

Reclassifying a Vacant Position

Overview:

Understanding the Process for Reclassifying a Vacant Position

This guide outlines the basic steps for reclassifying a vacant position using the electronic Personnel Action Form Plus (ePAF+).

A pMAP/PD should be used when:

- Reclassifying a position from Faculty to A&P/USPS or vice versa

NOTE: Multiple transactions effective on the same date require only one ePAF+. Do not submit multiple ePAFs for the same effective date. When reclassifying a filled position, an originator will not be able to originate a transaction on themselves. For this, please have another employee in the department with access to ePAF+ submit the transaction. You cannot enter another ePAF+ if one has been pushed back or saved as a draft. The pushed back or saved as a draft ePAF+ must be processed or denied.

Only indicate what needs to be changed in the Proposed Changes Column.

Procedure

Scenario:

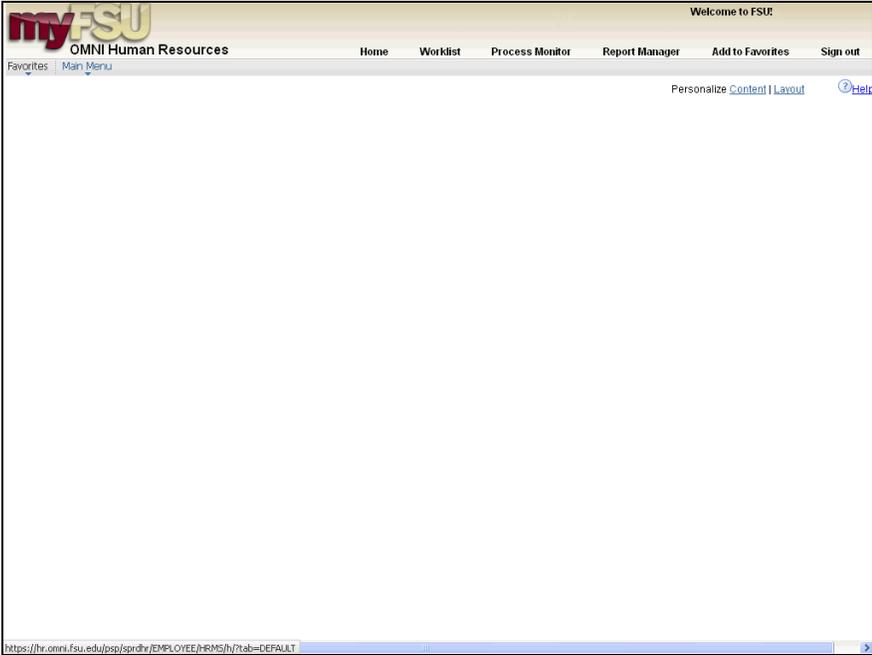
In this topic, you will learn the steps to reclassify a vacant position and make updates and additions to position profile data.

Key Information:

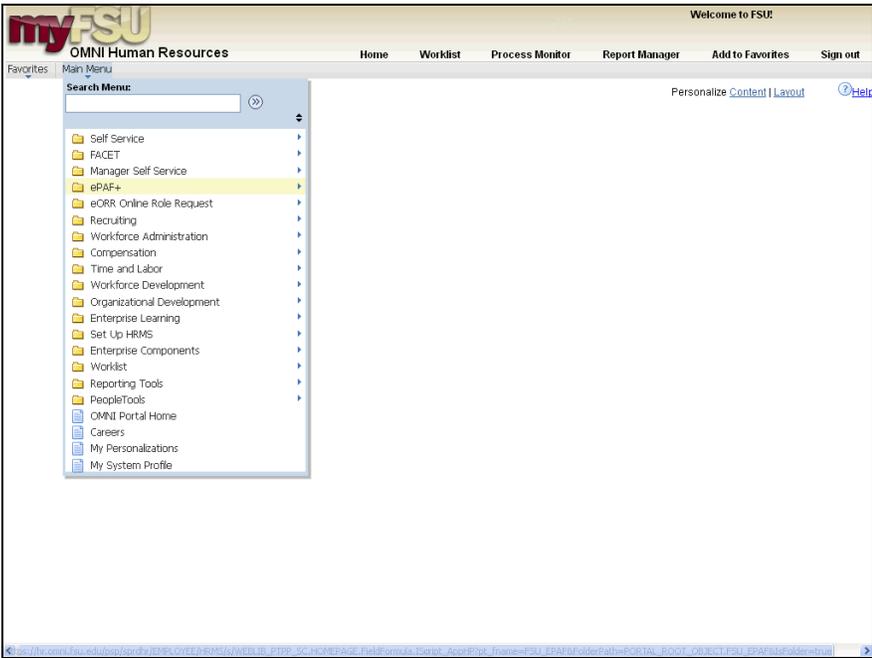
Position Number
Reclassification Details
Position Profile Data

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Reclassifying a Vacant Position



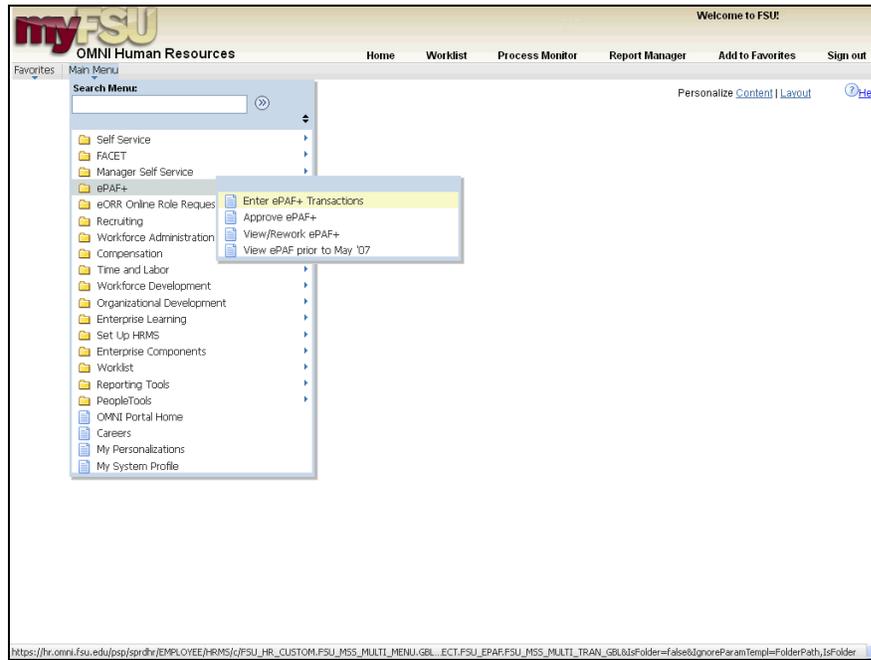
Step	Action
1.	Click in the Main Menu field. <u>Main Menu</u>

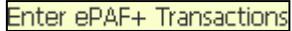


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Step	Action
2.	Click in the ePAF+ field. 



Step	Action
3.	Click the Enter ePAF+ Transactions menu. 

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Type Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:

Last Name:

First Name:

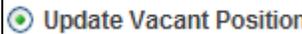
Position:

Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Step	Action
4.	Click the Update Vacant Position option to search for a vacant position. 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:

Last Name:

First Name:

Position:

Department:

Refine Search Results

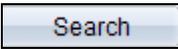
Direct Reports Department Rep

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Reclassifying a Vacant Position

Step	Action
5.	Enter the position number into the Position field. For the purpose of this example, enter " 00080802 ".

The screenshot shows the 'Enter ePAF+ Transaction' page in the Florida State University OMNI - HUMAN RESOURCES system. The page has a dark red header with the university logo and name. Below the header is a navigation menu with links for Home, Worklist, Process Monitor, Report Manager, Add to Favorites, and Sign out. The main content area is titled 'Enter ePAF+ Transaction' and includes a search instruction: 'Select an HR Transaction search type. Enter any information you have and click the Search button.' There are three radio buttons for 'HR Transaction Search Type': 'Appointment/Filled Position', 'Update Vacant Position' (which is selected), and 'Add New Position'. Below these are input fields for 'Empl ID:', 'Last Name:', 'First Name:', 'Position:' (containing '00080802' and 'Business Manager'), and 'Department:'. At the bottom, there are checkboxes for 'Direct Reports' and 'Department Rep', and 'Search' and 'Clear' buttons.

Step	Action
6.	Click the Search button. 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: Business Manager
 Department:

Refine Search Results

Direct Reports Department Rep

Position Nbr	Position Title	Position Status	Job Code	Job Title	DeptID	Department Name	Originator Name
00080802	Business Manager	Approved	9459	Business Manager	107000	OFFICE OF DISTANCE LEARNING	

tevascript:hAction_win0(document.win0,LINK_DESCR40',0,0,'00080802',false,true);

Step	Action
7.	Select the desired Position Nbr link. 00080802

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Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date:

Done

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Step	Action
8.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Please enter your desired transaction effective date or the first day of the next available payroll cycle into the Requested Transaction Date field. For the purpose of this example, enter " 05252012 ".



Step	Action
9.	Click the Submit button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Submit</div>

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Step	Action
10.	Either type in the job code or click the Look Up button to search for the job code. For the purpose of this example, click the Look Up Job Code button.

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Step	Action
11.	You may search for the job code using any of these fields. For the purpose of this example, click the 0114, Office Administrator link. <input type="text" value="0114"/>

The screenshot shows the 'ePAF+ Transactions' interface for 'THE FLORIDA STATE UNIVERSITY OMNI HUMAN RESOURCES'. The user is logged in as 'Business Manager' with 'Headcount Status: Open'. The 'Requested Transaction Date' is 05/25/2012. The 'Position Data' section is expanded, showing a comparison between 'Current Information' and 'Proposed Changes'.

Current Information		Proposed Changes	
Status			
Effective Status	Active	Active	
Position Status	Approved		
Job Code			
Job Code	9459 Business Manager	0114	Office Administrator
Salary Admin Pin	021 Administrative & Professional	023	Univ Support Personnel System
Pay Grade	005 A&P 5	004	USPS Band 4
FLSA Status	No FLSA		Nonexempt
* Union Code	29N Fac/A&P No Established CBU	31E	AFSCME-Admin and Clerical Unit
Academic Rank	099 No Rank Assigned		
* Working Title	Business Manager		Office Administrator
Position Specific - Job			
Max Head Count	1		
* FTE	1.000000	1.000000	
* Standard Hours	40.00	40.00	

Step	Action
12.	NOTE: The information attached to the selected job code will automatically populate the Job Code section .

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

* FTE 1.000000 1.000000
 * Standard Hours 40.00 40.00
 Shift Day/Standard
 Full/Part Time Full-Time

Organizational Relationships

Department 107000 ODL_Distrib & Dist Learning
 Location Code 0225C3500 UNIVERSITY CENTER -BLDGC3500
 County Leon
 Reports To 00054118 Director

Specific Information

Time Limited Funding Time Limited Funding
 Confidential Position Confidential Position
 Financial Disclosure Financial Disclosure

Position Description

Profile ID 133395 [Position Profile Data](#)

Originator's Information

Name Jenna Allen Telephone 850/844-4286
 Email ID ps_invalid_email@admin.fsu.edu

Additional Approver (Required)

javascript:Action_win0(document.win0,'FSU_TRANS_WRK_PROFILE_ID',0,0,'Position Profile Data',false,true); Internet 100%

Step	Action
13.	Click the Position Profile Data link to update and add information to the position Focus Statement, Responsibilities, Competencies, and Qualifications. Position Profile Data

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Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions

Non-person Profile

Profile: 133395 Status: Active
 Profile Type: ROLE Position Profile Status Date: 09/02/2011
 Description: Business Manager

Profile Usage: End / Final / Job

Summary [Responsibilities](#) [Competencies](#) [Qualifications](#)

Position Focus Statement

Statement	Effective Date	Description
Position Focus Statement	11/16/2011	Responsible for management of fiscal, purchasing, and financial functions in support of University business operations. Responsible for budgetary functions to include compiling financial data, forecasting, financial statements, and making recommendations. Coordinates and/or prepares legislative and operating budgets and reviews expenditures for budgetary control.

