DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes
If you have any questions regarding this document contact:

Name: Carey Singlewood
Title: Payroll Team Leader
Phone: (08) 8302 1773
Fax: (08) 8302 1812
Email: carey.edge@unisa.edu.au
Located at: \Ceda\hru\HRUInternal\HR Manuals\Payroll Services Manual\Classifications and Positions
Web address of this document: http://www.unisa.edu.au/hrm/manuals/empowerhr/positions.doc

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Name</th>
<th>Description of Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>12-Sep-07</td>
<td>Carey Edge</td>
<td>Updated in line with new look and feel process</td>
</tr>
<tr>
<td>2.0</td>
<td>30-Oct-09</td>
<td>Sarah Robinson</td>
<td>Updated in line with new look and feel process associated with version 9</td>
</tr>
<tr>
<td>3.0</td>
<td>02-Sep-14</td>
<td>Vaneet Dhiman</td>
<td>Updated in line with use of new position field on Job/Authority screen in version 11</td>
</tr>
</tbody>
</table>
# INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT CONTROL SHEET</td>
<td>2</td>
</tr>
<tr>
<td>Guidelines</td>
<td>4</td>
</tr>
<tr>
<td>Creating a Position – Position Details 1</td>
<td>6</td>
</tr>
<tr>
<td>Creating a Position – Position Details 2</td>
<td>15</td>
</tr>
<tr>
<td>Creating a Position – Position Pay Details</td>
<td>19</td>
</tr>
<tr>
<td>Amendment to Existing Position Details</td>
<td>21</td>
</tr>
<tr>
<td>Change to Organisational Structure, Account Code and Position Location through Reorganisation of Structure</td>
<td>22</td>
</tr>
<tr>
<td>Account Code (only) Change</td>
<td>27</td>
</tr>
<tr>
<td>Changing a Position Title</td>
<td>30</td>
</tr>
<tr>
<td>Reclassifying a Position</td>
<td>31</td>
</tr>
<tr>
<td>Abolish a Position</td>
<td>32</td>
</tr>
</tbody>
</table>
Guidelines

1. A position exists in only one organisational unit in the University and can report to another position within the structure of that unit.

2. A position may have more than one funding/expenditure source. (For example - two cost centres may fund 50% each of a full-time position.)

3. A position can only have one description.

4. Position management and approval occurs at the school/unit level. Please refer to the Vice Chancellor’s Delegation of Authority.

5. All positions contain a budget indicator. A “Yes” indicator should be used when the position is continuing. A “No” indicator is used when the position is fixed contract. New and replacement positions over 12 months must be approved by the Pro Vice Chancellor.

6. A position can only be abolished when vacant and will not be refilled.

7. Position classification must be consistent with the employee classification.

8. Each position has a unique position number. A position number will remain the same if one or more of the following situations applies to the position:

   8.1 the fraction of the position is increased or decreased
   8.2 budgeting arrangements change and you wish the position to be included in costings or the position’s cost centre is changed
   8.3 the classification has been amended via the promotion process for academic staff or the reclassification process for professional or general staff.

9. A position may be abolished:

   9.1 when an existing position becomes vacant and is no longer required. Please note that a position cannot be abolished unless it is vacant.
   9.2 when a cost centre has structurally re-organised and an existing position has had significant changes to duties. This may or may not result in a changed classification.

10. Position numbers will not be re-used.

11. Managers should ensure that appropriate authority to amend position information is retained for audit purposes.

12. Position records hold default pay conditions and occupancy details, which are used when recruiting and processing employee position movements.
Devolved HR staff are able to -

1. Create Positions
2. Amend Position Details (Relocate and Responsibility changes)
3. Abolish Positions

Reclassifying positions is processed by central HR as the reclassifying of a position automatically creates a reclassification of an employee. Paperwork should include details of employee’s that require reclassification at the time of submitting the position reclassification requests.
Create a Position

Dean, Director or Manager of Unit or Nominee

Completes approval details for the creation of a position and forwards details to Personnel Officer

HR Officer

Ensure position description and role statements are completed through the Hay Computer Aided Job Evaluation process. For general staff positions refer to CAJE documentation and manual and for academic staff refer to the academic staff classification

Enter details in Empower.

