UNDERSTANDING THE JOB CODE/POSITION NUMBER (JC/PN) WORKFLOW

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Overview

The **Job Code/Position Number** workflow is used to request the activation, creation, or modification of job codes and position numbers associated with processing employee actions in Capital HR.

Either the HR Assistant or the HR Specialist can initiate a Job Code/Position Number (JC/PN) request from the routing menu of the Appointment, Career Change, or Change in Work Schedule workflows. You will be required to complete specific information related to the organization, the employee, and the position prior to selecting the "Initiate JC/PN" option from the routing menu. This information will then be pre-populated on the JC/PN action, reducing the amount of duplicate data entry required by CSD staff.
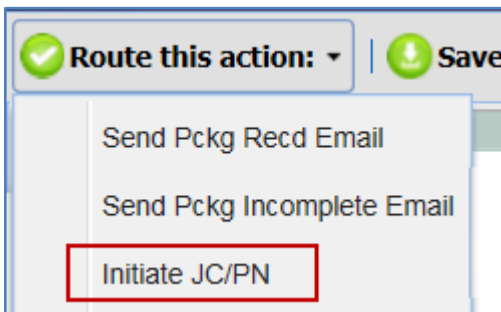
If you need to initiate a Job Code/Position Number request without an associated Appointment, Career Change, or Change In Work Schedule action, a stand-alone JC/PN action should be created. Either the HR Assistant or the HR Specialist **initiates the Job Code/Position Number action** by choosing the process from the WiTS Action Initiation bizcove:

Start a Process	
▲ Use This Process...	If You Want To...
☐ Administrative Request	...submit a variety of administrative requests (building issues, travel, supplies, training, etc.). Note: This process is limited to authorized OHR staff.
☐ Appointment	...bring a new employee onboard.
☐ Award	...initiate an award for an employee such as a Special Act or Service, QSI, etc.
☐ Career Change	...move an employee into or out of a position, such as a Promotion, Reassignment, Detail, Change to Lower Grade, etc.
☐ Change in Work Schedule / Hours	...change either the schedule or the hours that an employee is obligated to work.
☐ Classification	...define and establish the occupational series, title, and grade of a Federal position.
☐ Job Code / Position Number	...submit a request to create, modify or activate a Job Code and/or Position Number.
☐ Leave Without Pay	...place an employee in Leave Without Pay status.
☐ Recruitment	...begin the process of recruiting to fill a vacant position(s).
☐ Request for HR Systems Access (and User Profile Changes/Deletions)	...request new, modified, or deleted access to an HR system. Note: This process is limited to WiTS Strategy Council (WiSC) members and Division/Branch Leadership.
☐ Request for HR Systems Support	...request help with an HR system.
☐ Return to Duty	...return an employee to duty (place them back in pay status after Leave Without Pay).
☐ Separation	...separate an employee from service at the NIH.
☐ Special Pay Process	...process a pay incentive, a pay allowance or supplement, or a pay adjustment for an employee when no NIH Committee review is needed.
Start My WiTS Process	

Action Details Tab:

- **WiTS#, Date Entered:** System-generated.

- **Global Recruitment?:** Select is action is associated with Global Recruitment Unit.

- **DSSEM:** Auto-selected as "No". Only select "Yes" if this is a JC/PN initiated by DSSEM.

- **Date Rec'd in HR:** Enter the date the need to activate, correct, create, inactivate or modify a job code/position number was received by the individual initiating the request.

- **Administrative Code, Institute/Center, and Organization Initials:** Enter the Admin Code associated with the personnel action requiring the JC/PN request.

- **Proposed Effective Date:** Enter the Proposed Effective Date of the associated personnel action for which this job code/position number will be used.

- **CSD HR Specialist, CSD HR Assistant:** Select the appropriate participants.

- **Internal Comments:** Enter any needed comments or additional information not contained on this form.

JCPN Tab:

- **JC/PN Requestor:** Auto-populated.

- **Branch PM Reviewer:** Select the appropriate individual in the Branch who reviews JC/PN requests and routes them to the Position Management Team. *DSSEM Specialists should select appropriate Branch PM Reviewer based on IC associated with action.*

- **Related Appointment/Career Change/Change in Work Schedule WiTS #:** Enter a related Appointment, Career Change, or Change in Work Schedule WiTS #. This field will be auto-populated if the JC/PN request was created from a parent action.

- *Job Code Request*: Select appropriate action from dropdown.

- **Position Number Request:** Select appropriate action from dropdown.

- **Employee Last Name:** Auto-populated after related WiTS # has been entered.

- **Employee First Name:** Auto-populated after related WiTS # has been entered.

- **Date Sent to Branch PM Reviewer:** System-generated.

*WiTS Tip:* All fields, unless otherwise annotated on the form, are required in order to route the action to the Branch PM Reviewer, PM Team, and/or to complete the action.

- **Activate:** Activate an existing Job Code or Position Number that does not require any modification.

- **Create:** Establish a new Job Code or Position Number.

