EUT Course 120 – Position Management

PeopleSoft Version 9.2

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Position Management

The CAPPS HR/Payroll Position Management (POS) business process helps define Human Resources by position, rather than job or by employee.

With POS, you can:

- Create and track positions data and history.
- Process employee appointments by position.
- Maintain incumbent data.
- Budget for positions and departments.
- View incumbent, position, and budget histories.

Section 1 - Manage Positions

Add a Position

Section 1, Lesson 1 Exercise - Scenario: Add a New Position

Procedure

This lesson will focus on how to create a new position.

Step	Action
1.	Click the **Main Menu** link.
2.	Click the **Organizational Development** menu.
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.

Step	Action
6.	CAPPS Position Management displays the **Add/Update Position Info** page. This page is used to add new positions as well as search for existing position information.
7.	Click the **Add a New Value** tab.
8.	Click the **Add** button.
9.	The **Description** page is used to enter Position, Job, Work Location and Salary Plan information of a position.
10.	A key field to understand when adding position information is the **Effective Date**. **Effective Dates** maintain a complete chronological history of data and tables, whether it has been changed two years ago or to go into effect in two months. The **Effective Date** defaults to the system date which is the current date.
11.	When new positions are created, CAPPS uses information entered in the Department, Job Code, and Location Tables and inserts the default values in several position data fields. Let's continue to add a new position by selecting a **Job Code**.
12.	When new positions are created, CAPPS uses information entered in the Department, Job Code, and Location Tables and inserts the default values in several position data fields. There are also pre-populated based on the CAPPS HR/Payroll standard configuration. These values may be changed to any of the available field options. Let's continue to add a new position by selecting a **Job Code**.
13.	Click the **Look up Job Code** button.
14.	Click the scroll bar.
15.	Click the **0243 - Programmer IV** link.
16.	Notice the default Job information that appears as it relates to the selected job code.
17.	The next step to enter a new position is to indicate the **Work Location** information.
18.	Click in the **Department** field.

Step	Action
19.	Enter the desired information into the **Department** field. Enter "**3000**".
20.	To see the description of the **Department** value entered. Press **[Tab]**.
21.	Notice the **Location** and **Company** fields populate with information based on the **Department** entered. **Note**: These fields may or may not populate based on infomation placed on the Department Table.
22.	The **Reports To** field is used to build reporting relationships between positions. It can also be used to generate organizational reports in Position Management, such as the Management to Staff Ratio Report.
23.	Click the **Look up Reports To** button.
24.	Click the **00000007 - Programmer VI** link.
25.	Notice the **Reports To** field displays the new reports to position.
26.	To meet the State Auditor's Office reporting requirements, the Supervisor Level field is also used to track reporting relationships among positions. It can also be used to generate organizational reports in Position Management.
27.	Click the **Look up Supervisor Lvl (Alt+5)** button.
28.	Click the **NON-MGR** link.
29.	Click the **Specific Information** tab.
30.	Use the **Specific Information** page to enter information that is specific to the position. This page is also used to trigger incumbents position-related data changes.
31.	**Note:** After an employee has been assigned to this new position, it will be necessary to insert a new effective dated row to update the Update Incumbents field on **Position Data - Specific Information** page. This update is to ensure the **Update Incumbents** checkbox is active and the FTE information is entered. This will enable select position-related updates to automatically appear on the incumbents HR Job Data.

Step	Action
32.	Click the **Budget and Incumbents** tab.
33.	After an employee has been assigned to the position, the **Budget and Incumbents** page is used to view the position's current budget and incumbents. CAPPS Position Management will display the **Current Incumbents** information only. **Note:** An employee has not been assigned to the position so this information is currently blank.
34.	Click the **Save** button.
35.	A new position has been created with the **Position Number** of 00005477.
36.	This position is now available for HR to assign to an employee. Remember that once an employee is assigned to a position the HR User notifies the POS User to update the position data to enable automatic update of the incumbents Job Data and FTE reporting. Let's walk through that update process.
37.	An employee has been assigned to the newly created position number of 00005477 with an effective date of 3/26/15. The Position Data must be updated for FTE reporting and to enable automatic updates of the incumbents Job data.
38.	Enter the desired information into the **Position Number** field. Enter "**00005477**".
39.	Click the **Search** button.
40.	Click the scroll bar.
41.	Click the **Add a new row (+)** button.
42.	Click the **Choose a date** button.
43.	Click the **Month** drop down list.
44.	Click **March**

