

Managing Position Data Overview

Positions are required and tracked, whether they are vacant or filled. Agencies will continue to utilize Agency-specific systems or paper forms outside of Cardinal to capture position information and route for approvals (e.g., Agency budget, HR approvals) within the Agency. The Position Number is unique for each Agency and begins with the Cardinal three-digit Company code that represents the Agency. The Position Number is needed before adding or cloning a position.

Positions are created before an employee is hired. Once hired, an employee is associated to the position for which they were hired, and additional job data information is completed. The job data information inherits the position data that is selected at the time of adding a new hire or when moving an employee into a new position. Details or information regarding the position are first changed at the position level and are then conveyed to the associated employee's job data record.

Positions are created for all employees. Cardinal position management supports Human Resources, Benefits, Time and Attendance, and Payroll. COVA uses positions to track the details of a specific job in a department or location that typically has a one-to-one relationship with employees. On occasion, there may be multiple employees using the same Position Number. If the position headcount is less than the number of employees, a warning message will appear on job data. Data is attached to the positions, and employees move in and out of those positions. If a pay reduction is required, make sure it is in accordance with DHRM Policy 1.60 and 3.05 and use Position Action of "POS/DIP".

If a new Job Code is required, work with DHRM to add the required Job Code prior to entering the new position. If a Job Code is changed on a position that affects an incumbent, it may be necessary to then enter the related compensation change on the incumbent's job record.

If position level funding is utilized, review the ChartField distribution when changing position attributes using the Job Aid titled **HR351 Position ChartField Assignment and Update**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. This data is exclusively maintained by employees with security access to the Department Budget Table.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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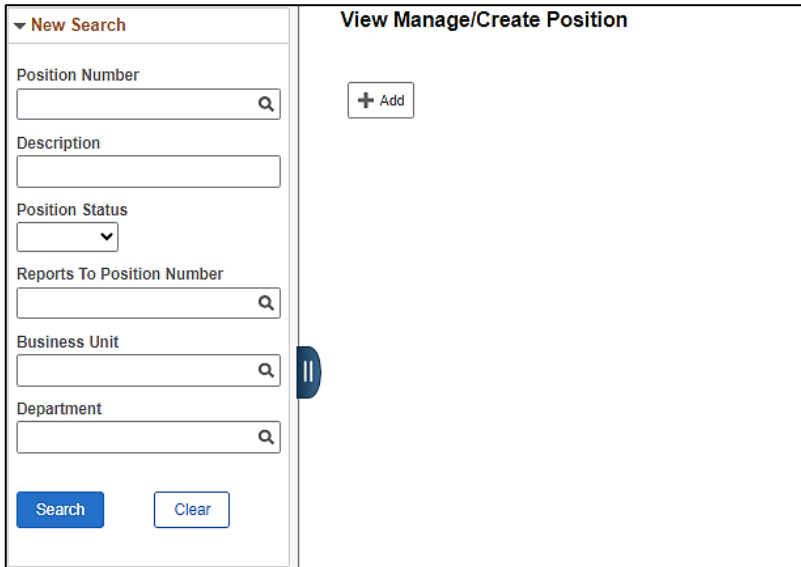
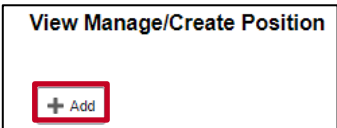
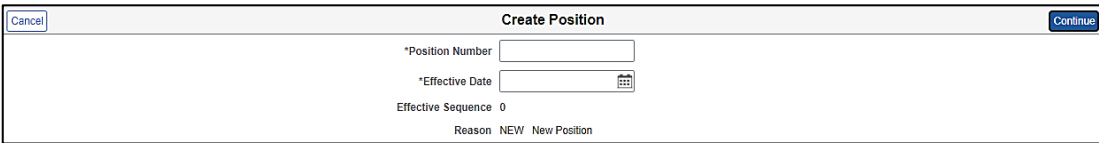
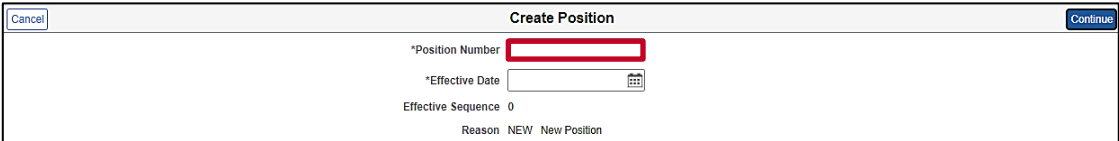
Revision History


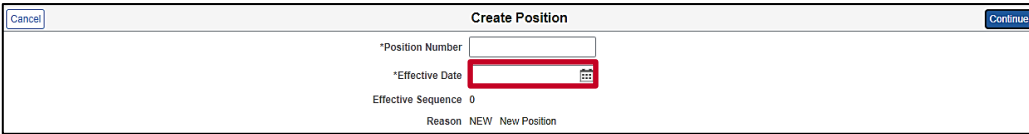

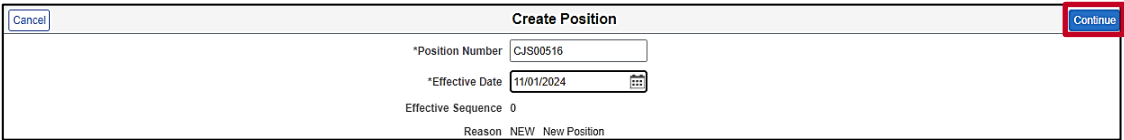
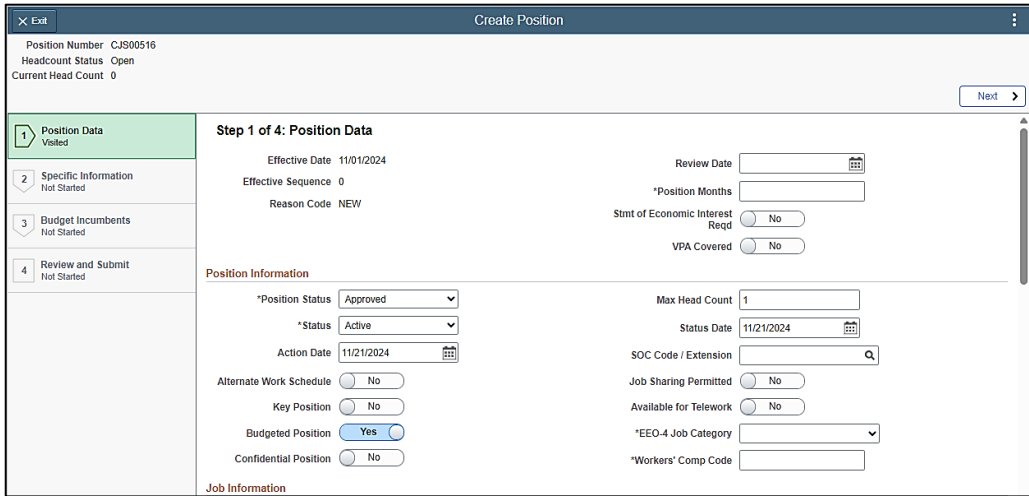

Revision Date	Summary of Changes
1/9/2026	Note added to the USA fields in the Position Data Header Fields section regarding FLSA Status changes.
7/25/2025	Added an explanation note in Section 3 after Step 10 regarding a new Position Effective Date error.
12/3/2024	Baseline.



Creating a Position

Use this process to create a new position in Cardinal.

Step	Action
1.	<p>Navigate to the Manage/Create Position page using the following path: NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position</p> <p>The Manage/Create Position page displays.</p> 
2.	<p>Click the Add button.</p> 
	<p>The Create Position page displays.</p> 
3.	<p>Enter the applicable Position Number in the Position Number field.</p> 

Step	Action
	Do not use the ORP designator in any Position Number for active employment as this is reserved for ORP retirees and will result in data being omitted from queries and extracts.
4.	<p>The Effective Date field must be updated to the applicable effective date for the new position as needed using the Calendar icon and must be:</p> <ul style="list-style-type: none"> a. Greater than or equal to the effective date of the position's Job Code (which is maintained by DHRM) <p>AND</p> <ul style="list-style-type: none"> b. Less than or equal to the effective date of any employee job transaction(s) 
	For further information on effective dating, refer to the Job Aid titled HR351 Overview of Effective Dating . This Job Aid can be found on the Cardinal website in Job Aids under Learning .
5.	<p>Click the Continue button.</p> 
<p>The Create Position page displays with the Position Data Step 1 of 4 displayed by default.</p> 	
	<p>Various fields can be (or must be) entered on the Position Data Step 1 of 4 of the Create Position page. It is important to review all the fields on each step (in order) as some fields are dependent on others. Review the following tables for information related to each field.</p>



Human Resources Job Aid

HR351 Managing Position Data

Position Data Header Fields:

Field	Required	Value	Description	Comments
Effective Date	Y	Date	Effective dates are used to store historical, current, and future information for the position	Read-only. Defaults from previous entry
Effective Sequence	Y	Incremental Number	Effective sequence tracks the sequence of changes in rows with the same effective date for transactional history	Read-only. Systematically assigned as applicable
Reason Code	Y	Code	Action Reason Code used to describe the type of changes being made to the position	Read-only. Defaults from previous selection on the Request Details page. Defaults to NEW when creating or cloning a position
Review Date	N	Date	Next date the position is to be reviewed due to prevailing circumstances at the time of establishment (e.g., funding from sources of an indeterminate duration)	Optionally enter/select a review date for the position
Position Months	Y	Numeric	Number of Months per Year that the position will be filled	Enter the number of Months per Year that the position will be filled
Stmt of Economic Interest (SOEI) Req'd	Y	Yes/No	Y = Yes: Statement of Economic Interest is required N = No: Statement of Economic Interest not required	Defaults to "No". Update as needed