[Add New Position Focus Statement](#)

Pay Additive Eligibility

There are currently no Pay Additive Eligibility for this profile. Please add one if required.

[Add New Pay Additive Eligibility](#)

Summary [Responsibilities](#) [Competencies](#) [Qualifications](#)

Profile Identities

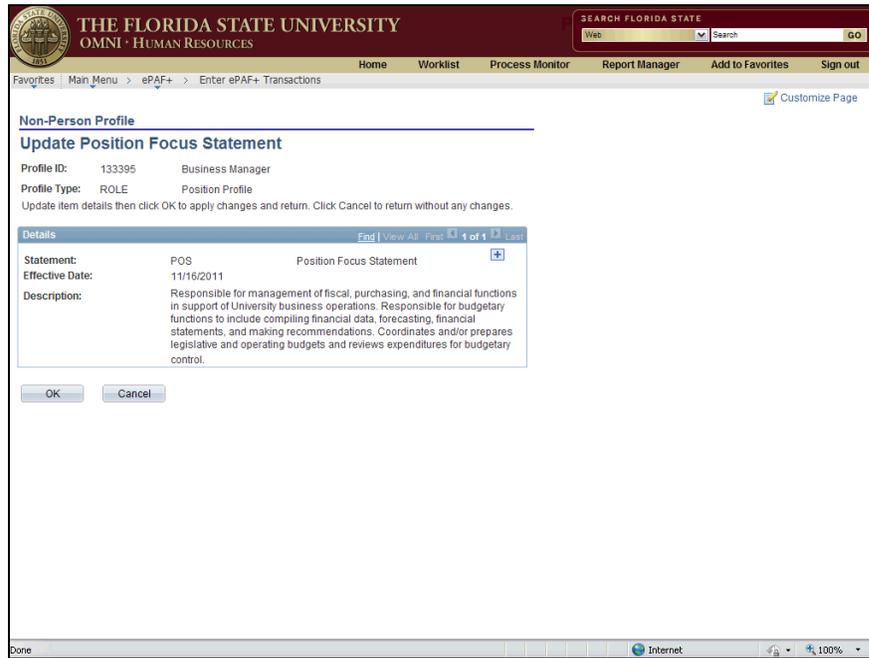
Profile Identity Option	Effective Date	Key 1	Description	Workflow Status
Position Data	09/02/2011	00080802	Business Manager	Approved

javascript:Action_win0(document.win0,'PM_PP_PROFILE_ITM#0',0,0,'Position Focus Statement',false,true); Internet 100%

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Step	Action
14.	<p>To make changes to the focus statement, click the Position Focus Statement link.</p> <p>NOTE: Only click the Add a New Position Focus Statement if the position does not already have a focus statement in the profile.</p>



Step	Action
15.	<p>Click the Add a New Row (plus sign) button.</p> <p style="text-align: center;"></p>

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Position Focus Statement

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Statement: POS Position Focus Statement
Effective Date: 05/25/2012
Description:

OK Cancel

Internet 100%

Step	Action
16.	<p>Enter the desired information into the Description field. For the purpose of this example, enter "Responsible for serving as Office Manager for the department."</p> <p>NOTE: This field is limited to 1325 characters.</p>

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Position Focus Statement

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Statement: POS Position Focus Statement
Effective Date: 05/25/2012
Description: Responsible for serving as Office Manager for the department.

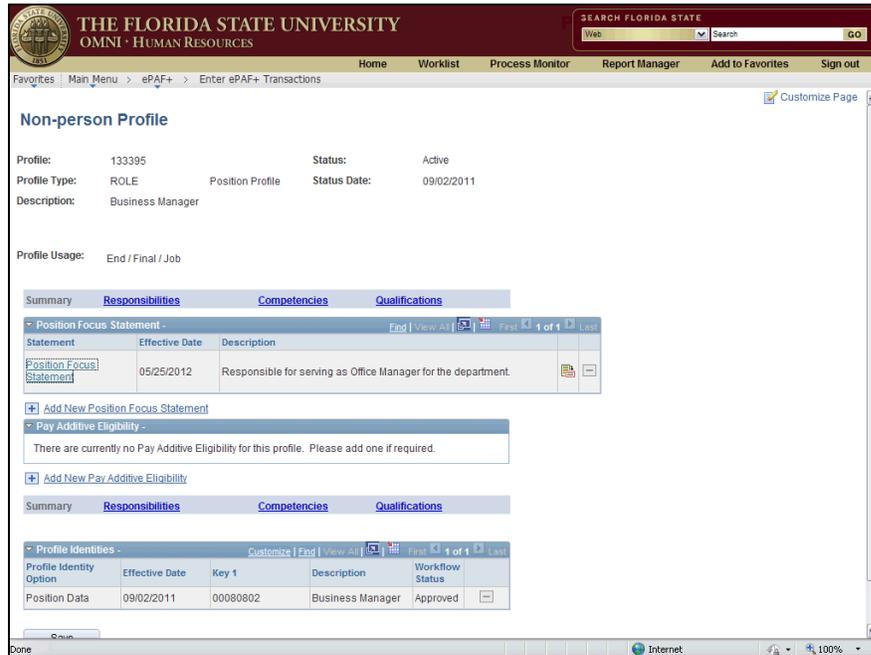
OK Cancel

Internet 100%

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Step	Action
17.	Click the OK button. <div style="text-align: center; border: 1px solid black; width: 80px; margin: 0 auto; padding: 5px;">OK</div>



Step	Action
18.	Click the Responsibilities link. <p>NOTE: The Responsibility section requires at least three Essential Functions with Time Allocation totaling 100% in order to save your responsibilities. The maximum number of Responsibilities a position may have is seven.</p> <p>In this example we are making changes to a position that currently has six responsibilities. With this reclassification, the position will now only have four responsibilities. In this example, we will be making changes and adjusting the percentage of time for four of the responsibilities and then inactivating the other two.</p> <div style="text-align: center; border: 1px solid black; width: 120px; margin: 0 auto; padding: 2px;">Responsibilities</div>

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Reclassifying a Vacant Position

Non-person Profile

Profile: 133395 Status: Active
 Profile Type: ROLE Position Profile Status Date: 09/02/2011
 Description: Business Manager

Profile Usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

Responsibilities - [Find](#) | [View All](#) | [Print](#) | First 1-5 of 6 | Last

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	11/16/2011	Active	20	<input checked="" type="checkbox"/>	This position maintains general and/or subsidiary account ledgers and handles a wide variety of funds for the departments. Maintains, controls & performs balancing operations on accounting activities for the department.
Position Responsibility	11/16/2011	Active	5	<input checked="" type="checkbox"/>	This position gathers, maintains and disseminates information on the development and delivery status of online courses in supported degree and Certificate Distance Learning programs. Also manages special projects, as assigned, and performs other duties as needed.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position conducts research and makes recommendations on policies related to ODL operations to ensure compliance with ODL mission and priorities, the standards of the University, the Board of Trustees, and the state of Florida.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position directly supervises the accounting area to include 2 accountants and 1 ops.
Position Responsibility	11/16/2011	Active	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports.

Step	Action
19.	This screen is only showing five of the six responsibilities currently on this position. Click the View All link to see all six responsibilities.

Non-person Profile

Profile: 133395 Status: Active
 Profile Type: ROLE Position Profile Status Date: 09/02/2011
 Description: Business Manager

Profile Usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

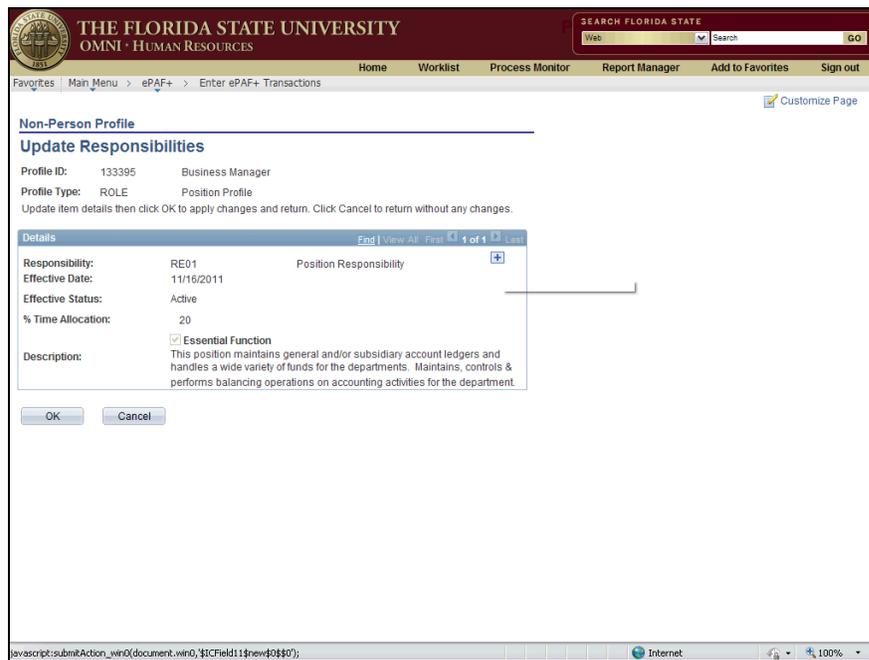
Responsibilities - [Find](#) | [View All](#) | [Print](#) | First 1-6 of 6 | Last

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	11/16/2011	Active	20	<input checked="" type="checkbox"/>	This position maintains general and/or subsidiary account ledgers and handles a wide variety of funds for the departments. Maintains, controls & performs balancing operations on accounting activities for the department.
Position Responsibility	11/16/2011	Active	5	<input checked="" type="checkbox"/>	This position gathers, maintains and disseminates information on the development and delivery status of online courses in supported degree and Certificate Distance Learning programs. Also manages special projects, as assigned, and performs other duties as needed.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position conducts research and makes recommendations on policies related to ODL operations to ensure compliance with ODL mission and priorities, the standards of the University, the Board of Trustees, and the state of Florida.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position directly supervises the accounting area to include 2 accountants and 1 ops.
Position Responsibility	11/16/2011	Active	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports.

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Step	Action
20.	To make changes to a position responsibility, click the responsibility you would like to change. For the purpose of this example, click the first Position Responsibility link. 



Step	Action
21.	Click the Add a New Row (plus sign) button. 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility: RE01 Position Responsibility
Effective Date: 05/25/2012
*Effective Status: Active
% Time Allocation: 20
 Essential Function
Description:

OK Cancel

Step	Action
22.	Update Responsibilities, including Description and % Time Allocation , as needed. For the purpose of this example we are only changing the description. Enter " Responsible for overseeing and serving as Budget Manager. "

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

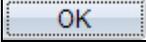
Details Find | View All First 2 of 2 Last

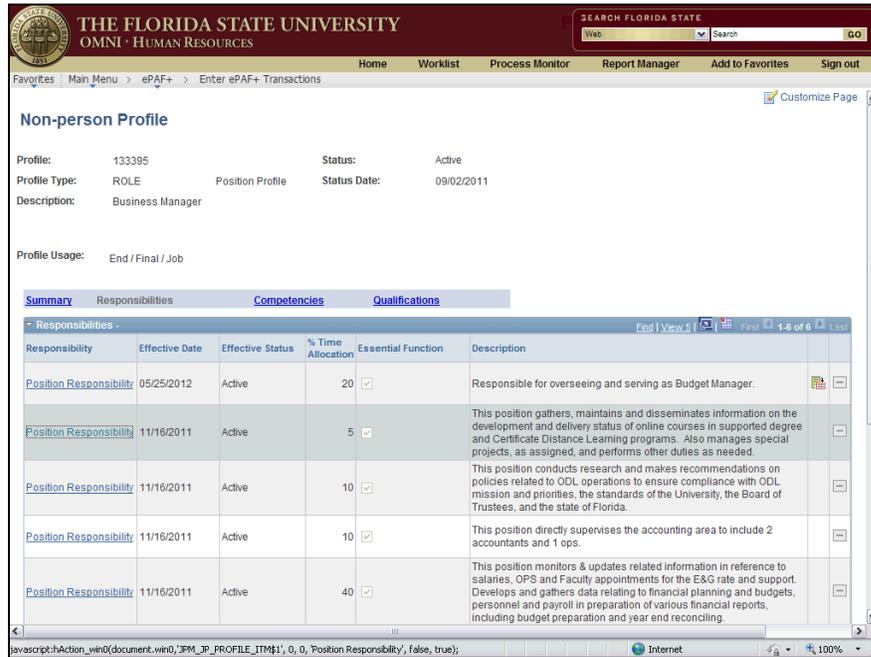
Responsibility: RE01 Position Responsibility
Effective Date: 05/25/2012
*Effective Status: Active
% Time Allocation: 20
 Essential Function
Description: Responsible for overseeing and serving as Budget Manager.

