



HR Position Transaction

Position Transaction options available are:

- Create Position**
- Fill A Vacancy**
- Update Position**

To Create Position

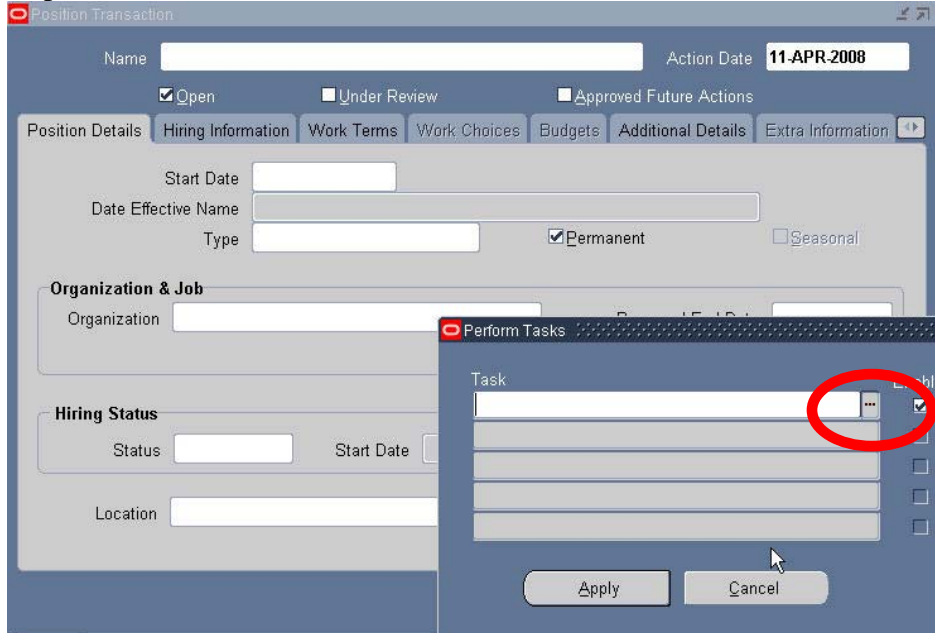
Login and Select: PGCPS Position Transaction User

Navigation:

Select **PGCPS Position Transaction User > Position Transaction**

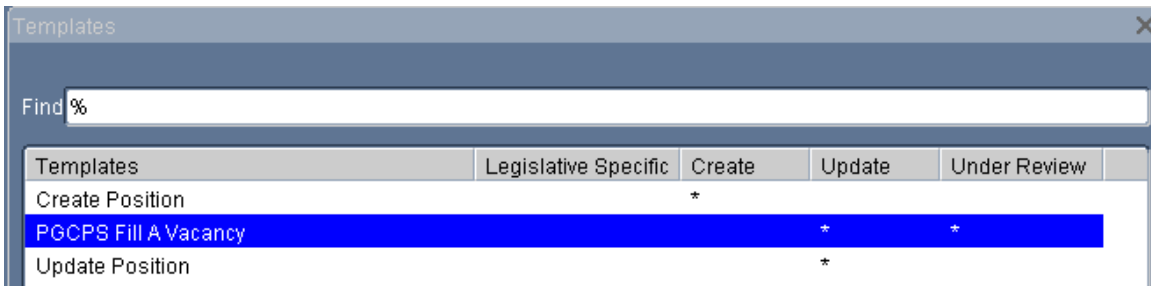


The form opens with the **Perform Task** window active.



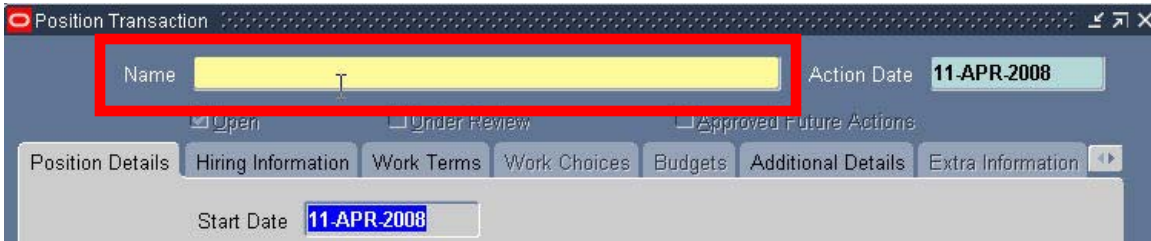
Click on *LOV* to access **Templates** window to select the appropriate action.