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HR351 Managing Position Data

Field	Required	Value	Description	Comments
VPA Covered	N	Yes/No	<p>This field will indicate if the position is covered by the Virginia Personnel Act (VPA).</p> <p>For all classified positions, this must be Y. For all other positions this must be N. Incorrect data will result in inaccurate report results</p>	Defaults to "No". Update as needed

Position Information section screenshot:

Position Information

*Position Status

Approved

▼

*Status

Active

▼

Action Date

11/21/2024

📅

Alternate Work Schedule

☐ No

Key Position

☐ No

Budgeted Position

☒ Yes

Confidential Position

☐ No

Max Head Count

1

Status Date

11/21/2024

📅

SOC Code / Extension

🔍

Job Sharing Permitted

☐ No

Available for Telework

☐ No

*EEO-4 Job Category

▼

*Workers' Comp Code

Job Information

Position Information fields:

Field	Required	Value	Description	Comments
Position Status	Y	Approved Frozen Proposed	Current status of the position	<p>Defaults to "Approved". Update as needed.</p> <p>Frozen positions continue to populate and count towards strength reports.</p> <p>Proposed is not used in Cardinal</p>



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Field	Required	Value	Description	Comments
Max Head Count	Y	Numeric	The number of employees that can be assigned to the position (positions normally have a one-to-one relationship with employees) unless the position permits job sharing or can be assigned to multiple incumbents	Defaults to "1". Update to the applicable count if the position permits job sharing or will be assigned to multiple incumbents (e.g., dual incumbency or Pooled Positions)
Status	Y	Active/Inactive	Current status of "Active" or "Inactive" for the position	Defaults to "Active". Inactive positions do not populate to strength reports. Positions cannot be abolished in Cardinal, use "Inactive" instead
Status Date	N	Date	Date that the current status was applied to the position	Defaults to the current system date. Update as needed
Action Date	N	Date	Provides the date for the update action	Defaults to the current system date. Do not change
Alternate Work Schedule	N	Yes/No	Designates whether the employee is actively working an Alternate Work Schedule. This field must be set to "Y" before the Employee Alternate Work Schedule field can be set to "Y" on the Job record	Defaults to "No". Update as needed



Human Resources Job Aid

HR351 Managing Position Data

Field	Required	Value	Description	Comments
SOC Code/Extension	Y	Numeric (ignore punctuation) Ex: 11-1021.125 SOC code is 111021125	Used to identify the Federal Standard Occupational Classification (SOC) code For more information, see Job Aid titled, HR351 Overview of SOC and Job Code Combinations	This field is required for Classified and Agency Head Employees. It is Optional for all other employee types
Key Position	N	Yes/No	Indicates whether the position is a key position	COVA is not currently using this field
Budgeted Position	Y	Yes/No	Indicates whether the position is part of the Agency budget	Defaults to "Yes". Update as needed
Job Sharing Permitted	N	Yes/No	Indicates whether job sharing is permitted for the position	Defaults to "No". Update as needed
Confidential Position	N	Yes/No	Indicates whether the position is a confidential position (e. g., Undercover officers)	Defaults to "No". Update as needed. If confidential position is checked, the position nor incumbents will be reported out in the Active directory or employee directory extracts
Available for Telework	Y	Yes/No	Indicates whether the position is available for telework	Defaults to "No". Update as needed



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Field	Required	Value	Description	Comments
EEO-4 Job Category	Y	1 = Officials and Administrators 2 = Professional 3 = Technicians 4 = Protective Service 5 = Paraprofessional 6 = Office/Clerical 7 = Skilled Craft 8 = Service Maintenance N = No EEO-4 Reporting	Equal Employment Opportunity Occupational Code (EEO). Federal code associated with this position. Code identifies the primary occupational activity of the employee	Select the appropriate EEO-4 Job Category The default value for all job codes will be N if Agency does not override the value
Worker's Comp Code	Y	Code	The Workers' Compensation hazard code identifies the type of work being performed for the purpose of determining the Agency's WC premium and claims experience modification factor	The codes are on the DHRM Worker Comp website

Job Information section screenshot:

Job Information				
*Business Unit	15100	Department of Accounts	*Full/Part Time	Full-Time
*Job Code			Union Code	
*Regular/Temporary			Short Title	
*Regular Shift	Not Applicable		Description	
*Title				



Human Resources Job Aid

HR351 Managing Position Data

Job Information fields:

Field	Required	Value	Description	Comments
Business Unit	Y	5-Digit Numeric Code	Indicates the Business Unit associated with the position. The Business Unit drives the first three alpha-characters of the Position Number	Defaults to the user's Business Unit and can only be updated if the user has access to multiple Business Units. Currently the Agency number (3 digits with two 00s added at the end)
Job Code	Y	5-Digit Numeric Code and associated Job Title	Indicates the unique code and title associated with a specific job For more information regarding Agency Heads and Classified job codes, see the Job Aid titled HR351 Overview of SOC and Job Code Combinations	All Wage Job Codes must begin with a W. Only Classified Job Codes are to be used for VPA covered positions. Do not use Classified Job Codes for non-VPA positions. Prior to updating, make a note of the current values in the Regular/Temporary, Full/Part Time, and FLSA Status fields as these values may need to be re-applied after updating the Job Code NOTE: This is the title that appears on most reports
Regular/Temporary	Y	Regular Restricted Temporary	Indicates whether the position is regular, restricted, or temporary	Select the applicable value
Regular Shift	Y	Defaults	This field is not utilized in Cardinal	Defaults to "Not Applicable". Do not change
Title	Y	Defaults	Provides the Title associated with the Job Code	Update as needed to reflect the working title



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Field	Required	Value	Description	Comments
Full/Part Time	Y	Full-Time Part-Time Quasi	Indicates whether the position is a full-time, part-time, or quasi position	If changing the position's Job Code, this field will default to "Full-Time". If the incumbent is a quasi or part-time employee, verify this field is updated. The Full time/Part time field on Position can and should be adjusted accordingly
Union Code	N		This field is not utilized in Cardinal	
Short Title	N	5-Digit Numeric Code	Defaults from the Job Code	Do not update
Description	N	Defaults	Defaults from Job Code	Update as needed to reflect the working title. The KSA can be populated if desired. This field allows for more than 250 characters

Work Location section screenshot:

Work Location	
*Reg Region <input type="text" value="USA"/>	United States
*Company <input type="text"/>	
*Department <input type="text"/>	Dot-Line <input type="text"/>
Location <input type="text"/>	Security Clearance <input type="text"/>
Reports To <input type="text"/>	Supervisor Position <input type="text"/>
Supervisor Level <input type="text"/>	Appointed Category <input type="text" value="N/A"/>



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Work Location fields:

Field	Required	Value	Description	Comments
Reg Region	Y	Defaults	Indicates the work location region	Defaults to "USA". Do not change as this effects Federal Government reporting
Company	Y	3-digit alpha-numeric code	Defaults from the Business Unit	Same 3 characters used to establish the Position Number
Department	Y	Max 10-digit numeric code	Indicates the position's department	Select the appropriate Department Note: When changing the department for an existing position, department/position level funding may need to be established.
Location	Y	3–5-digit alpha-numeric code	Indicates the physical work location for the position (where the incumbent sits or works), which impacts whether the salary plan is SW or NV for classified salary grades. Location code also impacts Healthcare Plan eligibility coverage. If telework, consider and designate region of Commonwealth incumbent teleworks	Select the appropriate Location. Location codes will determine COVA salary plans and benefits eligibility



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Field	Required	Value	Description	Comments
Reports To	Y	Position Number	Used to establish reporting relationships. Integrates with Cardinal Financial system	Enter the position's Reports To Position Number. Note: If the Reports To position is temporarily vacant or on a Leave of Absence, approvals will route to the next higher-level Reports To position. This impacts Time and Attendance Approvals.
Supervisor Level	Y	1 digit alpha-character code	Indicates the supervisory level for the position (Employee, Faculty, Manager, or Supervisor)	Enter the position's supervisor level
Dot-Line	N	Position Number	Used to indicate that this position has a dotted line reporting relationship to another position	Enter the Position Number to which this position has a dotted line relationship as applicable. Does not impact TA Approval
Security Clearance	N	Code	Used to identify the required security clearance for the position holder as applicable	Not utilized in Cardinal
Supervisor Position	N	Position Number	Provides the Position Number of the employee's daily/operational supervisor	Optionally enter the Position Number. This can be different than the Reports To



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Field	Required	Value	Description	Comments
Appointed Category	N	Governor Appointed Board Appointed Elected Official Legislative Not Applicable	For "At Will" positions, select the applicable Appointed Category. Classified, ungraded, and faculty positions should be left as "N/A"	Defaults to "N/A". Update as needed

Salary Plan Information section screenshot:

Salary Plan Information

Salary Admin Plan
Grade

Standard Hours
Step

Work Period Weekly

Mon
Tue
Wed
Thu
Fri
Sat
Sun

Salary Plan Information fields:


Field	Required	Value	Description	Comments
Salary Admin Plan	Y	2-digit alpha-character code	Defaults from Job Code As designated on Salary Plan table, which correlates with respective Job code. SET ID = STATE derives classified salary plan when respective job code is selected. Alternate Salary Plan requires DHRM approval and designation of Agency specific SET ID	Read-only



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Field	Required	Value	Description	Comments
Grade	Y	Numeric code	Defaults from Job Code As designated on Salary grade table and correlates with Salary Plan/Job Code. For alternate salary plans with DHRM approved Alternate Grades, only DHRM has access to designate a position with an Alternate Grade	Read-only
Standard Hours	Y	Number (in Hours)	Defaults from Job Code	Defaults to 40 hours and should not be changed on the position. This must only be changed on the incumbent's job record for Quasi or PT status
Step	Y	Numeric code	Defaults from Job Code Alternate salary plan and use of steps require Agency specific SET ID. Once alternate set ID is established, (PPS request) Agency will have ability to create steps within the min and max thresholds of the STATE Grade	Update as needed
Work Period	Y	Defaults	Defaults from Job Code	Do not change. Daily hours fields can be viewed if the work period is "Weekly". This does not impact the schedule the employee will work in TA

Step	Action
	The Specific Information section is not completed on this page but is utilized in the next section.