- **Modify:** Edit an existing Job Code or Position Number. *If selecting this option, you will*

receive a pop-up warning regarding the implications of modifying a job code.
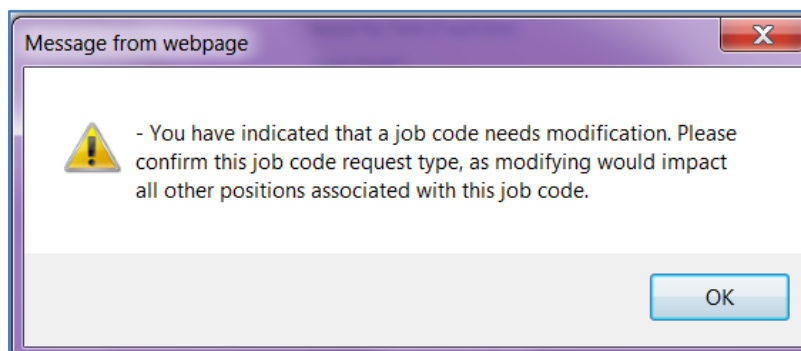
- **Not Applicable:** No action is needed (Job Code request option only).

Integration of Business Logic

Business rules have been added to the JC/PN form to assist with data integrity. As you complete and/or update the request, you will notice pop-up messages related to everything from FLSA rules to FT/PT hours to functional sensitivity codes. In addition, some fields will not be editable based on absolute rules, and some will be informational only.

Example #1:
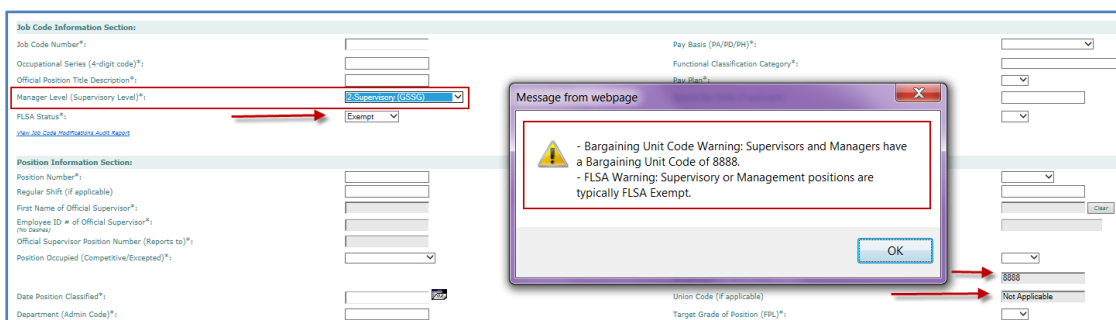
In the scenario above, the position is a Code 2 supervisor. The FLSA Status defaults to 'Exempt' (but can be changed if needed), but the BUS Code is locked to 8888.

Example #2:

Work Schedule*:   →   Full-Time

Standard Hours (Per Pay Period)*:   →   32

Message from webpage

⚠ - Work Schedule Warning: Positions with less than or equal to 64 hours a pay period are typically on a Part Time work schedule.

OK
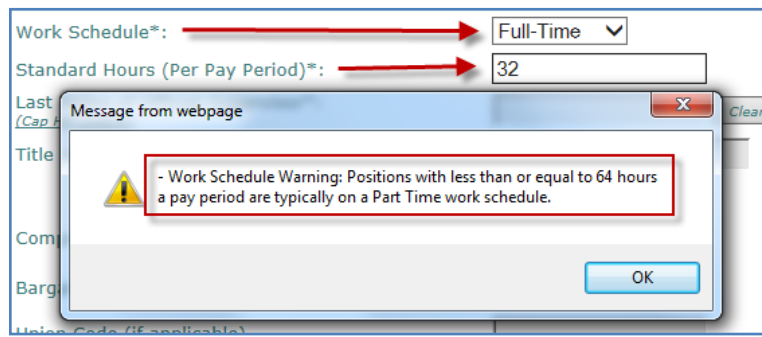
In this scenario, the position is noted as being Full-Time, but the Hours per Pay period is noted as 32.