Creating a Position – Position Details 1

To create a new position, select Tasks – Establishment – Positions – Create Positions:
The following screen will appear:

![Screen shot of Create Positions window with empty table and new position number]

Leave the highlighted word “Careful” and click on Search. This will result in no records being displayed. If you delete the “Careful” warning and click on Search the system will display all positions in the University. When creating a new position this is not necessary.

After clicking on Search the table will remain blank. Select “File” and then “New” from the menu bar or click on the New symbol on the tool bar.

Press “Tab” or “Enter” on your keyboard to display the new position number. The number is automatically generated. Take note of this number.

![Screen shot of Position Details with new position number]

Click save.

The Position Details screen will appear.
Please refer to the following information for a definition/explanation of the fields and the information required.

### Field Name: Position Abbreviation
Tab over this field. No information required.

### Field Name: Position Title
Enter the position title. This should be a generic title e.g. Faculty Manager, Administration Officer, Lecturer etc. There is no need to use Academic Level B etc.

Tab.

The Position Details - Change screen will appear:
Enter the position title twice, once into the field “Official Position Title” and into the “Local Position Title”. Empower does not have a spell check, please ensure the title is entered correctly as the title will appear on the employee’s staff home page and directory record. Do not enter any other details into the “ECS Number” field.

Save and you will return to the Position Details screen.

 FIELD NAME   POSITION CLASS

Type in the Classification Code of the Position, ie A, 04, BRF etc. If you do not know the classification code, click on the look up window on the tool bar. Click on “Find Now”. A list of classifications will be displayed. Please note that this window will only display the base level of the classification.
Double click on the correct classification or highlight the classification and click on the extract button 📊. This will be entered automatically into the “Position Class” field.

You will be returned to the Position Details Screen.

FIELD NAME          ESTAB ACTION

Type ‘crea’ and tab. An employee cannot occupy this position prior to the “crea” date.

FIELD NAME          DATE

Enter the effective start date of the position. Please note that you enter dates in Empower by typing 010707. This will then convert the date to 01Jul07.

The date should be the earliest date the position is going to be filled. Once entered the date cannot be changed.

FIELD NAME          BUDGETED? (y/n)

You must select a ‘Yes’ or ‘No’ in this field.
If the position is to be included in the (cost centre) budget information e.g. for a long term, continuing recurrent funded position, enter ‘Yes’.
If the position should not be included in the budget information e.g. for a short-term contract or non-recurrently funded, enter a ‘No’.

FIELD NAME          FTE ALLOCATION

Always enter the fraction of the position as full-time, e.g. 1.00

FIELD NAME          BUDGET CATEGORY

Tab. No information required.

FIELD NAME          SPEC REQM

You are able to enter any special requirements attached to this position, e.g. position located in country SA, specific licenses required. This is free form text.

FIELD NAME          NARRATIVE

You are able to enter any additional information regarding this position in this field.

Once all fields are completed your completed screen should look like this;
Before the screen can be saved you need to complete the other tabs.

Select the **Job/Authority** tab at the top of the screen.
You are presented with another screen to complete.

**FIELD NAME** | **JOB**
---|---
Tab. | No information required.

**FIELD NAME** | **ASCO CODE**
---|---
Click on the look up window ☐, click “Find Now”, and double click on the correct ASCO Code or type in the correct code. The Code Description will be displayed on the screen.

