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# Crosswalk from Position Management Online (PMSO) to *EmpowHR*



PUBLICATION CATEGORY  
Crosswalks

PROCEDURE MANUAL  
Position Management Online (PMSO) to *EmpowHR*





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## Introduction

This crosswalk provides a field-by-field comparison of the Master Record and Individual Position screens in the Position Management System Online (PMSO) to the corresponding pages in *EmpowHR*.

Hyperlinks are displayed throughout the crosswalk allowing the user to view a sample of the corresponding screen/page.

This section includes the following topics:

<b>Master Record Screen (Query, Add, Change, Delete) to Job Code USF Page - Add a New Value Tab .....</b>	<b>1</b>
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## **Master Record Screen (Query, Add, Change, Delete) to Job Code USF Page - Add a New Value Tab**



## Master Record Screen (Query, Add, Change, Delete) to Job Code USF Page - Add a New Value Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Master Record Screen fields</i>	<i>EmpowHR Job Code USF Page - Add a New Value Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	Agency, Sub-Agency
SON (Submitting Office Number)	Personnel Office ID (Personnel Office Indicator)
MR-No (Master Record Number)	Master Record Number (NFC), Job Code
Grade	Salary Grade
Pay-Plan	Pay Plan
Occ-Ser (Occupational Series)	N/A
Occ-Func Cd (Occupational Function Code)	N/A
Off-Tle-PF/Cd/SF (Official Title Prefix/Code/Suffix)	N/A
Off-Title (Official Title)	N/A
HQ-Fld-Cd (Headquarters Field Code)	N/A
Sup-Cd (Supervisory Code)	N/A
Clss-Std-Cd (Classification Standard Code)	N/A
Interdis-Cd (Interdisciplinary Code)	N/A
Dt-Class (Classification Date)	N/A
Early-Ret-Cd (Early Retirement Code)	N/A
Inact/Act (Inactive/Active)	N/A
Dt-Abol (Date Abolished)	N/A
Dt-Inact/React (Dated inactivated/Reactivated)	N/A
Agcy-Use (Agency Use)	N/A
Interdis-Ser (Interdisciplinary Occupational Series Code)	N/A



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Position Management System Online (PMSO) to <i>EmpowHR</i> Crosswalk	
<i>PMSO Master Record Screen fields</i>	<i>EmpowHR Job Code USF Page - Add a New Value Tab fields</i>
Interdis-PF/Cd/SF (Interdisciplinary Prefix/Code/Suffix)	N/A
PATCO-Cd (Professional, Administrative, Technical, Clerical, Other Code)	N/A
Prof-Category (Professional Category)	N/A



## Master Record Screen (Query, Add, Change, Delete) to Job Code USF Page - Job Code Profile Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Master Record Screen fields</i>	<i>EmpowHR Job Code USF Page - Job Code Profile Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	N/A
SON (Submitting Office Number)	N/A
MR-No (Master Record Number)	N/A
Grade	N/A
Pay-Plan	N/A
Occ-Ser (Occupational Series)	*Occupational Series
Occ-Func Cd (Occupational Function Code)	N/A
Off-Tle-PF/Cd/SF (Official Title Prefix/Code/Suffix)	Official Title Prefix/*Official Posn Title Code/Parenthetical Title (Official Title Prefix/Official Position Title Code/Parenthetical Title)
Off-Title (Official Title)	*Official Position Title
HQ-Fld-Cd (Headquarters Field Code)	Position Location
Sup-Cd (Supervisory Code)	*Supervisory Status
Cls-Std-Cd (Classification Standard Code)	N/A
Interdis-Cd (Interdisciplinary Code)	N/A
Dt-Class (Classification Date)	*Effective Date
Early-Ret-Cd (Early Retirement Code)	N/A
Inact/Act (Inactive/Active)	*Status
Dt-Abol (Date Abolished)	*Effective Date
Dt-Inact/React (Dated Inactivated/Reactivated)	*Effective Date
Agcy-Use (Agency Use)	N/A



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Position Management System Online (PMSO) to <i>EmpowHR</i> Crosswalk	
<i>PMSO Master Record Screen fields</i>	<i>EmpowHR Job Code USF Page - Job Code Profile Tab fields</i>
Interdis-Ser (Interdisciplinary Occupational Series Code)	N/A
Interdis-PF/Cd/SF (Interdisciplinary Prefix/Code/Suffix)	Interdisciplinary Code
PATCO-Cd (Professional, Administrative, Technical, Clerical, and Other Code)	*PATCOB Code (Professional, Administrative, Technical, Clerical, Other, and Blue Collar Code)
Prof-Category (Professional Category)	N/A