Step	Action
45.	Click **26**.
46.	Click in the **Reason** field.
47.	Enter the desired information into the **Reason** field. Enter "**UPD**".
48.	Click the **Specific Information** tab.
49.	Verify the **Update Incumbents** box has been checked with the insertion of the new effective dated row. If the box is not checked, manually check the box. This enables updates to the incumbents Job Data.
50.	The FTE tracking is located in the **Education and Government** section. Click the **Expand section** button.
51.	Click in the **FTE** field.
52.	This field can be populated with the appropriate FTE values (i.e. 0.5 for 20 hour work week and 1.0 for 40 hour work week). Enter the desired information into the **FTE** field. Enter "**1**".
53.	Click the **Adds to FTE Actual Count** option.
54.	Click the **Save** button.
55.	A **Warning** message will appear to inform you of the impact of these changes on the incumbent. Read the message to check for any additional actions that must be performed.
56.	Click the **OK** button.

Step	Action
57.	Click the **Save** button.
58.	Congratulations!! You have successfully completed the **Add a Position** lesson. **End of Procedure.**

Search for a Position

Section 1, Lesson 2 Exercise - Scenario: Search for an existing Position to view the incumbent

Procedure

This lesson will focus on how to search for position information by **Department, Job Code** and **Report-To** information.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Organizational Development** menu.
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.
6.	The **Add/Update Position Info** page provides several ways to search for an existing Position Number. Let's start with searching for an existing Position Number by **Departmen**t.
7.	Click the **Department** field.
8.	Enter the desired information into the **Department** field. Enter "**3000**".
9.	Click the **Search** button.
10.	The **Search Results** list the Positions that match the Department search criteria.
11.	Click the **Position Number 00000008**.

Step	Action
12.	CAPPS retrieves the selected position information. Note the Department ID matches the search criteria.
13.	Click the scroll bar
14.	Click the **Return to Search** button.
15.	To begin a new search, Click the **Clear** button.
16.	Click in the **Job Code** field.
17.	Let's search for an exisiting Position Number by **Job Code**.
18.	Enter the desired information into the **Job Code** field. Enter "**0203**".
19.	Click the **Search** button.
20.	The **Search Results** lists the positions numbers associated with the **Job Code** of '0203'.
21.	Click the **Clear** button.
22.	Click in the **Reports To Position Number** field.
23.	Enter the desired information into the **Reports To Position Number** field. Enter "**00000007**".
24.	Click the **Search** button.
25.	The **Search Results** list all position numbers with the **Reports To Position Number** of '00000007'
26.	Click the **Clear** button.

Step	Action
27.	Congratulations! You have successfully completed the **Search for a Position** lesson. **End of Procedure.**

Update a Position

Section 1, Lesson 3 Exercise - Scenario: Update an existing position with a 'non-pay impacting' data change.

Use CAPPS Position Data pages to make changes to any position-related information that pertains to the job or position itself, such as moving the position from one department to another or from one location to another as well as changing the position status.

The position-related information within CAPPS falls into two categories:

- **Non-pay impacting** - Position-related information that does not impact an employees pay. Information such as Reports To, Department and Location do not impact an employees pay. So after these data changes are updated, a new effective dated row will automatically appear on the incumbents Job Data. The effective dates on both the Position Data and Job Data records will match.
- **Pay impacting** - position-related information that does impact an employees pay. Information such as job code and compensation may impact an employees pay. These changes require the teamwork of both the POS User and HR User to ensure the records stay in synch. For the pay impacting information require specific security roles to make these changes.

Effective dating is a key consideration when updating position information. Position information is updated in Human Resources by adding effective-dated data rows to the position data and/or incumbent job records. Effective dates provide the ability to maintain a complete chronological history of all data and tables, whether it was changed two years ago or to go into effect in two months.

Note: Budget or Fiscal year position updates will be performed by the support team for CAPPS.

Procedure

This lesson will focus on how to update the department for an existing position.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Organizational Development** menu.

Step	Action
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.
6.	Enter the desired information into the **Position Number** field. Enter "**00005477**".
7.	Click the **Search** button.
8.	The **Position Management - Description** page appears displaying the selected Position Number for update.
9.	Click the scroll bar.
10.	Click the **Add (+) new row** button.
11.	The **Effective Date** defaults to the system date, which is usually the current date. Change this unless the current date is the first day that the change takes effect. In this example, change the **Effective Date** to March 16, 2015.
12.	Click the **Choose a date** button.
13.	Click **16**.
14.	Enter the reason for the new row. Click the **Look up Reason** button.
15.	Click the **UPD** link.
16.	Click the **Look up Department** button.
17.	Click the **Information Tech - 3.2** link.
18.	Click the scroll bar.

