

# 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.

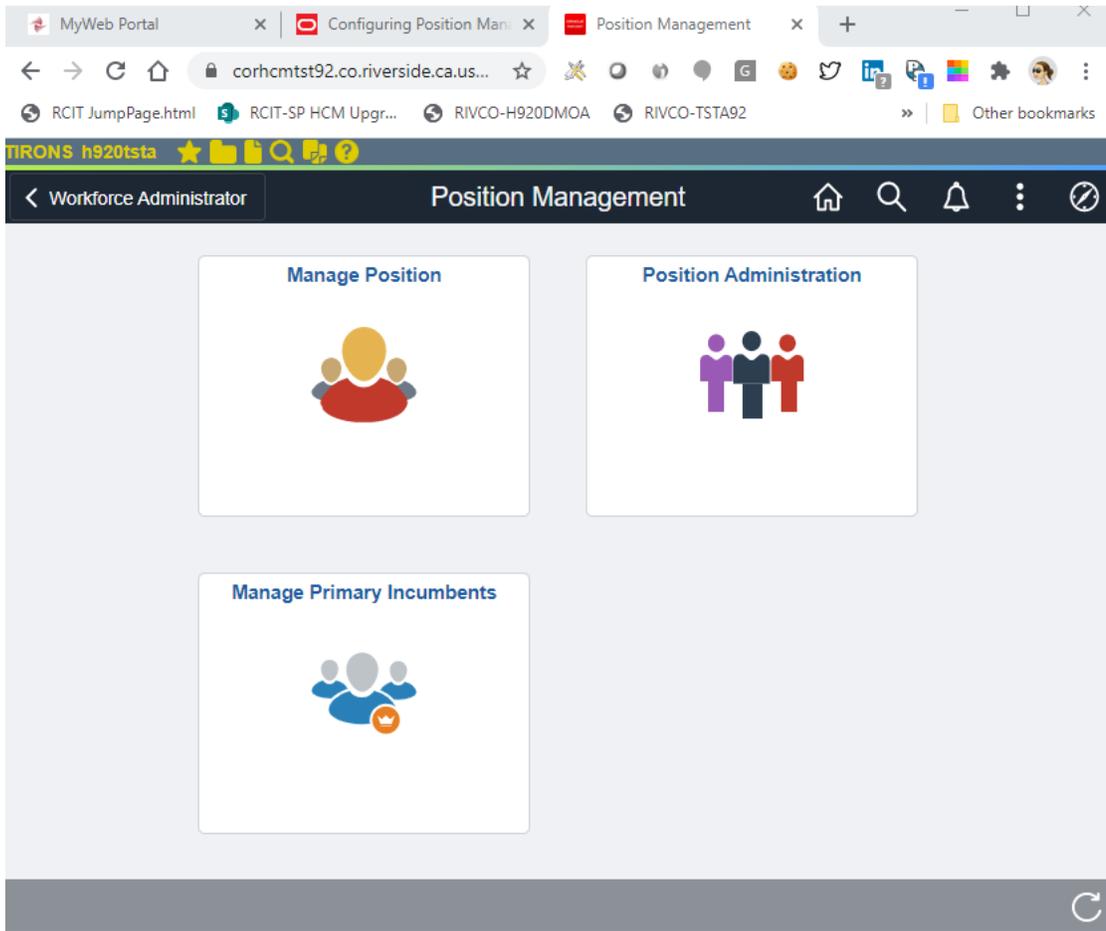


## Click on Workforce Administrator –



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.



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

**View Manage/Create Position**  
1 results found.

Position Number	Description	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

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

**Position Details**  
Position Number: 00123345  
Headcount Status: Filled  
Current Head Count: 1 of 1

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
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...

**Request Details**

\*Effective Date: 12/03/2020  
Effective Sequence: 0  
Reason Code: PLR

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.