USA section screenshot:

USA

FLSA Status
Nonexempt

Bargaining Unit
8888

USA fields:

Field	Required	Value	Description	Comments
FLSA Status	Y	Defaults	Fair Standards Labor Act (FLSA) Values are "Nonexempt" or "Professional"	<p>This will need to be correct because it will impact PY and TA if using the functionality. It will impact reporting for all Agencies</p> <p>Professional = Exempt</p> <p>NOTE: If an update is made to the Job Code field, this field will default to "Nonexempt".</p> <p>NOTE: If the FLSA Status field is being updated intentionally, Payroll Agencies must ensure that the effective date of the change is equal to the first day of the Agency's FLSA work week.</p>
Bargaining Unit	Y	Defaults to "8888"	This field is not utilized in Cardinal	Do not change



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HR351 Managing Position Data

Step	Action
6.	<p>Click the Next button in the top right-hand corner of the Position Data page.</p> <div><p>Position Number CJS00516 Headcount Status Open Current Head Count 0</p><div><div><div>1 Position Data Visited</div><div>2 Specific Information Not Started</div><div>3 Budget Incumbents Not Started</div><div>4 Review and Submit Not Started</div></div><div><div>Step 1 of 4: Position Data</div><div>Effective Date 11/01/2024 Effective Sequence 0 Reason Code NEW</div><div>Review Date <input type="text"/> *Position Months 12.00 Stmnt of Economic Interest Reqrd <input type="radio"/> No VPA Covered <input checked="" type="radio"/> Yes</div></div><div>Next ></div></div></div>

The **Create Position** page refreshes with the **Specific Information** Step 2 of 4 displayed.

Position Number CJS00516
Headcount Status Open
Current Head Count 0

Previous Next >

1 Position Data Visited

2 Specific Information Visited

3 Budget Incumbents Not Started

4 Review and Submit Not Started

Step 2 of 4: Specific Information

Effective Date 11/01/2024
Effective Sequence 0
Reason Code NEW New Position
Approval Status Not Available

Specific Information

Mail Drop ID
Drug Program No
Privatization ☐ No
Agency Use 1
Agency Use 2
Agency Use 3
Physical Requirements ☐ No
Certifications ☐ No
Language ☐ No
Comments

Telephone
Signature Authority
License 1
License 2
License 3
Fingerprinting Required ☐ No
Safety Sensitive Position ☐ No
Critical/Hard to Hire ☐ No

Education and Government

Position Pool ID
*Pre-Encumbrance Indicator Encumber Immediately
*Encumber Salary Option Salary Step
*Classified Indicator Classified

Calc Group (Flex Service)
Academic Rank
FTE 0.000000
Adds to FTE Actual Count ☐ No



See the table below for additional information on Specific Information.

Specific Information fields:

Field	Required	Value	Description	Comments
Mail Drop ID	N	Mail Drop ID	Used to enter the mail drop ID assigned to this position if applicable	Optionally enter as applicable. Not utilized in Cardinal



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HR351 Managing Position Data

Field	Required	Value	Description	Comments
Telephone	N	Telephone Number	Used to enter the work phone number assigned to this position if applicable	Optionally enter as applicable. Not utilized in Cardinal
Drug Program	Y	Yes/No	Indicates if the position requires drug testing. (e.g., CDL driver)	Defaults to "No". Update as needed
Signature Authority	N		Indicates the signature authority assigned to the position if applicable	This field is not utilized in Cardinal
Privatization	Y	Yes/No	Indicates if the position was abolished (inactive) because the position/job has been privatized	Defaults to "No". Do not update when creating a new position
Agency Use 1-3	N		Optional free form entry fields that can be used as desired by the Agency to capture unique Agency needs	Enter the applicable information in these fields as needed. Custom fields that have been built for the Commonwealth
License 1-3	N		Optional fields that can be used by the Agency to designate up to three licenses associated with the position	Enter the applicable license information in these fields as needed. Custom fields that have been built for the Commonwealth
Physical Requirements	Y	Yes/No	Used to indicate if there are any physical requirements (such as a requirement to lift heavy objects) for the position. It will default to N	Defaults to "No". If updated to "Yes", enter the applicable information into the Comments field. Custom fields that have been built for the Commonwealth
Fingerprinting Required	Y	Yes/No	Used to indicate if fingerprinting/background is required for the position	Defaults to "No". Update as needed. Custom fields that have been built for the Commonwealth



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Field	Required	Value	Description	Comments
Certifications	Y	Yes/No	Used to indicate if there are any certifications required for the position	Defaults to "No". If updated to "Yes", enter the applicable information into the Comments field. Custom fields that have been built for the Commonwealth
Safety Sensitive Position	Y	Yes/No	Used to indicate whether the position is considered by the Agency to be Safety Sensitive (refer to DHRM policy 2.10 – What is a Sensitive Position)	Defaults to "No". Update as needed. Custom fields that have been built for the Commonwealth
Language	Y	Yes/No	Used to indicate if the position has a specific language requirement (other than English)	Defaults to "No". If updated to "Yes", enter the applicable information into the Comments field
Critical/Hard to Hire	Y	Yes/No	Used to indicate that the position is critical/hard to fill due to market availability	Defaults to "No". Update as needed To be used for exceptional recruitment/retention pay action verifications
Comments	N		Free form field used to capture additional information regarding the position	Not to be used for confidential information

Education and Government section screenshot:

Education and Government

Position Pool ID

*Pre-Encumbrance Indicator

*Encumber Salary Option

*Classified Indicator


Calc Group (Flex Service)

Academic Rank

FTE

Adds to FTE Actual Count ☐ No




Step	Action
	<p>Only the FTE field in the Education and Government section is used, and it defaults to “1.000000”. See table below for additional information for the FTE field. Do not update any fields in this section.</p>
	<div><div>Education and Government</div><div><div><div>Position Pool ID</div><div><input type="text"/></div><div>Q</div></div><div><div>*Pre-Encumbrance Indicator</div><div>Encumber Immediately</div><div>▼</div></div><div><div>*Encumber Salary Option</div><div>Salary Step</div><div>▼</div></div><div><div>*Classified Indicator</div><div>Classified</div><div>▼</div></div></div><div><div>Calc Group (Flex Service)</div><div><input type="text"/></div><div>Q</div></div><div><div>Academic Rank</div><div><input type="text"/></div><div>Q</div></div><div><div>FTE</div><div>1.000000</div></div><div><div>Adds to FTE Actual Count</div><div><input type="radio"/> No</div></div></div>

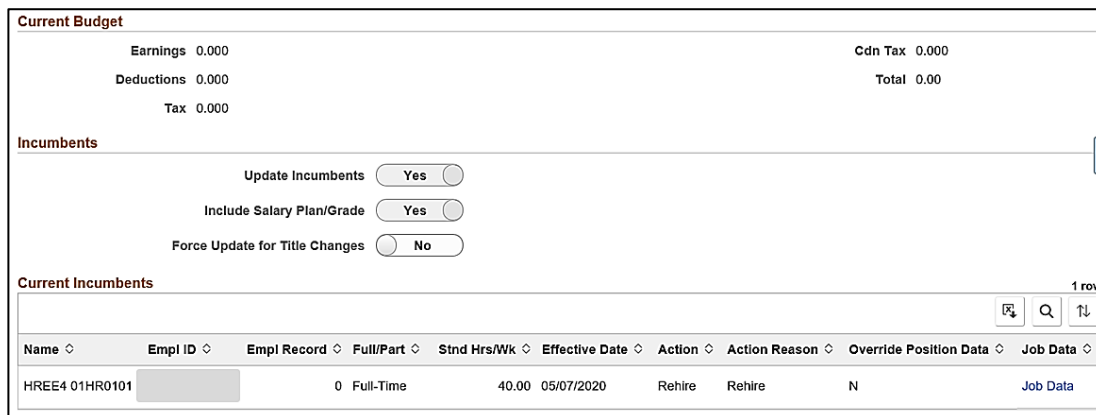
Education and Government fields:

Field	Required	Value	Description	Comments
FTE	Y	1.000000 for salaried. Agency discretion for wage/hourly positions	In sync with Standard Hours field above, defaults to 1.000000 FTE	Standard Hours and FTE should only be adjusted on job data for quasi and part-time. FTE for wage/hourly positions is Agency discretion

Step	Action
7.	<p>Click the Next button in the top right-hand corner of the page after all required reviews and updates are completed for the Specific Information page.</p> <div><div><div>Position Number CJS00516 Headcount Status Open Current Head Count 0</div><div><div>< Previous</div><div>Next ></div></div></div><div><div><div><div>1</div><div>Position Data Visited</div></div><div><div>2</div><div>Specific Information Visited</div></div><div><div>3</div><div>Budget Incumbents Visited</div></div><div><div>4</div><div>Review and Submit Not Started</div></div></div><div><div><div>Step 2 of 4: Specific Information</div><div><div>Effective Date 11/01/2024</div><div>Reason Code NEW New Position</div><div>Effective Sequence 0</div><div>Approval Status Not Available</div></div><div><div>Specific Information</div><div><div><div>Mail Drop ID</div><div>Telephone</div></div><div><div>Drug Program No</div><div>Signature Authority</div></div><div><div>Privatization No</div></div></div></div></div></div></div></div>

