updated.
EMPLOYEE NOT ASSIGNED, CHANGE NOT APPLIED	The employee is not currently assigned to a position (the multi-position number is equal to ***** or spaces). The field is not updated.
SALARY VALUES CHANGED TO REFLECT NEW SPEC/GRADE/STEP	The employee's salary spec/grade/step were updated because of a change in the spec/grade/step for the position the employee holds. The employee's salary values are also updated with the values corresponding to the new spec/grade/step.
*** WARNING - LEVEL 1 - LEVEL 2 NOT FOUND ON EMPLOYEE MASTER FILE ***	A Level 1 - Level 2 processed in the Load step was not found in the Employee Master File in the Process step. The versions of the Position Control Audit Database and the Employee Master File being used do not match.

PPJ900 Position Control Master Utility

Message	Description
I/O ERROR IN PROCEDURE PWJ02S NO RECORDS ON THE FILE	The input sequential Position Control Master file is specified, but there are no records in the file. Check the JCL to see if the file is DUMMY or IGN.
PDJ900-E POSITION MASTER IS NOT COVERED THROUGH CURRENT UB	The Position Control Master has not been converted through the current update bulletin. Processing stops.
PDJ900-W POSITION MASTER ALREADY CONVERTED - FUNCTION NOT PERFORMED	The option to convert Position Control Master position 19 was selected but the master has already been converted. No conversion took place.

PPJ950 Position Control Master Print

Message	Description
PDJ950-01 NO PRINT REQUEST TRANSACTIONS ENTERED	Abort. No PR1 or PR2 control transactions were entered. Enter appropriate control transactions and rerun the program.
PDJ950-02 ORG NOT FOUND ON MST	Warning. The organization specified on the PR1 was not found in the Position Control Master file. Check the control transaction for a data entry error or verify that the correct Master file is being used.
PDJ950-03 ORG TRAILER MISSING FOR L1 XX L2 YY	Abort. The organization trailer is missing for the Level 1 - Level 2 specified (where xx is the Level 1 and yy is the Level 2) on the PR1. This can occur when an update to the Position Control Master file did not run to successful completion. Restore the Master file before the last update and rerun the program.
PDJ950-04 HDR NOT FOUND ON MST	Warning. The position header selected for printing (on the PR2 transaction) was not found in the Position Control Master file. Check the control transaction for a data entry error or verify that the correct Master file is being used.
PDJ950-05 DTL NOT FOUND ON MST	Warning. The position detail selected for printing (on the PR2 transaction) was not found in the Position Control Master file. Check the control transaction for a data entry error or verify that the correct Master file is being used.

Appendix E Screen to Transaction Cross Reference

Appendix Contents

E-1	Introduction
E-2	Cross Reference Table

Introduction

This appendix contains a cross-reference of the fields on the Position Control realtime update screens to the corresponding transactions and positions.

Cross-Reference Table

The following table shows the fields on the Position Control realtime update screens and the transaction and positions on that transaction that correspond to each field.

Field Name	Transaction	Positions
Screen 228		
POSITION NUMBER	PH-5	18-27
MULTI POSITION CODE	PH-5	28-31
SPLIT CODE	PH-5	32
DATE PRESENT JOB	PH-5	33-40
EMPLOYEE CLASSIFICATION	PH-5	55-56
OCCUPATIONAL CATEGORY	PH-5	57
Screen 229		
EMPLOYEE CLASSIFICATION	PH-5	55-56
DATE PRESENT JOB	PH-5	33-40
ANNUAL SALARY	PH-5	41-51
FEDERAL JOB CODE	PF-7	52-54
OCCUPATIONAL CATEGORY	PH-5	57
EEO EXEMPT STATUS	PF-6	80
PERCENT TIME EMPLOYED	PF-7	62-64
FULL/PART TIME	PF-7	65
L3	RA	17-20
L4	RA	21-24
L5	RA	25-28
L6	PF-7	18-22
L7	PF-7	23-27
SPECIFICATION	PH-5	59-63
GRADE	PH-5	64-68
STEP	PH-5	69-73
MIN	PH-8	18-28
MID	PH-8	29-39
MAX	PH-8	40-50
COMPA RATIO	PH-8	51-55

(continued)

Field Name	Transaction	Positions
Screen 601		
TITLE	PW-A	18-47
SUBTITLE	PW-A	48-77
ACTIVATE POSITION ASSIGNMENT	PA-1	25
UPDATE EMPLOYEE POSITION DATA	None	
Screen 602		
PERIOD BEGIN DATE	PW-D	18-23
PERIOD END DATE	PW-D	24-29
REPORT PRINT DATE	PW-D	30-35
PERIOD END INDICATOR	PW-D	36
MAJOR SEQUENCE OPTION	PW-B	20
POSITION NUMBER FORMAT	PW-B	48-57
MINOR LEVELS OF CONTROL	PW-B	64-75
HEADER DESCRIPTION		
GEN	PW-B	28
PRT	PW-B	38
SEL	PW-C	20
POS SEQ	PW-C	18
HEADER NARRATIVE		
GEN	PW-B	29
PRT	PW-B	39
SEL	PW-C	26
POS SEQ	PW-C	25
DETAIL DESCRIPTION		
GEN	PW-B	30
PRT	PW-B	40
SEL	PW-C	32
POS SEQ	PW-C	29