OK Cancel

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Step	Action
23.	Click the OK button. 



Non-person Profile

Profile: 133395 Status: Active
 Profile Type: ROLE Position Profile Status Date: 09/02/2011
 Description: Business Manager

Profile Usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

Responsibilities

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	05/25/2012	Active	20	<input checked="" type="checkbox"/>	Responsible for overseeing and serving as Budget Manager.
Position Responsibility	11/16/2011	Active	5	<input checked="" type="checkbox"/>	This position gathers, maintains and disseminates information on the development and delivery status of online courses in supported degree and Certificate Distance Learning programs. Also manages special projects, as assigned, and performs other duties as needed.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position conducts research and makes recommendations on policies related to ODL operations to ensure compliance with ODL mission and priorities, the standards of the University, the Board of Trustees, and the state of Florida.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position directly supervises the accounting area to include 2 accountants and 1 ops.
Position Responsibility	11/16/2011	Active	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports, including budget preparation and year end reconciling.

Step	Action
24.	Click the second Position Responsibility link. 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 1 of 1 Last

Responsibility:	RE02	Position Responsibility
Effective Date:	11/16/2011	
Effective Status:	Active	
% Time Allocation:	5	
Description:	<input checked="" type="checkbox"/> Essential Function This position gathers, maintains and disseminates information on the development and delivery status of online courses in supported degree and Certificate Distance Learning programs. Also manages special projects, as assigned, and performs other duties as needed.	

OK Cancel

Step	Action
25.	Click the Add a New Row (plus sign) button. 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility:	RE02	Position Responsibility
Effective Date:	05/25/2012	
*Effective Status:	Active	
*% Time Allocation:	5	
Description:	<input checked="" type="checkbox"/> Essential Function	

OK Cancel

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Step	Action
26.	Update Responsibilities, including Description and % Time Allocation , as needed. For the purpose of this example, enter " Responsible for developing office policies and procedures. "

The screenshot shows the 'Update Responsibilities' form in the OMNI system. The form is titled 'Non-Person Profile Update Responsibilities'. It displays the following information:

- Profile ID:** 133395 Business Manager
- Profile Type:** ROLE Position Profile
- Update item details then click OK to apply changes and return. Click Cancel to return without any changes.**

The 'Details' section shows:

- Responsibility:** RE02 Position Responsibility
- Effective Date:** 05/25/2012
- *Effective Status:** Active
- % Time Allocation:** 5
- Essential Function:** Essential Function
- Description:** Responsible for developing office policies and procedures.

At the bottom of the form, there are 'OK' and 'Cancel' buttons.

Step	Action
27.	Click the OK button.



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Non-person Profile

Profile: 133395 Status: Active
 Profile Type: ROLE Position Profile Status Date: 09/02/2011
 Description: Business Manager

Profile Usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	05/25/2012	Active	20	<input checked="" type="checkbox"/>	Responsible for overseeing and serving as Budget Manager.
Position Responsibility	05/25/2012	Active	5	<input checked="" type="checkbox"/>	Responsible for developing office policies and procedures.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position conducts research and makes recommendations on policies related to ODL operations to ensure compliance with ODL mission and priorities, the standards of the University, the Board of Trustees, and the state of Florida.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position directly supervises the accounting area to include 2 accountants and 1 ops.
Position Responsibility	11/16/2011	Active	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports, including budget preparation and year end reconciling.
					This position is responsible for management of fiscal purchasing and

Step	Action
28.	Click the third Position Responsibility link. 

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
 Profile Type: ROLE Position Profile
 Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details

Responsibility: RE03 Position Responsibility
 Effective Date: 11/16/2011
 Effective Status: Active
 % Time Allocation: 10
 Essential Function
 Description: This position conducts research and makes recommendations on policies related to ODL operations to ensure compliance with ODL mission and priorities, the standards of the University, the Board of Trustees, and the state of Florida.

OK Cancel

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Step	Action
29.	Click the Add a New Row (plus sign) button. 



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Welcome to FSU! COCHRANE, AMBER May 18, 2012 Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Non-Person Profile
Update Responsibilities

Profile ID: 133395 Business Manager
 Profile Type: ROLE Position Profile

Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 3 of 3 Last

Responsibility: RE03 Position Responsibility

*Effective Date: 05/25/2012
 *Effective Status: Active
 % Time Allocation:
 Essential Function

Description: This position conducts research and makes recommendations on policies related to ODL operations to ensure compliance with ODL mission and priorities, the standards of the University.

OK Cancel

Step	Action
30.	Update Responsibilities, including Description and % Time Allocation , as needed. For the purpose of this example, enter " 25 " into the % Time Allocation field.

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Favorites Main Menu > Workforce Development > Profile Management > Profiles > Non-person Profiles

Customize Page

Non-Person Profile
Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile

Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find View All First 2 of 2 Last

Responsibility: RE03 Position Responsibility

*Effective Date: 05/25/2012 B

*Effective Status: Active

% Time Allocation: 25

Essential Function

Description:

OK Cancel

Done Trusted sites 100%

Step	Action
31.	Then enter " Responsible for supervising OPS and Federal Work Study students. " into the Description field.

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Find View All First 2 of 2 Last

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu > Workforce Development > Profile Management > Profiles > Non-person Profiles

Customize Page

Non-Person Profile
Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile

Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find View All First 2 of 2 Last

Responsibility: RE03 Position Responsibility

*Effective Date: 05/25/2012 B

*Effective Status: Active

% Time Allocation: 25

Essential Function

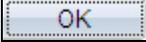
Description: Responsible for supervising OPS and Federal Work Study students.

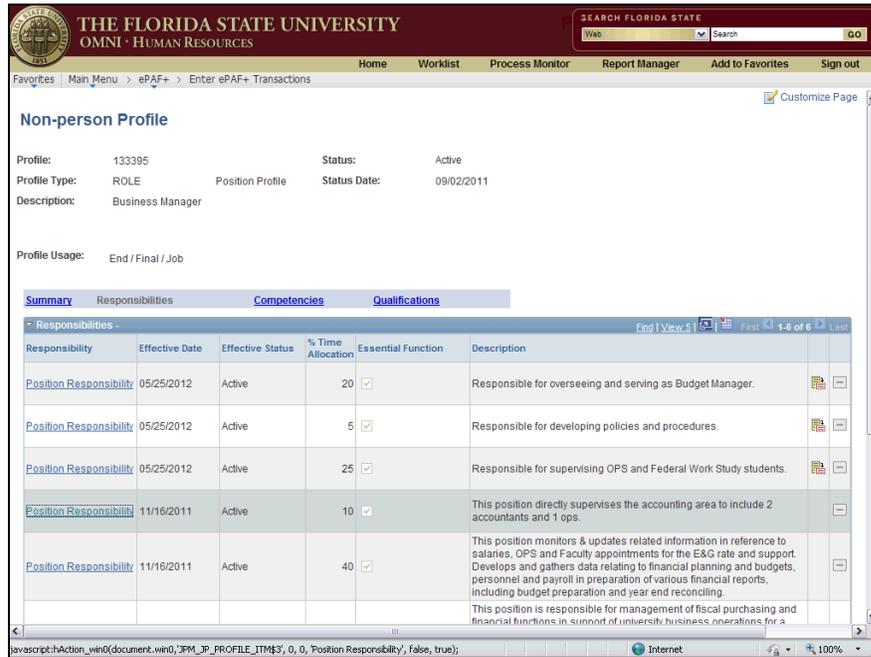
OK Cancel

Done Trusted sites 100%

Training Guide

Reclassifying a Vacant Position

Step	Action
32.	Click the OK button. 



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Favorites Main Menu ePAF+ Enter ePAF+ Transactions Customize Page

Non-person Profile

Profile: 133395 Status: Active
 Profile Type: ROLE Position Profile Status Date: 09/02/2011
 Description: Business Manager

Profile Usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

Responsibilities

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	05/25/2012	Active	20	<input checked="" type="checkbox"/>	Responsible for overseeing and serving as Budget Manager.
Position Responsibility	05/25/2012	Active	5	<input checked="" type="checkbox"/>	Responsible for developing policies and procedures.
Position Responsibility	05/25/2012	Active	25	<input checked="" type="checkbox"/>	Responsible for supervising OPS and Federal Work Study students.
Position Responsibility	11/16/2011	Active	10	<input checked="" type="checkbox"/>	This position directly supervises the accounting area to include 2 accountants and 1 ops.
Position Responsibility	11/16/2011	Active	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports, including budget preparation and year end reconciling. This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a

javascript:Action_win0(document.win0,'PM_PROFILE_ITM#3',0,0,'Position Responsibility',false,true); Internet 100%

Step	Action
33.	Click the fourth Position Responsibility link. 

Training Guide

Reclassifying a Vacant Position

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Customize Page

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 1 of 1 Last

Responsibility:	RE04	Position Responsibility
Effective Date:	11/16/2011	
Effective Status:	Active	
% Time Allocation:	10	
Description:	<input checked="" type="checkbox"/> Essential Function This position directly supervises the accounting area to include 2 accountants and 1 ops.	

OK Cancel

javascript:submitAction_win(document.win0,\${CField11\$news48880}); Internet 100%

Step	Action
34.	Click the Add a New Row (plus sign) button. 

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Non-person Profiles

Customize Page

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility:	RE04	Position Responsibility
*Effective Date:	05/25/2012	
*Effective Status:	Active	
% Time Allocation:	10	
Description:	<input checked="" type="checkbox"/> Essential Function This position directly supervises the accounting area to include 2 accountants and 1 ops.	

OK Cancel

Trusted sites 100%

Training Guide

Reclassifying a Vacant Position

Step	Action
35.	Update Responsibilities, including Description and % Time Allocation , as needed. For the purpose of this example, enter " 50 " into the % Time Allocation field.

The screenshot shows the 'Update Responsibilities' form in the Florida State University HR system. The form is titled 'Non-Person Profile Update Responsibilities'. It displays the following information:

- Profile ID: 133395 Business Manager
- Profile Type: ROLE Position Profile
- Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

The 'Details' section shows:

- Responsibility: RE04 Position Responsibility
- Effective Date: 05/25/2012
- *Effective Status: Active
- % Time Allocation: 50
- Essential Function
- Description: [Empty text box]

Buttons for 'OK' and 'Cancel' are visible at the bottom of the form.

Step	Action
36.	Then enter " Responsible for performing administrative duties. " into the Description field.

Training Guide

Reclassifying a Vacant Position

Non-Person Profile
Update Responsibilities

Profile ID: 133395 Business Manager
 Profile Type: ROLE Position Profile
 Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility: RE04 Position Responsibility
 Effective Date: 05/25/2012
 *Effective Status: Active
 % Time Allocation: 50
 Essential Function
 Description: Responsible for performing administrative duties.