Step	Action
<p>The Create Position page displays with the Budget Incumbents Step 3 of 4 displayed.</p>	
	<p>Although most fields and data on the Budget Incumbents step of the Create Position page are read-only, it is still important to review every field. The following screenshot and table provide a brief description of each field along with other important information regarding whether updates can be made.</p>

Budget Incumbents sections screenshot:



Name	Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Effective Date	Action	Action Reason	Override Position Data	Job Data
HREE4 01HR0101		0	Full-Time	40.00	05/07/2020	Rehire	Rehire	N	Job Data

Budget Incumbents fields:

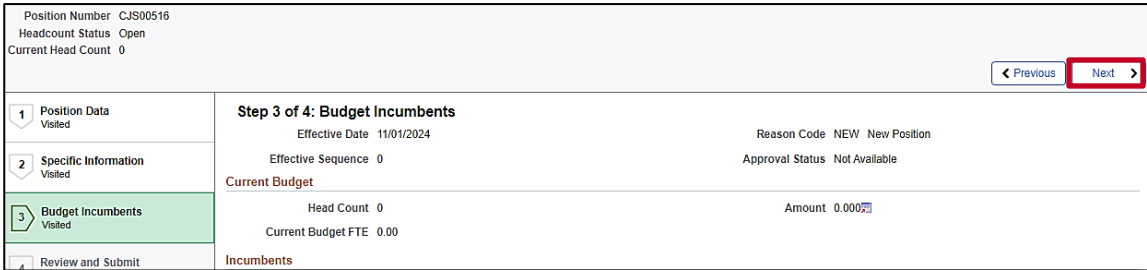
Field	Required	Value	Description	Comments
Current Budget fields			Displays the current budget information for the position	Read-only
Update Incumbents	Y	Yes/No	Indicates whether the incumbents can be updated for the position	Read-only. Defaults to "Yes"



Human Resources Job Aid


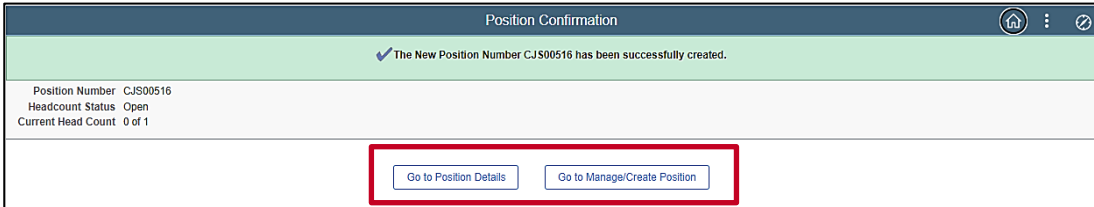


HR351 Managing Position Data

Field	Required	Value	Description	Comments
Include Salary Plan/Grade	Y	Yes/No	Indicates whether to include a Salary Plan/Grade for the position	Read-only. Defaults to "Yes"
Force Update for Title Changes	Y	Yes/No		Not utilized in Cardinal
Current Incumbents			List the current incumbent (employee) linked to the position	Click the Job Data link on the right side of the incumbent data line to go to the current incumbent job data

Step	Action
8.	<p>Click the Next button in the top right-hand corner of the page after all required reviews and updates are completed for the Budget Incumbents page.</p>  <p>The screenshot shows the 'Step 3 of 4: Budget Incumbents' page. At the top, there are fields for Position Number (CJS00516), Headcount Status (Open), and Current Head Count (0). Below this is a navigation bar with 'Previous' and 'Next' buttons, with 'Next' highlighted in red. The main content area is divided into two columns. The left column has a sidebar with four steps: 1. Position Data (Visited), 2. Specific Information (Visited), 3. Budget Incumbents (Visited, highlighted in green), and 4. Review and Submit. The right column displays the 'Current Budget' section with fields for Effective Date (11/01/2024), Effective Sequence (0), Head Count (0), Current Budget FTE (0.00), Reason Code (NEW New Position), and Approval Status (Not Available). The 'Amount' field is set to 0.0005.</p>

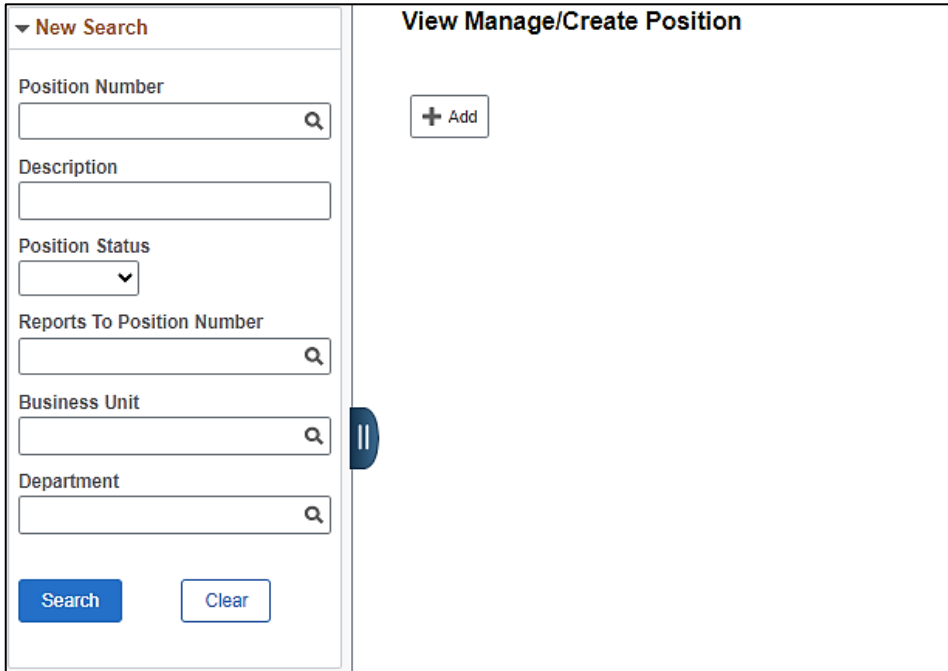
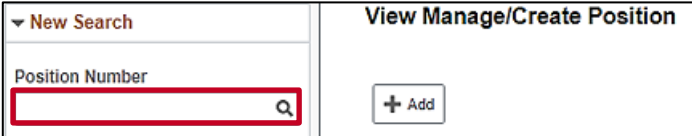



Step	Action																												
<p>The Create Position page displays with the Review and Submit Step 4 of 4 displayed.</p> <div><div><div>Position Number CJS00516 Headcount Status Open Current Head Count 0</div><div><div>1 Position Data Visited</div><div>2 Specific Information Visited</div><div>3 Budget Incumbents Visited</div><div>4 Review and Submit Visited</div></div><div><div>Step 4 of 4: Review and Submit</div><div>Effective Date 11/01/2024 Effective Sequence 0</div><div>Reason Code NEW New Position Approval Status Not Available</div><div><div>Key Information</div><table><thead><tr><th>Description</th><th>Proposed Value</th></tr></thead><tbody><tr><td>Business Unit</td><td>14000</td></tr><tr><td>Department</td><td>10300</td></tr><tr><td>Job Code</td><td>19212</td></tr><tr><td>Max Head Count</td><td>1</td></tr><tr><td>Reports To Position Number</td><td>CJS00027</td></tr><tr><td>Location Code</td><td>CENTR</td></tr><tr><td>Company</td><td>CJS</td></tr><tr><td>Position Number</td><td>CJS00516</td></tr><tr><td>Effective Date</td><td>2024-11-01</td></tr><tr><td>Effective Sequence</td><td>0</td></tr><tr><td>Position Months</td><td>12</td></tr><tr><td>Stmnt of Economic Interest Req'd</td><td>N</td></tr><tr><td>EEO-4 Job Category</td><td>2</td></tr></tbody></table></div></div></div></div>		Description	Proposed Value	Business Unit	14000	Department	10300	Job Code	19212	Max Head Count	1	Reports To Position Number	CJS00027	Location Code	CENTR	Company	CJS	Position Number	CJS00516	Effective Date	2024-11-01	Effective Sequence	0	Position Months	12	Stmnt of Economic Interest Req'd	N	EEO-4 Job Category	2
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9.	<p>Review the Summary of Changes section (New Value and Old Value column entries for field(s) updated).</p> <p>This step provides an opportunity to closely review position data and proper entry. Validate against position classification/audit paperwork prior to clicking the Submit button.</p>																												
10.	<p>If additional information is required, click the Previous button to navigate back to the applicable step(s).</p> <div><div><div>Position Number CJS00516 Headcount Status Open Current Head Count 0</div><div><div>1 Position Data Visited</div><div>2 Specific Information Visited</div><div>3 Budget Incumbents Visited</div><div>4 Review and Submit Visited</div></div><div><div>Step 4 of 4: Review and Submit</div><div>Effective Date 11/01/2024 Effective Sequence 0</div><div>Reason Code NEW New Position Approval Status Not Available</div><div><div>Key Information</div><table><thead><tr><th>Description</th><th>Proposed Value</th></tr></thead><tbody><tr><td>Business Unit</td><td>14000</td></tr></tbody></table></div></div></div></div>	Description	Proposed Value	Business Unit	14000																								
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11.	<p>Click the Submit button if all updates are accurate.</p> <div><div><div>Position Number CJS00516 Headcount Status Open Current Head Count 0</div><div><div>1 Position Data Visited</div><div>2 Specific Information Visited</div><div>3 Budget Incumbents Visited</div><div>4 Review and Submit Visited</div></div><div><div>Step 4 of 4: Review and Submit</div><div>Effective Date 11/01/2024 Effective Sequence 0</div><div>Reason Code NEW New Position Approval Status Not Available</div><div><div>Key Information</div><table><thead><tr><th>Description</th><th>Proposed Value</th></tr></thead><tbody><tr><td>Business Unit</td><td>14000</td></tr></tbody></table></div></div></div></div>	Description	Proposed Value	Business Unit	14000																								
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Step	Action
	<p>The Position Confirmation page displays.</p> 
12.	<p>Click the Go to Position Details button to return and view the updated information for the position or click the Go to Manage/Create Position button to create another position or search for another position and make changes.</p> 
	<p>When creating a new position, or updating the department on an existing position, the Position/Department funding may need to be assigned. For more information on assigning or updating position or department funding, see the Job Aid titled HR351 Position Chartfield Assignment/Update. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
	<p>New departments must be configured by Cardinal PPS prior to being used on a position. When updating a position to a new department, a VCCC ticket (vccc@vita.virginia.gov) will need to be opened. Please be sure to include “Cardinal” in the subject line.</p>

Cloning a Position

When creating positions that are identical or similar to existing positions, the clone functionality can be used.