Step	Action
19.	Click the **Save** button.
20.	Clicking the **Save** button causes CAPPS Position Management to validate the new information against the incumbents' job record and existing position data. The result of this validation may generate either a **warning** or an **error** message. • A **warning message** alerts of a potential data entry error or change. However, it allows the updates to be saved, if desired. • An **error message** stops the process due to data entry or process error. It requires the user to correct the problem before continuing. In this example, a warning message was generated to inform the user that no updates will be made to the incumbent data. However, if there were incumbents the job data would need to be maintained accordingly.
21.	Click the **OK** button.
22.	Click the scroll bar.
23.	Click the scroll bar.
24.	Click the **Save** button.
25.	After a '**non-pay impacting'** update has been made to position data, CAPPS automatically inserts a row on the incumbents Job Data. Let's look at an example of this activity on the incumbents Job Data.
26.	Click in the **Position Number** field.
27.	Enter the desired information into the **Position Number** field. Enter "**00005306**".
28.	Click the **Search** button.
29.	Click the **Budget and Incumbents** tab.
30.	This page displays a list of the **Current Incumbents** assigned to this position.
31.	Click the **Job Data** link.

Step	Action
32.	Several indicators on the incumbents Job Data identify that position data has been updated. The **Action**, **Reason Code** and the selected **Position Management Record** checkbox. Also, notice the **Effective Date** is the same on the Job Data as it is on the Position Data.
33.	Click the scroll bar.
34.	Click the **OK** button.
35.	Congratulations!! You have successfully completed the **Update a Position** lesson. **End of Procedure.**

Maintain a Position

Section 1, Lesson 4 Exercise - Scenario: Maintain an existing position requiring a 'pay impacting' data change.

Effective dates are always important in CAPPS, but they take on special meaning when you maintain positions, particularly when you change data in the fields that appear in both the Position Data and Job Data pages.

Position-related information within CAPPS falls into two categories:

- **Non-pay impacting** - position-related information that does not impact an employees pay. Information such as Reports To, Department and Location do not impact an employees pay. So after these data changes are updated, a new effective dated row will automatically appear on the incumbents Job Data. The effective dates on both the Position Data and Job Data records will must match.
- **Pay impacting** - position-related information that does impact an employees pay. Information such as job code and compensation may impact an employees pay. These changes require the teamwork of both the POS User and HR User to ensure the records stay in synch. The pay impacting information require specific security roles to make these changes.

CAPPS Position Management has business processes to assist in tracking discrepancies between Position Data and Job Data:

- **Audit-Exception Positions Report** - identifies the position-related fields that exist on both the Position Data and Job Data that are out of synch.
- **Security Roles** - based on the Roles assigned to the POS User and the HR User, email notifications are sent to alert the user when data is out of synch

Procedure

This lesson will focus on the steps to maintain the information between the Position Data and Job Data pages.

Step	Action
1.	Position-related data exists on both the Job Data and Position Data pages within the CAPPS HR/Payroll System. It is critical that this related information remain in synch to maintain the data integrity of the employee records. Based on the security roles of the HR User and POS User, each has access to update position-related data in their assigned modules (Human Resources and Position Management, respectively). Because of this relationship across modules, maintenance to the records must occur on frequent bases. Let's walk through this maintenance process:
2.	These are the activities that must be taken when HR initiates a position-related data change that is 'pay impacting'. Let's walk through the steps after receiving notification of the position-related data change.
3.	Click the **Main Menu** button.
4.	Click the **Organizational Development** menu.
5.	Click the **Position Management** menu.
6.	Click the **Maintain Positions/Budgets** menu.
7.	Click the **Add/Update Position Info** menu.
8.	The POS User has been notified via email of a position-related data change to an employees' HR Job Data that does not exist in Position Management. Here are the updates that must be placed in Position Data: **Position Number:** 00005204 **Effective Date:** 04/01/2015 **Job Code:** 0158 - Administrative Asst V **Salary Plan:** A **Salary Grade:** 17
9.	Enter the desired information into the **Position Number** field. Enter "**00005204**".

