

4. Requesting a Vacant Position Change

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4.1. What is a Vacant Position Change Request

Vacant Position Change Request is used to change vacant positions only. A vacant position is a position that does not have an employee currently working in it. If the position does have an employee occupying it, then the Employee Change Request should be used to change the position details in the employee record.

The Vacant Position Change Request module is also used to maintain vacant positions in your department by allowing you to make changes that include reclassifications, temporary reclassifications, end of temporary reclassifications, range elevations, or other elements of a position.

Position Change Request Page

E-TRAC ID: NEW [E-TRAC Home Page](#)

Please enter as much information about the position change you are requesting.
Fields with an asterisk (*) next to them are required, all others are optional.

Position Change Information	
*Effective Date:	05/01/2007 <input type="text"/>
*Position:	00001817 <input type="text"/> Admin Analyst/Spclst 12 Mo
Action	Position Change
Reason:	Job Reclassification <input type="text"/>

Figure 4-1 Position Change Request Page

If the position is a pooled position and has more than one incumbent, then a new position number will be given to the change request, and the rest of the employees in a pooled position will remain in the previous position number. For example, position number 00001303 has three employees, A, B, and C. If A gets reclassified, then A will get a new position number; B and C remain in position number 00001303.

4.1.1. Reasons for Requesting a Vacant Position Change

A vacant position change is requested in the following situations:

- If you need to change the range (skill level) of the position which is reflected in a position description.
- If you need to permanently change the job code of a vacant position. The position change must reflect the position description.
- If you need to temporarily change the job code of a vacant position with an appointment end date, the position change must reflect the position description.
- It is vacant and you need to change the grade (skill/range level) of the position which is found in the position description.
- The position's job code change was temporary and you are returning the position to its previous job code. This occurs when the operational need of that position no longer exists in your college or department.

4.1.2. Types of Vacant Position Changes

There are four main categories of Vacant Position Changes: job reclassification, in-class progress/range elevation, temporary reclassification, and end temporary reclassification.

Job Reclassification

A job reclassification is a change in job code where the position salary minimum and/or maximum may change. After the college or department revises the position description, HR will review and approve the change in job code. You may complete a position change E-TRAC at the same time.

Example: Effective 11/01/2006 the job code for the vacant position is Instructional Support Assistant I (1577) and it changed to an Instructional Support Assistant II (1578) for a job posting effective 12/01/2006.

In-Class Progress/Range (Grade/Skill Level) Elevation

In this situation the job code remains the same and only the grade (skill/range) level changes. The position salary minimum and maximum may change. After the college or department revises the position description, HR will review and approve the change in grade (skill/range). You may complete a position change E-TRAC at the same time.

Example: Effective 11/01/2006 the vacant position's job code remains the same as an Administrative Office Coordinator (1035). Grade (Skill) level I, non-exempt will change to a Grade (Skill) level II, non-exempt for a job posting effective 12/01/2006 or an emergency hire effective 12/01/2006.

Temporary (Job Code Change) Reclassification

In this case, a temporary change in job code, the position salary minimum and maximum may change. After the college or department revises the position description, HR will review and approve the change in job code. You may complete request a position change E-TRAC at the same time.

Example: Effective 11/01/2006 the vacant position job code, Custodian (2010) changed to Lead Custodian (2015) with a position appointment end date of 06/30/2007.