**Manage Position**

Headcount Status: Filled  
 Current Head Count: 1 of 1  
 Position Number: 00123345

**1 Position Data** (Visited)

**Work Location**

\*Reg Region: USA United States Company: COR County of Riverside  
 \*Department: 2400100000 PUBLIC DEFENDER \*Pay Group: CR1 COR Biweekly 7day FLSA  
 Location: 2017 4200 Orange St Dot-Line:  
 Reports To: 00003408 LAW OFFICE SUPERVISOR II Security Clearance:  
 View Current Incumbents  
 Supervisor Level:

**Salary Plan Information**

Salary Admin Plan: LIU Grade: 418  
 Standard Hours: 40.00 Step:  
 Work Period: W Weekly  
 Mon: 8.00 Tue: 8.00 Wed: 8.00 Thu: 8.00 Fri: 8.00 Sat: Sun:

**Related Information**

View Position  
 Position History  
 Manage Primary Incumbents

[Next](#)

Scroll down to the Work Location and make your change, click the Next button at the top right-hand 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.

**Manage Position**

Headcount Status: Filled  
 Current Head Count: 1 of 1  
 Position Number: 00123345

**5 Review and Submit** (Visited)

**Step 5 of 5: Review and Submit**

Effective Date: 12/03/2020 Reason Code: PLR Pay Grp/Loc Code/Rep to Chg  
 Effective Sequence: 0 Approval Status: Not Available

**Summary Of Changes**

Description	Proposed Value	Current Value
Reason Code	PLR	SGU
Action Date	2020-12-16	2019-04-22
Update Incumbents	Y	N

**Related Information**

View Position  
 Position History  
 Manage Primary Incumbents

[Previous](#) [Submit](#)

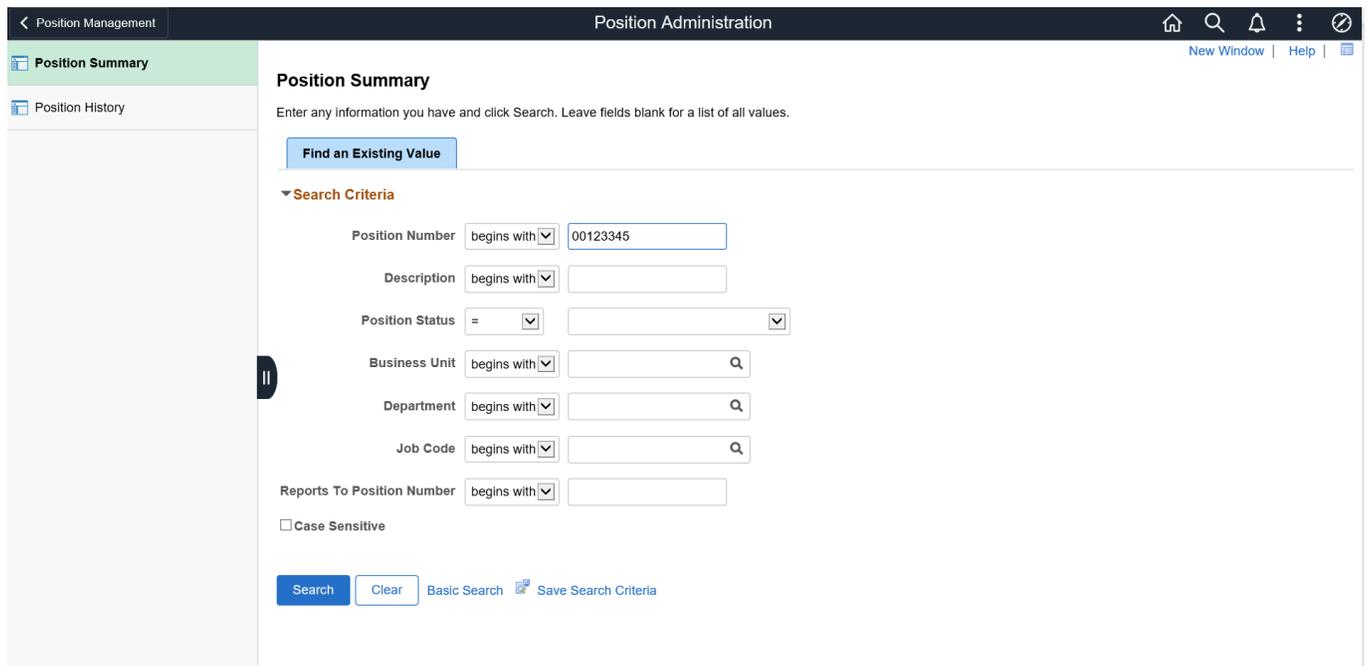
Once you click the Submit button your change(s) has been saved.