OK Cancel

Step	Action
37.	Click the OK button.



Summary Responsibilities Competencies Qualifications

Profile usage: End / Final / Job

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	05/25/2012	Active	20	<input checked="" type="checkbox"/>	Responsible for overseeing and serving as Budget Manager.
Position Responsibility	05/25/2012	Active	5	<input checked="" type="checkbox"/>	Responsible for developing office policies and procedures.
Position Responsibility	05/25/2012	Active	25	<input checked="" type="checkbox"/>	Responsible for supervising OPS and Federal Work Study students.
Position Responsibility	05/25/2012	Active	50	<input checked="" type="checkbox"/>	Responsible for performing complex administrative functions.
Position Responsibility	11/16/2011	Active	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports, including budget preparation and year end reconciling.
Position Responsibility	11/16/2011	Active	15	<input checked="" type="checkbox"/>	This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a wide variety of funds; also, to include new Market Rate online programs. Coordinates and/or prepares legislative and operating budgets at year end to include FTE, E&G rate, ops, expenses and revenue for departments.

Add New Responsibilities

Summary Responsibilities Competencies Qualifications

Profile Identities Customize | Find | View All First 1 of 1 Last

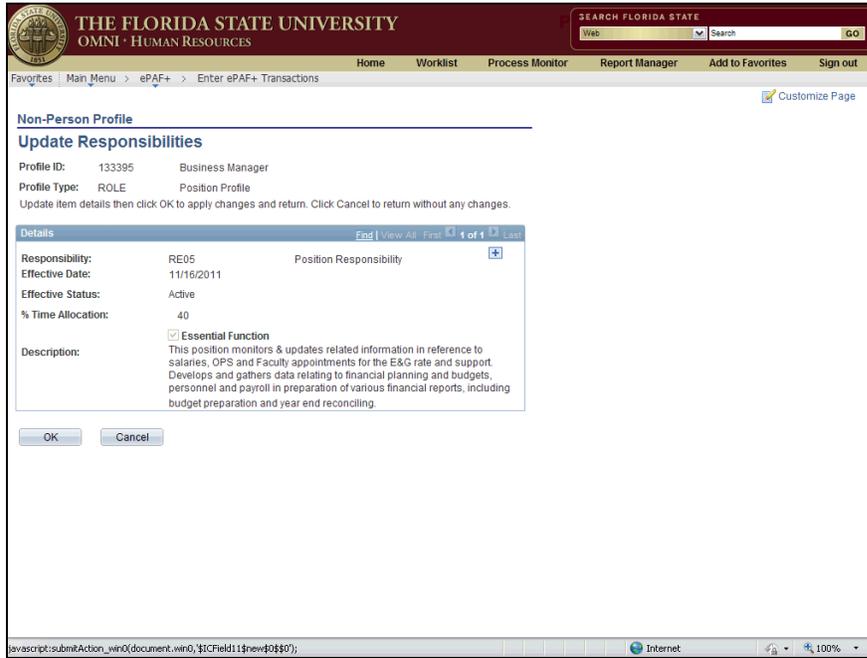
Profile Identity: WorkFlow

javascript:thAction_win0(document.win0,'PM_IP_PROFILE_ITM#', 0, 0, 'Position Responsibility', false, true);

Training Guide

Reclassifying a Vacant Position

Step	Action
38.	To inactivate the fifth responsibility, click the fifth Position Responsibility link. 



Step	Action
39.	Click the Add a New Row (plus sign) button. 

Training Guide

Reclassifying a Vacant Position

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility: RE05 Position Responsibility
Effective Date: 05/25/2012
*Effective Status: Active
% Time Allocation: 40
 Essential Function
Description: This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to

OK Cancel

Step	Action
40.	Click the Effective Status drop-down menu.



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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility: RE05 Position Responsibility
Effective Date: 05/25/2012
*Effective Status: Active
% Time Allocation: 40
 Essential Function
Description: This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to

OK Cancel

Training Guide

Reclassifying a Vacant Position

Step	Action
41.	Select Inactive from the options listed. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Inactive</div>



Step	Action
42.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

Training Guide

Reclassifying a Vacant Position

The screenshot shows the 'Responsibilities' section of a user profile in the OMNI system. It contains a table with the following data:

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	05/25/2012	Active	20	<input checked="" type="checkbox"/>	Responsible for overseeing and serving as Budget Manager.
Position Responsibility	05/25/2012	Active	5	<input checked="" type="checkbox"/>	Responsible for developing office policies and procedures.
Position Responsibility	05/25/2012	Active	25	<input checked="" type="checkbox"/>	Responsible for supervising OPS and Federal Work Study students.
Position Responsibility	05/25/2012	Active	50	<input checked="" type="checkbox"/>	Responsible for performing complex administrative functions.
Position Responsibility	05/25/2012	Inactive	40	<input checked="" type="checkbox"/>	This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the E&G rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroll in preparation of various financial reports, including budget preparation and year end reconciling.
Position Responsibility	11/16/2011	Active	15	<input checked="" type="checkbox"/>	This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a wide variety of funds also, to include new Market Rate online programs. Coordinates and/or prepares legislative and operating budgets at year end to include FTE, E&G rate, ops, expenses and revenue for departments.

Step	Action
43.	To inactivate the sixth responsibility, click the sixth Position Responsibility link. Position Responsibility

The screenshot shows the 'Update Responsibilities' dialog box for the sixth responsibility. The details are as follows:

- Profile ID: 133395 Business Manager
- Profile Type: ROLE Position Profile
- Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details

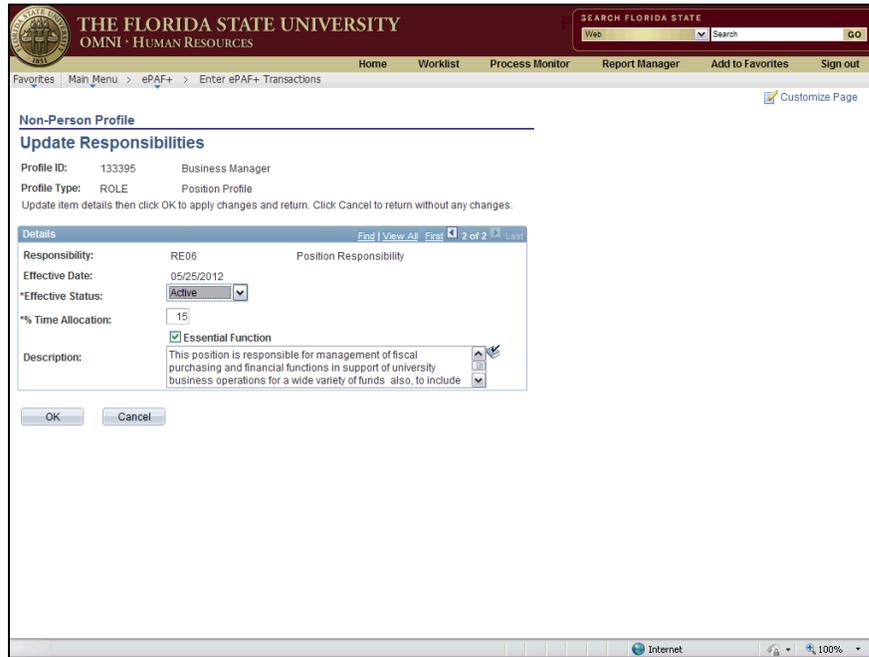
- Responsibility: RE06 Position Responsibility
- Effective Date: 11/16/2011
- Effective Status: Active
- % Time Allocation: 15
- Essential Function
- Description: This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a wide variety of funds also, to include new Market Rate online programs. Coordinates and/or prepares legislative and operating budgets at year end to include FTE, E&G rate, ops, expenses and revenue for departments.

Buttons: OK, Cancel

Training Guide

Reclassifying a Vacant Position

Step	Action
44.	Click the Add a New Row (plus sign) button. 



Step	Action
45.	Click the Effective Status drop-down menu. 

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Reclassifying a Vacant Position

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

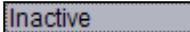
Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Responsibility: RE06 Position Responsibility
Effective Date: 05/25/2012
Effective Status: Active
% Time Allocation: Active
Description: This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a wide variety of funds also, to include

OK Cancel

Step	Action
46.	Select Inactive from the options listed. 

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Customize Page

Non-Person Profile

Update Responsibilities

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

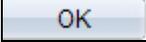
Details Find | View All First 2 of 2 Last

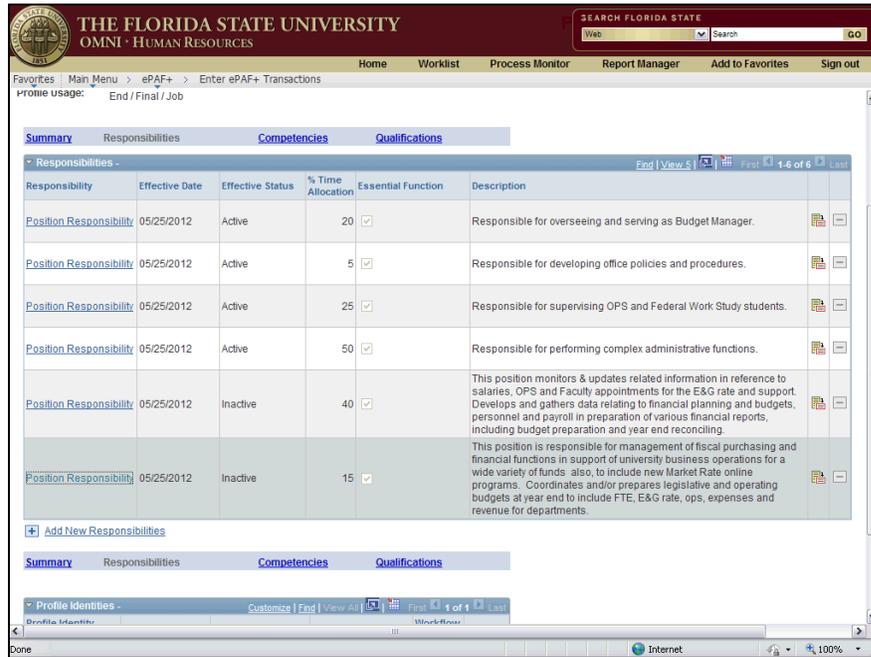
Responsibility: RE06 Position Responsibility
Effective Date: 05/25/2012
Effective Status: Inactive
% Time Allocation: 15
Description: This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a wide variety of funds also, to include

OK Cancel

Training Guide

Reclassifying a Vacant Position

Step	Action
47.	Click the OK button. 



Step	Action
48.	Click the Competencies link. 

Training Guide

Reclassifying a Vacant Position

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Prime usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

Competencies - End | View All | First 1-5 of 14

ID	Competency	Effective Date	Effective Status	Proficiency Lvl	Description
C004	Effective Communication	09/02/2011	Active	1-Basic	Ability to communicate effectively verbally and in writing.
C015	Policy Development	11/16/2011	Active	2-Proficient	Ability to develop and implement policies, procedures, goals, and objectives.
C019	Working Relationships	09/02/2011	Active	1-Basic	Ability to establish and maintain effective working relationships.
C021	Process Evaluation	11/16/2011	Active	1-Basic	Ability to evaluate process effectiveness and develop change or alternatives.
C038	Attention to Detail	11/16/2011	Active	2-Proficient	Ability to perform accurately in a detail oriented environment.

+ Add New Competencies

Summary Responsibilities Competencies Qualifications

Profile Identities - Customize | End | View All | First 1 of 1 Last

Profile Identity Option	Effective Date	Key 1	Description	Workflow Status
Position Data	09/02/2011	00080802	Business Manager	Approved

Save Return to ePAF+

revascript:submitAction_win0(document.win0,'3PM_3P_ITEMS#viewall80');

Step	Action
49.	Click the View All link.