## Master Record Screen (Query, Add, Change, Delete) to Job Code Page - Default Compensation Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Master Record Screen fields</i>	<i>EmpowHR Job Code USF Page - Default Compensation Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	N/A
SON (Submitting Office Number)	N/A
MR-No (Master Record Number)	N/A
Grade	N/A
Pay-Plan	N/A
Occ-Ser (Occupational Series)	N/A
Occ-Func Cd (Occupational Function Code)	N/A
Off-Tle-PF/Cd/SF (Official Title Prefix/Code/Suffix)	N/A
Off-Title (Official Title)	N/A
HQ-Fld-Cd (Headquarters Field Code)	N/A
Sup-Cd (Supervisory Code)	N/A
Class-Std-Cd (Classification Standard Code)	N/A
Interdis-Cd (Interdisciplinary Code)	N/A
Dt-Class (Classification Date)	N/A
Early-Ret-Cd (Early Retirement Code)	N/A
Inact/Act (Inactive/Active)	N/A
Dt-Abol (Date Abolished)	N/A
Dt-Inact/React (Dated inactivated/Reactivated)	N/A
Agcy-Use (Agency Use)	N/A



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<b>Position Management System Online (PMSO) to <i>EmpowHR</i> Crosswalk</b>	
<i>PMSO Master Record Screen fields</i>	<i>EmpowHR Job Code USF Page - Default Compensation Tab fields</i>
Interdis-Ser (Interdisciplinary Occupational Series Code)	Occupational Series
Interdis-Pf/Cd/Sf (Interdisciplinary Prefix/Code/Suffix)	Interdisciplinary Code/Parenthetical Title/Official Title Prefix
PATCO-Cd (Professional, Administrative, Technical, Clerical, Other Code)	N/A
Prof-Category	N/A



## Individual Position Screen (Query, Add, Change, Delete) to Position Information Page - Description Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - Description Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	N/A
SON (Submitting Office Number)	N/A
MR-No (Master Record Number)	N/A
Grade	N/A
IP-No (Individual Position Number)	Position Number
FLSA-Cd/Pay-Tbl (Fair Labor Standards Act Code/Pay Table)	*FLSA Status (Fair Labor Standards Act Status)
Fin-Ds/Proc-Intg (Financial Disclosure/Procurement Integrity)	N/A
Pos-Schd/Cyb-Sec (Position Schedule/Cyber Security)	N/A
Pos-Sens/Drug-Ts (Position Sensitive/Drug Test)	N/A
Comp-Lev (Competitive Level)	*Competitive Level
Wk-Title-Cd (Working Title Code)	Organization Posn Title Cd (Organization Position Title Code)
Wk-Title (Working Title)	Organization Posn Title Cd (Organization Position Title Code)
Org-Str-Cd (Organizational Structure Code)	*Agency
Vac-Rev/Telework (Vacancy Review/Telework)	N/A
Target-Gd (Target Grade)	Target Grade
Lang-Req (Language Required)	N/A
Proj-Dty-Ind (Project Duty Indicator)	N/A



<b>Position Management System Online (PMSO) to EmpowHR Crosswalk</b>	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - Description Tab fields</i>
Duty-Station	*Location
Bus-Cd/COPR-St (Bargaining Unit Status Code/Customs Officers Pay Reform Status)	*Bargaining Unit/COPR Act/HHS Title Indicator (Bargaining Unit/Customs Officer Pay Reform Act/Health and Human Services Title Indicator)
Dt-Lst-Audit (Date Last Audit)	N/A
Pas-Ind/LEO-Ind (Presidential Appointment Indicator/Law Enforcement Office Indicator)	N/A
Date-Est (Date Established)	*Date Position Established
Gd-Basis-Ind (Grade Basis Indicator)	N/A
Dt-Req-Rec (Date Request Received)	N/A
NTE-Dt (Not to Exceed Date)	Not To Exceed Date
Pos-St-Bud (Position Status Budget)	*Position Status
Mt-Rev/Cl-Act-Cd (Maintenance Review/Classification Action Code)	N/A
Dt-Emp-Asn (Date Employee Assigned)	N/A
Dt-Abol (Date Abolished)	N/A
Inact/Act (Inactive/Active)	*Status
Dt-Inact/React (Date Inactivated/Reactivated)	N/A
Acctg-Stat (Accounting Station)	N/A
Int-Asgn-Ser (Interdisciplinary Assigned Series)	Interdis/Assign Code/Series (Interdisciplinary/Assigned Code/Series)
Agcy-Use (Agency Use)	N/A
Oblig-SSN (Individual Position Obligated-Social Security number)	Obligated To ID (Obligated to Identification)
Dt-Vacated (Date Vacated)	N/A
Incumbent-SSN (Incumbent Social Security number)	N/A





