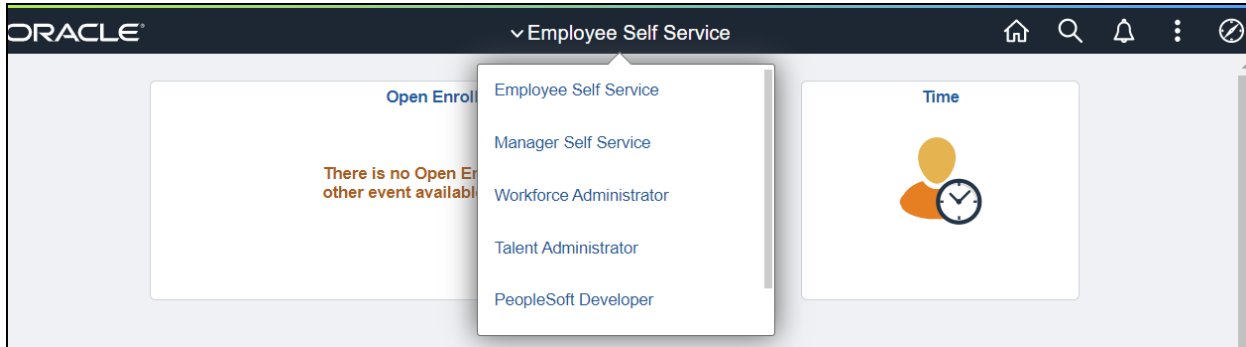# Position Fluid Navigation – Homepage

When you log-on, you will land on the *Employee Self Service* **Homepage**. If you have additional roles such as *Manager Self Service* or *Workforce Administrator*, you can navigate to them by clicking the Homepage dropdown list and click the other role you wish to work under.
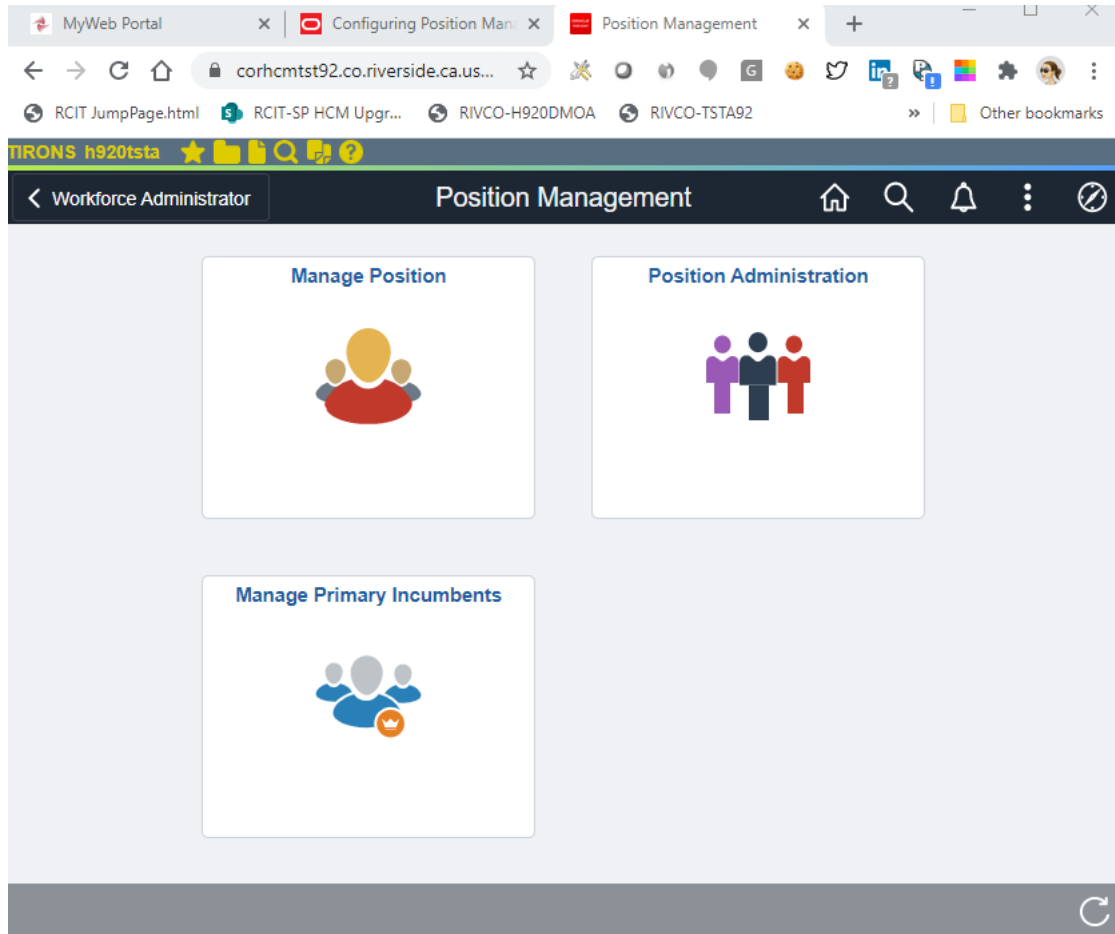
Workforce Administrator Home Page

Click on Workforce Administrator –

Click on the Position Management tile.

Manage Position Tile

Navigational Path: Organizational Development/Position Management/Manage Position

When you click on the Manage Position tile, you can look up any existing position to make your CID or PLR change. Enter the Position # and click the Search button.

When the position comes up, you'll see the basic information for that position.