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions
Prime usage: End / Final / Job

Summary Responsibilities Competencies Qualifications

Competencies - End | View All | First 1-14 of 14

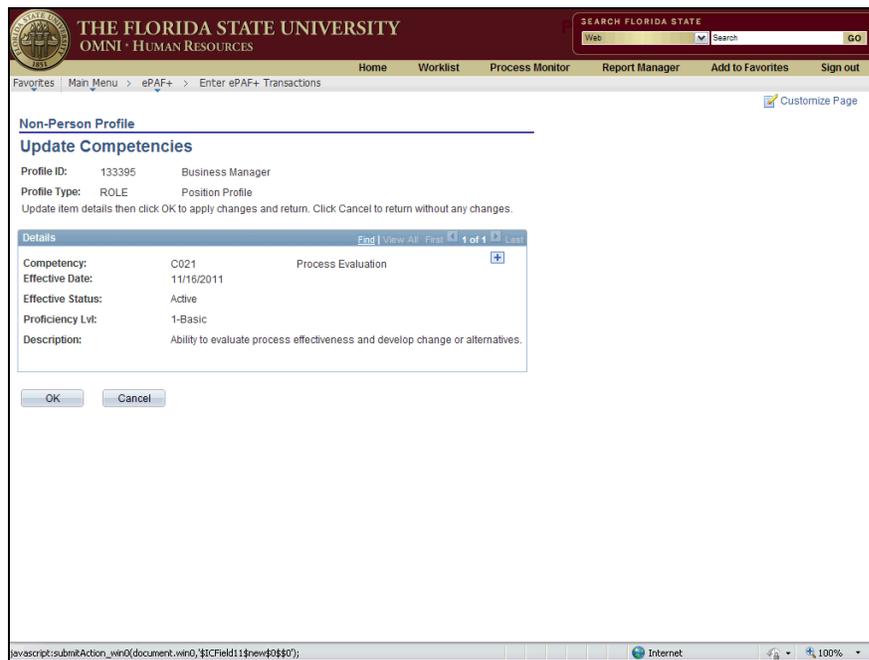
ID	Competency	Effective Date	Effective Status	Proficiency Lvl	Description
C004	Effective Communication	09/02/2011	Active	1-Basic	Ability to communicate effectively verbally and in writing.
C015	Policy Development	11/16/2011	Active	2-Proficient	Ability to develop and implement policies, procedures, goals, and objectives.
C019	Working Relationships	09/02/2011	Active	1-Basic	Ability to establish and maintain effective working relationships.
C021	Process Evaluation	11/16/2011	Active	1-Basic	Ability to evaluate process effectiveness and develop change or alternatives.
C038	Attention to Detail	11/16/2011	Active	2-Proficient	Ability to perform accurately in a detail oriented environment.
C045	Prioritize and Multi-task	09/02/2011	Active	1-Basic	Ability to prioritize, organize and perform multiple work assignments simultaneously.
C049	Data Reconciliation	11/16/2011	Active	2-Proficient	Ability to compile, review, and reconcile financial data for accuracy, completeness, and compliance.
C074	Laws, Rules & Regulations	09/02/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
C075	University Policy	09/02/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related University policies, procedures, principles, and practices.
C076	Computer Application Knowledge	09/02/2011	Active	1-Basic	Knowledge of applicable computer applications and basic computer functions.

revascript:submitAction_win0(document.win0,'3PM_3P_PROFILE_ITM#3',0,0,'Process Evaluation',false,true);

Training Guide

Reclassifying a Vacant Position

Step	Action
50.	To inactive a competency that is currently on the profile, select the competency you would like to change. For the purpose of this example, click the Process Evaluation link. 



Step	Action
51.	Click the Add a New Row (plus sign) button. 

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Reclassifying a Vacant Position

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Competencies

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Competency: C021 Process Evaluation
Effective Date: 05/25/2012
*Effective Status: Active
*Proficiency Lvl: 1-Basic
Description: Ability to evaluate process effectiveness and develop change or alternatives.

OK Cancel

Step	Action
52.	Click the Effective Status drop-down menu.



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Non-Person Profile

Update Competencies

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

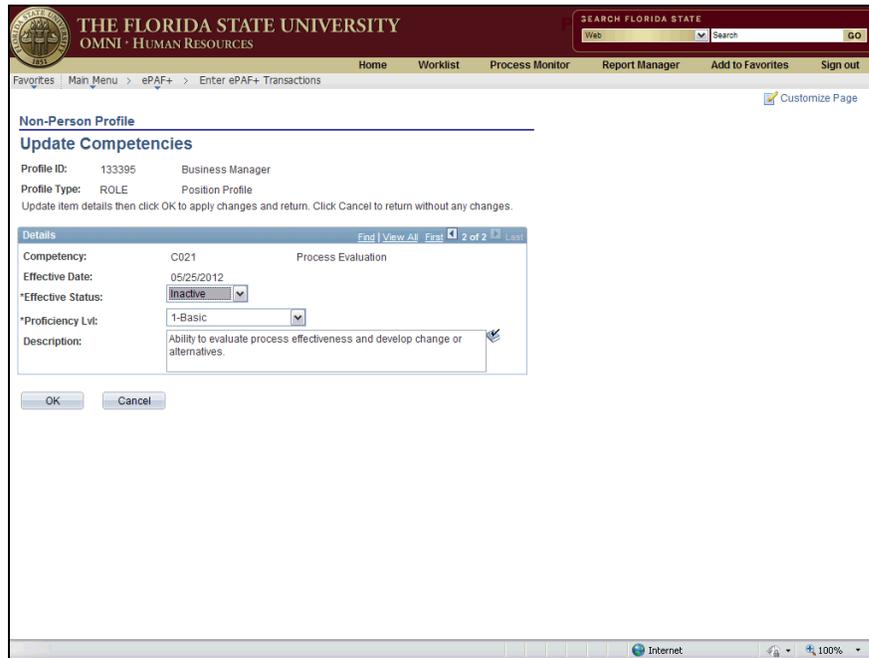
Competency: C021 Process Evaluation
Effective Date: 05/25/2012
*Effective Status: Active
*Proficiency Lvl: Active
Description: process effectiveness and develop change or alternatives.

OK Cancel

Training Guide

Reclassifying a Vacant Position

Step	Action
53.	Click Inactive from the options listed. <input type="text" value="Inactive"/>



Step	Action
54.	Click the OK button. <input type="button" value="OK"/>

Training Guide

Reclassifying a Vacant Position

The screenshot shows the 'Competencies' tab in the OMNI system. A table lists various competencies with columns for ID, Competency, Effective Date, Effective Status, Proficiency Lvl, and Description. The 'Prioritize and Multi-task' competency (ID C045) is highlighted in yellow.

ID	Competency	Effective Date	Effective Status	Proficiency Lvl	Description
C004	Effective Communication	09/02/2011	Active	1-Basic	Ability to communicate effectively verbally and in writing.
C015	Policy Development	11/16/2011	Active	2-Proficient	Ability to develop and implement policies, procedures, goals, and objectives.
C019	Working Relationships	09/02/2011	Active	1-Basic	Ability to establish and maintain effective working relationships.
C021	Process Evaluation	05/25/2012	Inactive	1-Basic	Ability to evaluate process effectiveness and develop change or alternatives.
C038	Attention to Detail	11/16/2011	Active	2-Proficient	Ability to perform accurately in a detail oriented environment.
C045	Prioritize and Multi-task	09/02/2011	Active	1-Basic	Ability to prioritize, organize and perform multiple work assignments simultaneously.
C049	Data Reconciliation	11/16/2011	Active	2-Proficient	Ability to compile, review, and reconcile financial data for accuracy, completeness, and compliance.
C074	Laws, Rules & Regulations	09/02/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
C075	University Policy	09/02/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related University policies, procedures, principles, and practices.
C076	Computer Application Knowledge	09/02/2011	Active	1-Basic	Knowledge of applicable computer applications and basic computer functions.

Step	Action
55.	To change the proficiency level of a competency that is currently on the profile, select the competency you would like to change. For the purpose of this example, click the Prioritize and Multi-task link. Prioritize and Multi-task

The screenshot shows a 'Non-Person Profile' page with the 'Update Competencies' section. A 'Details' dialog box is open, showing the selected competency 'Prioritize and Multi-task' (ID C045) with an effective date of 09/02/2011, active status, and a proficiency level of 1-Basic. The description is 'Ability to prioritize, organize and perform multiple work assignments simultaneously.' There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

Profile ID: 133395 Business Manager
 Profile Type: ROLE Position Profile
 Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

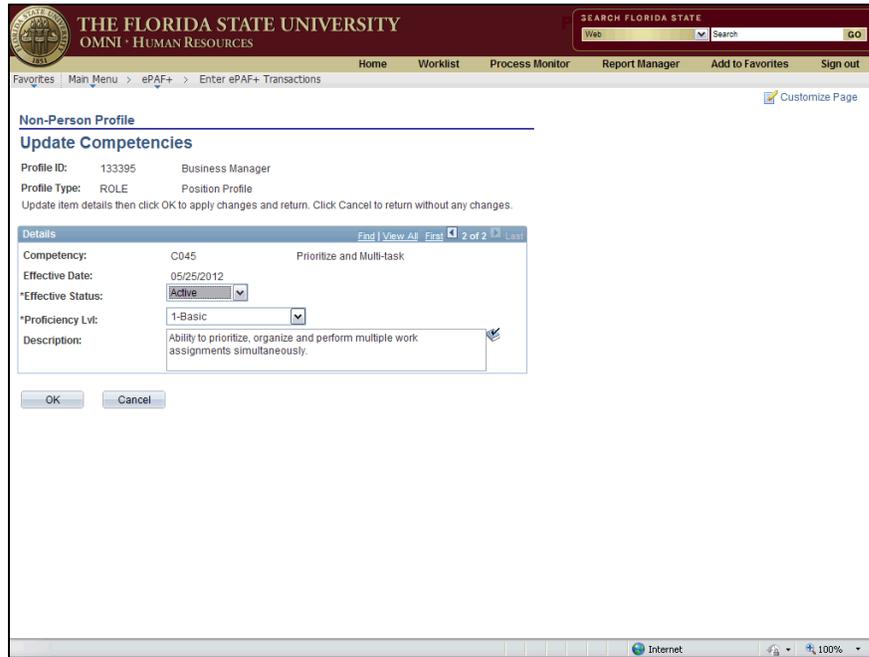
Details: Competency: C045 Prioritize and Multi-task
 Effective Date: 09/02/2011
 Effective Status: Active
 Proficiency Lvl: 1-Basic
 Description: Ability to prioritize, organize and perform multiple work assignments simultaneously.

Buttons: OK, Cancel

Training Guide

Reclassifying a Vacant Position

Step	Action
56.	Click the Add a New Row (plus sign) button. 



Step	Action
57.	Click the Proficiency Lvl list. 

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Reclassifying a Vacant Position

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Non-Person Profile

Update Competencies

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

Competency: C045 Prioritize and Multi-task
Effective Date: 05/25/2012
*Effective Status: Active
*Proficiency Lvl: 1-Basic
Description: Ability to prioritize, organize and perform multiple work assignments simultaneously.

OK Cancel

Step	Action
58.	Select the desired proficiency level for this competency. For the purpose of this example, select 2-Proficient .