End Temporary (Job Code Change) Reclassification

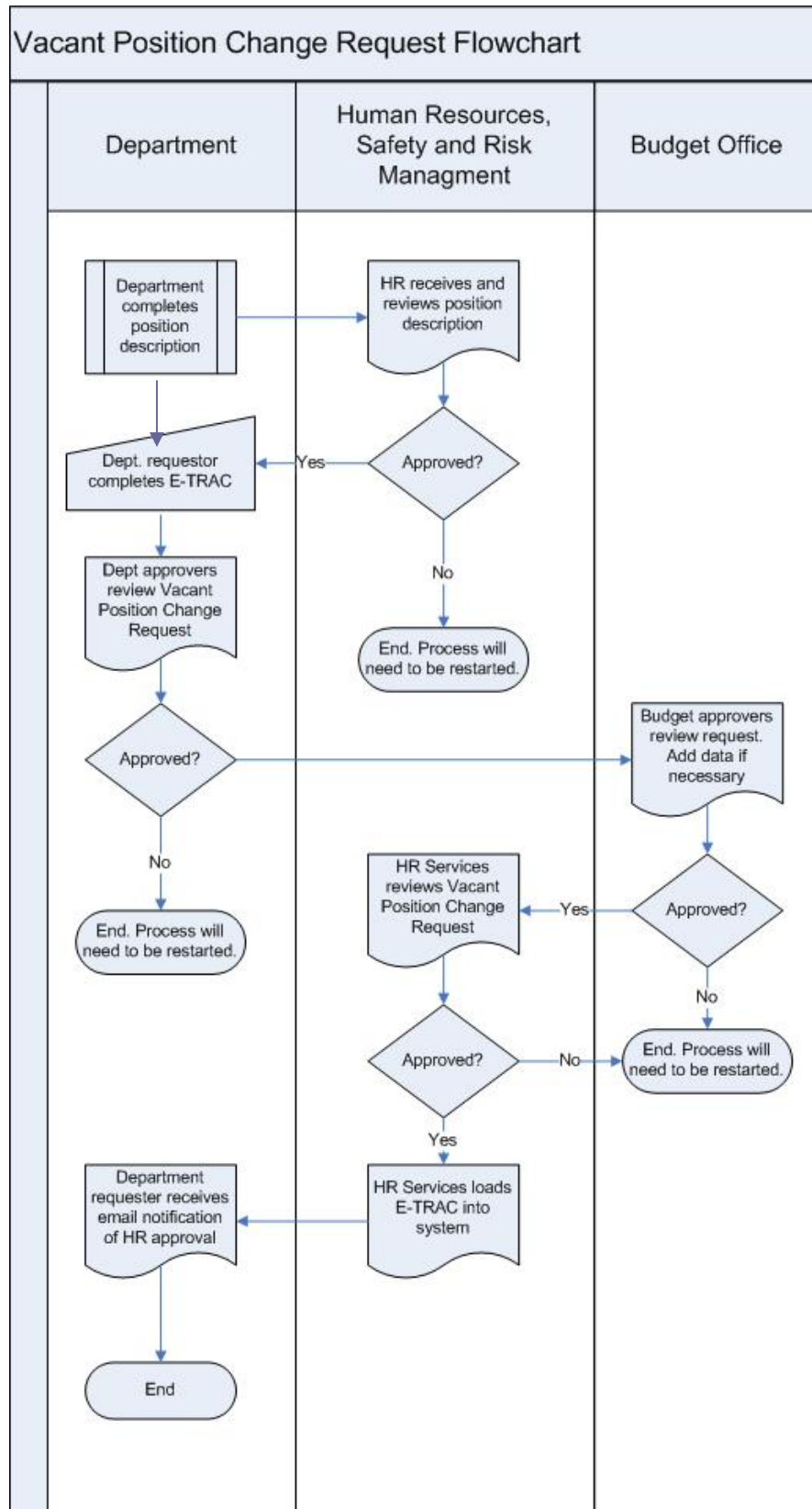
In this case a temporary change in job code occurred and had ended. The job code may return to its previous job code. The position salary minimum and maximum may change. After the college or department revises the position description, HR will review and approve the change in job code. You may complete a position change E-TRAC at the same time.

Example: Effective 07/01/2006 Lead Custodian position (2015) becomes vacant. Then, the Lead Custodian (2015) position description is changed. The change is reflected in the position description as a Custodian (2010); therefore, you may request a position change to return the position to its previous job code in E-TRAC, thus keeping the same position number.

4.2. Vacant Position Change Request Overview

The high level procedures briefly describe the process of requesting and approving a vacant position change.

- 1** The department must complete a position description prior to requesting a position change.
- 2** The department requester completes the Vacant Position Change request in E-TRAC.
- 3** The HR Services Representative approves the change in job code and/or grade (skill/range) level, and notifies the department.
- 4** Department approvers review and approve the Vacant Position Change request and forward the transaction to the Budget Office.
- 5** Budget approvers evaluate, add data to the request, approve, and forward the transaction to Human Resources.
- 6** HR Services reviews, approves, and loads the E-TRAC transaction to the HR system.
- 7** The requester receives an e-mail notification when the transaction is complete (loaded into the HR system).



4.3. Exploring the Vacant Position Change Request Page

After arriving to the first Position Change Request page, you will see two sections: Position Change Information and Notes.

4.3.1. Vacant Positions Change Information

The Position Change Information section is a search page for the position that you will be changing.

