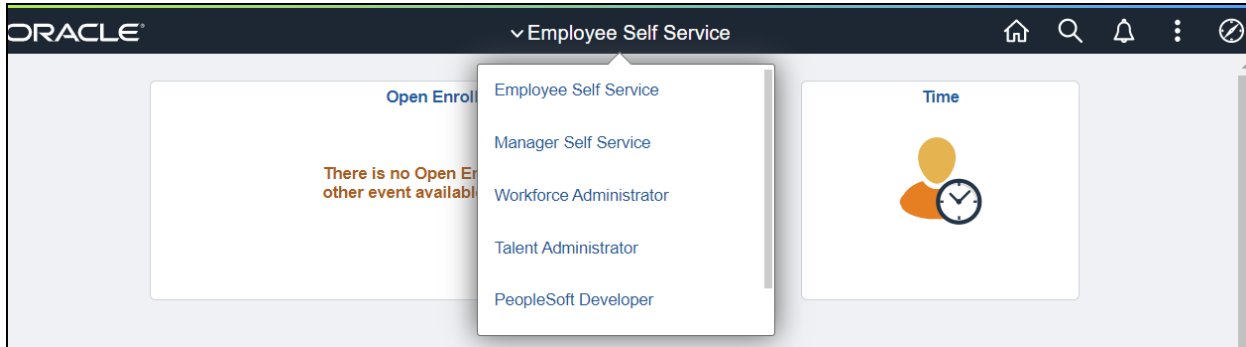


Position Fluid Navigation – Homepage

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



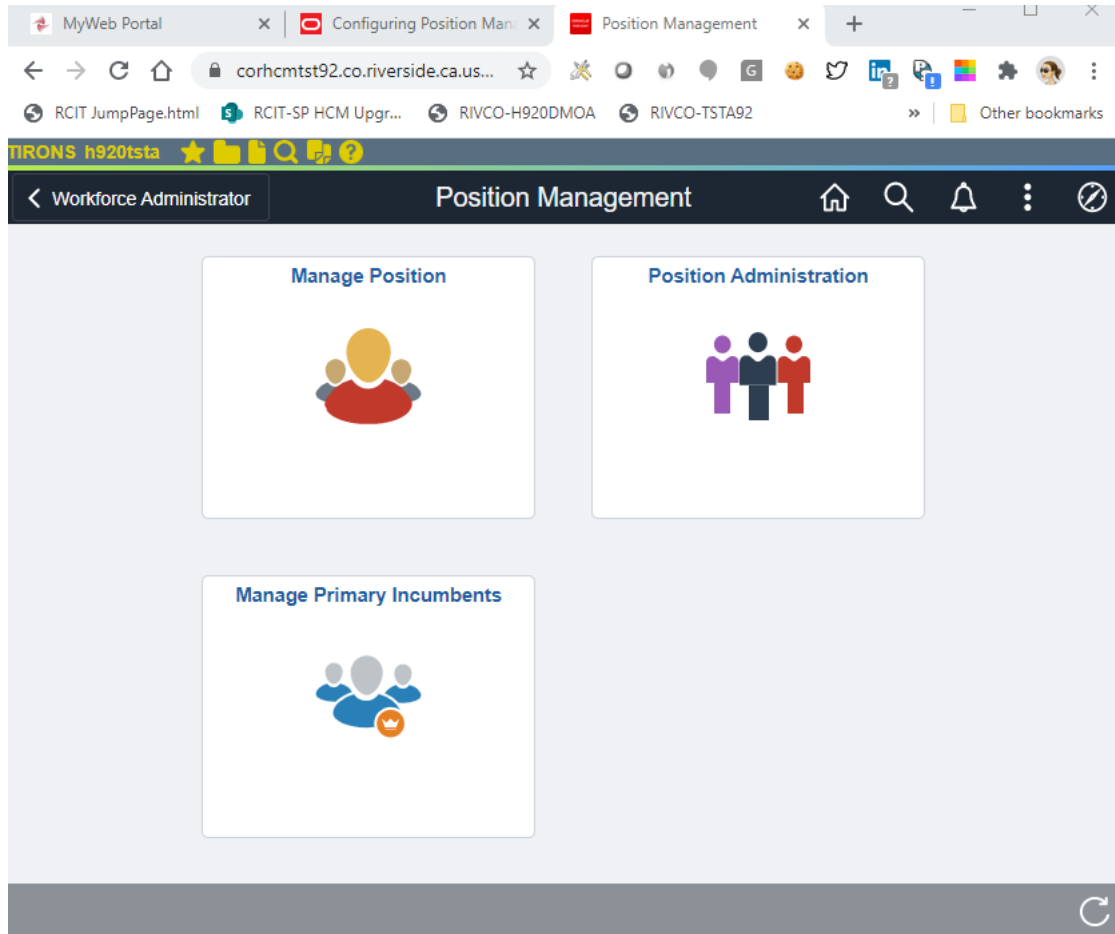
Click on Workforce Administrator –



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.

| Position Number | Description | Reports To | Business Unit | Company | Department | Status | Job Code | Current Head Count |
|-----------------|-----------------------|------------|---------------|---------|------------|--------|----------|--------------------|
| 00123345 | SR LEGAL SUPPORT ASST | 00003408 | RIVCO | COR | 2400100000 | Active | 13932 | 1/1 |

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.

| Effective Date | Effective Sequence | Reason | Business Unit | Department | Job Code | Location | Status | Approval Chain |
|----------------|--------------------|------------------------------|---------------------|-----------------|-----------------------|-------------------------------|----------|----------------|
| 05/04/2023 | 0 | Bus Title/Sal Plan/Grade Chg | County of Riverside | PUBLIC DEFENDER | SR LEGAL SUPPORT ASST | Public Defender Admin Banning | Approved | Approval Chain |