hr said

Business Rule Details

#	Business Rule	Absolute Rule?	Message
1.	If Pay Plan IN (ED, EE, EF, EG, EI) Then Pay Basis will most likely be Per Diem or Without Compensation	N	Pay Basis Warning: Positions with a Pay Plan of ED, EE, EF, EG, or EI typically have a Pay Basis of Per Diem or Without Compensation.
2.	If Pay Plan Begins With 'W%' Then Pay Basis will be Per Hour	Y	Pay Basis Warning: Wage Grade Positions have a Pay Basis of Per Hour.
3.	If Pay Plan = 'ZZ' Then Pay Basis will be Without Compensation	Y	Pay Basis Warning: Commissioned Corps members (Pa Plan of ZZ) typically have a Pay Basis of Without Compensation.
4.	If Pay Plan Begins With 'G%', and Grade Level is Between '9' and '11' , Then HR Specialist should consult with Team Lead or Classifier to determine FLSA Status	N	"FLSA Warning: If you are unsure of the FLSA Status to assign this position, please consult your Team Lead or Classifier.
5.	If Pay Plan Begins With 'G%', and Grade Level is Between '12' and '15' Then FLSA Status is typically Exempt	N	FLSA Warning: Two-grade interval positions with a Grade level equal to or higher than a 12 are typically FLSA Exempt. If you are unsure of the FLSA Status for this position, please consult your Team Lead or Classifier.
6.	If Pay Plan Begins With 'G%', and Grade Level is Between '1' and '8' Then FLSA Status is Nonexempt	N	FLSA Warning: Positions with a Grade level less than '9' are typically FLSA Nonexempt.
7.	If last two digits of series end in '99', then FLSA Status is typically Nonexempt	N	FLSA Warning: Positions with series that ends with '99' are typically FLSA Nonexempt. If you are unsure of the FLSA Status for this position, please consult your Team Lead or Classifier.
8.	If Pay Plan IN (AD, RG, RF) Then Functional Classification Category is typically = '99 - Other--Not elsewhere classified'	N	Functional Classification Category Warning: Title 42 positions typically have a Functional Classification Category of '99 - Other--Not elsewhere classified'.
9.	If Pay Plan Begins With 'W%' Then Functional Classification Category is = '00 - Not applicable'	Y	Functional Classification Category Warning: Wage Grade positions have a Functional Classification Category of '00 - Not applicable'.
10.	If Pay Plan IN (ES, EX, WS) Then Manager Level should = '2 - Supervisor or Manager'	Y	Manager Level Warning: SES and Wage Grade Supervisors have a Manager Level = '2 - Supervisor or Manager'.
11.	If Pay Plan = WL Then Manager Level should = '6 – Leader'	Y	Manager Level Warning: Wage Grade Leaders have a Manager Level = '6 - Leader'.
12.	If Pay Plan IN (ED, EE, EF, EG, EI) Then Manager Level should = '8 - All Other Positions'	Y	Manager Level Warning: Positions with a Pay Plan of ED, EE, EF, EG, or EI have a Manager Level = '8 - All Other Positions'.
13.	If Manager Level is ('2 - Supervisor or Manager', 4 - Supervisor (CSRA) THEN Bargaining Unit Code should = '8888'	Y	Bargaining Unit Code Warning: Supervisors and Managers have a Bargaining Unit Code of 8888.
14.	If Pay Plan IN (ED, EE, EF, EG, EI) Then Bargaining Unit Code should = '8888'	Y	Bargaining Unit Code Warning: Positions with a Pay Plan of ED, EE, EF, EG, or EI have a Bargaining Unit Code of 8888.
15.	If Pay Plan IN (AD, RG, RF) and Grade <> 0 THEN Salary Admin Plan is typical other than '0000'	N	Salary Admin Plan Warning: Positions in Pay Plans AD, RG, or RF who have a Grade level higher than 0 are typically in a Special Pay Table.
16.	If Pay Plan IN (ED, EE, EF, EG, EI) Then Work Schedule = 'Intermittent'	N	Work Schedule Warning: Positions with a Pay Plan of ED, EE, EF, EG, or EI typically have a Work Schedule of 'Intermittent'.
17.	If Pay Plan IN AD, RG, RF Then Grade cannot exceed 3	Y	Grade Warning: Positions with Pay Plans of AD, RF, RG, do not have a Grade higher than 3.
18.	If Pay Plan IN AD, RG, RF, EE, ED, EG, EF, EI, RS, ZZ Then Position Occupied is 2 - Excepted	Y	Position Occupied Warning: Positions with a Pay Plan IN AD, RG, RF, EE, ED, EG, EF, EI, RS, ZZ are in the Excepted Service.

hr said

#	Business Rule	Absolute Rule?	Message
19.	If Pay Plan IN SL or ST Then Position Occupied is 1 – Competitive	Y	Position Occupied Warning: Positions with Pay Plans of SL or ST are in the Competitive Service.
20.	If Standard Hours = 1 then Work Schedule = Intermittent	N	Work Schedule Warning: Positions with Standard Hours = 1 are typically placed on an Intermittent schedule.
21.	If Standard Hours > 64 Then Work Schedule is typically Full Time	N	Work Schedule Warning: Positions in the Competitive Service with 64 hours or more a pay period are typically on a Full Time work schedule. Employees in the Excepted Service are subject to the Part-Time Career Act and may still be listed as Part-Time.
22.	If Standard Hours >1 and < or = 64 Then Work Schedule is typically Part Time	N	Work Schedule Warning: Positions with less than or equal to 64 hours a pay period are typically on a Part Time work schedule.
23.	If series is 0081 (Firefighter series) Then hours per pay period is typically 144	N	Hours Per Pay Period Warning: GS-0081 Firefighters typically work 144 hours per pay period, with the exception of GS-0081 Fire Protection Inspectors, who only work 80 hours per pay period. Please confirm the number of hours worked per pay period before routing to Position Management Team.
24.	If Pay Plan is AD, RF, or RG then Functional Sensitivity Code should be G - 42 USC 209 (G) Or F - 42 USC 209 (F)	N	Functional Sensitivity Code Warning: Title 42 positions typically have a code of G - 42 USC 209 (G) or F - 42 USC 209 (F).
25.	If pay plan equals "GS" and first four characters of Position Title are "Lead", Then Manager Level should = '6 – Leader'	N	Manager Level Warning: If this position is classified as a "Lead", then typically the Manager Level = '6 - Leader'.
26.	Date Position Classified	Y	If Pay Plan is AD, EI, RF, or RG, then "Date Position Classified" should not be a required field.
27.	Title 42 – Full Performance Level	Y	If Pay Plan is AD, RF, or RG, then "Full Performance Level (FPL)" should be defaulted to "00".
28.	Supervisory Status/Union Representation	Y	If Supervisory Code is "2" or "4", then Bargaining Unit should automatically be defaulted to "8888".
29.	Union Representation	Y	If Bargaining Unit is 8888, then Union Code should default to "Not Applicable".
30.	Union Representation	Y	If Bargaining Unit is 7777, then Union Code should default to "Not Represented".
31.	Union Representation	Y	If Bargaining Unit is 2171, then Union Code should default to "290".
32.	Union Representation	Y	If Bargaining Unit is 2174, then Union Code should default to "227".
33.	Union Representation	Y	If Bargaining Unit is 5889, then Union Code should default to "086".
34.	Union Representation	Y	If Bargaining Unit is 2182, then Union Code should default to "086".
35.	Union Representation	Y	If Bargaining Unit is 2213, then Union Code should default to "658".
36.	Union Representation	Y	If Bargaining Unit is 2220, then Union Code should default to "245".
37.	Union Representation	Y	If Bargaining Unit is 2226, then Union Code should default to "240".
38.	If supervisory (manager) level is "2-Supervisory (GSSG)" or "4-Supv'y (Labor Management)", then FLSA status is Exempt.	N	Default FLSA option to "Exempt". Also, enforce a pop-up message when user clicks on drop-down menu for FLSA Status that states: "FLSA Warning: Supervisory or Management positions are all FLSA Exempt. If you are unsure of the FLSA Status for this position, please consult your Team Lead or Classifier".