Search Criteria	Definition
Effective Date	This field contains the date when the employee change becomes or became effective.
Position	If you know the position number, you may type it here. If you do not know the position number, you may search for it by clicking the search icon (magnifying glass).
Action	Default and read only. Position Change.
Reason	<ul style="list-style-type: none"> End Temp Job Reclassification In-Class Progress/Range Elev Temporary Job Reclassification Job Reclassification Reorganization

Proposed Values	
Reports To	The Reports To field is used to indicate the position number that the new position will report to, which is used in organization reporting. This selection should contain the appropriate administrator supervising this position.
Department	The value in the Department ID field will default from the department of the E-TRAC user. This department can be changed in the event that you are a user who requests positions for multiple departments.
Job Code	The Job Code is the same as the CSU Classification Code that corresponds to classifications in the CSU Salary Schedule. If you know this classification code you can

	simply type it in the Job Code field, and the value will be validated by the system. However, if you do not know the job code, click the search icon and search by Description .
Title	The title will default from the job code. This should be changed for MPP positions only and when necessary.
Short Title	Automatically defaults based on CSU Salary Schedule.
Reg/Temp	This field identifies the position as Regular or Temporary. The default of this field is Regular; override if necessary. Positions are defined as permanently or temporarily funded, not whether the employee assigned to the position is regular or temporary.
Full/Part-time	
Max Head Cnt	This is used for pooled positions only. Max head count for pooled positions is 999.
FTE	This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.00 (100% of the full-time equivalency) equals a full-time time base.
Unit	State Controller Office (SCO), Payroll Funding Unit
Grade	The Grade defaults based on the Job Code entered.
Step	The Step defaults based on the Job Code entered.
FLSA status	Driven by Grade and Job Code.
Min/Hour	
Max/Hour	
Funding Source	The Funding Source code is required to advise the Budget Office how the position will be funded. Your options for funding source codes are: NG001, NR001, DH201, TL006, TL008, TL016, TL017, TL033, TP201, TP202, and TD001 . These funding sources will not require a project ID. If the funding source is tied to a Project ID, the Project ID will be required. Inquiry regarding funding source, contact the Budget Office.
Project ID	Project ID will be required for funding sources not listed above. Project IDs will be comprised of 8 numbers.

4.4. Requesting a Vacant Position Change

The next step in requesting a vacant position change in E-TRAC is to navigate to the correct E-TRAC page and enter information for the position.

There are two ways to get to the Vacant Position Change Request page—through the E-TRAC home page or through the E-TRAC transactions menu.

- 1 In the PeopleSoft menu select **SFO Self Service > E-TRAC > E-TRAC Home > E-TRAC Home**.
- 2 When the **E-TRAC Home** page appears, select the **Change Vacant Position** radio button under **Create a New E-TRAC**, and click the **Add** button. The **New Position Request** page appears.
- 3 Type the **Effective Date** of the position change, or choose the **Effective Date** by clicking the **calendar icon** and selecting the date from the calendar dialog box.
- 4 The date displays in the **Effective Date** field box.
- 5 If you do not know the position number, click the **search icon** (magnifying glass) to display the **Lookup Position** page. The **Lookup Position** module displays.
- 6 At this point you may enter the position number or just click the **Lookup** button. In the Lookup Position page you may search by the criteria **Department**, **Description Job Code**, or **Position Number**.

Note: It is most helpful to search by Department since this will narrow the search results to only those vacant positions for your department. Pooled positions (positions with multiple headcount) will also display on this list and can be changed. Pooled positions appear on this list since they have an open headcount, up to 999.

- 7 Click the value you wish to search by and click the **Lookup** button. Search results display in ascending order by **Position Number**.
- 8 Find the **Position Number** for the position you would like to change, and click the underlined link.

The **Position Change Request Page** displays. The Position Number automatically populates the **Position Number** field in the **Position Change Request Page**.

Notice that in the **Position Change Information** section, the **Action** displays as **Position Change**. At this point, the **Action** field is display only.

The **Reason** field, however, contains four values:

- End Temp Job Reclassification
- In-Class Progress/Range Elevation
- Job Reclassification
- Temporary Job Reclassification

Position Change Request Page

E-TRAC ID: NEW

[E-TRAC Home Page](#)

Please enter as much information about the position change you are requesting.
Fields with an asterisk (*) next to them are required, all others are optional.




Position Change Information	
*Effective Date:	05/01/2007 
*Position:	00001817  Admin Analyst/Spclst 12 Mo
Action	Position Change
Reason:	<div style="border: 1px solid black; padding: 2px;"> Job Reclassification  <ul style="list-style-type: none"> End Temp Job Reclassification In-Class Progress/Range Elev <li style="background-color: #e0e0e0;">Job Reclassification Reorganization Temporary Job Reclassification </div>

Figure 4-2 Reasons available Position Change

- 9 Select the **Reason** for the position change. For this example **Job Reclassification** will be used.

The Position Change Request Page will display with the appropriate **Current Values** section and a corresponding **Proposed Values** section.

4.4.1. Current Values and Proposed Values

The Current Values section is a read only section and is meant as a reference. The Proposed Values is where you would enter the information that needs to be updated.