Step	Action
1.	<p>Navigate to the Manage Position page using the following path:</p> <p>NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position</p> <p>The Manage/Create Position search page displays.</p> 
2.	<p>Enter the Position Number for the position to be cloned in the Position Number field.</p> 
3.	<p>Click the Search button.</p> 



Human Resources Job Aid

HR351 Managing Position Data

Step

Action

The **Manage/Create Position** page refreshes and the search results display.

New Search

Position Number

Description

Position Status

Reports To Position Number

Business Unit

18100

Department

Search

Clear

View Manage/Create Position

100 results found.

Chart

No

+ Add

100 rows

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
DLI00001	Commissioner Labor & Industry		18100	DLI	18100	Active	00181	1/1
DLI00005	Safety Consultant	DLI00545	18100	DLI	18100	Active	69033	0/1
DLI00006	Safety Compliance Officer	DLI00100	18100	DLI	18100	Active	69033	1/1
DLI00007	Health Compliance Off Senior	DLI00086	18100	DLI	18100	Active	69034	1/1
DLI00008	Reg Apprentice Consultant	DLI00114	18100	DLI	18100	Active	19211	0/1
DLI00009	RA Consultant	DLI00114	18100	DLI	18100	Active	19211	0/1

4.

Select the applicable position by clicking anywhere in the corresponding row.

100 rows

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
DLI00001	Commissioner Labor & Industry		18100	DLI	18100	Active	00181	1/1
DLI00005	Safety Consultant	DLI00545	18100	DLI	18100	Active	69033	0/1
DLI00006	Safety Compliance Officer	DLI00100	18100	DLI	18100	Active	69033	1/1

The **Position Details** page displays.

Position Number DLI00005

Headcount Status Open

Current Head Count 0 of 1

Clone

+ 4 rows

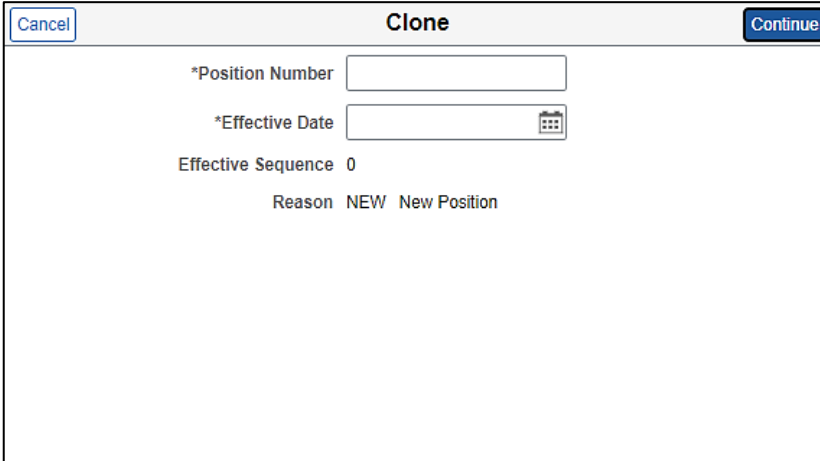
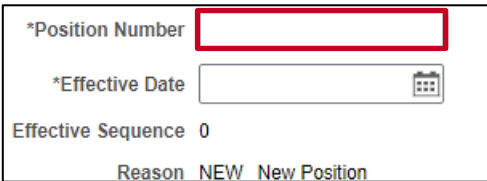
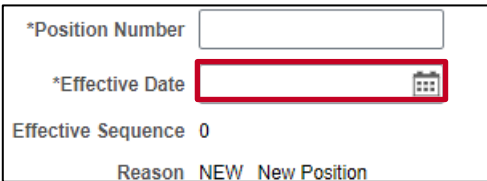

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
01/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >
08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >
04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >
01/01/1901	0	New Position	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain >

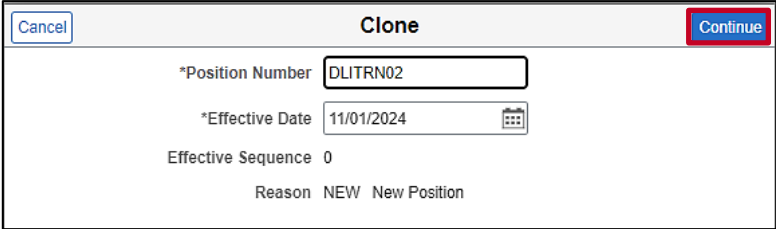


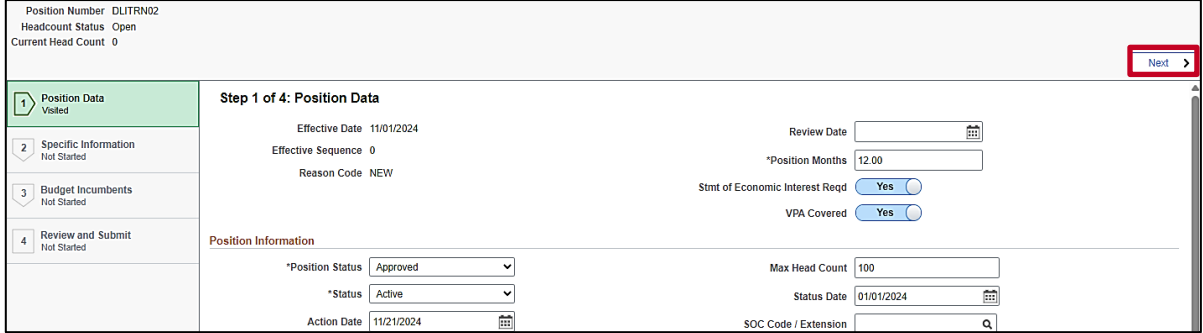
5.

Click the **Clone** button.

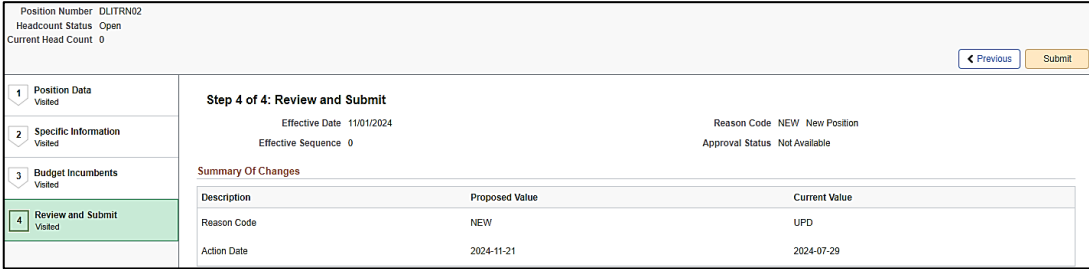
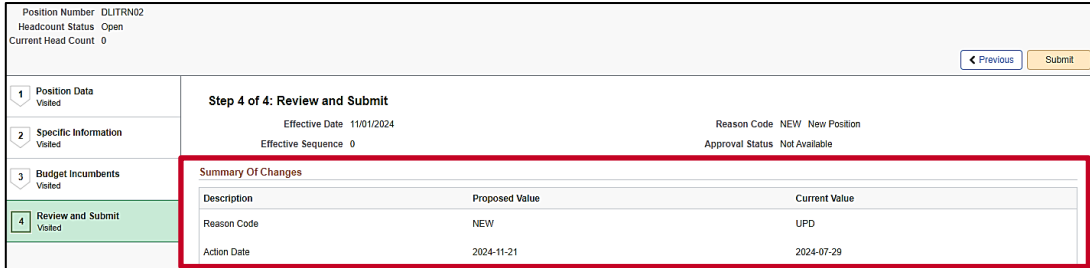
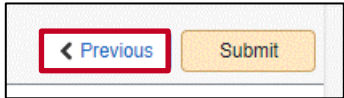
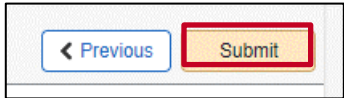
Clone