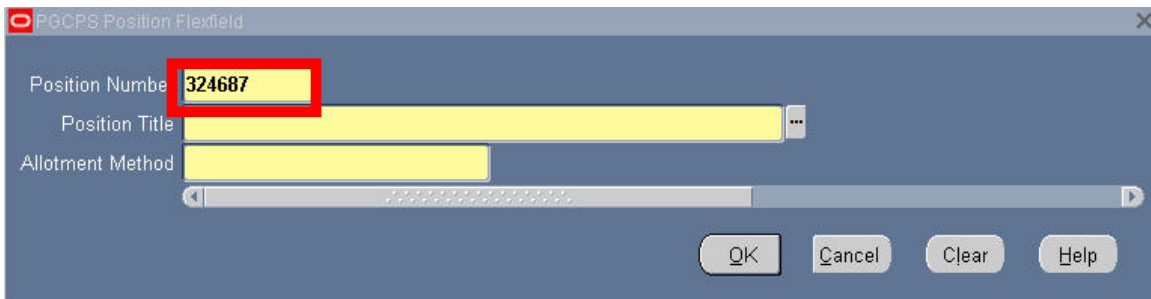


Select *Create Position* from the list. Click **Apply**.

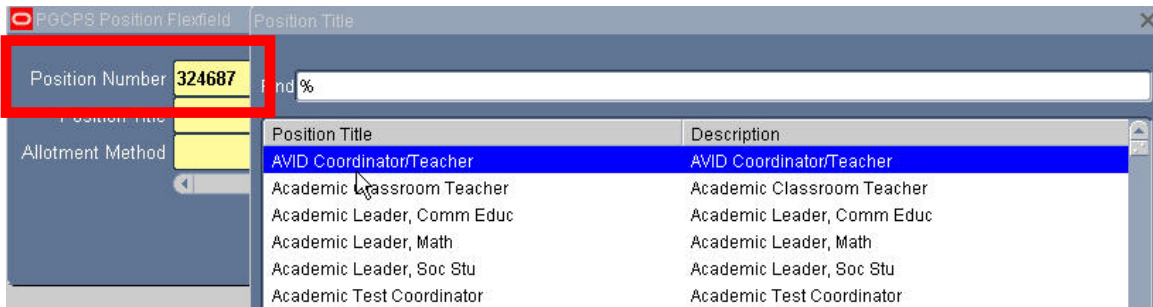
Click in the *Name* field to access the LOV.



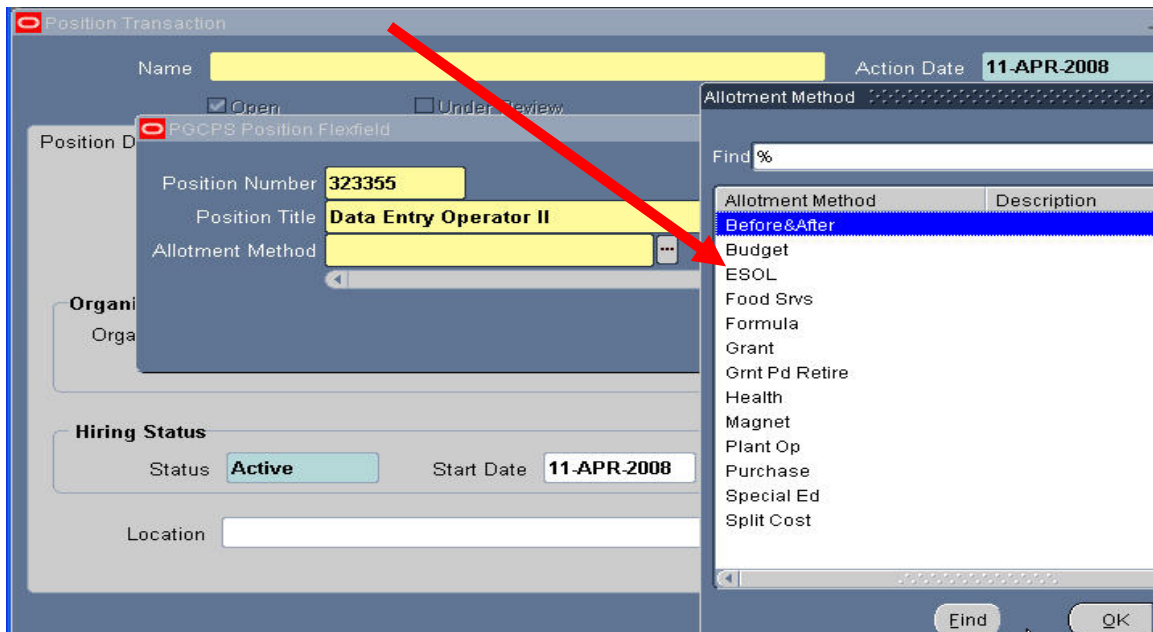
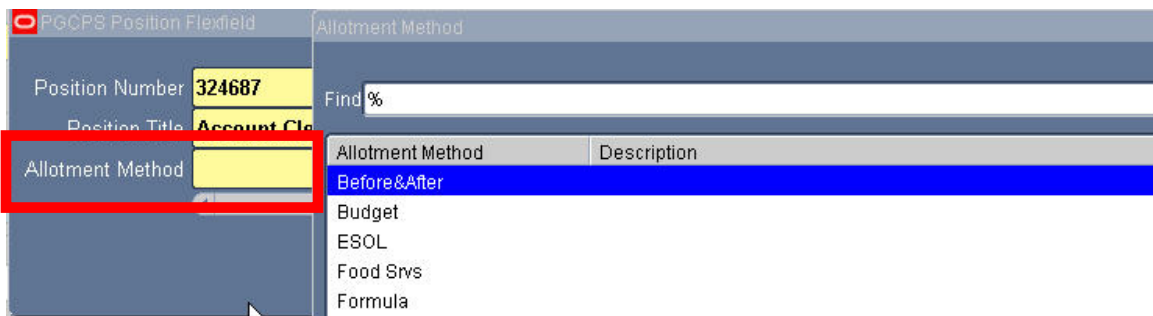
NOTE: NEVER change **Position Number**.