hr said

#	Business Rule	Absolute Rule?	Message
39.	If the Admin Code is not within the Clinical Center or anywhere within the OD, then the AD Pay Plan should not be assigned.	Y	AD Pay Plan Warning: Only positions within the Clinical Center (CC) and/or Office of the Director (OD) should be assigned the AD Pay Plan.
40.	If the "Position Occupied" selection is "Excepted", then the Full Performance Level should be defaulted to the current grade level.	Y	Excepted Service Warning: Positions in the Excepted Service cannot have a FPL higher than the current grade level.
41.	The Job Code associated with the Position Number in the WiTS database should match the Job Code entered into the Job Code field on the JC/PN form. If these fields do not match, then the HR Assistant/Specialist should be notified of the potential issue.	N	Job Code Warning: The Job Code you have entered on the JC/PN form differs from the Job Code Number associated with the Position Number. Please verify that this information is accurate prior to routing to the Position Management Team.
42.	The Admin Code associated with the Position Number in the WiTS database should match the Admin Code entered onto the JC/PN form. If these fields do not match, then the HR Assistant/Specialist should be notified of the potential issue.	N	Admin Code Warning: The Admin Code you have entered on the JC/PN form differs from the Admin Code associated with the Position Number. Please verify this information is accurate prior to routing to the Position Management Team.
43.	If the pay plan auto-populated (or manually entered) onto JCPN form differs from Pay Plan associated with Job Code and/or Position Number Look-Up Reports, then the HR Assistant/Specialist should be notified of the potential issue.	N	Pay Plan Warning: The pay plan associated with the Job Code/Position Number entered differs from the pay plan listed on the JC/PN form. The pay plan of the Job Code/Position Number entered must match what has been keyed onto the form. Please make the necessary modifications to the pay plan or Job Code/Position Number in order to save this action.
44.	If the Series auto-populated (or manually entered) onto JCPN form differs from the Series associated with the Job Code and/or Position Number Look-Up Reports, then the HR Assistant/Specialist should be notified of the potential issue.	N	Series Warning: The series associated with the Job Code/Position Number entered differs from the series listed on the JC/PN form. The series of the Job Code/Position Number entered must match what has been keyed onto the form. Please make the necessary modifications to the series or Job/Code Position Number in order to save this action.
45.	If the grade level auto-populated (or manually entered) onto JCPN form differs from the grade level associated with the Job Code and/or Position Number Look-Up Reports, then the HR Assistant/Specialist should be notified of the potential issue.	N	Grade Level Warning: The grade level associated with the Job Code/Position Number entered differs from the grade level listed on the JC/PN form. The grade level of the Job Code/Position Number entered must match what has been keyed onto the form. Please make the necessary modifications to the grade level or Job/Code Position Number in order to save this action.
46.	If Series is "0083" and grade level is 4, 5, 6, 7, 8, 9, or 10, then Special Pay Table should default to "983D".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
47.	If series is "0801" and the grade level is 5, 7, or 9, then Special Pay Table should default to "0414".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
48.	If series is "0808" and the grade level is 5, 7, or 9, then Special Pay Table should default to "0414".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
49.	If series is "1550" and grade level is 5, 7, or 9, then Special Pay Table should default to "999C".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.

hr said

#	Business Rule	Absolute Rule?	Message
50.	If series is "2210" and grade level is 5, 7, or 9, then Special Pay table should default to "999C".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
51.	If series is "0610" and grade level is 13r 14, then Special Pay Table should default to "N-32".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
52.	If series is "0610" and grade level is 7, 9, 11, or 12, then Special Pay Table should default to "N-28".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
53.	If series is "0633" and grade levels is 11, then Special Pay Table should default to "N-31".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
54.	If series is "0642" and grade level is 11, then Special Pay Table should default to "N-04".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
55.	If series is "0649" and grade level is 8, 9, or 10, then Special Pay Table should default to "N-07".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
56.	If series is "0651" and grade level is 7, 8, 9, or 10, then Special Pay Table should default to "N-30".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
57.	If series is "0660" and grade level is 11, 12, 13, or 14, then Special Pay Table should default to "N-29".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
58.	If series is "0669" and grade level is 7, 8, or 9, then Special Pay Table should default to "N-11".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
59.	If series is "0675"and grade level is 5, 6, or 7, then Special Pay Table should default to "N-10".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.
60.	If Series is "1306" and grade level is 5, 7, 9, or 11, then Special Pay Table should default to "N-20".	N	Special Pay Table Warning: The Series and Grade you have selected may be on a Special Pay Table. If this position should not be on a Special Pay Table, please remove the auto-populated text on the Special Pay Table field.

