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 – This is the center of HR's access.

ORACLE		✓ Employee Self Service		ŵ	Q	\bigtriangleup	:	\oslash
	Open Enroll	Employee Self Service	Time					•
		Manager Self Service						
	There is no Open Er other event availabl	Workforce Administrator	\odot					
		Talent Administrator						
		PeopleSoft Developer						

Click on Workforce Administrator -

ORACL	_ E ,	✓ Workforce Administrator	🖾 ር 🎜	\otimes
	Compensation Administration	HR Administration	Workforce Insight	
	Position Management	Benefits WorkCenter	U.S. Payroll WorkCenter	

Click on the Position Management tile...

Manage Position Tile



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.

Position Management	Manage/Create Position	Q	:	۲
▼ New Search	View Manage/Create Position			
Position Number	+ Add			
Description				
Position Status				
Reports To Position Number				
Search Clear				

When the position comes up, you'll see the basic information for that position.

C Position Management				Manage/Crea	ate Position					<u>ଲେ ୯ :</u>	\oslash
✓ New Search	^	View Manage/Crea	te Position								
Reports To Position Number		1 results tound.								Chart 🔵	No
Position Number 00123345		H Add									1 row
Description		Position Number \Diamond	Description \diamond	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	
Position Status											
Search											
- Business Unit											
□ RIVCO (1)											
- Company											
COR (1)											
✓ Department											
2400100000 (1)											

To see more, click on the row to view all rows associated with the position on the Position Details page.

Search Results				Position Details					:
Position Number Headcount Status Current Head Count	00123345 Filled 1 of 1								Clone
									3 rows
_									
Effective Date \Diamond	Effective Sequence \Diamond	Reason 🗘	Business Unit 🗘	Department 🛇	Job Code 🗘	Location \Diamond	Status 🗘	Approval Chain \Diamond	
04/25/2019	0	Bus Title/Sal Plan/Grade Chg	County of Riverside	PUBLIC DEFENDER	SR LEGAL SUPPORT ASST	4200 Orange St	Approved	Approval Chain	
05/26/2016	0	Funded Position	County of Riverside	PUBLIC DEFENDER	SR LEGAL SUPPORT ASST	4200 Orange St	Approved	Approval Chain	
03/12/2014	0	New Position(off budget cycle)	County of Riverside	PUBLIC DEFENDER	SR LEGAL SUPPORT ASST	4200 Orange St	Approved	Approval Chain	

You can click on an existing row to see the details, or you can add a new effective dated row by clicking on the + button in the top left corner. I have clicked the Add button...

Search Results				Position Details						:
Position Number Headcount Status Current Head Count	00123345 Filled 1 of 1									Clone
										3 rows
						_				
Effective Date \diamond	Effective Sequence \Diamond	Reason ©	Cancel	Request Details	Continue	ion 🌣	Status 🛇	Approval Chain \Diamond		
04/25/2019	0	Bus Title/Sal Pla	*Effective Date	12/03/2020		Orange St	Approved	Approval Chain	Ø	
05/26/2016	0	Funded Position	Effective Sequence	0		Orange St	Approved	Approval Chain	0	
03/12/2014	0	New Position(off	Reason Code	PLR Q	Pay Grp/Loc Code/Rep to Chg	Orange St	Approved	Approval Chain	Ø	>

Enter the effective date of your action and the Reason Code, then click the Continue button, and you are sent to the Manage Position Page where you can update the information as is appropriate.

Note: As you may notice there is an Effective Sequence, this will let you add another row with the same effective date. For example: If there was already a 12/03/2020 row, you can add another 12/03/2020 sequence 1 row and proceed with your change.

After you click the Continue button, you'll see all the information for that position. Now there are 5 steps as you can see on the left-side menu. You must go through all 5 steps to Submit and Save your change. You can do this by clicking the next step on the left after you made your change or click the Next button at the top right-hand corner.

X Exit			Manag	e Position				:
Headcount Status Filled Current Head Count 1 of 1 Position Number 00123345							1	Next >
1 Position Data	Work Location					^	Related Information	1
Visited	*Reg Region	USA Q	United States	Company	COR County of Riverside			•
2 Additional Information Not Started	*Department	2400100000 Q	PUBLIC DEFENDER	*Pay Group	CR1 Q	COR Biweekly 7day FLSA	[
3 Attachments	Location	2017 Q,	4200 Orange St	Dot-Line	٩		Related Information	
Not Started	Reports To	00003408 Q	LAW OFFICE SUPERVISOR II	Security Clearance	Q			
4 Budget Incumbents	View Current Incumbents						View Position	
 Hot chance 	Supervisor Level	۹					Position History	
5 Review and Submit Not Started	Salary Plan Information						Manage Primary Incumbents	6
	Salary Admin Plan	LIU Q		Grade	418 Q			
	Standard Hours	40.00		Step	٩			
	Work Period	w Q	Weekly					
	Mon 8.00	Tue Wed 8.00 8.00	Thu Fri Sat 8.00 8.00	Sun				

Scroll down to the Work Location and make your change, click the Next button at the top righthand corner or each Step on the left-side menu until you reach the final tab. On Step 5 review your changes (below) and then click the Submit button.