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Managerial</td>
<td>includes Senior Management Group, Senior Academic Administrators (Deans, Heads of School and Directors of Research Institutes) and Managers of Units.</td>
</tr>
<tr>
<td>P</td>
<td>Professional</td>
<td>includes all academic (non-managerial) staff and general staff classified at HEO6 and above.</td>
</tr>
<tr>
<td>C</td>
<td>Clerical</td>
<td>includes all general staff classified at HEO5 and below employed within the administrative occupational category.</td>
</tr>
<tr>
<td>O</td>
<td>Operative</td>
<td>includes all general staff classified at HEO5 and below employed within non-administrative occupational categories – i.e-technical officers, security officers and grounds staff.</td>
</tr>
</tbody>
</table>
Click on the look up window, click “Find Now”, and double click on the appropriate Occupational Category. The abbreviated description will be displayed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Abbrev</th>
<th>Examples</th>
<th>DEST func code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Academic Teaching</td>
<td>Teaching</td>
<td>Academic staff employed solely for lecturing, tutoring or marking (particularly casual staff) Not used for non casual staff</td>
<td>1</td>
</tr>
<tr>
<td>RES</td>
<td>Research</td>
<td>Research</td>
<td>Academic or General staff employed solely for research, the provision of professional or technical research assistance or the management of research staff and functions</td>
<td>2</td>
</tr>
<tr>
<td>ATR</td>
<td>Academic Teaching &amp; Research</td>
<td>Teach&amp;Res</td>
<td>Academic staff employed for both lecturing and research (ie most non casual academic staff). Including Academic staff supervising such staff includes Heads of School and Deans</td>
<td>3</td>
</tr>
<tr>
<td>ADM</td>
<td>Administration</td>
<td>Admin</td>
<td>General staff employed for clerical, project or professional (architects, nurses, counsellors, accountants etc) roles. Includes most general staff except where they fall into one of the other categories</td>
<td>4</td>
</tr>
<tr>
<td>SAM</td>
<td>Senior Administration</td>
<td>Snr Admin</td>
<td>Directors/Managers of units, Directors of research institutes and Senior Management Group</td>
<td>4</td>
</tr>
<tr>
<td>GRD</td>
<td>Grounds</td>
<td>Grounds</td>
<td>Gardeners, groundspersons etc.</td>
<td>4</td>
</tr>
<tr>
<td>TRM</td>
<td>Trades &amp; Maintenance</td>
<td>Trades&amp;Mnt</td>
<td>Tradespersons, including electricians, plumbers, carpenters and non-trades including handypersons, cleaners, pool attendants etc.</td>
<td>4</td>
</tr>
<tr>
<td>SEC</td>
<td>Security</td>
<td>Security</td>
<td>Security Staff</td>
<td>4</td>
</tr>
<tr>
<td>TEC</td>
<td>Technical</td>
<td>Technical</td>
<td>Faculty technical staff employed in laboratories and staff employed in a technical capacity for Information Technology etc.</td>
<td>4</td>
</tr>
<tr>
<td>LIB</td>
<td>Librarian</td>
<td>Librarian</td>
<td>Staff employed as professional Librarians.</td>
<td>4</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technologies</td>
<td>Info Tech</td>
<td>Staff employed as information technologists</td>
<td>4</td>
</tr>
<tr>
<td>OTH</td>
<td>Other</td>
<td>Other</td>
<td>General staff employed as models or job search trainees where the position does not fall into one of the other categories</td>
<td>4</td>
</tr>
</tbody>
</table>

Click on the look up window, click “Find Now”, and double click on the correct Working with Children Status or type in the correct status code. The Status Code Description will be displayed on the screen.

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Prescribed</td>
<td>Position occupant required to undergo criminal history assessment</td>
</tr>
<tr>
<td>NP</td>
<td>Not prescribed</td>
<td>Position deemed to be not prescribed</td>
</tr>
<tr>
<td>E</td>
<td>Exempt</td>
<td>Position deemed to be exempt</td>
</tr>
<tr>
<td>FIELD NAME</td>
<td>DISCIPLINE</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STREAM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AUTHORITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DELEGATION NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRANT CODE</td>
<td></td>
</tr>
</tbody>
</table>

Tab. No information required.

Once all fields are completed your completed screen should look like this:

![Image of screen showing completed fields](image)

Click Save.

**Note: The Evaluation Factor screen does not need to be completed.

Congratulations! You have just completed part one in “How to Create a Position”.
Creating a Position – Position Details 2

Please refer to the following information for a definition/explanation of the fields and the information required.

FIELD NAME        SECTION

Type in the 3-letter Org Unit Code. If you do not know the code, click on the look up window, click on find now, and select the appropriate code by double clicking on it OR clicking the extract button. Press "Tab" or Enter" on your keyboard.
A screen will appear showing the Division/Portfolio and School/Unit codes and descriptions. If this is correct click on Close.

**FIELD NAME**

**LOCATION**

Type in the 3-letter code for the campus the position will be located at. If the 3-letter code is not known, click on the look up window, click on find now, and double click on the appropriate campus location code. The description will be displayed.