hr said

Job Code Information Section

Job Code Information Section (no auto-population):

Job Code Information Section:			
Job Code Number*:		Pay Basis (PA/PD/PH)*:	
Occupational Series (4-digit code)*:		Functional Classification Category*:	
Official Position Title Description*:		Pay Plan*:	
Manager Level (Supervisory Level)*:		Special Pay Table (if applicable)	
FLSA Status*:		Salary Grade*:	
View Job Code Modifications Audit Report			

WiTS Tip: When an already-established job code is entered onto the JC/PN form, related job code information will auto-populate fields as reflected on the Job Code Look-Up Report (available on the Appointment, Career Change, and Change in Work Schedule Forms), requiring the HR Specialist or HR Assistant to update the fields that need modified in CapHR or that are not included on this report.

Job Code Information Section (with job code number auto-population):

Job Code Information Section:			
Job Code Number*:	005349	Pay Basis (PA/PD/PH)*:	Per Annum
Occupational Series (4-digit code)*:	2210	Functional Classification Category*:	00 - N/A
Official Position Title Description*:	IT Specialist	Pay Plan*:	GS
Manager Level (Supervisory Level)*:	8-Nonsupervisory	Special Pay Table (if applicable)	
FLSA Status*:	Exempt	Salary Grade*:	12
View Job Code Modifications Audit Report			

- **Job Code Number:** Enter the position's job code.

- Field will be unfillable if you select "Create" as the Job Code Request Type.

- **Pay Basis (PA/PD/PH):** Incumbent's pay basis.

- **Occupational Series:** Job's four-digit series.

- **Functional Classification Category:** Position's Functional Classification Category.

- *Reference Block 14 on the OF-8 to obtain this information.*

- **Official Position Title Description:** Official position title (not organizational title).

- **Pay Plan:** Position's pay plan.

- **Manager Level:** Position's Manager Level or Supervisory Code.

- *Reference Block 11 on the OF-8 to obtain this information.*

- **Special Pay Table:** If applicable, enter the positions special pay table.

- **FLSA Status:** FLSA Status for the job

- *Reference Block 7 on the OF-8 to obtain this information.*

- **Salary Grade:** Grade of the position.

- **View Job Code Modifications Audit Report:** This report should be utilized by the Position

Management Team to easily point out the changes that are needed to already-established job codes. This report will only display information already saved on the form, with the date/time stamp reflecting the last save. Fields that vary between the Job Code Look-Up Report and the JC/PN form will be annotated with (Change) listed at the bottom of that particular column.

Job Code Modifications Audit Report

Run Date: 3/4/2017 1:13:32 PM

This report displays the fields on the JC/PN Form as of 3/4/2017 1:13:00 PM

Source	Job Title	Pay Plan	Series	Grade	Mgr Level	Job Code	FLSA Status	Pay Basis	Status	Functional Class
Job Code Look-Up Report	IT Specialist	GS	2210	12	8-Nonsupervisory	005349	Exempt	Per Annum	A	00 - N/A
JC/PN Form	IT Specialist (Data Mgmt) (Change)	GS	2210	12	8-Nonsupervisory	005349	Nonexempt (Change)	Per Diem (Change)	NA	13 - Development (Change)

Position Number Information Section

Position Information Section (no auto-population):

WiTS Tip: When an already-established position number is entered onto the JC/PN form, related position information will auto-populate fields as reflected on the Position Number Look-Up Report (available on the Appointment, Career Change, and Change in Work Schedule Forms), requiring the HR Specialist or HR Assistant to update the fields that need modified in CapHR or that are not included on this report.

Position Information Section (with position number auto-population):

- **Position Number:** Enter the position number or it will be auto-populated from parent action. Field will be locked if you select "Create" as the Position Number Request Type.
- **Full/Part-Time/Intermittent:** Select appropriate schedule
- **Name/Title/Official Supervisor Position Number:** Supervisor's position information (use CapHR lookup if related supervisor field is blank or is inaccurate).

- **Regular Shift:** Enter the type of shift that the employee is scheduled to work.

- **Standard Hours (per pay period):** Hours per pay period the employee is scheduled to work.

- **Position Occupied:** Indicate the position status.

- **Compensation Frequency:** Employee's compensation type.

- **Bargaining Unit:** Bargaining Unit for the incumbent.
  - Reference Block 24 on the OF-8.

- **Union Code:** Union code will be pre-populated based on Bargaining Unit entry.

- **Department (Admin Code):** Position's Administrative Code (or SAC).

- **Date Position Classified:** Date the position was classified.

- **Target Grade of Position:** Position's Full Performance Level.

- **Location Code/Position Location:** Use Duty Location Look-Up to select appropriate location code.

- **Regular/Temporary:** Select position type.

- *Functional Sensitivity Code:* Position's Functional Sensitivity Code.

- **Job Sensitivity Code:** Position sensitivity code.
  - Reference Block 12 or 24 on the OF-8 to obtain this information.

- **Exempt Type:** Select appropriate option from dropdown.

- **Telework:** Select 'Yes' if the position the employee will be occupying is eligible to telework; otherwise, select 'No'.

