Position Management Tip Sheet

Positions should be reused when possible. A position can have multiple incumbents.

Use the chart below to determine when it is appropriate to create a new position.

Scenario	Create New Position	Modify headcount only	Modify Position	Action
Current employee vacates position. Different employee hired for that position.	No	NA	If needed	Review position to ensure all fields are accurate. Modify if needed.
New employee and current incumbent will overlap (with all position information remaining the same)	No	Yes	No	Modify position for max head count. After current incumbent has gone, reduce headcount.
New employee and current incumbent will overlap (with some position fields different)	Yes	NA	If needed	
Two employees with different working titles (but same job code)	No	Yes	If needed	Modify position to increase headcount. Change working title on UW Custom tab on Job Data.
Two employees with different job codes	Yes	NA	No	Two positions each with the unique job code.
Recruiting in TAM while incumbent still in job	No	Yes (maybe)	If needed	Modify position to increase max head count if no changes needed OR Recruit without using a position and change position data when hiring.
LOA from current job for interim job Interim position Current position (with job to be on LOA)	If needed No	If needed NA	Preferred No	Reuse an existing position for interim position if possible. Modify position data of interim position to indicate as such. Follow KB 70555 to ensure all steps are completed.
Summer appointments (lump sum)	No	Yes	If needed	See below for details.
Summer (reuse position)	No	If needed	If needed	Reuse position each summer. See below.
Voluntary Reassignment	No	No	Yes	Modify position data as necessary. Follow KB 53348 to ensure all steps are completed.

Multiple Incumbents: In general, if any of the fields in the Job Information section (except working title), Work Location sections, or Salary Plan Information section will be different, then a new position is required.

Helpful Reports:

Vacant Position Report, KB 21744, lists positions that are vacant as of a specific date. Parameters include as of date, Department, Job Code and Empl Class. Positions can be modified and reused.

Active Position History Report, KB 20103, lists information on each active position including effective date, action reason, title and location.

Troubleshooting Tips

If you have added a row to position, and it did not flow to job data:

1. Add a row to job data.
2. Enter effective date the same as the position
3. Action: Position Change
4. Select appropriate reason
5. Click the Override Position Data button
6. Click the Use Position Data button.
7. Review job data to see if the change flowed through
8. If the change did not flow through, make the change.
9. Save.

Adding a row when a future-dated row exists:

You can add rows between current and future rows:

1. Use the show next row arrow to move to the current row
2. Click the plus (add a new row button). Notice that it will indicate where row will be entered.
3. Make the desired change as usual.
4. Save.

Note: This also works if there are multiple future-date rows. Use the show next arrow to move to the row where you would like to insert the new row.

Be sure to review all future rows to ensure change is on these rows.

Current row: Date closest to, but not greater than, today

Future row: date greater than today

Historical row: date less than the current row

Summer Positions

For lump sum (same job code, department, pay basis):

1. Create a position with multiple incumbents (or modify and existing one).
2. Use position in job data for each person.

All others:

1. Reuse positions whenever possible.
2. Update fields as needed.
3. Rehire each summer.

Fixing broken job data/position data link

1. Add a row to job data.
2. Enter effective date.
3. Action: Data Change.
4. Reason: Job Data Update Misc.
5. Click the Use Position Data button.
6. Save.

If link was intentionally broken, update position data to reflect change first, then follow steps above.