- 1 Only update the fields in the **Proposed Values** section that will change and are most appropriate for the **Reason** you selected.

4.4.2. Notes and Final Confirmation

In the Notes section enter information that you would like the subsequent approver to know about that particular E-TRAC transaction.

- 1 In the **Notes** section enter any relevant information that you would like the subsequent approver to view.

2 Click **Save Work**.

Note: If the **Submit** button is not pressed after the **Save Work** button is pressed, the transaction will be saved without going to the approver and will appear in the "My E-TRAC Transactions" listing with a status of "New E-TRAC" available for editing or submitting at a later time. This is a helpful if you are uncertain about any piece of data in your request. However, you must complete all of the required fields in the request prior to clicking **Save Work**. You must enter something in the required fields as the system will not allow you to save an E-TRAC record unless it is complete. Your transaction is not complete until you click **Submit** at this point.

- 3** A **Save Confirmation** screen appears. Your transaction is not submitted until you have received this confirmation screen.
- 4** Click **OK**.
- 5** After pressing the **OK** button, the **Submit** button will appear for submitting the E-TRAC transaction for approval.
- 6** If you are ready to submit the transaction, click **Submit**.

The following page appears. See Figure 3-14. This page allows you to review the information that you have submitted and shows the status of your transaction.

A display only view of the **Position Change Request Page** will appear.

Position Change Request Page

E-TRAC ID: 00042744 [E-TRAC Home Page](#)

Please enter as much information about the position change you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.

Position Change Information	
Effective Date:	01/01/2007
Position:	00008027 Admin Analyst/Splclst 12 Mo
Action	Position Change
Reason:	Job Reclassification

Current Values	Proposed Values
Reports To: 00003389	Reports To: 00003389
Department: 5030	Department: 5030
Job Code: 1038	Job Code: 1038
Title: Admin Analyst/Splclst 12 Mo	Title: Admin Analyst/Splclst 12 Mo
Short Title: AAVS 12	Short Title: AAVS 12
Reg/Temp: Regular	Reg/Temp: Regular
Full/Part Time: Full-Time	Full/Part Time: Full-Time
FTE: 1.000000	FTE:
Unit: 499	Unit:
Grade:	Grade: EXEMPT II
Step:	Step:
FLSA Status Nonexempt	FLSA Status Exempt
Union Code: R09	Min/Month: 4289.000
	Max/Month: 6434.000
	Funding Source:

Approval History			
User ID	Name	Approval Status	Status Date & Time
ABCD123	Kennedy, Jackie	Submitted by Creator	01/11/2007 11:33:30AM
ABCD123	Kennedy, Jackie	New E-Trac	01/11/2007 11:33:18AM

Next Approver: Department Approver(s)

[E-TRAC Home Page](#)

Figure 4-3 Position Change Request Page – Notice the E-TRAC ID in top left hand corner.

- 7 Make note of the E-TRAC ID in order to track the status of your request.

4.4.3. The E-TRAC ID Number

Near the top of the E-TRAC page, the system has generated a unique **E-TRAC ID** for the transaction. You may want to note this number in order to easily locate your request once it is submitted.

From this point, your request goes to the first level approver designated for your department.

Notice that in the **Approval History** section, under the **Approval Status** column the text reads, **Submitted by Creator**. This section also indicates where this transaction will go next. In the event that one of your transaction approvers makes any changes to your request, you will receive an e-mail notification.

4.5. After the E-TRAC is Submitted

After your E-TRAC request is submitted it is no longer available for you to update. You will receive an e-mail notification that your E-TRAC was successfully submitted. The E-TRAC request will be routed automatically to the first department approver for your area. They will also receive an e-mail notification, which will let them know that a transaction is waiting in their worklist for approval.

Each approver will have the ability to review and make changes to the E-TRAC request. Therefore, if you determine after you submitted the E-TRAC that you made a mistake, you can always ask one of your approvers to make the necessary change. You will receive an e-mail in the event that any changes were made to your E-TRAC request.

Approvers are asked to either approve or reject each transaction. If a transaction is rejected, it is closed to any further updates, and cannot be reused.

After your department approvers have approved the transaction, it will be routed to the Budget Office and Human Resources, Safety and Risk Management. The transaction is finalized only after Human Resources, Safety and Risk Management has approved the transaction and loaded the record to the database. You will receive an e-mail message to let you know when this has happened and any new position or employee IDs that were created as a result of the process.

Note: The E-TRAC transaction that you have submitted will be viewable in the My E-TRAC Transactions section for 30 days. After 30 days you will have to select the Include Completed checkbox, then specify the number of days in the advanced mode of Sort/Filter My E-TRAC Transactions.