## Individual Position Screen (Query, Add, Change, Delete) to Position Information Page - Specific Information Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - Specific Information Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	N/A
SON (Submitting Office Number)	N/A
MR-No (Master Record Number)	N/A
Grade	N/A
IP-No (Individual Position Number)	N/A
FLSA-Cd/Pay-Tbl (Fair Labor Standards Act Code/Pay Table)	N/A
Fin-Ds/Proc-Intg (Financial Disclosure/Procurement Integrity)	*Proc Integ Posn (Procurement Integrity Position)
Pos-Schd/Cyb-Sec (Position Schedule/Cyber Security)	N/A
Pos-Sens/Drug-Ts (Position Sensitive/Drug Test)	*Sensitivity Code/*Computer Sensitivity/*Drug Test (Applicable)
Comp-Lev (Competitive Level)	N/A
Wk-Title-Cd (Working Title Code)	N/A
Wk-Title (Working Title)	N/A
Org-Str-Cd (Organizational Structure Code)	N/A
Vac-Rev/Telework (Vacancy Review/Telework)	N/A
Target-Gd (Target Grade)	N/A
Lang-Req (Language Required)	Language Required
Proj-Dty-Ind (Project Duty Indicator)	N/A
Duty-Station	N/A
Bus-Cd/COPR-St (Bargaining Unit Status Code/Customers Officers Pay Reform Status)	N/A



<b>Position Management System Online (PMSO) to EmpowHR Crosswalk</b>	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - Specific Information Tab fields</i>
Dt-Lst-Audit (Date Last Audit)	N/A
Pas-Ind/LEO-Ind (Presidential Appointment Indicator/Law Enforcement Office Indicator)	LEO/Fire Position/*Pres Appt Posn (Law Enforcement Office/Fire Position/Presidential Appointment Position)
Date-Est (Date Established)	N/A
Gd-Basis-Ind (Grade Basis Indicator)	N/A
Dt-Req-Rec (Date Request Received)	N/A
NTE-Dt (Not to Exceed Date)	N/A
Pos-St-Bud (Position Status Budget)	N/A
Mt-Rev/CI-Act-Cd (Maintenance Review/Classification Action Code)	N/A
Dt-Emp-Asn (Date Employee Assigned)	N/A
Dt-Abol (Date Abolished)	N/A
Inact/Act (Inactive/Active)	
Dt-Inact/React (Date Inactivated/Reactivated)	N/A
Acctg-Stat (Accounting Station)	N/A
Int-Asgn-Ser (Interdisciplinary Assigned Series)	N/A
Agcy-Use (Agency Use)	N/A
Oblig-SSN (Individual Position Obligated-Social Security number)	N/A
Dt-Vacated (Date Vacated)	N/A
Incumbent-SSN (Incumbent Social Security number)	N/A





## Individual Position Screen (Query, Add, Change, Delete) to Position Information Page - Budget and Incumbents Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - Budget and Incumbents Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	N/A
SON (Submitting Office Number)	N/A
MR-No (Master Record Number)	N/A
Grade	N/A
IP-No (Individual Position Number)	N/A
FLSA-Cd/Pay-Tbl (Fair Labor Standards Act Code/Pay Table)	N/A
Fin-Ds/Proc-Intg (Financial Disclosure/Procurement Integrity)	N/A
Pos-Schd/Cyb-Sec (Position Schedule/Cyber Security)	N/A
Pos-Sens/Drug-Ts (Position Sensitive/Drug Test)	N/A
Comp-Lev (Competitive Level)	N/A
Wk-Title-Cd (Working Title Code)	N/A
Wk-Title (Working Title)	N/A
Org-Str-Cd (Organizational Structure Code)	N/A
Vac-Rev/Telework (Vacancy Review/Telework)	N/A
Target-Gd (Target Grade)	N/A
Lang-Req (Language Required)	N/A
Proj-Dty-Ind (Project Duty Indicator)	N/A
Duty-Station	N/A
Bus-Cd/COPR-St (Bargaining Unit Status Code/Customers Officers Pay Reform Status)	N/A