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

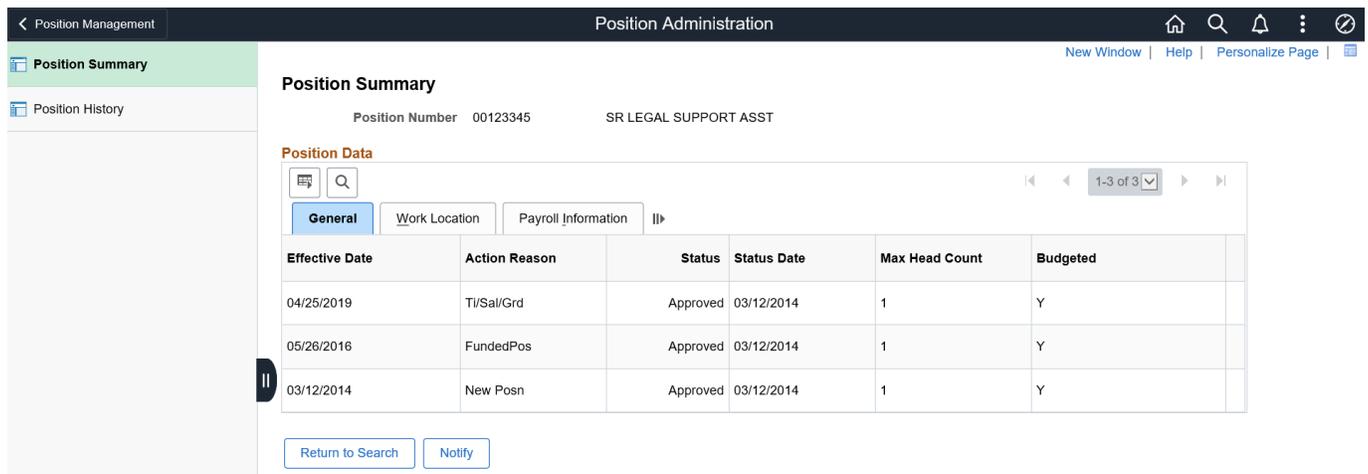
# Position Administration Tile



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



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



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

**Position History**

Position Number 00112610 OFFICE ASSISTANT III - CN Current Position Data

Data								
253275	BreeAhna Moreno	Compensation Rate			Sal Plan	Grade	Step	
	Position Entry Date	01/13/2020	16.020100	USD Hourly	MCO	128		
	Position End Date							
	Exit Reason							
240182	Nadia Flores	Compensation Rate			Sal Plan	Grade	Step	
	Position Entry Date	05/26/2016	14.742500	USD Hourly	MCO	113	1	
	Position End Date	10/26/2018	17.135600	USD Hourly	MCO	110	8	
	Exit Reason	Termination						
215132	Tiffany-Angel Ruiz	Compensation Rate			Sal Plan	Grade	Step	
	Position Entry Date	01/26/2012	14.631300	USD Hourly	MCO	113	3	
	Position End Date	01/22/2016						
	Exit Reason	Termination						