(continued)

Field Name	Transaction	Positions
STATUS REPORT		
GEN	PW-B	31
PRT	PW-B	41
SEL	PW-C	41
POS SEQ	PW-C	37
SALARY SPECIFICATION		
GEN	PW-B	32
PRT	PW-B	42
SEL	PW-C	69
WAGE & SALARY		
GEN	PW-B	33
PRT	PW-B	43
SEL	PW-C	78
POS SEQ	PW-C	74
Screen 603		
DETAIL DESCRIPTION		
GEN	PW-B	30
PRT	PW-B	40
SEL	PW-C	32
POS SEQ	PW-C	29
MINOR LEVELS	PW-C	30
MINIMUM SEQUENCE	PW-C	31
STATUS REPORT		
GEN	PW-B	31
PRT	PW-B	41
SEL	PW-C	41
POS SEQ	PW-C	37
MINOR LEVELS	PW-C	38
PAGE BREAK	PW-C	39
TOTAL BREAK	PW-C	40

(continued)

Field Name	Transaction	Positions
VACANT	PW-C	42
FILLED	PW-C	43
INACTIVE	PW-C	44
ABOLISHED	PW-C	45
USER 1	PW-C	46
NOT AUTH	PW-C	47
AUTH	PW-C	48
PROV	PW-C	49
TEMP	PW-C	50
USER 1	PW-C	51
USER 2	PW-C	52
USER 3	PW-C	53
NOT BUDG	PW-C	54
BUDG	PW-C	55
PROV	PW-C	56
TEMP	PW-C	57
USER 1	PW-C	58
USER 2	PW-C	59
USER 3	PW-C	60
NOT AVAILABLE	PW-C	61
AVAILABLE	PW-C	62
FROZEN	PW-C	63
LOANED	PW-C	64
BORROWED	PW-C	65
RESERVED	PW-C	66
SUBSTITUTE	PW-C	67
USER 1	PW-C	68
WAGE & SALARY		
GEN	PW-B	33
PRT	PW-B	43
SEL	PW-C	78

(continued)

Field Name	Transaction	Positions
POS SEQ	PW-C	74
MINOR LEVELS	PW-C	75
LOW LEVEL PAGE BREAK	PW-C	76
LOW LEVEL TOTAL BREAK	PW-C	77
Screen 604		
USER DEFINED FIELDS (1-3)	PW-H	23-78
Screen 605		
POSITION TITLE	PW-J	18-47
CLASSIFICATION CODE	PW-J	48-52
OCCUPATIONAL CATEGORY	PW-J	53-54
FEDERAL JOB CODE	PW-J	56-58
EEO EXEMPT STATUS	PW-J	55
WORKERS COMPENSATION CODE	PW-J	59-62
POSITION COUNTS		
LIIMIT	PW-K	18-22
AUTH	PW-K	23-27
BUDGET	PW-K	28-32
FILLED	PW-K	33-37
USER #1	PW-K	38-42
USER #2	PW-K	43-47
USER #3	PW-K	48-52
ALLOCATED BUDGET AMOUNT	PW-K	53-63
FULL/PART TIME	PW-K	64
NORMAL HOURS WORKED	PW-K	65-69
NORMAL PERCENT TIME EMPLOYED	PW-K	70-72
NORMAL SALARY SPECIFICATION	PW-J	63-67
NORMAL SALARY GRADE	PW-J	68-72
NORMAL SALARY STEP	PW-J	73-77

(continued)

Field Name	Transaction	Positions
Screen 606		
SKILLS		
FUNCTION (01-12)	PW-N	20-21
SUB-FUNCTION (01-12)	PW-N	22-24
YEARS EXPER (01-12)	PW-N	25-26
PROFICIENCY LEVEL (01-12)	PW-N	27
LAST USED (01-12)	PW-N	28-29
SUPV IND (01-12)	PW-N	30
LOC IND (01-12)	PW-N	31
Screen 607		
DRIVERS LICENSE CODE	PW-L	20
PHYSICAL EXAM CODE	PW-L	21
HEALTH REQUIREMENTS	PW-L	22-41
YEARS OF EDUCATION	PW-L	18-19
PROFESSIONAL LICENSES (1-5)	PW-M	18-52
CERTIFICATION CODES (1-5)	PW-M	53-67
Screen 608		
USER DEFINED FIELDS (1-3)	PW-W	23-78
Screen 610		
STATUS	PW-1	23
FILLED/VACATED	PW-1	24-29
REQUESTED	PW-1	30-35
REQUIRED	PW-1	36-41
AUTHORIZATION		
STATUS	PW-2	23
ESTABLISHED	PW-2	24-29
BEGIN	PW-2	30-35
END	PW-2	36-41

(continued)