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions Customize Page

Non-Person Profile

Update Competencies

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 2 Last

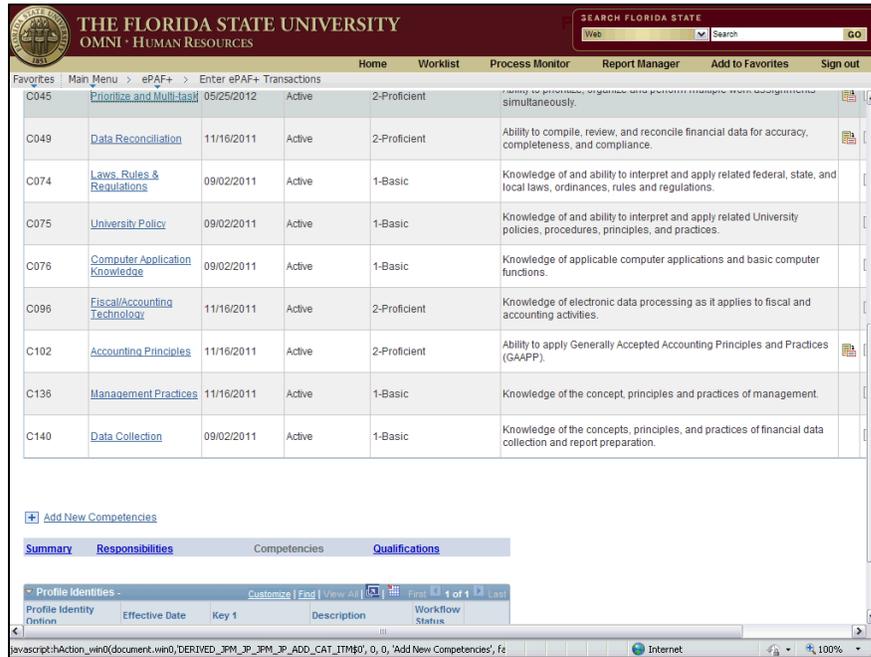
Competency: C045 Prioritize and Multi-task
Effective Date: 05/25/2012
*Effective Status: Active
*Proficiency Lvl: 2-Proficient
Description: Ability to prioritize, organize and perform multiple work assignments simultaneously.

OK Cancel

Training Guide

Reclassifying a Vacant Position

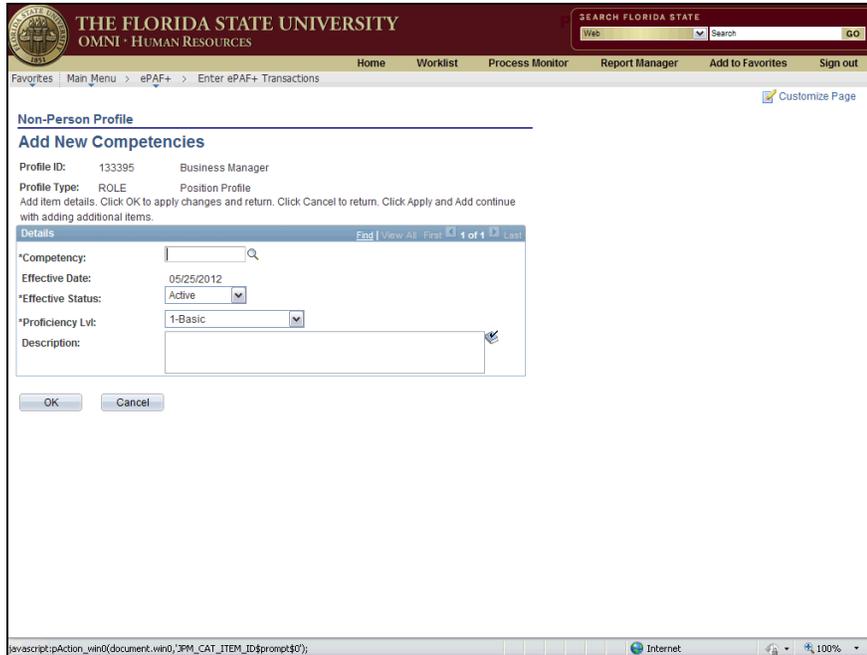
Step	Action
59.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



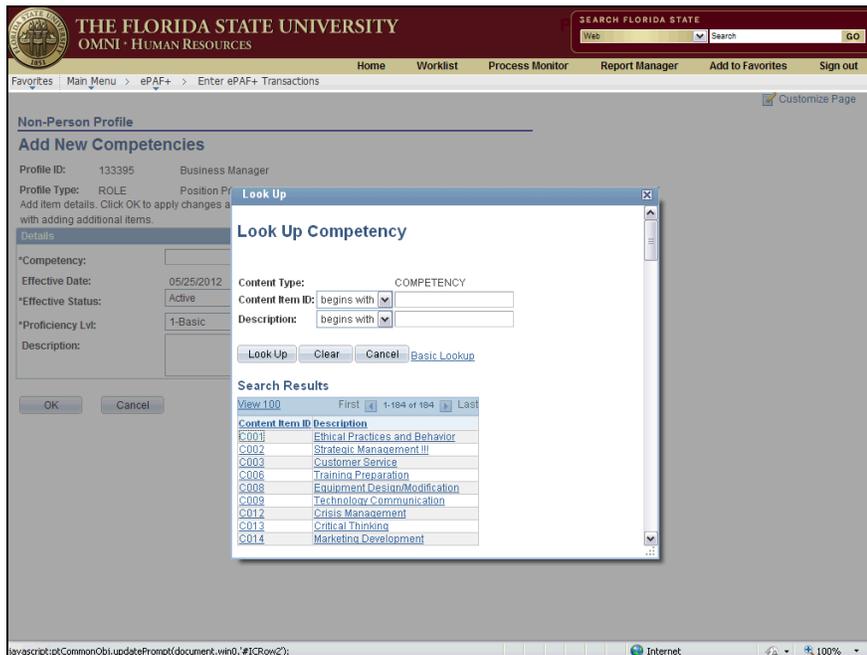
Step	Action
60.	To add a new competency, click the Add New Competencies link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add New Competencies</div>

Training Guide

Reclassifying a Vacant Position



Step	Action
61.	Click the Look Up Competency button to view all available competencies or to search for a specific competency by ID or Description. 



Training Guide

Reclassifying a Vacant Position

Step	Action
62.	Select the desired Competency from the catalog. For the purpose of this example, click the C003, Customer Service link. 

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Customize Page

Non-Person Profile

Add New Competencies

Profile ID: 133395 Business Manager
 Profile Type: ROLE Position Profile
 Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details Find | View All First 1 of 1 Last

*Competency: C003 Customer Service
 Effective Date: 05/25/2012
 *Effective Status: Active
 *Proficiency Lvl: 1-Basic
 Description: Ability to demonstrate effective customer service skills.

OK Cancel

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Step	Action
63.	To change the proficiency level, click the Proficiency Lvl list. 

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Reclassifying a Vacant Position

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Add New Competencies

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details Find | View All First 1 of 1 Last

*Competency: C003 Customer Service
Effective Date: 05/25/2012
*Effective Status: Active
*Proficiency Lvl: 1-Basic
Description: customer service skills.

OK Cancel

Step	Action
64.	Select the desired proficiency level for this competency. For the purpose of this example, select 2-Proficient .
	<input type="text" value="2-Proficient"/>

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Customize Page

Non-Person Profile

Add New Competencies

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

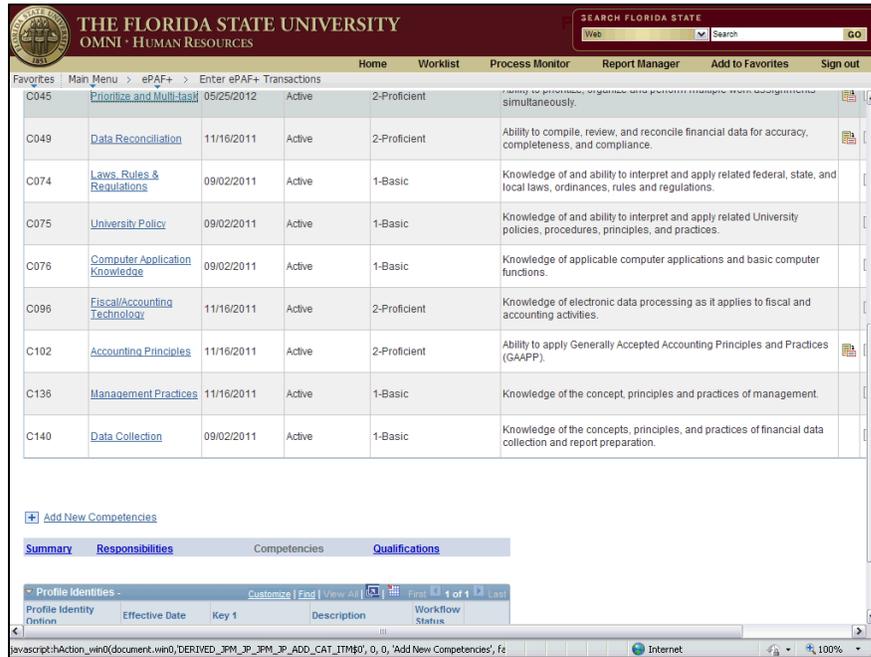
Details Find | View All First 1 of 1 Last

*Competency: C003 Customer Service
Effective Date: 05/25/2012
*Effective Status: Active
*Proficiency Lvl: 2-Proficient
Description: Ability to demonstrate effective customer service skills.

OK Cancel

Training Guide Reclassifying a Vacant Position

Step	Action
65.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



Step	Action
66.	<p>NOTE: Although there are no limitations on the number of competencies a position can have, it is recommended that no more than 25 competencies are assigned.</p> <p>For assistance in assigning appropriate competencies to a position, contact the HR Compensation/Classification department.</p>

Training Guide

Reclassifying a Vacant Position

The screenshot shows the 'Qualifications' tab for profile 133395. The table below lists the qualifications for this profile:

ID	Competency	Effective Date	Effective Status	Proficiency Lvl	Description
C004	Effective Communication	09/02/2011	Active	1-Basic	Ability to communicate effectively verbally and in writing.
C015	Policy Development	11/16/2011	Active	2-Proficient	Ability to develop and implement policies, procedures, goals, and objectives.
C019	Working Relationships	09/02/2011	Active	1-Basic	Ability to establish and maintain effective working relationships.
C021	Process Evaluation	05/25/2012	Inactive	1-Basic	Ability to evaluate process effectiveness and develop change or alternatives.
C038	Attention to Detail	11/16/2011	Active	2-Proficient	Ability to perform accurately in a detail oriented environment.
C045	Prioritize and Multi-task	05/25/2012	Active	2-Proficient	Ability to prioritize, organize and perform multiple work assignments simultaneously.
C049	Data Reconciliation	11/16/2011	Active	2-Proficient	Ability to compile, review, and reconcile financial data for accuracy, completeness, and compliance.
C074	Laws, Rules & Regulations	09/02/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.

Step	Action
67.	Click the Qualifications link to make changes related to education/experience, licenses/certifications, tests/examinations (i.e. background checks), and memberships. Qualifications

The screenshot shows the 'Education/Experience' tab for profile 133395. The table below lists the education/experience for this profile:

Education/Experience	Effective Date	Education Level	Years of Experience	Experience Substitutable	Note
Education/Experience	11/16/2011	E-4 yr Degree/Bachelors	2	<input checked="" type="checkbox"/>	or a combination of post high school education and experience equal to six years

Below the table, there are sections for adding new items:

- Add New Content Item ID Experience**
- Degrees**: There are currently no Degrees for this profile. Please add one if required.
- Add New Degrees**
- Licenses & Certifications**: There are currently no Licenses & Certifications for this profile. Please add one if required.
- Add New Licenses & Certifications**
- Tests/Examinations**: There are currently no Tests/Examinations for this profile. Please add one if required.
- Add New Tests/Examinations**
- Memberships**: There are currently no Memberships for this profile. Please add one if required.