| 07/14/2022 | 0 | Bus Title/Sal Plan/Grade Chg | County of Riverside | PUBLIC DEFENDER | SR LEGAL SUPPORT ASST | Public Defender Admin Banning | Approved | Approval Chain |
| 01/27/2022 | 0 | Bus Title/Sal Plan/Grade Chg | County of Riverside | PUBLIC DEFENDER | SR LEGAL SUPPORT ASST | Public Defender Admin Banning | Approved | Approval Chain |

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

Request Details

Effective Date: 09/07/2023

Effective Sequence: 0

Reason Code: [input field]

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 must be 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.

| Description | Proposed Value | Current Value |
|-------------------|----------------|---------------|
| Reason Code | PLR | SGU |
| Action Date | 2020-12-16 | 2019-04-22 |
| Update Incumbents | Y | N |

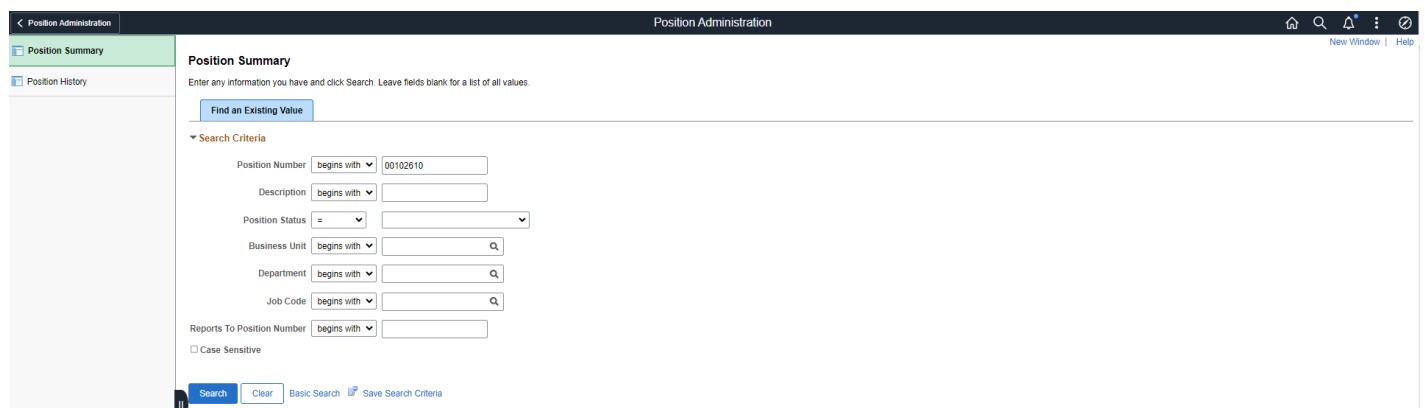
When you click the Submit button your change(s) will save and will roll over to Job Data. Check Job Data to ensure the change is appearing in Job data.