<b>Position Management System Online (PMSO) to EmpowHR Crosswalk</b>	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - Budget and Incumbents Tab fields</i>
Dt-Lst-Audit (Date Last Audit)	N/A
Pas-Ind/LEO-Ind (Presidential Appointment Indicator/Law Enforcement Office Indicator)	N/A
Date-Est (Date Established)	N/A
Gd-Basis-Ind (Grade Basis Indicator)	N/A
Dt-Req-Rec (Date Request Received)	N/A
NTE-Dt (Not to Exceed Date)	N/A
Pos-St-Bud (Position Status Budget)	N/A
Mt-Rev/Cl-Act-Cd (Maintenance Review/Classification Action Code)	N/A
Dt-Emp-Asn (Date Employee Assigned)	N/A
Dt-Abol (Date Abolished)	N/A
Inact/Act (Inactive/Active)	N/A
Dt-Inact/React (Date Inactivated/Reactivated)	N/A
Acctg-Stat (Accounting Station)	N/A
Int-Asgn-Ser (Interdisciplinary Assigned Series)	N/A
Agcy-Use (Agency Use)	N/A
Oblig-SSN (Individual Position Obligated-Social Security number)	N/A
Dt-Vacated (Date Vacated)	N/A
Incumbent-SSN (Incumbent Social Security number)	Current Incumbents



## Individual Position Screen (Query, Add, Change, Delete) to Position Information Page - NFC Fields and Tracking Data Tab

Position Management System Online (PMSO) to EmpowHR Crosswalk	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - NFC Fields and Tracking Data Tab fields</i>
Function	N/A
Dept-Cd/Agcy-Bur-Cd (Department Code/Agency Bureau Code)	N/A
SON (Submitting Office Number)	N/A
MR-No (Master Record Number)	N/A
Grade	N/A
IP-No (Individual Position Number)	N/A
FLSA-Cd/Pay-Tbl (Fair Labor Standards Act Code/Pay Table)	N/A
Fin-Ds/Proc-Intg (Financial Disclosure/Procurement Integrity)	N/A
Pos-Schd/Cyb-Sec (Position Schedule/Cyber Security)	Position Schedule
Pos-Sens/Drug-Ts (Position Sensitive/Drug Test)	N/A
Comp-Lev (Competitive Level)	N/A
Wk-Title-Cd (Working Title Code)	N/A
Wk-Title (Working Title)	N/A
Org-Str-Cd (Organizational Structure Code)	N/A
Vac-Rev/Telework (Vacancy Review/Telework)	*Vacancy Review
Target-Gd (Target Grade)	N/A
Lang-Req (Language Required)	N/A
Proj-Dty-Ind (Project Duty Indicator)	Project Duty Indicator
Duty-Station	N/A
Bus-Cd/COPR-St (Bargaining Unit Status	N/A



<b>Position Management System Online (PMSO) to EmpowHR Crosswalk</b>	
<i>PMSO Individual Position Screen fields</i>	<i>EmpowHR Position Information Page - NFC Fields and Tracking Data Tab fields</i>
Code/Customers Officers Pay Reform Status)	
Dt-Lst-Audit (Date Last Audit)	N/A
Pas-Ind/LEO-Ind (Presidential Appointment Indicator/Law Enforcement Office Indicator)	N/A
Date-Est (Date Established)	N/A
Gd-Basis-Ind (Grade Basis Indicator)	Grade Basis
Dt-Req-Rec (Date Request Received)	Request Received Date
NTE-Dt (Not to Exceed Date)	N/A
Pos-St-Bud (Position Status Budget)	N/A
Mt-Rev/CI-Act-Cd (Maintenance Review/Classification Action Code)	*Classification Review/*Classification Action
Dt-Emp-Asn (Date Employee Assigned)	N/A
Dt-Abol (Date Abolished)	N/A
Inact/Act (Inactive/Active)	N/A
Dt-Inact/React (Date Inactivated/Reactivated)	N/A
Acctg-Stat (Accounting Station)	*Accounting Station Code
Int-Asgn-Ser (Interdisciplinary Assigned Series)	N/A
Agcy-Use (Agency Use)	Agency Use
Oblig-SSN (Individual Position Obligated-Social Security number)	N/A
Dt-Vacated (Date Vacated)	N/A
Incumbent-SSN (Incumbent Social Security number)	N/A





## Screens

The following are screen captures of the applicable PMSO screens and *EmpowHR* pages represented in the crosswalks.

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### PMSO Master Record Screen (Query, Add, Change, Delete)


The screen below is an example of a PMSO Master Record screen. This screen is used to query, add, change, or delete master record data depending upon the entry made (**QM** - query, **AM** - add, **CM** - change, and **DM** - delete).