Training Guide

Reclassifying a Vacant Position

Step	Action
68.	<p>Click the Education/Experience link.</p> <p>NOTE: Only click the Add New Education/Experience if the position does not already have education/experience in the profile.</p> <p>Education/Experience</p>

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Non-Person Profile

Update Education/Experience

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile

Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details			Find View All First 4 of 2 Last
Education/Experience:	EDUEXP	Education/Experience	+
Effective Date:	11/16/2011		
Education Level:	E-4 yr Degree/Bachelors		
Years of Experience:	2		
	<input checked="" type="checkbox"/> Experience Substitutable		
	<input type="checkbox"/> Specific Degree Required		
Note:	or a combination of post high school education and experience equal to six years		

OK Cancel

javascript:submitAction_win(document.window,field:1,newrow:0);

Internet 100%

Step	Action
69.	<p>Click the Add a New Row (plus sign) button.</p> <p></p>

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Reclassifying a Vacant Position

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Education/Experience

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 3 Last

Education/Experience: EDUEXP Education/Experience
Effective Date: 05/25/2012
Education Level: E-4 yr Degree/Bachelors
Years of Experience: 4
Note: school education and experience

OK Cancel

Step	Action
70.	Click the Education Level Drop Down , select the appropriate education, and then update the Years of Experience required for the position. For the purpose of this example, click the C-High School Diploma or Equiv list item. C-High School Diploma or Ed

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Customize Page

Non-Person Profile

Update Education/Experience

Profile ID: 133395 Business Manager
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details Find | View All First 2 of 3 Last

Education/Experience: EDUEXP Education/Experience
Effective Date: 05/25/2012
Education Level: C-High School Diploma or Ec
Years of Experience: 4
Experience Substitutable
Specific Degree Required
Note:

OK Cancel

Training Guide

Reclassifying a Vacant Position

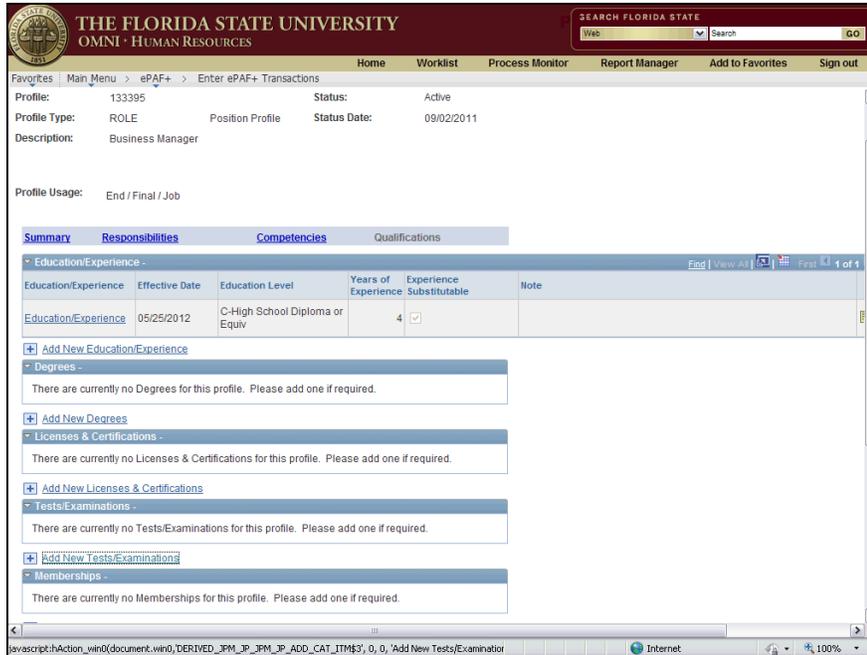
Step	Action
71.	NOTE: Education/experience should match the job code designated minimum education/experience. Please contact your Classification Analyst if you need to require education/experience above the minimum of the job code.

The screenshot shows a web-based form for updating education and experience. The header includes 'THE FLORIDA STATE UNIVERSITY OMNI - HUMAN RESOURCES' and a search bar. The main content area is titled 'Non-Person Profile' and 'Update Education/Experience'. It displays profile information: Profile ID: 133395, Business Manager; Profile Type: ROLE, Position Profile. Below this is a 'Details' section with the following fields: Education/Experience: EDUEXP; Effective Date: 05/25/2012; Education Level: C-High School Diploma or higher (dropdown menu); Years of Experience: 4; Experience Substitutable: ; Specific Degree Required: . There is also a 'Note' field and 'OK' and 'Cancel' buttons at the bottom.

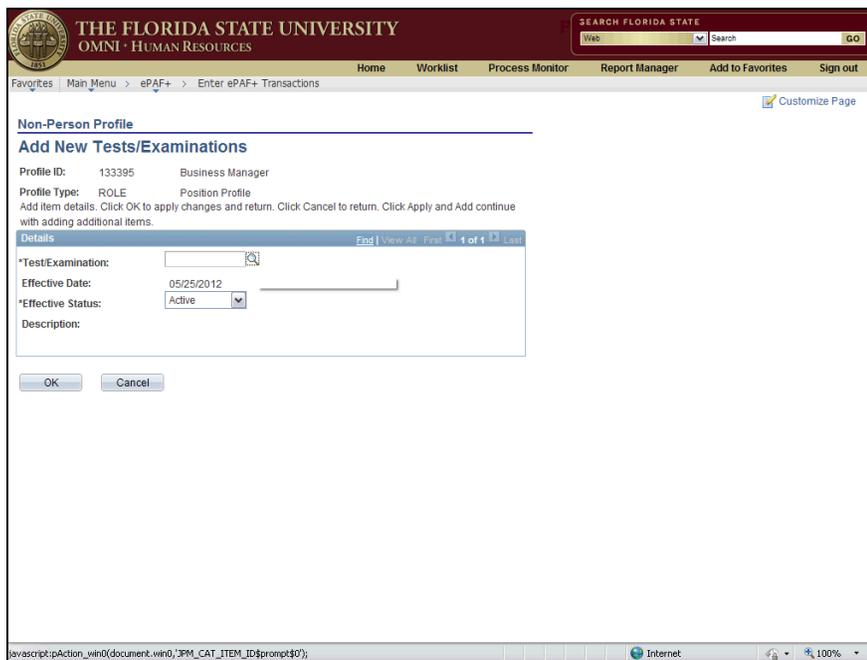
Step	Action
72.	Click the OK button. 

Training Guide

Reclassifying a Vacant Position

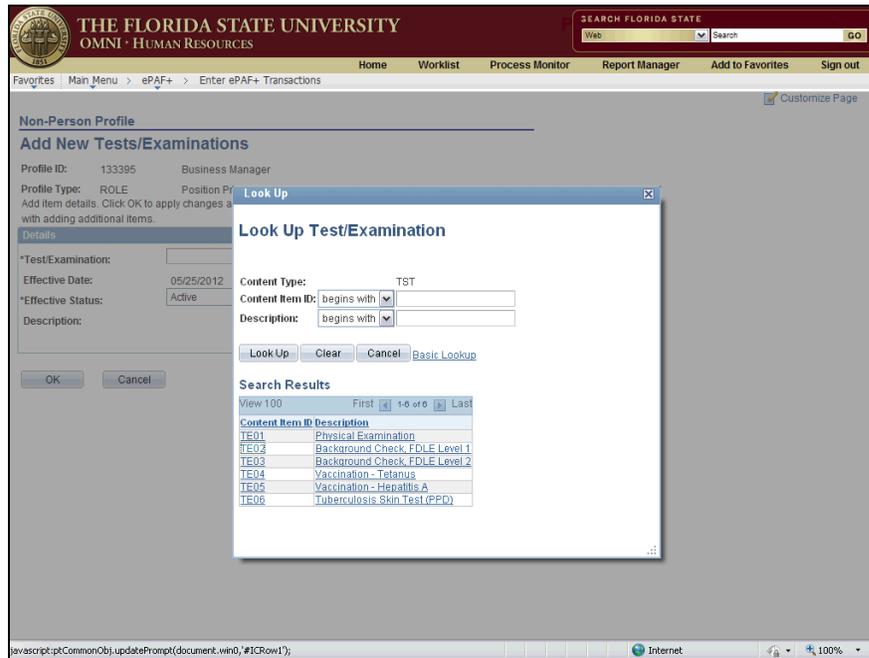


Step	Action
73.	Click the Add New Tests/Examinations link. Add New Tests/Examinations



Training Guide Reclassifying a Vacant Position

Step	Action
74.	Click the Look up Test/Examination button. 



Step	Action
75.	Select the appropriate Background Level required for this position. For the purpose of this example, click the TE02, Background Check, FDLE Level 1 link. Background Level 1 = State background check Background Level 2 = National background check (Fingerprinting required) 

Training Guide

Reclassifying a Vacant Position

Non-Person Profile
Add New Tests/Examinations

Profile ID: 133395 Business Manager
 Profile Type: ROLE Position Profile
 Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details End | View All | First | 1 of 1 | Last

*Test Examination: TE02 Background Check, FDLE Level 1
 Effective Date: 05/25/2012
 *Effective Status: Active
 Description: As defined by Chapter 435.03, Florida Statutes, Level 1 background check shall include, but not be limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement, and may include local criminal records checks through local law enforcement agencies.

OK Cancel

Step	Action
76.	Click the OK button.



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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

There are currently no Degrees for this profile. Please add one if required.

+ Add New Degrees

- Licenses & Certifications -
 There are currently no Licenses & Certifications for this profile. Please add one if required.

+ Add New Licenses & Certifications

- Tests/Examinations - End | View All | First | 1 of 1 | Last

Test/Examination	Effective Date	Effective Status
Background Check, FDLE Level 1	05/25/2012	Active

+ Add New Tests/Examinations

- Memberships -
 There are currently no Memberships for this profile. Please add one if required.

+ Add New Memberships

- Language Skills -
 There are currently no Language Skills for this profile. Please add one if required.

+ Add New Language Skills

Summary Responsibilities Competencies Qualifications

- Profile Identities - Customize | End | View All | First | 1 of 1 | Last

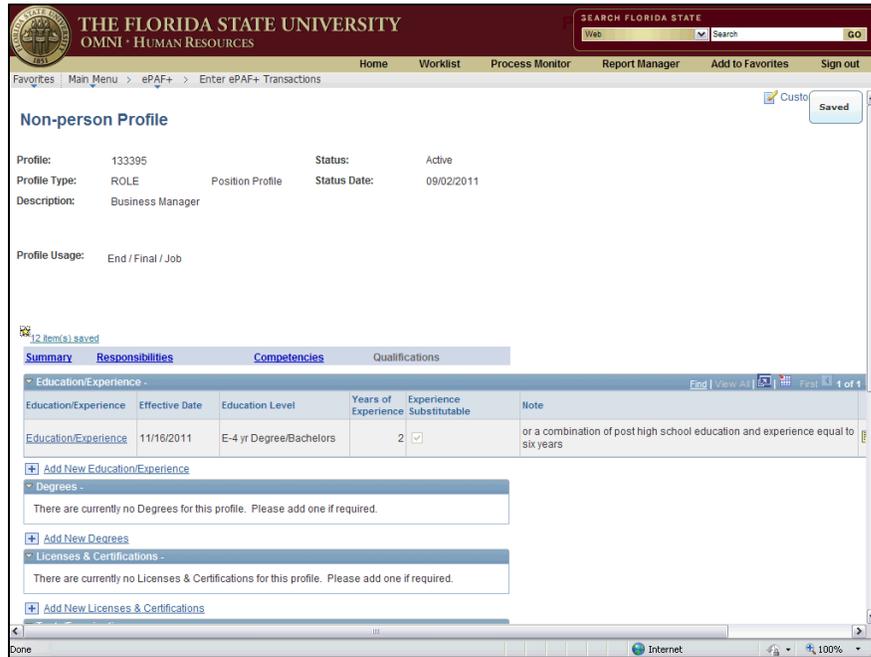
Profile Identity Option	Effective Date	Key 1	Description	Workflow Status
Position Data	09/02/2011	00080802	Business Manager	Approved

Save Return to ePAF+

Training Guide

Reclassifying a Vacant Position

Step	Action
77.	Click the Save button to save position profile changes. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Save</div>



Step	Action
78.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view or make changes to your updates, click the item(s) saved link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">12 item(s) saved</div>

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Disposition ID	Competency	*Effective Date	Effective Status	Proficiency Lvl	Description
Add RE05	Position Responsibility	05/25/2012	Inactive	40	reference to salaries, OPS and Faculty appointments f... E&G rate and support. Develops and gathers data rel...
Add RE06	Position Responsibility	05/25/2012	Inactive	15	This position is responsible for management of fiscal purchasing and financial functions in support of univer business operations for a wide variety of funds, also, to

Changed Competencies -

Disposition ID	Competency	*Effective Date	Effective Status	Proficiency Lvl	Description
Add C003	Customer Service	05/25/2012	Active	2-Proficient	Ability to demonstrate effective customer service skills.
Add C021	Process Evaluation	05/25/2012	Inactive	1-Basic	Ability to evaluate process effectiveness and develop change alternatives.
Add C045	Prioritize and Multi-task	05/25/2012	Active	2-Proficient	Ability to prioritize, organize and perform multiple work assignments simultaneously.