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-posmgtteam@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 Summary
Position Number 00102610

Position Data

| Effective Date | Action Reason | Status | Status Date | Max Head Count | Budgeted |
|----------------|---------------|----------|-------------|----------------|----------|
| 07/01/2005 | Inactivate | Approved | 01/02/2002 | 1 | Y |
| 07/07/2005 | PG/LC/RChg | Approved | 01/02/2002 | 1 | Y |
| 10/02/2003 | PG/LC/RChg | Approved | 01/02/2002 | 1 | Y |
| 09/04/2003 | Misc Corr | Approved | 01/02/2002 | 1 | Y |
| 01/02/2002 | New Posn | Approved | 01/02/2002 | 1 | Y |

Return to Search Notify

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**

Position History
Position Number 00102610 LABORER [Current Position Data](#)

| Data | Position Entry Date | Position End Date | Exit Reason | Compensation Rate | USD | Hourly | Components | Sal Plan | Grade | Step |
|------|---------------------|-------------------|-------------|-------------------|-----|--------|------------|----------|-------|------|
| | 08/05/2004 | 11/24/2005 | Promotion | 11.103200 | USD | Hourly | Components | UPE | 214 | 1 |
| | 08/21/2003 | 01/22/2004 | Termination | 10.676200 | USD | Hourly | Components | UPE | 214 | 1 |

Return to Search Notify

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

The screenshot shows a web application interface for 'Position Administration'. On the left, there is a sidebar with 'Position Summary' and 'Position History' links. The main content area is titled 'Current Position Data' and displays the following information:

| | | |
|--------------------|------------|-------------------------------|
| Position Number | 00102610 | LABORER |
| Company | COR | County of Riverside |
| Business Unit | RIVCO | County of Riverside |
| Department | 4500100000 | Department of Waste Resources |
| Job Code | 62202 | LABORER |
| Salary Plan | LFE | 214 |
| Max Head Count | 0 | |
| Current Head Count | 0 | |
| Headcount Status | Open | |

At the bottom of the data section, there is a 'Return' button.

Manage Primary Incumbents:

The screenshot shows a dashboard titled 'Position Management'. It features three main cards:

- Manage Position**: Represented by an icon of a person.
- Position Administration**: Represented by an icon of three people.
- Manage Primary Incumbents**: Represented by an icon of a group of people with a plus sign.

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

The screenshot shows a search form titled 'View Primary Incumbents'. The form includes the following fields:

- Position Number**: A text input field with a search icon.
- Description**: A text input field.
- Business Unit**: A text input field with a search icon.
- Department**: A text input field with a search icon.
- Job Code**: A text input field with a search icon.
- System Assigned**: A dropdown menu.

At the bottom of the form, there are two buttons: 'Search' and 'Clear'.

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

View Primary Incumbents
1 results found.

| 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 |

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 | <input checked="" type="checkbox"/> Yes | 11/27/2020 | Yes View Job Data |

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