**FIELD NAME**

**COST CENTRE**

Type in the account code, ensuring the leading 2 letters are in capitals, eg; AD, TN, PG, PD. If you need to find an account code, click on the look up window and enter the description of the account you are trying to set the position up against. Once found double click on the appropriate cost centre and you will be returned to the Position – Details 2 screen. Press “Tab” or Enter” on your keyboard.

If the position is funded from a number of cost centres, type the word “split” in lower case in the Cost Centre field.
This will then produce an additional screen where you can enter in several cost centres and the % of the funding allocation. Only full percents can be entered; eg, 11, 25, 50. The total percentage of the split costings should equal 100. Once all account codes entered click Save.

FIELD NAME WORKPLACE NUMBER

Tab. No information required.

FIELD NAME WORK PATTERN

Tab. No information required.

FIELD NAME POSITION TYPE

Type in the 4-letter position type code. If not know, click on the look up window and double click on the appropriate position type.

**Please ensure the correct Position Type is entered.

Press “Tab” or Enter” on your keyboard.

FIELD NAME EMPLOYMENT CONDITION

Enter the relevant code. If not known click on the look up window and double click on the appropriate employment condition code.

Press “Tab” or “Enter” on your keyboard.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>c</td>
<td>Casual</td>
<td>Academic or general staff casual position.</td>
</tr>
<tr>
<td>m</td>
<td>Multiple</td>
<td>Indicates that the position has multiple occupancy.</td>
</tr>
<tr>
<td>o</td>
<td>Other</td>
<td>All positions excepting the two descriptors above. Majority of positions will be assigned this employment condition.</td>
</tr>
<tr>
<td>u</td>
<td>Unpaid</td>
<td>Staff not paid by the University and requiring a position to be attached to so they can be set up on the HR system.</td>
</tr>
</tbody>
</table>

FIELD NAME SECURITY CLASS

SECURITY LEVEL

Tab. No information required.

FIELD NAME REPORTS TO

You can leave this field blank.

Or enter the position number of the person the staff member having the position number created for reports to.

FIELD NAME COMMENT

Tab. No information required.

Once all fields are completed your completed screen should look like this:
Click on Save.

Congratulations! You have just completed part two in “How to Create a Position”.
Creating a Position – Position Pay Details

FIELD NAME                  PAYROLL CODE

“FN1’ should default into this field, if not type in “FN1”. Press “Tab” or “Enter”.

FIELD NAME                  SHIFT CODE

Tab. No information required.

FIELD NAME                  PAY METHOD

Type ‘d’ and tab.

FIELD NAME                  PAY BASIS

Please note the following definitions before entering:

<table>
<thead>
<tr>
<th>h</th>
<th>Award Classification and Level (CA conditions)</th>
<th>Staff who are paid by a classification and a level (step). This applies to the majority of staff in the university.</th>
</tr>
</thead>
<tbody>
<tr>
<td>s</td>
<td>Award free position with defined salary for employee</td>
<td>Senior staff who are paid by a classification but not a specific level.</td>
</tr>
</tbody>
</table>

FIELD NAME                  BASE HOURS PER PAY PERIOD

Enter the full time hours worked per fortnight to reflect the base hours of the position for a particular classification. Please note the only options are:

- 75 hrs per fortnight represents academic staff position.
- 73 hrs 30 mins represents a general staff position.
Please note: This information must be entered in hours and minutes i.e. 73.30.

FIELD NAME % FULL TIME
Always enter “100”.

FIELD NAME BASE SALARY
Only required if Pay Basis is s (Salaried). Enter 50000.

FIELD NAME OVERHEAD %
Tab. No information required.

Once all fields are completed your completed screen should look like this:

Click Save.

You have now completed creating a new position. On the main Create Position screen, the new position should now appear.

To view any of the three previous screens you have entered, while in the table, use the left-hand side navigation links.

Click on Close to finish.

CONGRATULATIONS!
Amendment to Existing Position Details

Personnel Officer - upon receipt of approval from Dean/Manager, changes details on Empower.