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

**Current Position Data**

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

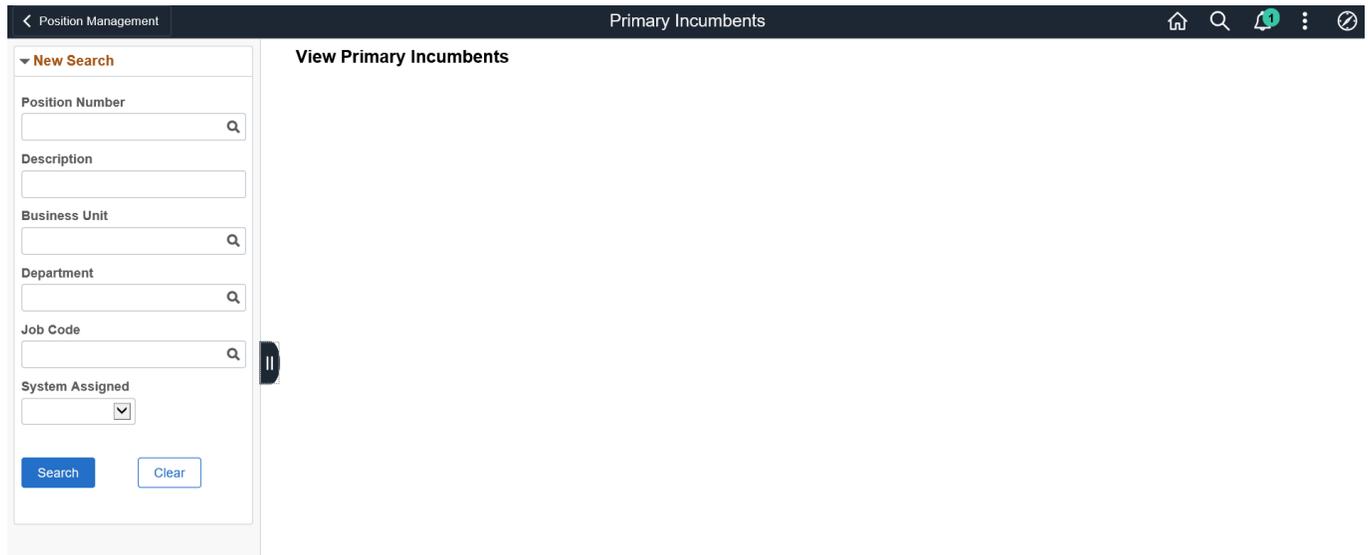
Headcount Status Filled

[Return](#)

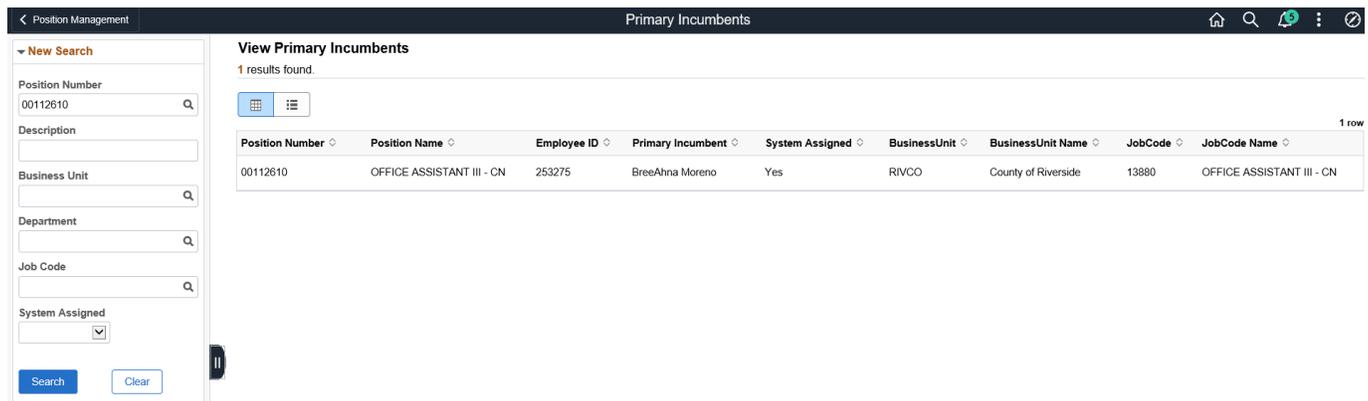
# Manage Primary Incumbents:



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...



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

< Search Results Manage Primary Incumbents

Position Number 00112610  
Description OFFICE ASSISTANT III - CN  
Current Head Count 1 of 1

Include Future Incumbents  No [View Primary Incumbent History](#)

Name / ID - Record	Incumbent Status	Position Date Range	Primary Incumbent	*Start Date	System Assigned
 BreeAhna Moreno 253275-0	Current	01/13/2020	<input checked="" type="radio"/> Yes	11/27/2020 	Yes <a href="#">View Job Data</a>

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