- **Common Accounting Number (CAN):** CAN number.

- **Cybersecurity Code:** Enter numerical two digit code. If you are unsure what cybersecurity code to enter, consult the Position Management Team.

- **View Position Number Modifications Audit Report:** This report should be utilized by the Position Management Team to easily point out the changes that are needed to already established position numbers. This report will only display information already saved on the form, with the date/time stamp reflecting the last save. Fields that vary between the Position Number Look-Up Report and the JC/PN form will be annotated with (Change) listed at the bottom of that particular column.

hr said

**Position Number Modifications Audit Report**

Run Date: 3/4/2017 1:14:27 PM

This report displays the fields on the JC/PN Form as of 3/4/2017 1:13:00 PM

Source	Admin Code	Position Title	Pay Plan	OCC Series	Grade	Mgr Level	Job Code	Position Number	Reports To ID	Reg/Temp	Location Code	Barg Unit	FLSA Status	Work Schedule	Status
Position Number Look-Up Report	HNUA7	IT Specialist	GS	2210	12	8-Nonsupervisory	005349	00374594	00366634	Regular	240130031	7777	Exempt	Full Time	A
JC/PN Form	HNAM424 (Change)	IT Specialist (Data Mgmt) (Change)	GS	2210	12	8-Nonsupervisory	005349	00374594	00335445 (Change)	Regular	241360031 (Change)	7777	Nonexempt (Change)	Part Time (Change)	N/A

For more detailed information about how to complete the fields on the JC/PN form according to your specific request, please consult your Branch PM Reviewer or a member of the Position Management Team.
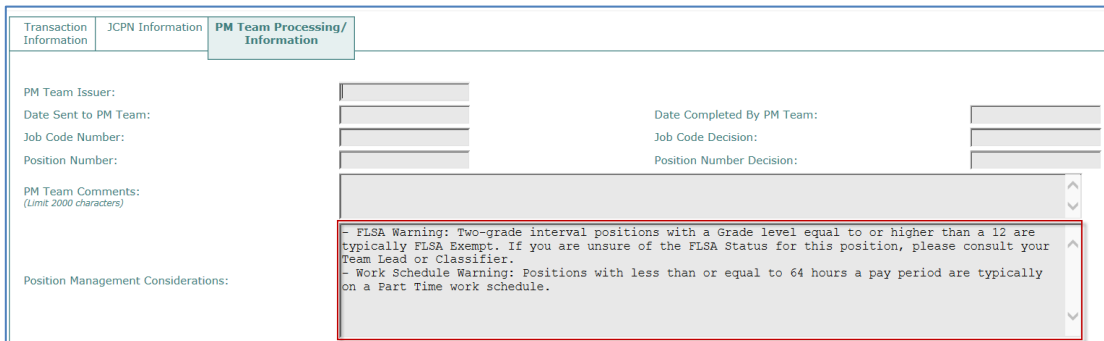
Routing and Approving

After the HR Specialist/HR Assistant has completed the JC/PN Request, they should route the action to the Branch PM Reviewer.
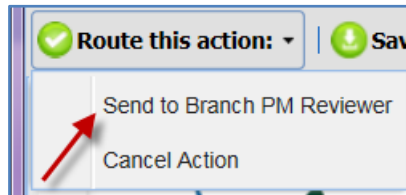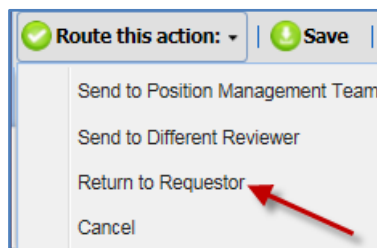

- Each CSD Branch has at least one "Branch Position Management Reviewer" who reviews all JC/PN requests for accuracy, completeness, and appropriateness before sending to the Position Management Team for action.
- After the first two tabs have been completed, select *Send to Branch PM Reviewer* from the routing menu and click on the checkmark to move the action forward.

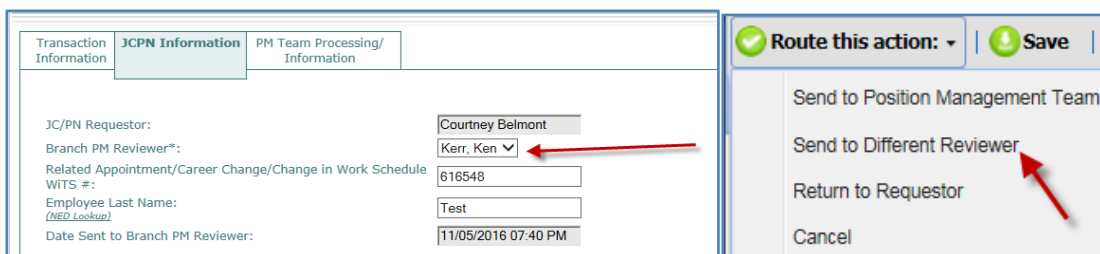Last Updated: 06.29.2017

Branch PM Reviewer

- The Branch PM Reviewer reviews the information on the first two tabs.
- Additionally, the Branch PM Reviewer can navigate to the PM Team/Processing tab to view all business rules/warnings that the requestor received when keying the action.