Changed Education/Experience -

Disposition ID	Education/Experience	*Effective Date	Education Level	Years of Experience	Experience Substitutable	Note
Add EDUEXP	Education/Experience	05/25/2012	C-High School Diplom	4	<input checked="" type="checkbox"/>	

Changed Tests/Examinations -

Disposition ID	Test/Examination	*Effective Date	Effective Status
Add TE02	Background Check, FDLE Level 1	05/25/2012	Active

OK Return to Previous Page

Step	Action
79.	For the purpose of this example you have 12 saved items. Click the OK button once you have finished reviewing/revising your saved items.

OK

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

There are currently no Degrees for this profile. Please add one if required.

Add New Degrees

Licenses & Certifications -

There are currently no Licenses & Certifications for this profile. Please add one if required.

Add New Licenses & Certifications

Tests/Examinations -

There are currently no Tests/Examinations for this profile. Please add one if required.

Add New Tests/Examinations

Memberships -

There are currently no Memberships for this profile. Please add one if required.

Add New Memberships

Language Skills -

There are currently no Language Skills for this profile. Please add one if required.

Add New Language Skills

Summary Responsibilities Competencies Qualifications

Profile Identities -

Profile Identity Option	Effective Date	Key 1	Description	Workflow Status
Position Data	09/02/2011	00080802	Business Manager	Approved

Save Return to ePAF+

Training Guide Reclassifying a Vacant Position

Step	Action
80.	If you have made any additional changes, click Save . After you have saved the changes, click the Return to ePAF+ link. Return to ePAF+

Step	Action
81.	Enter the appropriate VP Approver into the VP Approver field. For the purpose of this example, enter " TFULCHER ".

Training Guide

Reclassifying a Vacant Position

The screenshot shows the ePAF+ interface for The Florida State University. The page title is 'THE FLORIDA STATE UNIVERSITY OMNI - HUMAN RESOURCES'. The breadcrumb trail is 'Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions'. The 'Specific Information' section has checkboxes for 'Time Limited Funding', 'Confidential Position' (checked), and 'Financial Disclosure'. The 'Position Description' section shows 'Profile ID 133395' and a link to 'Position Profile Data'. The 'Originator's Information' section includes 'Name Jenna Allen', 'Telephone (850)644-4286', and 'Email ID ps_invalid_email@admin.fsu.edu'. The 'Additional Approver (Required)' section shows '*VP Approver' as 'TFULCHER' with 'Terry Fulcher' listed. The 'Pre-Manager Approver (Optional)' section is empty. The '*Originator Comments' field is currently empty. At the bottom, there are buttons for 'Submit', 'Save as Draft', 'Cancel Draft', and a link to 'Return to Transaction Search / Action Page'. The browser status bar at the bottom shows 'Done' and 'Internet'.

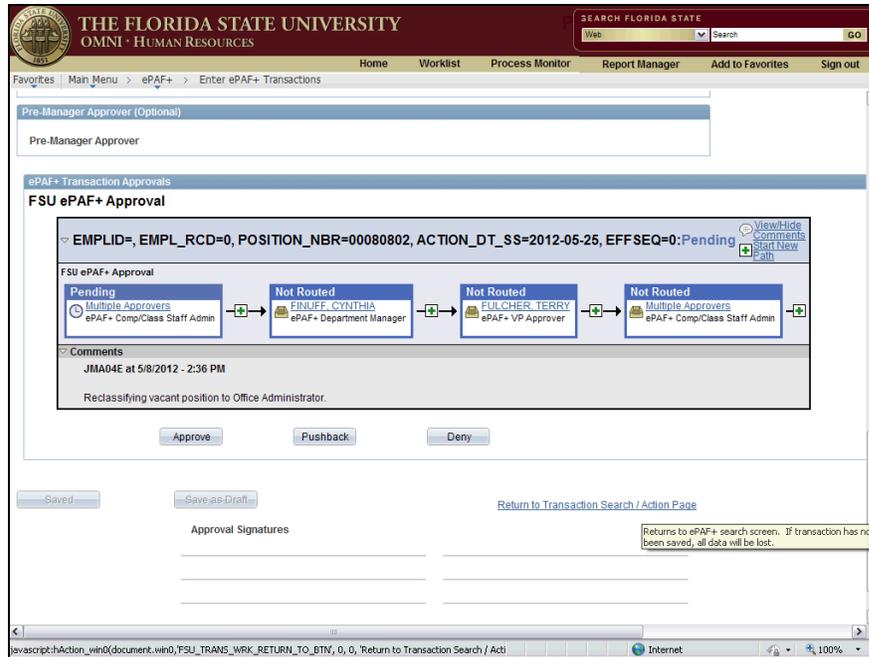
Step	Action
82.	<p>Comments are required by the originator. The reason for the reclassification and any information an approver may need to know prior to approving the ePAF+ should be entered into the Comments field.</p> <p>For the purpose of this example, enter "Reclassifying vacant position to Office Administrator."</p>

This screenshot is identical to the one above, but the '*Originator Comments' field now contains the text: 'Reclassifying vacant position to Office Administrator['. The rest of the form and interface elements remain the same.

Training Guide

Reclassifying a Vacant Position

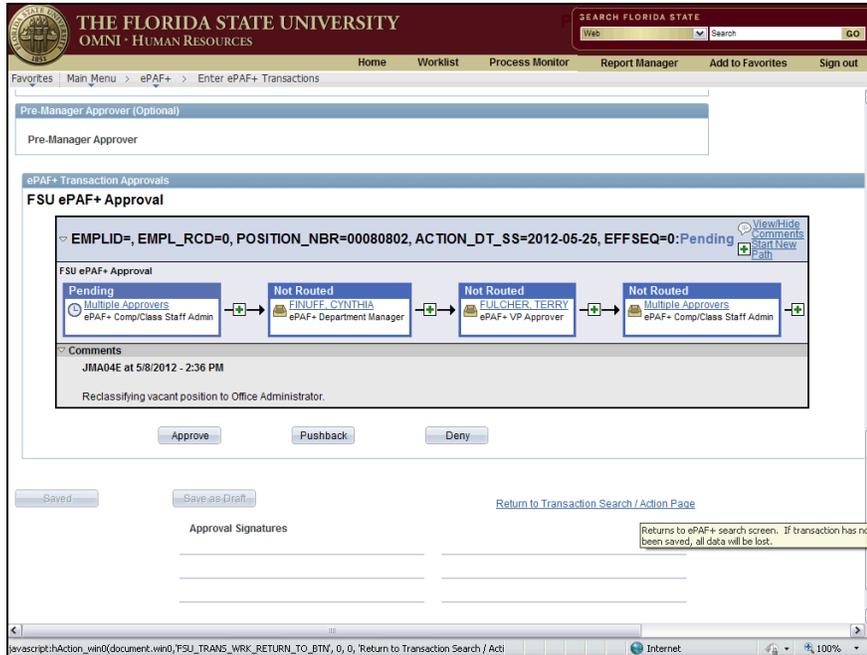
Step	Action
83.	<p>If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the Submit button.</p> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px;">Submit</div>



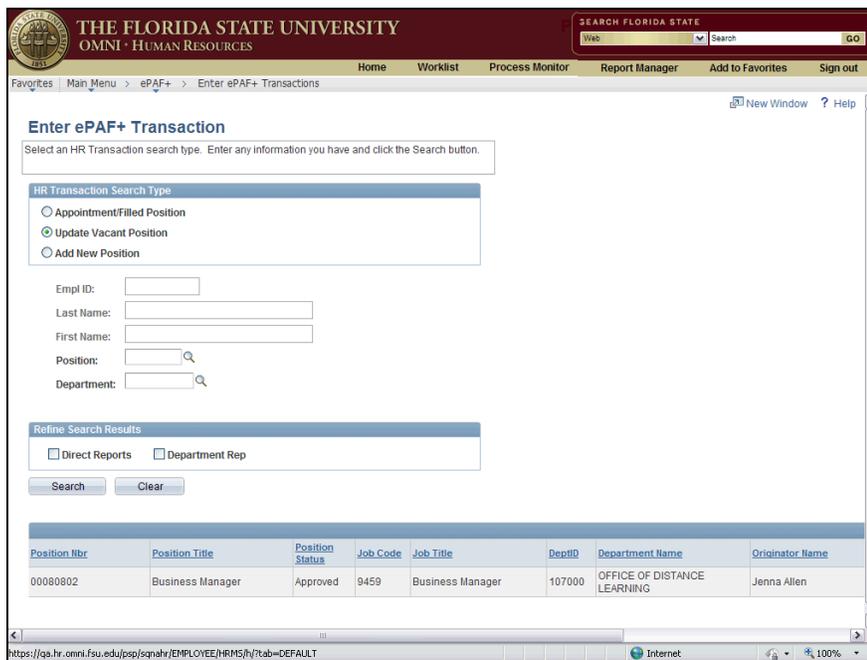
Step	Action
84.	<p>Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.</p>

Training Guide

Reclassifying a Vacant Position



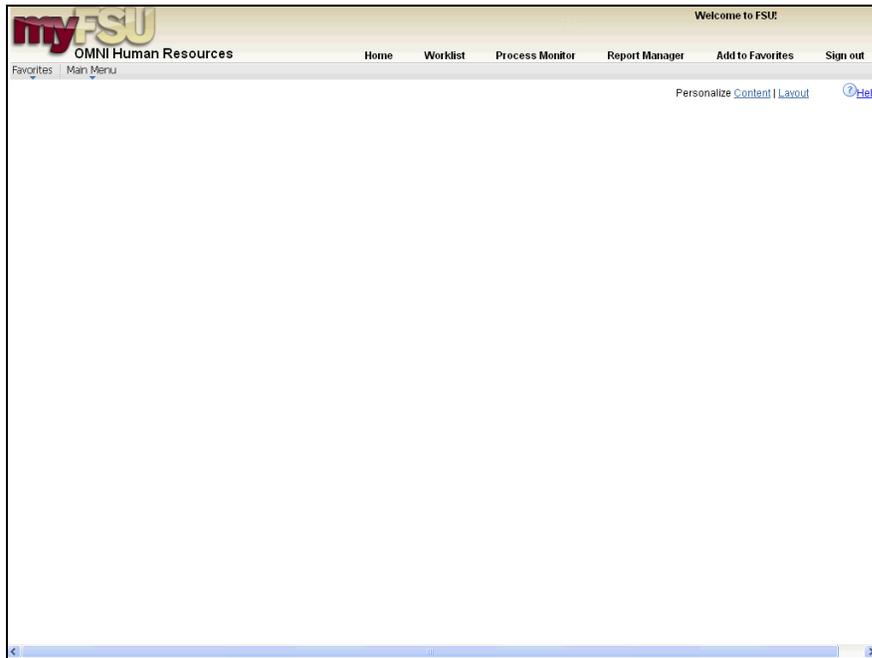
Step	Action
85.	Click the Return to Transaction Search / Action Page link. Return to Transaction Search / Action Page



Training Guide

Reclassifying a Vacant Position

Step	Action
86.	Click the Home link. 



Step	Action
87.	Congratulations! You have completed this topic. End of Procedure.