Click in the *Position Title* field to access the **LOV** and select the appropriate position title from the list.



Click in the **Allotment Method** field to access the **LOV** and select the *appropriate* Allotment Method from LOV.



Select **OK**.

Navigate to the *Organization & Job* section and select appropriate organization from the LOV.

The screenshot shows the 'Organization & Job' section of a software interface. The 'Organization' field is highlighted in yellow. A dropdown menu titled 'Organizations' is open, showing a search bar with 'Technology Applications%' and a list of options: 'Technology Applications' (highlighted in blue), 'Technology Applications - Business Support', and 'Technology Applications - Student Support'. The 'Hiring Status' section shows 'Status' set to 'Active' and 'Location' is empty.

Next, **Click** on the Description Flex field.

The screenshot shows the 'Organization & Job' section with the 'Organization' field set to 'Technology Applications - Business Support'. The 'Hiring Status' section shows 'Status' as 'Active', 'Start Date' as '11-APR-2008', and 'Proposed End Date' as empty. The 'Location' field is 'SASSCER ADMIN BLDG'. A red arrow points from the text above to a button with three dots '...' in the 'Further Info' field, which is circled in red.

Note: The highlighted fields require you to enter information.

The screenshot shows the 'Transaction Purpose' section. The 'Add a Position' button and the 'Funds Source' field are highlighted with a red box. The 'Funds Source' field contains the value '0100.0.201.1011.0000.0000.5213.30830.09'. Other fields include 'Confidential', 'Job Sharing', 'Appointed', 'Fund' (0100), 'Funding Source' (0), 'Function' (201), 'Program' (1011), 'Project' (0000), and 'RFU' (0000).

In the *Funds Source* field, enter the budget string(s).

Select *Transaction Purpose* field to access the LOV. On the **Create** Template, always select *Add a Position* as the Transaction Purpose.

Select from the list any one of the remaining options when using the **Update** Template.


Select **OK**.