- If the request needs to be modified or corrected, he/she can select "Return to Requestor" to send the action back to the HRS or HRA for edits.
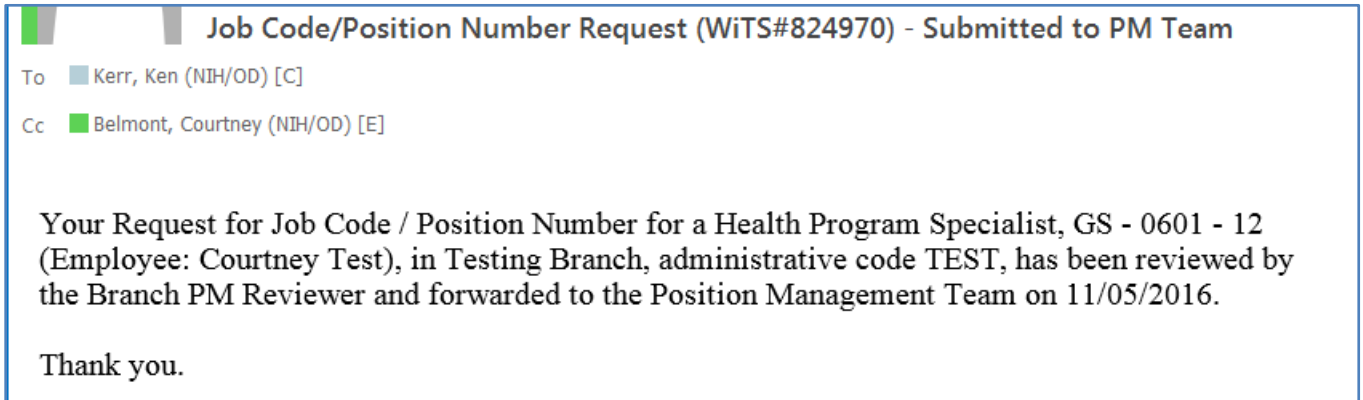

- If you need to re-assign the request to a different Branch PM Reviewer, select their name from the dropdown on the JCPN Information tab, then select "Send to Different Reviewer" to have the action routed to their worklist.

- If the action is ready to be routed to the Position Management Team, the Branch PM Reviewer selects "Send to Position Management Team" from the routing menu
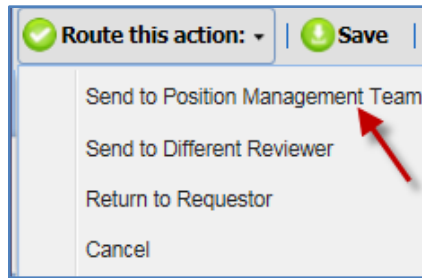
- An email is sent to the Branch PM Reviewer, HR Specialist, and HR Assistant associated with the JC/PN request, advising that the action has been routed to the Position Management Team for action.
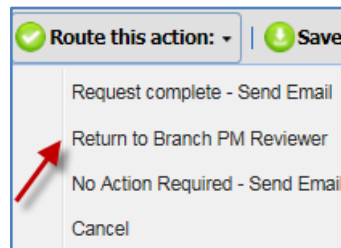

Job Code/Position Number Request (WiTS#824970) - Submitted to PM Team

To   Kerr, Ken (NIH/OD) [C]

Cc   Belmont, Courtney (NIH/OD) [E]

Your Request for Job Code / Position Number for a Health Program Specialist, GS - 0601 - 12 (Employee: Courtney Test), in Testing Branch, administrative code TEST, has been reviewed by the Branch PM Reviewer and forwarded to the Position Management Team on 11/05/2016.

Thank you.

PM Team Processing/Information Tab

The Position Management Team member should review the first two tabs of the JC/PN request to ensure accuracy.

- The Position Management Team member should then navigate to the PM Team Processing/Information Tab to view all business rules/warnings that the requestor received when keying the action.

- If edits are required by the CSD Branch, the Position Management Team Member should route the action back to the Branch PM Reviewer.
- If there are no concerns with the action, the Position Management Team Member should fill out this tab in its entirety
    - **PM Team Issuer** – Auto-populated.
    - **Date Sent to PM Team** – Auto-populated date/time stamp.
    - **Date completed by PM Team** – Auto-populated date/time stamp.
    - **Job Code Number** – Pre-populated from previous tab.
        - Requires manual entry if Job Code Request type was "Create".
    - **Job Code Decision:**
        - Activated
        - Created
        - Modified
        - Not Applicable
        - Reviewed Only – No Request/Action Taken

- ▪ Other – Specify in Comments
  - o **Position Number** – Pre-populated from previous tab.
    - ▪ Requires manual entry if Positon Number Request type was "Create".
  - o **Position Number Decision:**
    - ▪ Activated
    - ▪ Created
    - ▪ Modified
    - ▪ Reviewed Only – No Request/Action Taken
    - ▪ Other – Specify in Comments
  - o **PM Team Comments** – Enter any comments you wish to share with the CSD staff members when sending the completion email for action.