Field Name	Transaction	Positions
BUDGET		
STATUS	PW-2	42
ESTABLISHED	PW-2	43-48
BEGIN	PW-2	49-54
END	PW-2	55-60
AVAILABILITY		
STATUS	PW-3	23
ESTABLISHED	PW-3	24-29
BEGIN	PW-3	30-35`
END	PW-3	36-41
MAJOR RESPONSIBILITY	PW-1	42-63
AVAILABILITY RESPONSIBILITY	PW-3	42-63
LOCATION	PW-1	64-73
UNION CODE	PW-1	74-78
Screen 611		
HOURS WORKED	PW-6	68-72
PERCENT TIME EMPLOYED	PW-6	73-75
FULL/PART TIME	PW-6	67
EQUIVALENT SALARY AMT	PW-6	23-33
BUDGET AMOUNT	PW-2	61-71
ALTERNATE SALARY		
MIN	PW-6	34-44
MID	PW-6	45-55
MAX	PW-6	56-66
Screen 612		
SPLIT HOURS (01-06)	PW-7	25-29
SPLIT PCT (01-06)	PW-7	30-32
MINOR LEVELS OF CONTROL (01-06)	PW-7	33-54

(continued)

Field Name	Transaction	Positions
Screen 613		
EVALUATION POINTS		
VALUE 1 (01, 12)	PW-8	25-29
VALUE 2 (01, 12)	PW-8	30-35
Screen 615		
USER DEFINED FIELDS	PW-9	28-80
Screen 620		
LINE NO	T-11	26-30
DESCRIPTION OF POSITION	T-11	31-80
Screen 621		
TITLE	T-12	43-72
SALARY FORMAT	T-12	41
TIME INCREMENT	T-12	42
SALARY RANGE	T-12	73
GRADE	T-13	21-25
STEP	T-13	26-30
MIN SALARY	T-13	31-41
MID SALARY	T-13	42-52
MAX SALARY	T-13	53-63
MIN TIME	T-13	64-70
MAX TIME	T-13	71-77
Screen 622		
SALARY SPECIFICATION	T-10	16-20
ADJUSTMENT (INCREASE, DECREASE)	T-10	37
PERCENTAGE CHANGE	T-10	31-36

Appendix F Realtime Screens

Appendix Contents

F-1	Introduction
F-2	Screen Messages

Introduction

The screen messages included in this appendix are messages not covered in **Help**.
For all other screen messages, see **Help**.

Screen Messages

Message	Description
ENTER DESIRED SCREEN NUMBER	Blank is not a valid entry. Enter a 3-digit screen number.
ENTER DESIRED ORGANIZATION CODE	Blank is not a valid entry. Enter the code for the organization you want to see.
ENTER A VALID POSITION NUMBER	Spaces or all zeros is not valid for a position number. Enter a valid position number.
ENTER A VALID MULTI POSITION CODE	Spaces or all zeros is not valid for a multi-position code. Enter a valid multi-position code.
POSITION IS NOT ON POSCTL FILE	The position has not been established in the Position Control Master file. Use realtime Screen 605 to add the position.
ORGANIZATION IS NOT ON THE POSCTL FILE	The organization has not been established in the Position Control Master file. Use realtime Screen 601 to add the organization.
XXXXXX NOT ALLOWED FROM SCREEN 999	A function entered in the action field is not allowed for this screen, where XXXXXX is the function entered and 999 is the screen number.
HIGHLIGHTED FIELDS HAVE A FORMAT ERROR	The values in all highlighted fields on the screen have been entered with an incorrect format.
EXCLUSIVE LOCK BY XXXXX SINCE HH : MM : SS	This message is displayed if you try to access a position or employee record that is currently being accessed by someone else, where XXXXX is the terminal ID using that resource and HH MM SS is the time the resource was accessed. You can continue to press Enter until the resource is released, or you can access a different position or employee by typing END in the Action field, or you can end the session and try again later.
EXCLUSIVE LOCK FAILED - RETURN CODE IS XX	An attempt to issue an Exclusive Lock for a position or an employee failed. The return code indicating the type of failure is XX. Clear and restore the screen by entering CR in the Action field and try to access the position or employee again.

(continued)

Message	Description
SHARED LOCK BY XXXXX SINCE HH MM SS	This message is displayed if you try to access position header records and someone else is accessing position detail records subordinate to that header, where XXXXX is the terminal ID that is using that resource and HH MM SS is the time that the resource was accessed. You can continue to press Enter until the resource is released, or you can access another position header, or you can end the session by typing END in the Action field and try again later.
*** ADD IN PROGRESS ***	This message will be displayed if ADD is entered in the Action field and some type of error occurred. The error could be an I/O error, edit error, or a warning. Correct the error and press Enter again. You do not need to reenter ADD in the Action field.
ORGANIZATION XXXX HAS BEEN YYYYYYY	The Position Control Master file has been processed for Level 1 - Level 2 (organization) XXXX where YYYYYYY is the type of processing (UPDATED, ADDED, or DELETED).
UNABLE TO FIND RECORD FOR UPDATE/DELETE	The attempt to update or delete a record was unsuccessful because the record could not be found.
MULTI POSITION CODE IS INVALID	The multiple position code is not valid. It cannot be spaces or zeros.
POSITION DETAIL NOT ON POSCTL FILE	The position detail has not been established in the Position Control Master file.