Types of Changes to Existing Positions

- Change to Organisational Structure & Cost Centre through reorganisation of structure.
- Cost Centre Change
- Location Change
- Change of Position Title
- Reclassification of Position (through Academic Promotion or General Reclassification).

PLEASE NOTE: Empower will store a history of position changes only when a separate movement is used, Responsibility Movement or Relocate Movement. Changes to position titles where you are required to open an existing screen will not create a history of changes.
Change to Organisational Structure, Account Code and Position Location through Reorganisation of Structure

Please note: changes to organisational structure that require a whole area or sub area being amended should be actioned by the HR Systems Administrator.

To change the organisational structure and the cost centre of a position you will need to select Tasks -> Establishment -> Positions -> Relocate a Position.

Enter the position number, click on search.

Select ‘New’ from the task bar or select ‘File’ – ‘New’.

The following screen will appear:
### FIELD NAME | EFFECTIVE DATE
---|---
Enter the effective date of the change in the format ddmmyy, eg 010907 = 01Sep07. If amending the cost centre code of the position Empower will automatically split the salary payment between the old and new cost centres if this occurs in the middle of a pay period, however not retrospectively.

### FIELD NAME | ABBREVIATION
---|---
Tab over this field. | No information required.

### FIELD NAME | POSITION TITLE
---|---
The current position title has automatically defaulted. Should this position title have changed to the restructure, enter the new position title. This should be a generic title e.g. Faculty Manager, Administration Officer, Lecturer etc. There is no need to use Academic Level B etc.

### FIELD NAME | OCCUPTN CATEGORY
---|---
This field will automatically default to the current code, if it needs to be changed either type in or use the look up window.

### FIELD NAME | DISCIPLINE
---|---
JOB STREAM
Tab. | No information required.

### FIELD NAME | SECTION
---|---
Type in the 3-letter Org Unit 3 Code. If you do not know the code, click on the look up window, click on find now, and select the appropriate code by double clicking on it OR clicking the extract button. Press “Tab” or Enter” on your keyboard.

![Organisation Structure](image)
A screen will appear showing the Division/Portfolio and School/Unit codes and descriptions. If this is correct click on Close.

**FIELD NAME** LOCATION

Type in the 3-letter code for the campus the position will be located at. If the 3-letter code is not known, click on the look up window, click on find now, and double click on the appropriate campus location code. The description will be displayed.

**FIELD NAME** COST CENTRE

Type in the account code, ensuring the leading 2 letters are in capitals, eg; AD, TN, PG, PD. If you need to find an account code, click on the look up window and enter the description of the account you are trying to set the position up against. Once found double click on the appropriate cost centre and you will be returned to the Position – Details 2 screen. Press “Tab” or Enter” on your keyboard.

If the position is funded from a number of cost centres, type the word “split” in lower case in the Cost Centre field.

This will then produce an additional screen where you can enter in several cost centres and the % of the funding allocation. Only full percents can be entered; eg, 11, 25, 50. The total percentage of the split costings should equal 100. Once all account codes entered click Save.

**FIELD NAME** WORKPLACE NUMBER

Tab. No information required.

**FIELD NAME** WORK PATTERN

Tab. No information required.

**FIELD NAME** ESTABLISH ACTN

Cursor will tab over this field. Defaults with “relo”.

**FIELD NAME** AUTHORITY

Tab. No information required.
FIELD NAME       DELEGATION NUMBER

Tab. No information required.

Click Save.

You will see this add an additional history line of the action you have just entered.

Click Close.
Account Code (only) Change

To change the account code of a position, select Tasks -> Establishment -> Positions -> Responsibility of Position.

Enter the position number and select Search. Select “New Record” and the following screen will appear:

Enter the effective date of the change in the format ddmmyy, eg 011007 = 01Oct07. If amending the cost centre code of the position Empower will automatically split the salary payment between the old and new cost centres if this occurs in the middle of a pay period, however not retrospectively.
FIELD NAME  |  ABBREVIATION
---|---
Tab over this field.  |  No information required.

FIELD NAME  |  POSITION TITLE
---|---
The current position title has automatically defaulted. Should this position title have changed to the restructure, enter the new position title. This should be a generic title e.g. Faculty Manager, Administration Officer, Lecturer etc. There is no need to use Academic Level B etc.