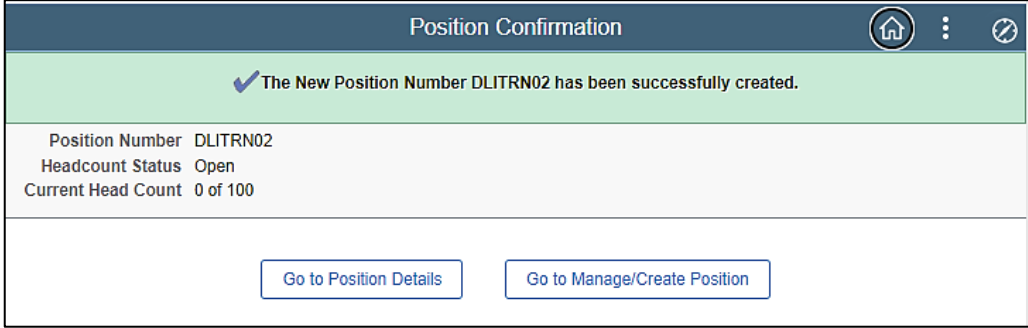

3 rows

Step	Action
	<p>The Clone page displays in a pop-up window.</p> 
6.	<p>Enter the new Position Number in the Position Number field.</p> 
7.	<p>Enter the effective date for the new position in the Effective Date field.</p> 
	<p>The Effective Date field must be updated to the applicable effective date for the new position as needed using the Calendar icon and must be:</p> <ul style="list-style-type: none"> c. Greater than or equal to the effective date of the position's Job Code (which is maintained by DHRM) <p>AND</p> <ul style="list-style-type: none"> d. Less than or equal to the effective date of any employee job transaction(s) <p>For further information on effective dating, refer to the Job Aid titled HR351 Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>

Step	Action
8.	<p>Click the Continue button.</p> 
<p>The Clone Position page displays with the Position Data Step 1 of 4 displayed by default.</p> 	
	<p>The information for the position defaults based on the position from which it was cloned.</p> <p>The following link can be used to navigate to the screenshots and tables found in the Creating a Position section of this Job Aid. This section of the Job Aid provides a brief description, important information, and dependencies (as applicable) for each field: Position Data Header Fields.</p>
9.	<p>Click the Next button to navigate through Steps 1 to 4, reviewing all information and completing all necessary updates on the various position pages.</p> 

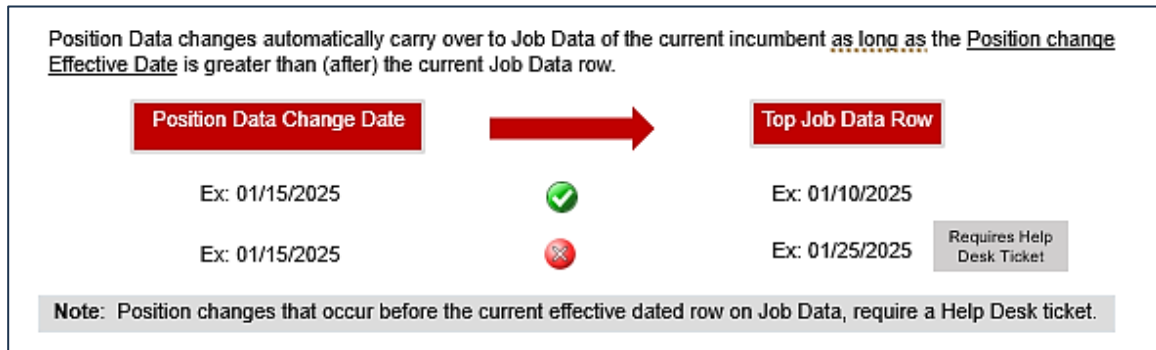


Step	Action
	<p>The Create Position page displays with the Review and Submit Step 4 of 4 displayed.</p> 
10.	<p>Review Summary of Changes section (Proposed Value and Current Value column entries for field(s) updated).</p>  <p>This step provides an opportunity to closely review position data and proper entry. Validate against position classification/audit paperwork prior to clicking the Submit button.</p>
11.	<p>If additional information is required, click the Previous button, and navigate back to the applicable step(s).</p> 
12.	<p>Click the Submit button after verifying all information.</p> 

Step	Action
	<p>The Position Confirmation page displays.</p> 
	<p>Note: Users can click the Go to Position Details button to return and view the updated information for the position or click the Go to Manage/Create Position button to create another position or search for another position and make changes.</p> <p>Note: When cloning a new position, Position/Department funding may need to be assigned. For more information on assigning or updating position or department funding, see the Job Aid titled HR351 Position Chartfield Assignment/Update. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p> <p>Note: New departments must be configured by Cardinal PPS prior to being used for a position. When updating a position to a new department, a VCCC ticket (vccc@vita.virginia.gov) will need to be opened. Please be sure to include “Cardinal” in the subject line.</p>

Updating Position Data When an Incumbent Exists

Before making position changes, check the employee's job data to determine the date of the top row. The effective date of the position change must be after the highest dated job data row for the change to properly flow over to the employee's job data. In the image below, the top row will flow to the employee's job without requiring a help desk ticket. The second row requires a help desk ticket to be submitted to make the change. It is important to review the effective date of an employee's highest job data row.



Step	Action
1.	Navigate to the Manage Position page using the following path: NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position

The **Manage/Create Position** search page displays.

New Search

Position Number

Q

Description

Position Status

▼

Reports To Position Number

Q

Business Unit

Q

Department


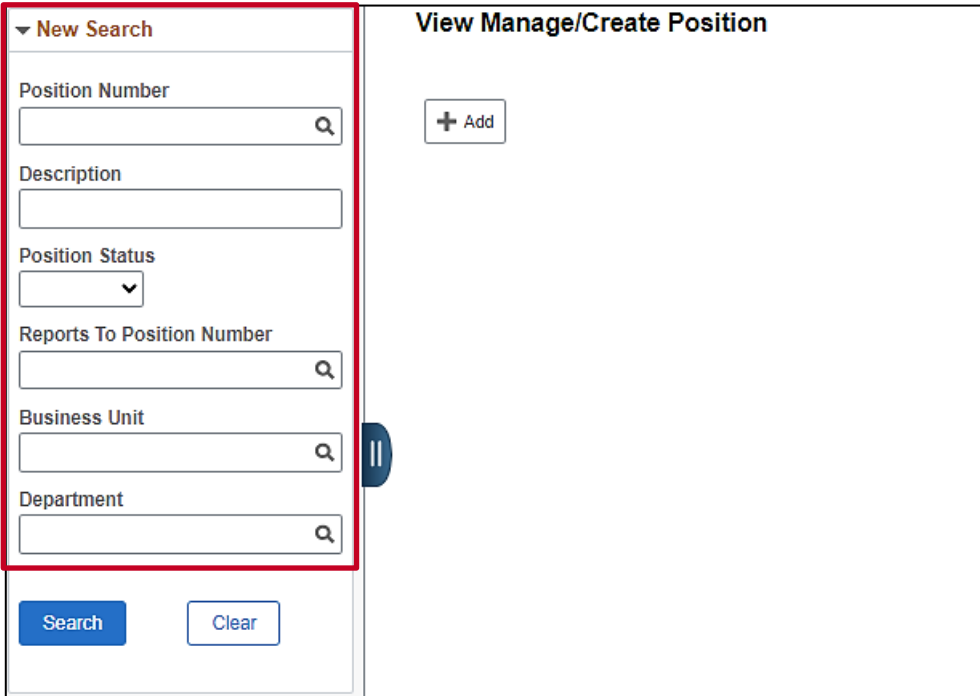


Q

Search

Clear

View Manage/Create Position

+ Add

Step	Action
	Users will only see approved positions granted by their security access.
2.	<p>Search for the applicable position using the fields on the left sidebar.</p> 
	<p>All positions within the applicable parameter display if the Business Unit or Department fields are entered. If the Position Number is unknown, select “Approved” using the Position Status dropdown button to retrieve a list of all accessible positions within the selected search parameters.</p>
3.	<p>Click the Search button.</p> 



Human Resources Job Aid

HR351 Managing Position Data

Step

Action

The **Manage/Create Position** page refreshes and the search results display.

New Search

Position Number

Description

Position Status

Reports To Position Number

Business Unit

18100

Department

Search

Clear

View Manage/Create Position

100 results found.

Chart

No

+ Add

100 rows

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
DLI00001	Commissioner Labor & Industry		18100	DLI	18100	Active	00181	1/1
DLI00005	Safety Consultant	DLI00545	18100	DLI	18100	Active	69033	0/1
DLI00006	Safety Compliance Officer	DLI00100	18100	DLI	18100	Active	69033	1/1
DLI00007	Health Compliance Off Senior	DLI00086	18100	DLI	18100	Active	69034	1/1
DLI00008	Reg Apprentice Consultant	DLI00114	18100	DLI	18100	Active	19211	0/1
DLI00009	RA Consultant	DLI00114	18100	DLI	18100	Active	19211	0/1

4.

Select the applicable position by clicking anywhere in the corresponding row.

100 rows

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
DLI00001	Commissioner Labor & Industry		18100	DLI	18100	Active	00181	1/1
DLI00005	Safety Consultant	DLI00545	18100	DLI	18100	Active	69033	0/1
DLI00006	Safety Compliance Officer	DLI00100	18100	DLI	18100	Active	69033	1/1

The **Position Details** page displays.

Position Number DLI00005

Headcount Status Open

Current Head Count 0 of 1

Clone

+

4 rows

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
01/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain
08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain
04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS REGIONAL OFFICE	Approved	Approval Chain
01/01/1901	0	New Position	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain

5.

Click the **Expand** icon (>) at the end of the row.