Step	Action
10.	Click the **Search** button.
11.	These are the fields that must be updated to match the Job Data record for the incumbent.
12.	Click the **Add a new row at row 1 (Alt+7)** button.
13.	The HR Job Data record was updated with an effective dated row of 04/01/2015. This must also be the effective date for the new row in Position Data.
14.	Click the **Look up Reason (Alt+5)** button.
15.	Click the **UPD** link.
16.	Click the **Job Code** field.
17.	Enter the desired information into the **Job Code** field. Enter "**0158**".
18.	Press **[Tab]**.
19.	Notice the **Job Code**, **Salary Admin Plan** and **Grade** now reflect the updated information.
20.	Click the scroll bar.
21.	Click the **Save** button.
22.	This warning message was generated to inform the user that updates will not be automatically made to the incumbent Job Data. The update in our example was made to '**pay impacting**' position-related data initiated by the HR User, so the incumbents job data was modified accordingly.
23.	Click the **OK** button.
24.	After the position information has been updated, the POS User must contact the HR User to re-synch the Job Data and Position Data records for the incumbents.
25.	The next step is to run the Audit - Exception Positions Report.

Step	Action
26.	After receiving the notification (via email) from the HR User regarding the Position Data Override and updating the Position Data, the POS User will run the **Audit-Position Exceptions Report** to ensure the update has been completed. It is recommended to run this report frequently to identify any other position-related discrepancies between Position Data and Job Data. This report is discussed in detail later in the course.
27.	Congratulations!! You have successfully completed the **Maintain a Positon** lesson. **End of Procedure.**

Clone a Position

Section 1, Lesson 5 Exercise - Scenario: Create a new position that has the same job code, department and location as an existing position.

Procedure

This lesson will focus on how to create a new position that has the exact characteristics as an existing position.

Step	Action
1.	Click the **Main Menu**
2.	Click the **Organizational Development** menu.
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.
6.	Click the **Add a New Value** tab.
7.	Click the **Add** button.
8.	Click the **Initialize** button.
9.	Enter the desired information into the **Position Number** field. Enter "**00005289**".
10.	Click the **OK** button.
11.	Click the scrollbar.
12.	Click the **Save** button.

Step	Action
13.	Congratulations!! You have successfully completed the **Clone a Position** lesson. **End of Procedure.**

Section 2 - Process a Position Change Request

Process a Reclassification

Section 2, Lesson 1 Exercise - Scenario: Reclassify a position and view the incumbents' job record updates linked to the position.

Procedure

This lesson will focus on how to update a position for a reclassification.

Step	Action
1.	Click the **Main Menu** link.
2.	Click the **Organizational Development** menu.
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Point to the **Add/Update Position Info** menu.
6.	A position requires a reclassification resulting in a job code change. This type of update requires information to be changed on both the Position Data and Job Data pages. Let's start by making the update to the position-related job code.
7.	Enter the desired information into the **Position Number** field. Enter "**00005291**".
8.	Click the **Search** button.
9.	Note the current **Job Code, Salary Plan** and **Grade** information for this position. This will be the primary information updated for this reclassification.
10.	Click the **Add a new row at row 1 (Alt+7)** button.

Step	Action
11.	The **Effective Date** has been updated to the system date which is the current date. **Note:** This date will be needed by the HR User to when updating the incumbent Job Data.
12.	Click in the **Reason** field.
13.	Enter the desired information into the **Reason** field. Enter "**UPD**".
14.	Click the **Look up Job Code (Alt+5)** button.
15.	Click the scroll bar.
16.	Click the **Network Specialist IV** link.
17.	The position job code has been changed from a Network Specialist III (0289) to a Network Specialist IV (0290). **Note:** This type of change impacts the **Salary** and **Grade** of the position qualifying it as a 'pay impacting' change.
18.	Click the **Budget and Incumbents** tab.
19.	Notify the HR User and give them the Employee ID, Position Number and Effective Date of the position that was reclassed. This information is needed to update the Job Data record.
20.	Click the scroll bar.
21.	Click the **Save** button.