FIELD NAME  |  JOB STREAM
---|---
Tab.  |  No information required.

FIELD NAME  |  COST CENTRE
---|---
Type in the account code, ensuring the leading 2 letters are in capitals, eg; AD, TN, PG, PD. If you need to find an account code, click on the look up window and enter the description of the account you are trying to set the position up against. Once found double click on the appropriate cost centre and you will be returned to the Position – Details 2 screen. Press “Tab” or “Enter” on your keyboard.

If the position is funded from a number of cost centres, type the word “split” in lower case in the Cost Centre field.

This will then produce an additional screen where you can enter in several cost centres and the % of the funding allocation. Only full percents can be entered; eg, 11, 25, 50. The total percentage of the split costings should equal 100. Once all account codes entered click Save.

FIELD NAME  |  WORKPLACE NUMBER
---|---
WORK PATTERN  |  AUTHORITY
DELEGATION NUMBER  |  
Tab.  |  No information required.
FIELD NAME | ESTABLISH ACTN

Cursor will tab over this field. Defaults with “resp”.

Click Save.

You will see this add an additional history line of the action you have just entered.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Establish Actn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From</td>
<td>Date to</td>
</tr>
<tr>
<td>01Aug09</td>
<td>31Aug09</td>
</tr>
<tr>
<td>01Jul09</td>
<td>31Jul09</td>
</tr>
<tr>
<td>Class</td>
<td>Class</td>
</tr>
<tr>
<td>03</td>
<td>03</td>
</tr>
<tr>
<td>Cost centre</td>
<td>Cost centre</td>
</tr>
<tr>
<td>BUO</td>
<td>BUO</td>
</tr>
<tr>
<td>Auth</td>
<td>Auth</td>
</tr>
<tr>
<td>resp</td>
<td>resp</td>
</tr>
</tbody>
</table>

3 Rows. Select New, Open or Delete

![Diagram showing a window titled Responsibility of Position with fields for Date From, Date To, Class, Cost centre, and Auth filled with data]
Changing a Position Title

Changing a position title can be done via “relocate a position” or “responsibility of position”. Please see the instructions above on how to do this.

Changing the position title via either one of these two screens will enable the user to see the history of the various position titles a position may have had.
Reclassifying a Position

Reclassification of a position in Empower automatically reclassifies the occupants of the position.

All requests for reclassification should be forwarded to central Human Resources for processing. Please ensure that you forward the appropriate authorisation.
Abolish a Position

HR Officer

Upon receipt of approval from Dean/Manager checks that position is vacant at present and in the future

To abolish a position you will need to ensure that the position is vacant. If a position is abolished while an employee occupies it, Empower will change the employee to a redeployee status. Please ensure that all abolished positions are vacant.

To check whether a position is vacant select Enquiries -> Employee -> Occupants of Positions.

When the screen appears the effective date of your enquiry is highlighted.

This date should reflect the abolish date of the position, for example if the effective abolish date of the position is 31Dec07 you should change the date in this screen to 311207.

This ensures that on the date the position is abolished there are no active occupancies.

After entering the date, press tab. Click on or View > Advanced Search. Enter the position number and select find now. The screen will display all occupants as at the enquiry date.

Once satisfied that the position is vacant, abolish the position.

From the Main Menu select Tasks -> Establishment -> Positions -> Redundant/Abolished Position.

The screen below will appear:
Enter the position number, and then select Search.
Click on ‘New’ on the task bar or select ‘File’ – ‘New’. The following screen will appear:
FIELD NAME: Effective Date
Enter the effective date that the position will be abolished in the format ddmmyy.

When you tab off this field the current position details will default into the appropriate fields.

FIELD NAME: Abbreviation
Tab over this field. No information required.

FIELD NAME: Position Title
The current position title has automatically defaulted. Tab over this field. No information required.
FIELD NAME: JOB STREAM

Tab. No information required.

FIELD NAME: ESTABLISHMENT ACTION

Defaults with "redu", type in "abol" instead.

PLEASE NOTE: You cannot reinstate a position once it is abolished.

FIELD NAME: AUTHORITY

Tab over these fields. No information required.

Click Save.

A record has now been entered in the position history.