



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## Creating a New Position

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Creating a New Position

## Overview

CAPPS provides the ability to add, update and track positions for incumbent and vacant positions. Positions must exist before hiring a new employees or contingent worker. If the agency has a need for a new employee, that employee can be hired in CAPPS through the CAPPS *Custom Hire* page.

For contingent workers, see the Desk Aid that addresses hiring contingent workers.

## Adding a New Position Number

### Navigation

**Dashboard:** Workforce Administration; **Tile:** Manage Human Resources, Manage Position

1. Select **Add New** located on the *Manage Position* page.

**Note:** The system defaults the position numbers to zeros.

2. Select or enter the position's **EFFECTIVE DATE** (the first date that a person can be hired into that position) located in the *Create Position* section.
3. Select **Add New**.  
The system defaults to the values of:
  - **REASON** field = **New**
  - **STATUS** field = **Active**
  - **POSITION** field = **Approved**
4. Verify the default field values and update (if necessary).
5. Enter the **BUSINESS UNIT** field located in the *Job Information* section.
6. Select the **JOB CODE**  
 –or–  
 Search for the **JOB CODE** using the *look up* feature located in the *Job Information* section.
7. Verify the following field values using the *look up* feature:
  - **REG/TEMP**,
  - **FULL/PART TIME**
  - **REGULAR SHIFT**
  - **TITLE**
  - **SHORT TITLE**

8. Change the value in the REGION field (located in the *Work Location* section) to a value of **USA**.
9. Select the position's values for the COMPANY (if user has access to more than one), DEPARTMENT and LOCATION, using the *look up* feature (if necessary).
10. Enter the position's REPORTS TO field.

The *Salary Plan Information* section defaults values from the job code table.

**Step 1 of 5: Position Data**

Effective Date: 02/01/2024  
Effective Sequence: 0

\*Filed Status:   
\*Status:   
Action Date: 02/29/2024  
Key Position:  No  
Budgeted Position:  Yes  
Confidential Position:  No

\*Business Unit:  CPA Core SETD  
\*Job Code:  Project Mgr III  
\*Regular/Temporary:   
\*Regular Shift:   
\*Title:

\*Reg Region:  United States  
\*Department:   
Location:   
Reports To:   
Supervisor Level:  Manager

Salary Admin Plan:   
Standard Hours:   
Work Period:  Weekly

11. Enter the MAXIMUM HEAD COUNT for the position, located in *Specific Information* section.

**Note:** You can select more than **1** if you have multiple contingent workers to hire.

12. Select **Next**.
13. **Verify** the position data viewed in the *Additional Information* section.
14. Select the ADDS TO FTE ACTUAL COUNT checkbox located in the *Education and Government* section.

**Step 2 of 5: Additional Information**

Effective Date: 02/01/2024  
Effective Sequence: 0  
Reason Code: NEW-New Position  
Approval Status: Not Available

\*Classified Indicator:

FTE:   
Add to FTE Actual Count:

15. Select **Next** to view *Budget Incumbents* section.
16. Review proposed values/information for accuracy.

17. Select **Next** to view *Position and Reporting* details section.

Position Number 00000000  
Headcount Status Open  
Current Head Count 0

**Step 3 of 5: Budget Incumbents**

Effective Date 02/01/2024  
Effective Sequence 0

**Current Budget**

Head Count 0  
Current Budget FTE 0.00

**Incumbents**

Update Incumbents  No

Include Salary Plan/Grade No  
Force Update for Title Changes No

**Current Incumbents**  
No Incumbents to display.

**Note:** The **Update Incumbents** indicator defaults to **Yes** after the position number was submitted.

18. Enter all applicable fields in the *Position Report Detail* section.

19. Select **Next** to view the *Review and Submit* section.

Position Number 00000000  
Headcount Status Open  
Current Head Count 0

**Step 4 of 5: Position and Reporting details**

Effective Date 02/01/2024  
Effective Sequence 0

Reason Code NEW NEW-New Position  
Approval Status Not Available

**Position details**

Company 304  
Department 100020

Job Code 1502A  
Project Mgr III  
Sal Plan B  
Grade 24

**Position Report Detail**

Reporting Indicator N/A  
Position Allocation N/A  
Position Function N/A  
Not Applicable  
Monthly Budget Amount 0.00

20. Review proposed values/information for accuracy.

21. Select **Submit** to save.

22. Select **OK** on the warning message that displays informing the agency that the position number was updated but the job data is not automatically updated.