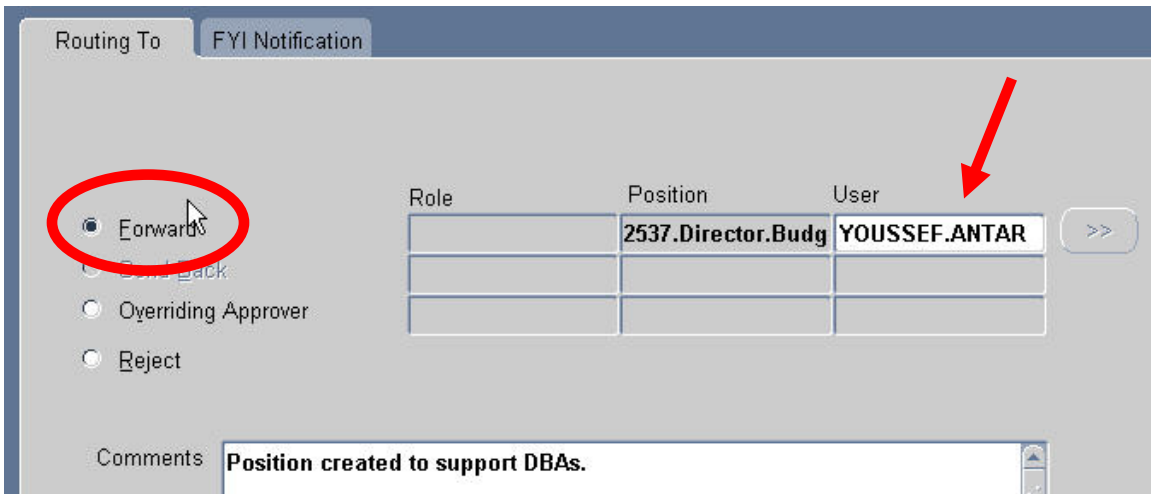
The *Hiring Information* tab opens. Enter the total count for each in the **FTE** and **Headcount** field.

Click in the **Fill by Date** and enter appropriate date.

Select the **Working Hours** tab and enter the total working hours assigned to this position.

Click the **Additional Details** tab and complete entry in the *Justification* and *Posting Description* field.

Click  **SAVE** to gain access to the **Routing** form.



Select Forward and navigate to the User field. Click in the field once for access to the LOV.

The system is designed to route the transaction to the appropriate person whose name should appear in the **User** field.

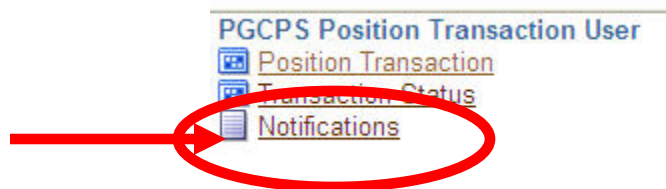
Add comments as deemed necessary. **Click OK.**

FIRST LEVEL APPROVER

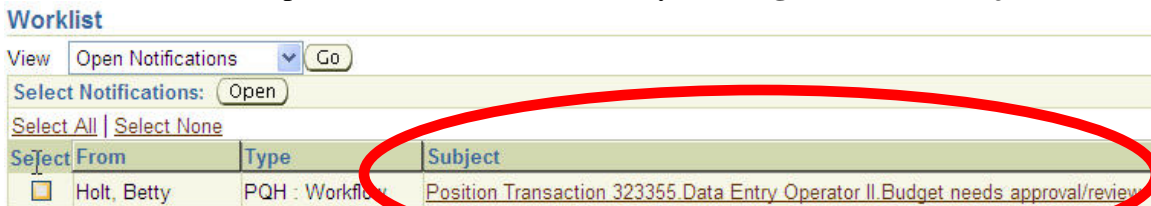
Login to Oracle.

Navigation:

Select PGCPS Position Transaction User > Notifications



The *Worklist* screen opens. **Select** the transaction by **clicking** on it in the **Subject** field.



Select the *Open Transaction Form* to review and respond.

ORACLE Diana

Worklist >

Position Transaction 324687.Account Clerk.Budget needs approval/review

From Holt, Betty
To Antar, Youssef
Sent 21-Apr-2008 16:07:29
Due 22-Apr-2008 16:07:28
ID 1250525

Personalize Table Layout: (NtfDetailsFn.NtfDetailsAttr.rightTable)

Position Transaction
Personalize "Position Transaction"

Position Name 324687.Account Clerk.Budget
Action Date 21-Apr-2008
Organization Technology Applications - Business Support
Job
Transaction Status Pending

Comments
Personalize "Comments"
Please Approve - Betty Holt

Related Applications

Response
Open Transaction Form

Review the information entered under *Position Details*, *Hiring Information*, *Work Terms*, and *Additional Details*.

Position Transaction

Name 324687.Account Clerk.Budget Action Date 21-APR-2008

Open Global Review Approved Future Actions

Position Details Hiring Information Work Terms Work Choices Budgets Additional Details Extra Information

Update as needed. Select  **SAVE**.

Routing

Routing To FY Notification

Forward
Send Back
Reject

Comments
Please Approve - Betty Holt
Approved - Youssef

Approve

OK Cancel

Role	Position	User
	11370.Chief Inform	WESLEY.WATTS

Select appropriate action and navigate to the User field. Select appropriate name. Click **OK**.

Fill A Vacancy

Login and Select: PGCPS Position Transaction User

Navigation:

Select **PGCPS Position Transaction User > Position Transaction**



The form opens with the **Perform Task** window active.