Step	Action
22.	Clicking the **Save** button causes CAPPS Position Management to validate the new information against the incumbents' job record and existing position data. The result of this validation may generate either a **warning** or an **error** message. • A **warning message** alerts of a potential data entry error or change. However, it allows the updates to be saved, if desired. • An **error message** stops the process due to data entry or process error. It requires the user to correct the problem before continuing. In this example, a warning message was generated to prompt the user to review the Commitment Accounting Budget record and update funding or chart fields as required for payroll distribution.
23.	Click the **OK** button.
24.	Multiple w**arning** and **error** messages may appear based on the information that requires validation. In this example, a warning message was generated to inform the user that updates will not be automatically made to the incumbent Job Data. The update in our example was made to '**pay impacting**' data, so the incumbents job data must be maintained accordingly.
25.	Click the **OK** button.
26.	This position reclassification is '**pay impacting**' due to the change in the job code. Next, it will require an update to the incumbents job data record. The POS User must notify the HR User of the change to Position Data. The HR User must now update the incumbents Job Data record with this new information. Let's take a look at the fields the HR User must update on the incumbents Job Data.
27.	Position and Job Data Changes

Step	Action
28.	HR must update the following fields on the Job Data page for the position incumbent : **Effective Date** **Action / Reason** **Override Position Data** **Job Code** **Compensation Rate** Let's take a look at these fields on the Job Data pages.
29.	The **Effective Date** must match the Effective Dated row on the Position Data page.
30.	**Override Position Data** enables the HR User to update position-related data.
31.	The **Action** and **Reason Code** will be updated with the appropriate value.
32.	The **Job Code** field to match the update made to the Position Data.
33.	The **Compensation Rate** will also be updated.
34.	After the notification has gone to the HR User, the POS User may run the **Audit-Position Exceptions Report** to ensure the update has been completed. The report is also used to identify any other position-related discrepancies between Position Data and Job Data.
35.	Congratulations! You have successfully completed the **Process a Reclassification** lesson. **End of Procedure.**

Position Data Change

Section 2, Lesson 2 Exercise - Scenario: An incorrect location was entered on a Position that must be corrected.

What if you've just saved a new data row, and discover that you entered the wrong information in one of the fields that you changed? You don't want to insert a new row to correct the mistake, nor do you want to delete the row because it's essentially correct. To solve this problem, use the **Correction** action to fix the data but keep the row intact.

Warning: Correcting position data overwrites any previous information for that effective dated row.

Procedure

This lesson will focus on how to correct a mistake on a newly created position row.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Organizational Development** menu.
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.
6.	Enter the desired information into the **Position Number** field. Enter "**00005380**".
7.	Click the **Search** button.

Step	Action
8.	When making a correction to position data it is important to consider the following: CAPPS cross-updates data when you're making corrections, provided that: • A correction is being made to a current or future effective-dated position row. **Note:** The actual effective date cannot be changed. • The position data row has a matching job row (same effective date, created from the Position Data pages) in the Job Data pages. • The matching job data row in the Job Data pages is also current or future. • Position data has not been overridden on the Job Data - Work Location tab for related incumbents. **Warning:** Correcting position data overwrites any previous information for that effective dated row.
9.	This position record requires an update to the Location number. Let's start by inserting a new effective-dated row.
10.	Click the **Add a new row at row 1 (Alt+7)** button.
11.	Click in the **Reason** field.
12.	Enter the desired information into the **Reason** field. Enter "**UPD**".
13.	Click the **Look up Location (Alt+5)** button.
14.	Click the **5002 - 12451 Twinkle Toes Cir** link.
15.	Click the scroll bar.
16.	Click the **Save** button.
17.	You have successfully inserted a new effective dated row with the new location information.

Step	Action
18.	Click scroll bar.
19.	Click the **Return to Search** button.
20.	The position record has been updated, however, you realize the location number should have been entered as **5003** (125 E. Apple Pie Rd) instead of **5002** (12451 Twinkle Toes Cir.) Let's reaccess that positon number (**00005380**) to make the correction.
21.	Enter the desired information into the **Position Number** field. Enter "**00005380**".
22.	A mistake has been made but it is not necessary to insert a new row to correct the mistake, nor is it necessary to delete the row because it's essentially correct. Let's enable the **'Correct History'** checkbox.
23.	Click the **Correct History** option.
24.	Click the **Search** button.
25.	Click scroll bar.
26.	To make changes to current or historical rows of data, the **Correct History** button must be grayed to indicate correction mode is active.
27.	Click scroll bar
28.	Ensure you have accessed the correct effective dated row before proceeding to make the changes. In this example, this is the correct effective-dated row.
29.	Change the location information to the correct location. **Warning:** Correcting position data overwrites any previous information for that effective dated row
30.	Click the **Look up Location (Alt+5)** button.
31.	Click the **5003 - 125 E Apple Pie Rd** link.
32.	Click the scroll bar.