Warning - No updates will be made to incumbent data.  
Position data related to job code, compensation, company, business\_unit or classified indicator has been changed.  
Incumbent job data will not be automatically updated. If the change is to be applied to incumbent job data, continue Position Data save process then proceed to Workforce Administration > Manage Human Resources > Manage job and enter the change there.  
Press OK to continue save process.

OK Cancel

23. Submit the position and retrieve the system-assigned position number so it can be used at the employee's level.

**The New Position Number 00000000 has been successfully created.**

Position Number 00000000  
Headcount Status Open  
Current Head Count 0 of 1

Go to Position Details  
Go to Manage/Create Position

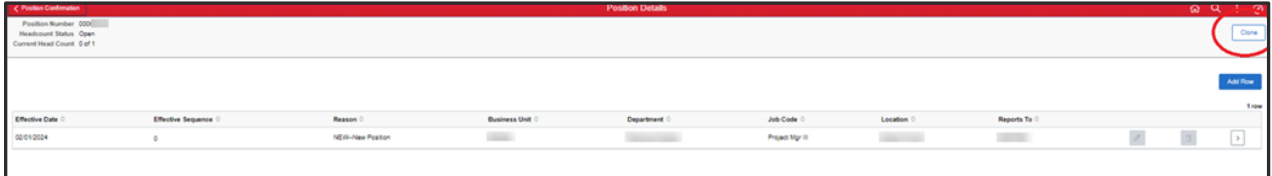
## Cloning a Position

Currently, cloning is only recommended for classified positions, since additional steps are necessary for unclassified and line-item exempt positions.

You can create several positions that have some of the same attributes by cloning a position.

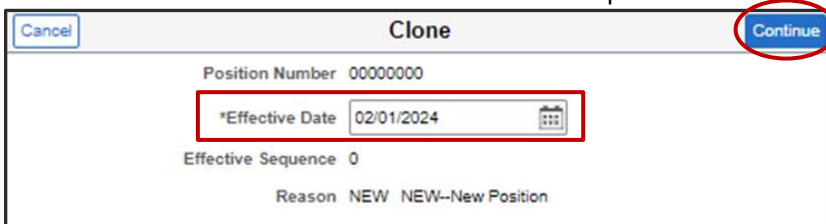
To clone a position:

1. Search for the POSITION NUMBER to clone.
2. Select **Clone** located in the top right corner.



**Note:** The system defaults to zeros as the value in the POSITION NUMBER field.

3. Select or enter the EFFECTIVE DATE of the new position number.



4. Select **Continue**.
5. Update any attributes that are different from the cloned position.
6. Select **Submit** to save the position.
7. Select **OK** on the warning message that displays informing the agency that the position number was updated but the job data is not automatically updated.

## Updating an Existing/Active Position

1. Enter the POSITION NUMBER.  
—or—  
Search by criteria if position number is unknown.
2. Select **Search**.
3. Choose **Add Row** to insert a new effective date row.
4. Select or enter the EFFECTIVE DATE field value.
5. Select the value of **UPD** (update position) for the REASON CODE field.
6. Select **Continue**.
7. Update position-specific fields (as necessary), such as:
  - REPORTS\_TO
  - NEW JOB CODE
  - DEPARTMENT
  - LOCATION

8. Select **Next** to move/navigate through each section.
9. Select **Submit** to save changes.
10. Verify that the job data is updated for any incumbents.

**Note:** Changes that do not impact pay (such as `LOCATION` or `REPORTS_TO`) should also update the incumbents automatically — but users should verify that the update occurred.

If the update to the position includes a change to the existing functional job code (such as `FLSA STATUS`, `EEO4`), make these additional changes:

1. Insert **New Row** on the position.
2. Remove the functional job code.
3. Press the **Tab** key to move out of the field.
4. Re-enter the functional job code to ensures the attributes are updated for the position record.

## Reports and Queries

The following are a few samples of reports that are available to view.

### Position Control Audit – Position Exceptions Report

**Navigation**

**Navbar:** Main Menu, Organizational Development, Position Management, CAPPS Reports, Audit – Position Exceptions

### Active Listing Report

**Navigation**

**Navbar:** Main Menu, Organizational Development, Position Management, CAPPS Reports, Active Position Report

### Staff Vacancy Report

**Navigation**

**Navbar:** Main Menu, Organizational Development, Position Management, CAPPS Reports, Vacancy – Staff

## Revision History

| Date          | Description of Change     | Changed By |
|---------------|---------------------------|------------|
| Aug. 24, 2024 | Initial document release. | K. Griffin |
|               |                           |            |
|               |                           |            |
|               |                           |            |