

Position Change Guide





ePCRs

Transaction Type	Reason Code	When to Use	Required Documents	Does it route through F&A?	Effective Date	Notes
Position Abolishment	INA	When a position is being abolished	F&A Approval (Signed SAP)	Yes	Sunday or beginning of new fiscal year <i>(7SF employees will use Saturday)</i>	Position must be vacant.
Transfer	XFR	When the first 5 digits of the business unit are changing* *TDOT XFRs <u>ONLY</u> are the first 3 digits	F&A Approval (Signed SAP)	Yes- see Notes	Sunday <i>(7SF employees will use Saturday)</i>	If any other changes are being made to the position other than the first five digits of the business unit, the ePCR will NOT route through F&A.
Update	UPD	When more than one change is happening to a position (i.e. county, supervisor, and division). This excludes class code and the first five digits of the business unit.	None	No	Sunday <i>(7SF employees will use Saturday)</i>	



Direct Enter Position Changes

Transaction Type	Reason Code	When to Use	Required Documents	Effective Date	Notes
Reports to Change	RTC	When an employee's supervisor changes	None	Any Date	The only information that can change is the Reports To.
Position Data Update	UPD	When one change is happening to a position (county or division). This excludes class code and the first five digits of the business unit.	None	Sunday <i>If employee is a 7SF employee, effective date will be Saturday.</i>	If multiple changes are needed, this needs to be entered as an ePCR.

Reports to Changes (RTC)

Navigator > Fluid Home > Workforce Administrator > Position Management > Manage Position

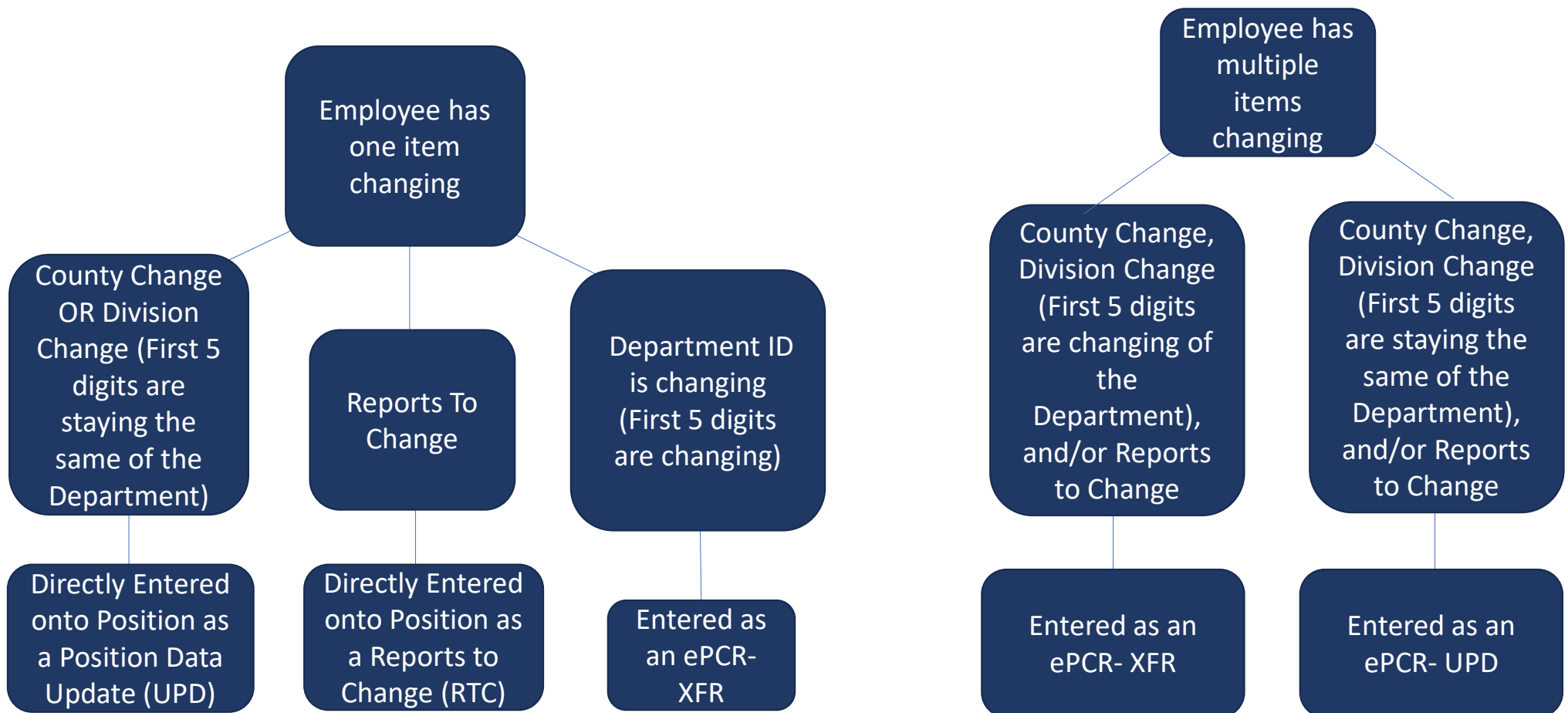
- Enter Position Number, Press 'Search'
- Click anywhere in the position information that populates
- Press 'Add Row'
- Select any effective date
- Reason code is RTC
- Press 'Continue'
- Change 'Reports To' to the correct position number of the supervisor
- Press 'Next' through each step until Step 5. Ensure that on Step 4 that Update Incumbents is set to Yes.
- Review the Summary of Changes. If information is correct, press 'Submit'. If anything is incorrect, go back to the appropriate step and make the correction.

Position Data Update (UPD)

Navigator > Fluid Home > Workforce Administrator > Position Management > Manage Position

- Enter Position Number, Press 'Search'
- Click anywhere in the position information that populates
- Press 'Add Row'
- Select any effective date
- Reason code is UPD
- Press 'Continue'
- Change the County or Department ID
- Press 'Next' through each step until Step 5. Ensure that on Step 4 that Update Incumbents is set to Yes.
- Review the Summary of Changes. If information is correct, press 'Submit'. If anything is incorrect, go back to the appropriate step and make the correction.

Determining Direct Enter Position Changes vs. ePCR



Determining Effective Dates