Step	Action
33.	Click the **Save** button.
34.	Notice the new location has been corrected for the same effective-dated row.
35.	Congratulation!! You have successfully completed the **Position Data Change** lesson. **End of Procedure.**

Section 3 - Position Workflow

Maintain Reports To Relationship

Section 3, Lesson 1 Exercise - Scenario: Update the 'Reports To' position on an existing position

Note: CAPPS Position Management provides automatic reporting structure changes when a manager position is vacant:

- For Managers/Incumbents: The *Reports To* field is automatically updated for manager vacant position to the next level up within the reporting structure. It will also automatically roll-down when the vacant manager position is filled.
- For Non-Employees (Contingent Workers): The *Reports To* field is assigned in Position Data. The roll-up and roll-down functionality is not applicable to Contingent Workers. The non-employee's position must be updated manually.

Procedure

This lesson will focus on maintaining the reporting structure among positions.

Step	Action
1.	Click the **Main Menu** option.
2.	Click the **Organizational Development** menu.
3.	Click the **Position Management** menu.
4.	Click the **Maintain Positions/Budgets** menu.
5.	Click the **Add/Update Position Info** menu.
6.	Enter the desired information into the **Position Number** field. Enter "**00005393**".
7.	Click the **Search** button.

Step	Action
8.	Use this **Description** page to change the **Reports To** field. To do this, first insert a new row.
9.	Click the **Add (+) a new row** button.
10.	Use the **Effective Date** field to specify the date of the **Reports To** relationship change. It defaults to the current system date, but it can be changed to a future date, if needed. In this example, use the default date.
11.	Specify the reason for modifying the record in the **Reason** field. Click the **Look up** button.
12.	Click the **UPD Update Position** link.
13.	Next, update the **Reports To** field to reflect the position reporting relationship change.
14.	Click the **Look up** button.
15.	Select **00000005 - Manager IV** position number.
16.	Notice the **Reports To** position description has been updated to a Manager IV.
17.	Click the scroll bar.
18.	Click the **Save** button.
19.	Let's take a look at how this update has impacted the incumbents Job Data.
20.	Click the scroll bar.
21.	Click the **Budget and Incumbents** tab.
22.	Notice the **Position Data - Budget and Incumbents** page displays the update as it appears on the incumbents current job record. Next, let's take a look at the impact on a Job Data record when a Manager position has become vacant.

Step	Action
23.	This is an example of a job record that has been impacted by a vacated manager position. **Automated 'Reports To' Change**: When a management position becomes vacant, incumbents (excluding Contingent workers) that **Report To** that position are rolled up to the next level manager. This automatic process happens nightly. It inserts a new row on the incumbent job record with a specific **Action/Reason Code**. **Note:** This automated process does not apply to non-employees (Contingent workers). Their job records may be updated by a Core user, as needed.
24.	Click the scroll bar.
25.	Click the **OK** button.
26.	Congratulations! You have successfully completed the **Maintain Reports To Relationship** lesson. **End of Procedure.**

Section 4 - Reports & Queries

Audit Exception Positions Report

Section 4, Lesson 1 Exercise - Scenario: Run an Audit Exception Positions Report

Procedure

This lesson will focus on running the CAPPS Position Management **Audit Exception Position** report.

Step	Action
1.	The **Audit - Position Exceptions** report displays discrepancies between position-related data and incumbent job data. This exercise will walk through the steps to run this report.
2.	Click the **Main Menu** button.
3.	Click the **Organizational Development** menu.
4.	Click the **Position Management** menu.
5.	Click the **CAPPS Reports** menu.
6.	Click the **Audit - Position Exceptions** menu.
7.	**Run Control IDs** are used to run system processes. A **Run Control ID** is an identifier that, along with an User ID, uniquely identifies the process running. The **Run Control ID** provides information used when the process is run. Special characters are not allowed with the exception of the underscore ('_').
8.	Run Control IDs are stored by User ID. However, we suggest that you add your initials on the Run Control ID in the event that the Production Support needs to assist with a possible issue.
9.	If you have set up a Run Control ID, you can search for it using **Find an Existing Value**. If this is the first time to run this particular process, you can **Add a New Value**.

