Position Control Module

In July 2008, the Oracle Position Control Module was fully implemented by the Prince George's County Public School System. The implementation of this module provides the school system with the ability to more effectively manage one of its most valuable resources – more than 18,000 full-time employees. Implementation of this module will also allow the full implementation of the Oracle Public Sector Budgeting Module which will provide the school system the ability to prepare multi-year budgets.

The questions and answers provided below are designed to assist account managers use this module efficiently and effectively. If any additional information is required, please feel free to contact the Human Resources Position Control Specialist at 301-780-6861 or the IT Help Desk at helpdesk@pgcps.org.

1. Under what circumstances do I use:

- Create a position

Use Create a Position when you have reviewed the vacancy report for your organization and the required position does not exist.

- Fill A Vacancy

Use Fill A Vacancy when a person has left a position due to resignation, transfer, or reassignment.

- Update a position

Use Update a Position when changes are required to an existing position. For example, an additional position is required over the existing authorized positions available due to changing program requirements.

2. What information is required to request to fill a vacancy in the Position Control Module?

The following information is required to fill a vacancy in the Position Control Module:

- The Position Number – for example – Position 10298.Classroom Teacher. Formula.
- Location – enter Fill A Vacancy – It is crucial that **Fill A Vacancy** be entered into the location so that the request will follow the correct approval hierarchy.
- Fill by Date on the Hiring Information Tab – request at least two weeks from the date of the action.
- Comments on the Additional Detail Tab – include the name of the person who vacated the position, the reason (i.e., resignation, retirement, transfer), the subject area (if applicable), and the date the position became vacant.
- The Fill a Vacancy application allows you to attach a document to your request. It is ***highly*** recommended that you use this feature to attach the letter of resignation or notice of retirement for the individual creating the vacancy at your location. This information will help in expediting the approval of your request.

3. How can I access the appropriate Position Number?

- The Position Number appears on the Position Vacancy Report for your school/central office. All persons with the Position Transaction responsibility have access to the Position Vacancy Report for your school or office. Please see the directions on our website for directions on running this report.
- If you have further questions about the Position Number, please contact the Position Control Specialist at 301-780-6861.

4. I don't see the position name I want to select in the list of values. How should I proceed?

Only the position names that are already created in your organization can be accessed. If you are attempting to create a new position name, you should contact the HR Position Control Specialist at 301-780-6861.

Please note that when a position number is in the position transaction process, it cannot be accessed again until it has completed the process (i.e., has been approved or denied).

5. I have been notified that a vacancy will occur, but the person has not yet left the position. Can I request to fill a vacancy before the person has left?

When an employee provides documentation to Human Resources of their decision to leave a position, allow 72 hours for the information to be entered into Oracle. After the information has been entered in the employee's record, the Account Manager can request to fill the position that is being vacated.

On the Hiring Tab, please be sure to use the date the position will be vacant as the Fill by Date. For example, if the employee's last day in the position is October 1st, then the date to be entered on the Hiring Tab would be October 2nd.

Please be sure to include in your request the name of the individual who vacated the position you are requesting to fill. This along with any other pertinent information should be placed in the Additional Details portion of the request.

As mentioned in the response to Question 2, the Fill a Vacancy application allows you to attach a document to your request. It is highly recommended that you use this feature to attach the letter of resignation or notice of retirement for the individual creating the vacancy at your location. This information will help in expediting the approval of your request.

6. A request to fill a vacancy was entered at our school, but we have received no notification that the request has been approved. How can I find out the status of my request?

- To check the status of a request, please access Oracle and select the Position Transaction responsibility;
- Click on Transaction Status;
- Click on "Any Owner" and "Any Status";
- Click on "Find";
- On the next screen, be sure the cursor is in the Name section and hit F11;
- When the name field turns blue, enter the Position Number followed by the % sign and hit F4;
- Use the tabs on the right side of the name section and move to the last transaction. In the status section the name of the person will be displayed who currently has the transaction in their in box.
- If you have followed the instructions above and are unable to obtain the information needed, please contact the Position Control Specialist at 301-780-6861 for additional assistance.

7. I would like to be notified when my request is approved or rejected. How can I receive a notification?

When a position has been approved / rejected by the Position Review Committee a notification is sent to the originator when the position is applied. Additionally, an email is sent to the originator of the request by Human Resources.

8. I received a notification that a position I created was applied? What are my next steps?

If you have requested that a new position be created and have received a notification in Position Transaction that the position has been applied, you must then use the Position Transaction Module to request to Fill A Vacancy. Once the request to Fill A Vacancy has reached Human Resources, the request is added to the Position Review Committee agenda where it will be decided if the position is approved or denied. You will be notified by email by Human Resources of the decision made by the Position Review Committee. This notification generally occurs within two weeks of the original submission date.

9. The position transaction that I submitted was returned to me because it was "Timed-Out". How do I resubmit this transaction for processing?

- Please access Oracle and click on your Position Transaction responsibility.
- Click on Workflow Notifications.
- Locate the respective position number and Click "Open Transaction Form".
- Save the position transaction and forward the transaction to the next person in the hierarchy.

10. I am unable to forward the position transaction to the next person due to an error message. Whom should I contact?

If you are unable to forward the position due to an error message please contact Fiscal Compliance at 301-627-7294. Please have available the Position Number you are referencing and the error message that you are receiving. You should take a screen shot of the error message so that it is available when you contact the Fiscal Compliance office.

11. A position needs to be transferred from one organization to another. What procedure should be followed to complete this transfer?

When a management decision has been made to transfer a position from one organization to another, the following information should be provided to the Position Control Specialist in the Office of Compensation and Classification:

- Effective date of the transfer of the position;
- Organization name that the position is moving from and the supervisor of that organization;
- Organization name that the position is moving to and the supervisor of that organization;
- Employee Name and EIN holding the position and whether or not that person is being transferred with the position;
- If the employee is not being transferred with the position, what position the employee is being transferred to;
- Name of manager approving the transfer.

For additional information regarding this type of transfer, please contact the Position Control Specialist at 301-780-6861.