The screenshot shows the 'Position Transaction' form with the 'Perform Tasks' dialog box open. The dialog box has a red circle around the dropdown arrow in the 'Task' field. The form fields include Name, Action Date (11-APR-2008), Open/Under Review/Approved Future Actions checkboxes, Position Details tabs, Start Date, Date Effective Name, Type (Permanent/Seasonal), Organization & Job, Hiring Status, Status, Start Date, and Location.

Click on *LOV* to access **Templates** window to select the appropriate action.

The screenshot shows the 'Templates' window with a search field and a table of templates. The 'PGCPS Fill A Vacancy' template is highlighted in blue.

Templates	Legislative Specific	Create	Update	Under Review
Create Position		*		
PGCPS Fill A Vacancy		*	*	*
Update Position			*	

Select PGCPS Fill A Vacancy

Select *Apply*

Note the highlighted fields. **Click** in the *Position Name* field.

Enter the Position Number followed by the percent sign to locate the position for your location. **Click Find**.

Position Name	Future Dated	Pending Trans
818.Senior Buyer.Budget		
8180.Assistant Principal.Formula		
8181.Assistant Principal.Formula		
8182.Assistant Principal.Formula		
8183.Assistant Principal.Formula		
8184.Assistant Principal.Formula		
8185.Assistant Principal.Formula		
8186.Assistant Principal.Formula		
8187.Assistant Principal.Formula		
8188.Assistant Principal.Formula		
8189.Assistant Principal.Formula		



Position Transaction

Name: **8181.Assistant Principal.Formula** Action Date: **05-JUL-2008**

Open Under Review Approved Future Actions

Position Details | Hiring Information | Work Terms | Budgets | Additional Details

Start Date: **01-JAN-1901**
 Date Effective Name: **8181.Assistant Principal.Formula**
 Type: **Shared** Permanent Seasonal

Organization & Job
 Organization: **Cooper Lane ES** Proposed End Date:
 Job: **86.Assistant Principal.Instructional.9** Proposed End Date:

Hiring Status
 Status: **Active** Start Date: **01-JUL-2004** Proposed End Date:

Location: Further Info: [...]

Click in the Location field to access the LOV.

Position Transaction

Name: **8181.Assistant Principal.Formula** Action Date: **05-JUL-2008**

Open Under Review Approved Future Actions

Position Details | Hiring Information | Work Terms | Budgets | Additional Details

Start Date: **01-JAN-1901**
 Date Effective Name: **8181.Assistant Principal.Formula**
 Type: **Shared** Permanent Seasonal

Organization & Job
 Organization: **Cooper Lane ES** Proposed End Date:
 Job: **86.Assistant Principal.Instructional.9** Proposed End Date:

Hiring Status
 Status: **Active** Start Date: **01-JUL-2004** Proposed End Date:

Location: **Fill A Vacancy** Further Info: [...]

Select: *Fill A Vacancy* from the Location LOV.



Click the Hiring Information Tab.

The screenshot shows the 'Position Transaction' window for '8181.Assistant Principal.Formula' with an 'Action Date' of '05-JUL-2008'. The 'Hiring Information' tab is highlighted with a red circle. The form includes fields for FTE (1), Headcount (1), and Bargaining Unit (ASASP II). The 'Earliest Hire Date' is '01-JAN-1901'. The 'Proposed Entry Salary' section includes 'Payroll' (Biweekly) and 'Salary Basis' (Salary). There are also sections for 'Probation' and 'Overlap' with duration and unit fields, and a 'Proposed Layoff' section with FTE and Date fields.

Click in the *Fill by Date* field to access the calendar to select a date.

This screenshot shows the same 'Position Transaction' window, but now the 'Fill by Date' field is highlighted with a red box. The date in this field is '15-AUG-2008'. The 'Hiring Information' tab is still selected. Other fields like FTE (1), Headcount (1), and Bargaining Unit (ASASP II) remain visible.



Select the *Additional Details* tab.

Position Transaction

Name: 8181.Assistant Principal.Formula Action Date: 05-JUL-2008

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Budgets **Additional Details**

Comments
Fill Vacany by August

Posting Description

Security Requirements

Amendment Information

Date: Reference Number: Recommendation:

Click Save.

Routing

Routing To: FYI Notification

Forward Send Back

Reject

Role	Position	User
	3622.Sr. Recruitm	BRIAN.JOHNSON

Comments

Select *Forward* and navigate to the *User* field. Double-click to populate the name field. Click OK.