Step	Action
10.	Click the **Add a New Value** tab.
11.	Enter the desired information into the **Run Control ID** field. Enter "**Test**".
12.	Click the **Add** button.
13.	Click the **Report Version** drop down list.
14.	The **Report Version** lists the available reporting options.
15.	Click the **Agency** list item.
16.	Click the **Choose a date** button.
17.	Click the number **4**
18.	The Report Request parameters can be saved in one of two ways. (1) Click on **Save** and not run the process; this is useful when you want to change the way you will run a regularly scheduled job. (2) Click on **Run**. The **Run Control ID** will be saved with the information on the screen, and the process will be run.
19.	Click the **Run** button.
20.	Use the **Process Scheduler Request** page to enter or update parameters, such as report output type and format. For this report, no information needs to be updated.
21.	The **Description** field helps to uniquely identify a process.
22.	The **Process Name** field displays the name of the process as it appears in the techincal definition.
23.	The **Process Type** field displays the type of process, such as SQR Report, BI Publisher and so on.

Step	Action
24.	Use the **Type** field to select the type of output to generate for this job. The four choices are File, Printer, Email, or Web. **File**: Writes the output to a file that will appear in an Output Destination specified by the user. **Printer**: You can enter a custom printer location if you have the appropriate security access. **Email**: You can enter the destination information to send to a particular email recipient(s). Note that Email is available only for a few process types, such as SQR, PS/nVision, and BI Publisher reports. **Web**: Sends all output of the process to the report repository, including log and trace files.
25.	Use the **Format** field to define the output format for the report. The values are dependent upon the process type selected. In this example, the default value is PDF.
26.	Click the **OK** button.
27.	The report is now running. Notice that the report has been assigned a **Process Instance** number. Make a note of this number for future tracking of this report.
28.	Process Scheduler is used to run reports, **Process Monitor** to monitor the status of the report. **Process Monitor** is used to: • Check the status of submitted process requests. • Cancel process requests that have been initiated or are currently processing. • Hold process requests that are queued, and queue process requests you have put on hold. Click the **Process Monitor** link.
29.	Process Monitor provides a **Process List** page to view the status of submitted report/process requests.
30.	The **Process List** group box lists all the requested processes for the user.
31.	The current **Run Status** of your process is Queued. The process will be finished when the Run Status is Success, and the Distribution Status is Posted. Continue to click the **Refresh** button until the screen shows Success and Posted.
32.	Click the **Refresh** button.
33.	The Run Status is **Success**, and the Distribution Status is **Posted**. The process is complete and ready to view.

Step	Action
34.	Click the **Details** link.
35.	Click the **View Log/Trace** link.
36.	The output format for this report is a .PDF file. Click the **hsas0206_5492088.PDF** link.
37.	The **Position Audit Report for Exceptions** is used as a tool to identify discrepancies and reconcile Position Data and Job Data records.
38.	Click the **Down Arrow** to view additional report pages.
39.	The report is sorted by **Agency**, **Business Unit** and **Department ID**.
40.	The report lists two rows of data for a single Position and the incumbent. The top row is the Position Data and the bottom row is the incumbent's Job Data.
41.	The position-related information displayed on the two rows should match exactly, including the **Effective Date.**
42.	Notice in this example, the **Job Code** and the **Shift** information are different. To correct these discrepancies, the Position User would notify the HR User and they must confirm which record is accurate and then make the appropriate updates.
43.	After the report has been viewed and/or printed, close the browser tab to return to the **View Log/Trace** page. Click the **Return** button.
44.	Click the **OK** button.
45.	Click the **Go back to Audit - Position Exceptions** link to run another report.
46.	Congratulations! You have successfully completed the **Audit Exception Positions Report** lesson. **End of Procedure.**

All Agency Position

Section 4, Lesson 2 Exercise - Scenario: Run the All Agency Positions query

The query includes the following information:

- Position Number
- Effective Date
- Description
- Business Unit
- Job Code
- Reports To
- Location
- Department ID

Procedure

This lesson will focus on running the **All Agency Position** query using Query Viewer.

Step	Action
1.	**Note**: This CAPPS homepage is for training purposes only. Not all menu items shown will be seen in an Agency environment. Menu items seen on the CAPPS homepage will vary based on the users security role.
2.	Click the **Main Menu** button.
3.	Click the **Reporting Tools** menu.
4.	Click the **Query** menu.
5.	Click the **Query Viewer** menu.
6.	Use the **Query Viewer** page the run the **All Agency Positions** query to view a list of current Agency positions.
7.	Enter the desired information into the ***Search By - begins with** field. Enter "**TX_HR_AGY_POSITION_ALL**".
8.	Click the **Search** button.
9.	Queries meeting the entered criteria are displayed under **Search Results**. Notice that the query name **TX_HR_AGY_POSITION_ALL** appears in the list.