To continue, click on the row to view the position on the Position Details Page. You can click > on an existing row to see the details, or you can add a new effective dated row by clicking on the Add Row button top right corner.

To process a change, click the "Add Row" button

Enter the effective date of your action and the Reason Code (CID or PLR), then click the Continue button, it will take you to the next step where you can enter the updated information.

Note: The effective date <u>must be</u> the beginning of a pay period when entering Department ID, Location, or Reports To changes on filled positions. Please process changes within the current pay period and not future dated changes. Also, if there is already a row with the same effective date, the system will add a sequence row that will override the previous information.

Reason Codes to use and why:

CID – Use this Reason Code to change the Department ID. Only change the last 5 digits, do not change the first 5 digits, this is due to the department's budget allowance. You may also change the Location Code and/or Reports To along with the Dept ID change.

PLR – Use this Reason Code when you are changing the Location Code and/or Reports To Only.

After you click the Continue button, you'll see all the information for that position. There are 5 steps listed on the left-side menu.

Step 1 of 5 - Scroll down to Work Location and make your change(s), click the Next button at the top right-hand corner or each Step on the left-side menu until you get to Step 4.

Step 4 of 5 – Please make sure the Update Incumbents button is set to YES. If set to NO, the information you just entered will not roll over into Job Data.


When you click the Submit button your change(s) will save and will roll over to Job Data.

Check Job Data to ensure the change is appearing in Job data.

Note: Please DO NOT add a row if the information on Position Data is correct, but not showing on Job Data. If you try and add a row on Position Management thinking it's going to update Job Data, it will not. The system will not update Job Data, because none of the information changes when you added another row. This could have happened previously if the Update Incumbents button was set to NO. If you notice that Position Data is correct, but the information in Job Data is not correct, please send an email to hr-employeeservices-posmgmtteam@rivco.org to update Job Data. Please DO NOT add additional rows in Position Management.

Position Administration Tile

Under Position Administration, it will give you Position Summary and Position History.
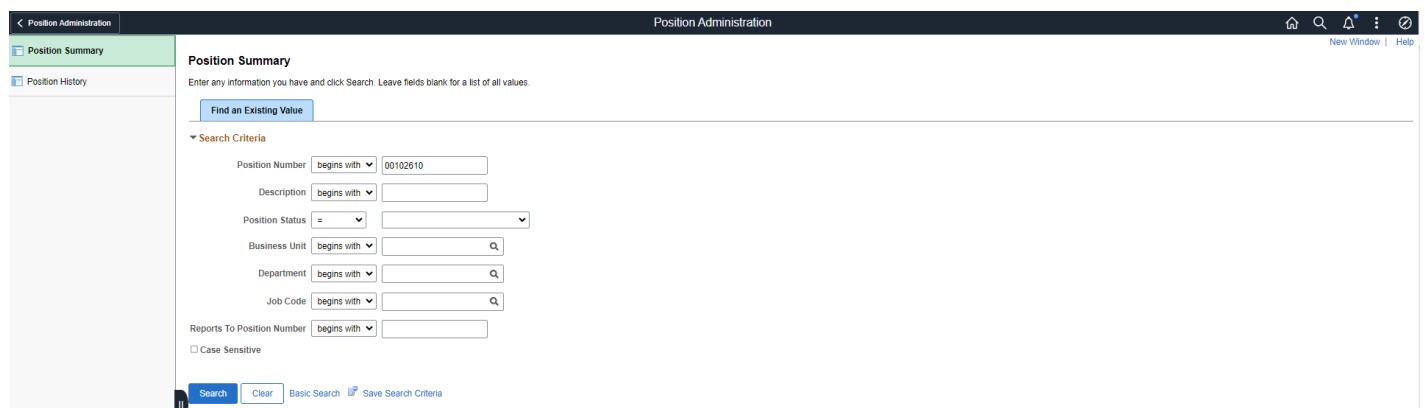
Position Summary gives you General, Work Location and Payroll Information about the position.
Navigational Path: Organizational Development/Position Management/Review Position/Budget Info/Position Summary

Position History will give you a list of all incumbents with the Position Entry and End Dates for each incumbent for that position.

Navigational Path: Organizational Development/Position Management/Review Position/Budget Info/Position History

When you click on the Current Position Data link, it will give you the following information.

Manage Primary Incumbents:

When you click on Manage Primary Incumbents, you'll enter the Position Number and click Search…

It will give you the information below…then click on the Position Number…

View Primary Incumbents

1 results found.

1 row

Position Number ⬍	Position Name ⬍	Employee ID ⬍	Primary Incumbent ⬍	System Assigned ⬍	BusinessUnit ⬍	BusinessUnit Name ⬍	JobCode ⬍	JobCode Name ⬍
00112610	OFFICE ASSISTANT III - CN	253275	BreeAhna Moreno	Yes	RIVCO	County of Riverside	13880	OFFICE ASSISTANT III - CN

New Search

Position Number
00112610

Description

Business Unit

Department

Job Code

System Assigned

[Search] [Clear]

You can click on View Job Data and it'll jump you to Job Data to view more information.

< Search Results   Manage Primary Incumbents

Position Number 00112610
Description OFFICE ASSISTANT III - CN
Current Head Count 1 of 1

Include Future Incumbents [No]   View Primary Incumbent History

Name / ID - Record	Incumbent Status	Position Date Range	Primary Incumbent	*Start Date	System Assigned	
●	Current	01/13/2020	Yes	11/27/2020	Yes	View Job Data

You can always click, <Search Results to enter another Position Number.