X Exit		Manage Positio	on	:
Headcount Status Filled Current Head Count 1 of 1 Position Number 00123345				Previous Submit
1 Position Data	Step 5 of 5: Review and Submit			Related Information
a Additional Information	Effective Date 12/03/2020		Reason Code PLR Pay Grp/Loc Code/Rep to Chg	0
Visited	Effective Sequence 0		Approval Status Not Available	Related Information
3 Attachments Visited	Summary Of Changes			
4 Budget Incumbents	Description	Proposed Value	Current Value	View Position
Visited	Reason Code	PLR	SGU	Position History
5 Review and Submit Visited	Action Date	2020-12-16	2019-04-22	Manage Primary Incumbents
	Update Incumbents	Y	N	

Once you click the Submit button your change(s) has been saved.

Note: The effective date must be a beginning of a pay period when entering Department ID, Location, or Reports To changes on filled positions.

Position Administration Tile



Under Position Administration, it will give you Position Summary and Position History.

C Position Management		Position Administra	tion	ŵ	Q,	\Diamond	: ⊘
Position Summary					New Winde	bw H	lelp 🔲
	Position Summary						
Position History	Enter any information you have a	ind click Search. Leave fields blank for a list of all	values.				
	Find an Existing Value						
	▼ Search Criteria						
	Position Number	begins with 🔽 00123345					
	Description	begins with					
	Position Status	=					
	Business Unit	begins with 🔽 🔍 🔍					
	Department	begins with 🗹					
	Job Code	begins with 🔽 🔍 🔍					
	Reports To Position Number	begins with					
	□ Case Sensitive						
	Search Clear Basic	Search 📓 Save Search Criteria					

Position Summary gives you General, Work Location and Payroll Information about the position.

Position Management		Р	osition Administ	tration			Q	△ :	\oslash
Position Summary Position History	Position Summary					New Window Help	Perso	nalize Pag	je 🗖
	Position Number Position Data Q General Work Loca	tion Payroll Informa	tion	TASSI		 4 1-3 of 3 	I		
	Effective Date	Action Reason	Status	Status Date	Max Head Count	Budgeted			
	04/25/2019	Ti/Sal/Grd	Approved	03/12/2014	1	Y			
	05/26/2016	FundedPos	Approved	03/12/2014	1	Y			
"	03/12/2014	New Posn	Approved	03/12/2014	1	Y			
	Return to Search No	tify							

Position History will give you a list of all incumbents with the Position Entry and End Dates for each incumbent.

Position Management			F	Position Administration					ሴ	Q L	2	Ø
Position Summary	Desition Hi	iston						New Window	Help	Personaliz	e Page	
Position History	FUSITION H	Position Number 001	112610	OFFICE ASSISTANT III - CN			c	urrent Position Da	ta			
	Data						Q 4 4	1-5 of 5 🗸		View 2		
	253275	BreeAhna Moreno Position Entry Date Position End Date Exit Reason	01/13/2020	Compensation Rate	USD	Hourly	Components Components	Sal Plan MCO	Grade 128	Step		
	240182	Nadia Flores Position Entry Date Position End Date Exit Reason	05/26/2016 10/26/2018 Termination	Compensation Rate 14.742500	USD USD	Hourly Hourly	Components Components	Sal Plan MCO MCO	Grade 113 110	Step 1 8		
	215132	Tiffany-Angel Ruiz Position Entry Date Position End Date Exit Reason	01/26/2012 01/22/2016 Termination	Compensation Rate	USD	Hourly	Components Components	Sal Plan MCO	Grade 113	Step 3		

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

Position Management			Position Administration		ώ	Q	12	: ⊘
Position Summary	Current Position Data			New Window	Help	Pers	ionalize Pi	age 🔲
Position History								
	Position Number	00112610	OFFICE ASSISTANT III - CN					
	Company	COR	County of Riverside					
	Business Unit	RIVCO	County of Riverside					
	Department	1130124000	HR - Employee Services					
	Job Code	13880	OFFICE ASSISTANT III - CN					
	Salary Plan	MCO 128						
	Max Head Count	1						
	Current Head Count	1						
	Headcount Status	Filled						

Manage Primary Incumbents:



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



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

Position Management				Primary Incumbents					ର ପ	L 🕼	: 0
✓ New Search Position Number 00112610 Q	View Primary Incu 1 results found.	umbents									
Description	Position Number ◇	Position Name ♦	Employee ID 🗘	Primary Incumbent ◇	System Assigned 🗘	BusinessUnit 🗘	BusinessUnit Name 🗘	JobCode 🗘	JobCode N	lame 🗘	1 rov
Business Unit	00112610	OFFICE ASSISTANT III - CN	253275	BreeAhna Moreno	Yes	RIVCO	County of Riverside	13880	OFFICE AS	SISTANT I	I - CN
Q Department											
Job Code											
System Assigned											
Search Clear											

Then you can click on View Job Data and it'll jump you to Job Data to view more information.



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