Step	Action
10.	Use the **Run to HTML** link in the query list to open a query in a new browser window.
11.	Use the **Run to Excel** link to download a query to an Excel spreadsheet.
12.	Use the **Run to XML** link to download query in XMLP format.
13.	Use the **Schedule** link to schedule a time for the query to run.
14.	Use the **Favorite** link to add a query to the Favorites menu.
15.	For this lesson, use the **Run to HTML** to see the query output. Click the **HTML** link.
16.	The **All Agency Positions (TX_HR_AGY_POSITION_ALL)** query page opens in a new browser window.
17.	This output may be downloaded as an **Excel Spreadsheet, CSV Text File or XML File** for future reference.
18.	Congratulations! You have completed the **All Agency Positions** query. **End of Procedure.**

All Agency Vacant Position

Section 4, Lesson 3 Exercise - Scenario: Run the All Agency Vacant Positions query

The query report lists the following information:

- Department ID
- Position Number
- Position Description
- Job Code
- Location
- Full/Part
- Reg/Temp
- Reports To
- Max Head Count
- Salary Plan
- Salary Step
- Salary Grade

Procedure

This lesson will focus on running the All Agency Vacant Positions query using Query Viewer.

Step	Action
1.	**Note**: This CAPPS homepage is for training purposes only. Not all menu items shown will be seen in an Agency environment. Menu items seen on the CAPPS homepage will vary based on the users security role.
2.	Click the **Main Menu** button.
3.	Click the **Reporting Tools** menu.
4.	Click the **Query** menu.
5.	Click the **Query Viewer** menu.

Step	Action
6.	Use the **Query Viewer** page the run the **All Agency Vacant Position** query to view a list of current Agency positions.
7.	Enter the desired information into the ***Search By - begins with** field. Enter "**TX_HR_AGY_POSITION_VACANT**".
8.	Click the **Search** button.
9.	Queries meeting the entered criteria are displayed under **Search Results**. Notice that the query name **TX_HR_AGY_POSITION_VACANT** appears in the list.
10.	Use the **Run to HTML** link in the query list to open a query in a new browser window.
11.	Use the **Run to Excel** link to download a query to an Excel spreadsheet.
12.	Use the **Run to XML** link to download query in XMLP format.
13.	Use the **Schedule** link to schedule a time for the query to run.
14.	Use the **Favorite** link to add a query to the Favorites menu.
15.	For this lesson, use the **Run to Excel** to see the query output. Click the **Excel** link.
16.	A dialog box will appear asking the question: **"Do you want to open or save...?"** the Excel file. Next, select the desired function.
17.	Click the **Open** button.
18.	The **TX_HR_AGY_POSITION_VACANT** query results open in a new sheet in Excel for review.
19.	Congratulations! You have completed the **All Agency Vacant Positions** query lesson. **End of Procedure.**

Glossary

Business Unit

Business Unit is a business level between Company (Agency) and Department for reporting and operations.

A Business Unit value is typically the Agency Number appended with two additional characters (*e.g.,* 30400).

Core User

Core Users are select agency users (*a.k.a.* Super Users) with access to core CAPPS system functionality. This access is typically not available to self-service users.

Department

A Department in CAPPS continues to identify an operational entity within an agency. Multiple departments can be organized by Business Unit, which is essential for system security as well as position and job information.

Error Message

An error message stops the process due to data entry or process error. It requires the user to correct the problem before continuing.

HTML

HTML stands for HyperText Markup Language. It is a text description language used for publishing content on an internet web site.

Query

A Query is an interactive tool used to gather information or data from the CAPPS system. Queries are already formulated, and you run them when you need them. The answers are shown in a browser window; alternatively, you can download the data into an Excel spreadsheet.

Run Control ID

A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies a process that is running. The Run Control ID defines parameters or criteria that are used when running the process.

Warning Message

A warning message alerts of a potential data entry error or change. However, it allows the updates to be saved, if desired.

XML

XML stands for Extensible Markup Language. It is a text-based formatting language used to share data on internet and intranet web sites.

XMLP

XMLP stands for XML Protocol, and is a standard being developed by the W3C (World Wide Web Consortium) for encapsulating XML.