Position Number DLI00005

Headcount Status Open

Current Head Count 0 of 1

Clone

+

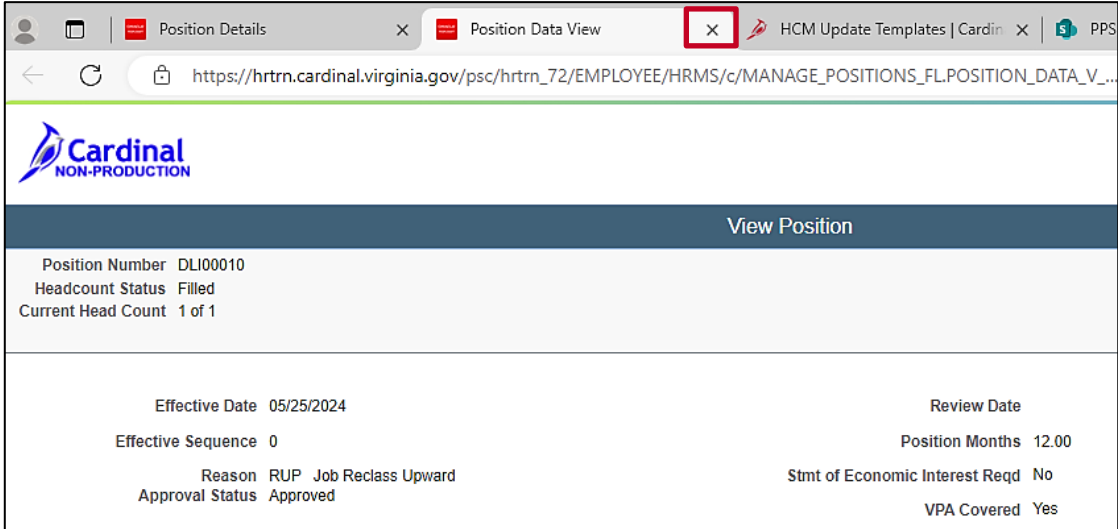

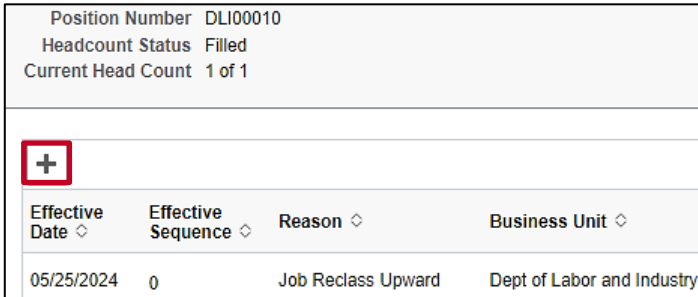
4 rows

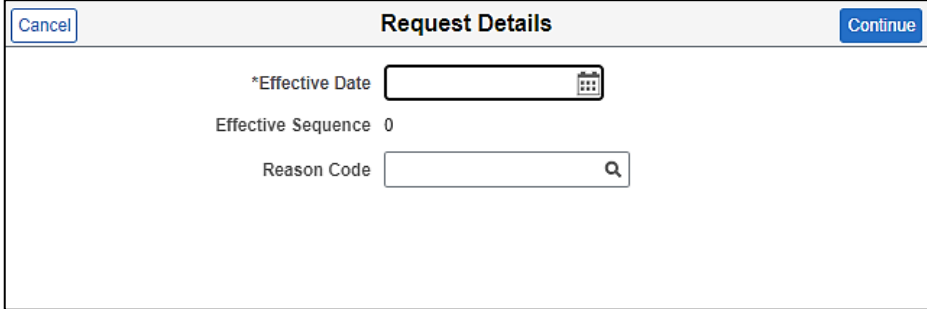
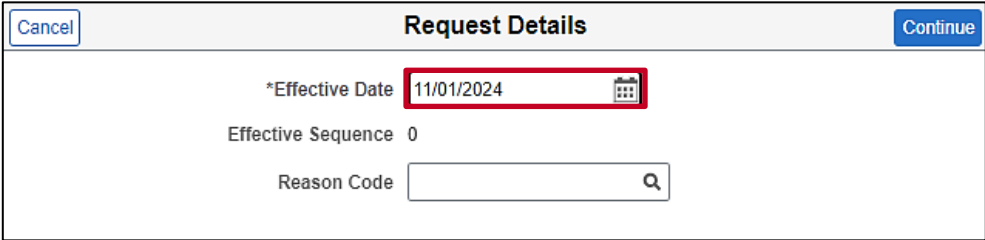

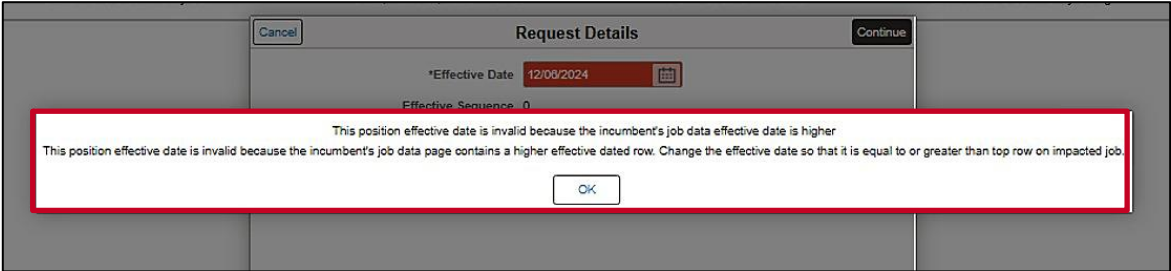
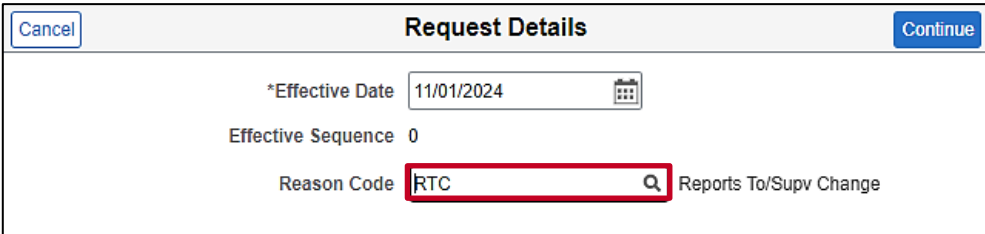
Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
01/01/2024	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain
08/16/2023	0	Position Data Update	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain
04/25/2023	0	Job Reclass Upward	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer IV	MANASSAS REGIONAL OFFICE	Approved	Approval Chain
01/01/1901	0	New Position	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Compliance/Safety Officer III	MANASSAS REGIONAL OFFICE	Approved	Approval Chain

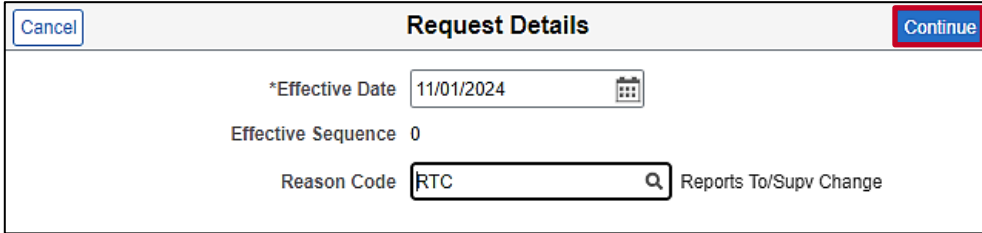


Step	Action
	<p>The View Position page displays the details of the selected position in read-only format.</p> <div><div><div>Position Number DLI00010 Headcount Status Filled Current Head Count 1 of 1</div><div><div>Effective Date 05/25/2024 Effective Sequence 0 Reason RUP Job Reclass Upward Approval Status Approved</div><div>Review Date Position Months 12.00 Stmnt of Economic Interest Req'd No VPA Covered Yes</div></div><div><div>Position Information</div><div><div>Position Status Approved Status Active Action Date 05/13/2024 Key Position No Budgeted Position Yes Confidential Position No Alternate Work Schedule Yes</div><div>Max Head Count 1 Status Date 09/21/2022 SOC Code / Extension 29-9011 Job Sharing Permitted No Available for Telework Yes EEO-4 Job Category Professionals Workers' Comp Code 8720</div></div></div></div></div>
6.	<p>Scroll down to the Budget and Incumbents section.</p> <div><div>Education and Government</div><div><div>Budget and Incumbents</div><div><div>Earnings 0.000 Deductions 0.000 Tax 0.000 Update Incumbents Yes Include Salary Plan/Grade Yes Force Update for Title Changes Yes</div><div>Cdn Tax 0.000 Total 0.00</div></div><div><div>Current Incumbents</div><div><div><div>Name Empl ID Empl Record Full/Part Std Hrs/Wk Effective Date Action Action Reason Override Position Data Job Data</div><div>JOHN DOE 0 Full-Time 40.00 06/25/2024 Pay Rate Change New KSAs N Job Data</div></div><div>1 row</div></div><div><div>Exceptions</div><div>Summary of Changes</div><div>Attachments</div></div></div></div></div>