Job Code/Position Number Request Completed (WiTS#36699)

To ▪ Verge, Terrye (NIH/OD) [E]; ▪ Kerr, Ken (NIH/OD) [C]; ▪ Belmont, Courtney (NIH/OD) [E]

Your Request for Job Code / Position Number for a HR Specialist, AD - 0201 - 00 (Employee: COURTNEY BELMONT), in HRSAID, administrative code HNAM42, has been completed by the Position Management Team as follows:

Employee: COURTNEY BELMONT

Job Code Decision: Activated
Job Code Issued: 001200

Requested Job Code Information

Occupational Series: 0201
Official Position Title Description: HR Specialist
Manager Level: 8-Nonsupervisory
FLSA Status: Nonexempt
Pay Basis: Per Annum
Functional Classification Category: 00 - N/A
Pay Plan: AD
Special Pay Table: N/A
Salary Grade: 00

Position Number Decision: Activated
Position Number Issued: 00012000

Requested Position Number Information

Official Supervisor Position Number (Reports to): 00077022
Name of Official Supervisor: Joseph Martin
Title of Official Supervisor: Supvy Human Resources Spec
Position Occupied (Competitive/Excepted): Excepted
Date Position Classified: N/A
Department (Admin Code): TEST
Location Code/Position Location: 240130031 - Bethesda
Regular/Temporary (Position): Regular
Exempt Type: N/A
Work Schedule: Part-Time
Regular Shift (if applicable): N/A
Standard Hours (Per Pay Period): 65
Compensation Frequency (Annual, Daily, Hourly): Hourly
Bargaining Unit (BUS Code): 8888
Union Code (if applicable): Not Applicable
Target Grade of Position (FPL): 00
Functional Sensitivity Code: N-Non-Computer
Job Sensitivity Code: 1 - Nonsensitive (NS) National Security Risk

Comments: JC and PN activated in CapHR on 11/04/16.

Thank you.

- • This field is required when "Other – Specify in Comments" is selected as the decision type for Job Code or Position Number.

Job Code/Position Number Request Closed - No Action Taken (WiTS#36661)

To Rivera, Kim (NIH/OD) [E]; Belmont, Courtney (NIH/OD) [E]; Verge, Terrye (NIH/OD) [E]

You forwarded this message on 11/5/2016 9:08 PM.

Your Request for Job Code/Position Number (WiTS #36661) for a Training Administrator, RF - 1712 - 00 has been closed by the Position Management Team with no action taken. Details are below:
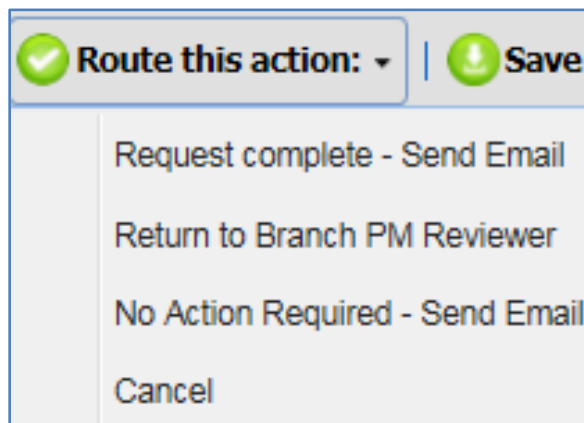
Employee: Anita Spangler

Job Code Decision: Not Applicable

Position Number Decision: Reviewed Only - No Request/Action Required

Comments: No changes were needed in CapHR.

Thank you.

- This field is required when you select "No Action Required – Send Email" from routing menu.
- Email is sent to HR Specialist, HR Assistant, and Branch PM Reviewer advising that request was closed with no action taken.

Route this action: ▾ | **Save**

Request complete - Send Email

Return to Branch PM Reviewer

No Action Required - Send Email

Cancel

Job Code/Position Number Request Completed (WiTS#36699)

To: Verge, Terrye (NIH/OD) [E]; Kerr, Ken (NIH/OD) [C]; Belmont, Courtney (NIH/OD) [E]

Your Request for Job Code / Position Number for a HR Specialist, AD - 0201 - 00 (Employee: COURTNEY BELMONT), in HRSAID, administrative code HNAM42, has been completed by the Position Management Team as follows:

Employee: COURTNEY BELMONT

Job Code Decision: Activated
Job Code Issued: 001200

Requested Job Code Information

Occupational Series: 0201
Official Position Title Description: HR Specialist
Manager Level: 8-Nonsupervisory
FLSA Status: Nonexempt
Pay Basis: Per Annum
Functional Classification Category: 00 - N/A
Pay Plan: AD
Special Pay Table: N/A
Salary Grade: 00

Position Number Decision: Activated
Position Number Issued: 00012000

Requested Position Number Information

Official Supervisor Position Number (Reports to): 00077022
Name of Official Supervisor: Joseph Martin
Title of Official Supervisor: Supvy Human Resources Spec
Position Occupied (Competitive/Excepted): Excepted
Date Position Classified: N/A
Department (Admin Code): TEST
Location Code/Position Location: 240130031 - Bethesda
Regular/Temporary (Position): Regular
Exempt Type: N/A
Work Schedule: Part-Time
Regular Shift (if applicable): N/A
Standard Hours (Per Pay Period): 65
Compensation Frequency (Annual, Daily, Hourly): Hourly
Bargaining Unit (BUS Code): 8888
Union Code (if applicable): Not Applicable
Target Grade of Position (FPL): 00
Functional Sensitivity Code: N-Non-Computer
Job Sensitivity Code: 1 - Nonsensitive (NS) National Security Risk

Comments: JC and PN activated in CapHR on 11/04/16.

Thank you.

- After the Job Code/Position Number has been activated, created, modified, etc. by the Position Management Team, the PM Team should route/close out the action, which will send an email containing the new/modified numbers is sent to the HR Specialist, HR Assistant, and Branch PM Reviewer to use when processing the action in Capital HR. All of the information that was included on the request is also displayed for future reference.

hr SAID

Last Updated: 06.29.2017