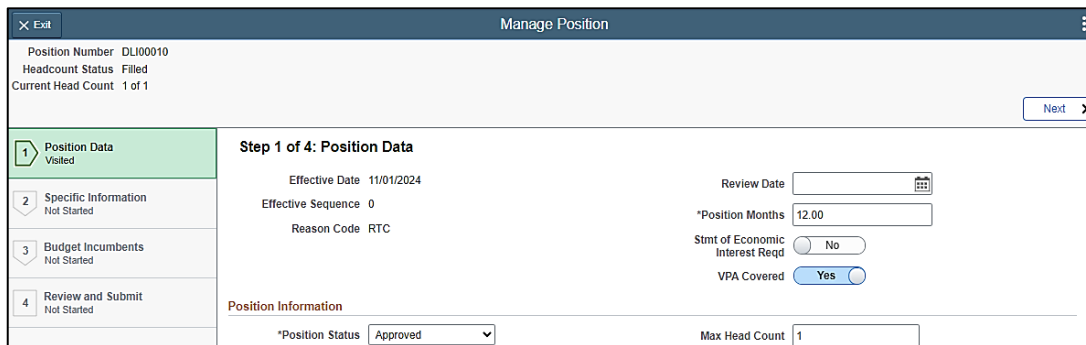
Step	Action																				
7.	<p>The job data of the current employee in the position is displayed here. Review the following fields in the Current Incumbents section.</p> <ul style="list-style-type: none">a. Name – employee’s nameb. Empl ID – employee’s identification numberc. Empl Record – employee’s record associated with the positiond. Full/Part – identifies of the person in the position is full-time or part-timee. Std Hrs/Wrk – number of hours per week the employee is scheduled to workf. Effective Date – indicates the highest effective dated row on this employee’s job data <p>Note: Any date after this date can be used as the Effective Date for the Position Change.</p> <ul style="list-style-type: none">g. Action – indicates the last action on the highest effective dated job data row for the employeeh. Action Reason – indicates the reason associated with the action on the highest effective dated job data row <div><div>► Education and Government</div><div>Budget and Incumbents</div><div><div>Earnings 0.000</div><div>Deductions 0.000</div><div>Tax 0.000</div><div>Update Incumbents Yes</div><div>Include Salary Plan/Grade Yes</div><div>Force Update for Title Changes Yes</div><div>Cdn Tax 0.000</div><div>Total 0.00</div></div><div><div>Current Incumbents</div><div><table><tr><th>Name ◊</th><th>Empl ID ◊</th><th>Empl Record ◊</th><th>Full/Part ◊</th><th>Std Hrs/Wk ◊</th><th>Effective Date ◊</th><th>Action ◊</th><th>Action Reason ◊</th><th>Override Position Data ◊</th><th>Job Data ◊</th></tr><tr><td>JOHN DOE</td><td></td><td>0</td><td>Full-Time</td><td>40.00</td><td>06/25/2024</td><td>Pay Rate Change</td><td>New KSAs</td><td>N</td><td>Job Data</td></tr></table></div><div>1 row</div></div><div>CI Exceptions</div><div>► Summary of Changes</div><div>► Attachments</div></div>	Name ◊	Empl ID ◊	Empl Record ◊	Full/Part ◊	Std Hrs/Wk ◊	Effective Date ◊	Action ◊	Action Reason ◊	Override Position Data ◊	Job Data ◊	JOHN DOE		0	Full-Time	40.00	06/25/2024	Pay Rate Change	New KSAs	N	Job Data
Name ◊	Empl ID ◊	Empl Record ◊	Full/Part ◊	Std Hrs/Wk ◊	Effective Date ◊	Action ◊	Action Reason ◊	Override Position Data ◊	Job Data ◊												
JOHN DOE		0	Full-Time	40.00	06/25/2024	Pay Rate Change	New KSAs	N	Job Data												

Step	Action
8.	<p>Click the Close (X) icon for the Position Data View tab to close out this tab.</p>  <p>The screenshot shows a web browser with multiple tabs. The 'Position Data View' tab is active, and a red box highlights the close (X) icon. The URL is https://hrtrn.cardinal.virginia.gov/psc/hrtrn_72/EMPLOYEE/HRMS/c/MANAGE_POSITIONS_FL.POSITION_DATA_V_... The page displays the 'View Position' section for Position Number DLI00010, Headcount Status Filled, and Current Head Count 1 of 1. Below this, there are fields for Effective Date (05/25/2024), Review Date, Effective Sequence (0), Position Months (12.00), Reason (RUP Job Reclass Upward), Stmt of Economic Interest Req (No), Approval Status (Approved), and VPA Covered (Yes).</p>
	<p>The Position Details page displays.</p>  <p>The screenshot shows the 'Position Details' page. It includes a search bar, a 'Clone' button, and a table with 6 rows. The table columns are: Effective Date, Effective Sequence, Reason, Business Unit, Department, Job Code, Location, Status, and Approval Chain. The data rows show various changes to the position over time, including 'Job Reclass Upward', 'Position Data Update', and 'Reports To/Supv Change'.</p>
9.	<p>Click the Insert a New Row icon (+) to create a new effective dated row in order to make a change to the position.</p>  <p>The screenshot shows the 'Position Details' page with the 'Insert a New Row' icon (+) highlighted. The page displays the same information as the previous screenshot, including the position details and the table of position history.</p>

Step	Action
	<p>The Request Details page displays in a pop-up window.</p> 
10.	<p>Enter/select the applicable date for the position change in the Effective Date field.</p> 
	<p>If the position change precedes the highest effective dated row on the incumbent's job an error message will display in a pop-up window. Change the effective date as applicable.</p> 
11.	<p>Click the Reason Code Look Up icon and select the applicable Reason Code for the position change.</p> 

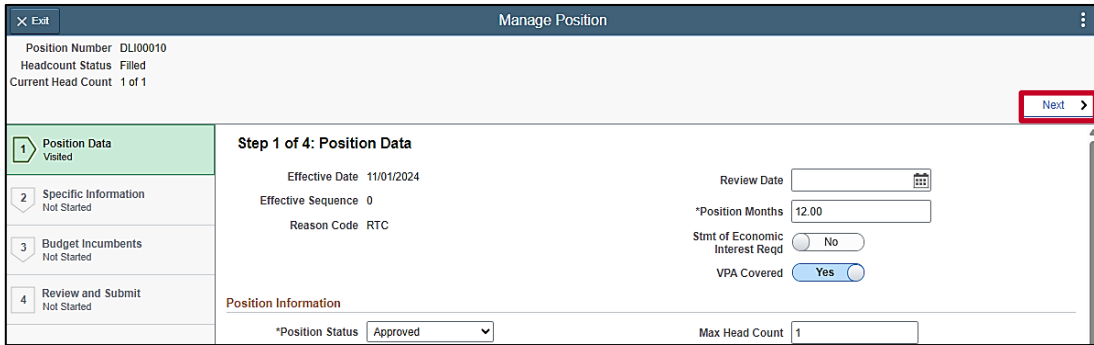
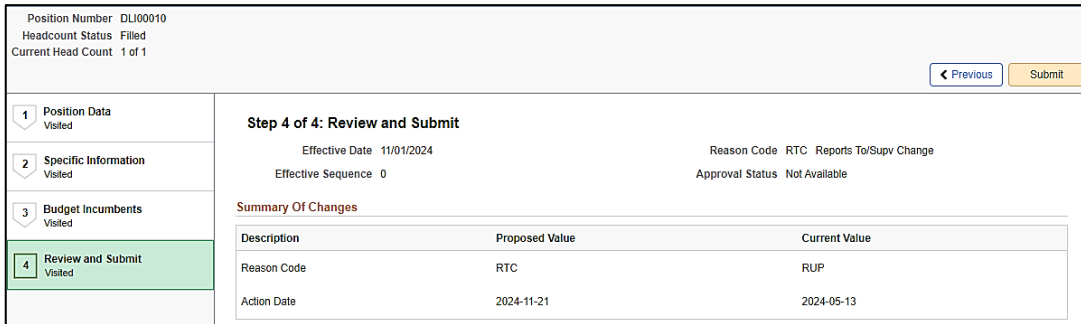
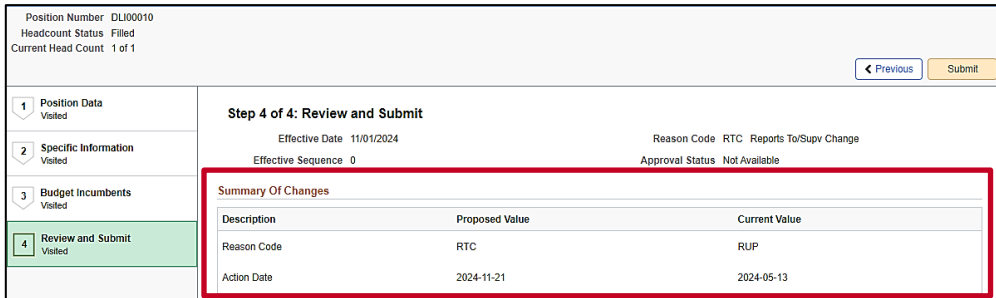
Step	Action
12.	<p>Click the Continue button.</p> 

The **Manage Position** page displays with the **Position Data** Step 1 of 4 displayed by default.


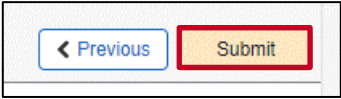



When updating the department of an existing position, Position/Department funding may need to be assigned for the new position/department combination. For more information on assigning or updating position or department funding, see the Job Aid titled **HR351 Position Chartfield Assignment/Update**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The following link can be used to navigate to the screenshots and tables found in the **Creating a Position** section of this Job Aid. This section of the Job Aid provides a brief description, important information, and dependencies (as applicable) for each field: [Position Data Header Fields](#).

Step	Action
13.	<p>Click the Next button to navigate through Steps 1 to 4, reviewing all information and completing all necessary updates on the various position pages.</p> 
<p>The Create Position page displays with the Review and Submit Step 4 of 4 displayed.</p> 	
14.	<p>Review Summary of Changes section (Proposed Value and Current Value column entries for field updated).</p>  <p>This step provides an opportunity to closely review position data and proper entry. Validate against position classification/audit paperwork prior to clicking the Submit button.</p>



Step	Action
15	<p>If additional information is required, click the Previous button, and navigate back to the applicable step(s).</p> 
16.	<p>Click the Submit button after verifying all information.</p> 
<p>The Position Confirmation page displays.</p> 