PM00201M	QUERY MASTER RECORD				02/23/15
				(PF1=MENU)	
1. FUNCTION Q	2. DEPT-CD/AGCY-BUR-CD			(PF5=HELP)	
3. SON	4. MR-NO	5. GRADE	00	(PF8=INDV)	
*****				(CLR=EXIT)	
1. PAY-PLAN	2. OCC-SER	0000			
3. OCC-FUNC-CD	4. OFF-TLE-PF/CD/SF				
5. OFF-TITLE	7. SUP-CD				
6. HQ-FLD-CD	9. INTERDIS-CD				
8. CLASS-STD-CD	11. EARLY-RET-CD	0			
10. DT-CLASS	13. DT-ABOL	00 00 00			
12. INACT/ACT	15. AGCY-USE				
14. DT-INACT/REACT	0000	0000	0000	0000	
16. INTERDIS-SER	0000	0000	0000	0000	
17. INTERDIS-PF/CD/SF					
18. PATCO-CD	19. PROF-CATEGORY				
** PLEASE FURNISH KEY DATA AND PRESS -ENTER- **					

Figure 1: Master Record (Query, Add, Change, Delete)



## EmpowHR Job Code USF Page - Add a New Value Tab



(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Job Codes

### Job Code USF

Find an Existing Value

Add a New Value

SetID:

COMM

Job Code:

NEW

Agency:

AG

Sub-Agency:

Personnel Office ID:

Master Record Number (NFC):

Pay Plan:

GS

Salary Administration Plan:

Salary Grade:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Figure 2: Job Code USF Page - Add a New Value Tab



## EmpowHR Job Code USF Page - Job Code Profile Tab

**EMPOWHR** SOLUTIONS FROM HERE TO BETTER  
(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Job Codes

**Job Code Profile** | Default Compensation | Affected Positions and Emplids

SetID: COMMN Job Code: NEW [Business Units that use this SetID](#) [Create JobCode from ASPD](#)

**Job Code Profile** Find First 1 of 1 Last

\*Effective Date: [ ] \*Status: A:Active Transaction Status: InProgress [ ] [ ]  
\*Reason Code: NEW \*Person Type: E:Federal Employee Agency Type: Federal Go To Row  
\*Occupational Series: [ ]  
\*Official Posn Title Code: [ ] \*Official Position Title: [ ]  
Official Title Prefix: [ ]  
Organization Posn Title Cd: [ ] Organization Position Title: [ ]  
[Detailed Jobcode Description](#)  
Job Family: Agency: [ ] \*Supervisory Status: 8:Other [ ] ☐ Medical Checkup Required  
Master Record Number (NFC) [ ] \*FLSA Status: [ ]  
US Federal

\*Agency: AG Department of Agriculture ASPD?: ☐ Created from ASPD:  
Sub-Agency: 90 DM, Office of the Chief Financial Officer  
Position Location: [ ]  
\*POI: [ ]  
Bargaining Unit: [ ]  
\*Pay Basis: [ ]  
Fund Source: [ ] ☐ Interdisciplinary Code  
Parentetical Title: [ ]  
\*PATCOB Code: [ ]

**Classification Factors**

\*Functional Class: 00:Not Applicable [ ] ☐ IA Actions  
Agency Use: [ ]  
Professional Category: [ ]  
Classification Standard: [ ] Class Standard Issued Date  
Classifier: [ ] Classification Standard Code: [ ]  
\*Date Classified: [ ] Early Retirement Code [ ]  
Classification Authority: Title 5, GS Class System Target Grade: [ ]

**Classification Factors** Find | View All First 1 of 1 Last

Classification Factor:	Factor Level:	Points:	Weight (%):
Grade Points			
OPM Certification Number:	*Salary Grade: Min Points: Max Points:	Total Points: 0	
	0 0		
Position Classification Std:			

Updated on: Updated By:


Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Job Code Profile](#) | [Default Compensation](#) | [Affected Positions and Emplids](#)

Figure 3: Job Code USF Page - Job Code Profile Tab



## EmpowHR Job Code USF Page - Default Compensation Tab



(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Job Codes

Job Code Profile | **Default Compensation** | Affected Positions and Emplids

SetID: COMMNJob Code: NEW

Default Compensation

Find | View AllFirst1 of 1Last

Effective Date:Status: A:ActivePI Indicator: InProgress

Sal Plan/Grade/Step

MinimumMidpointMaximum

\*Pay Plan: GSSalary Plan:Salary Grade:

Hourly:  
BiWeekly:  
Monthly:  
Annual:

Optional Interdisciplinary Classification

Find | View AllFirst1 of 1Last

Occupational Series  
Official Posn Title Code  
Parenthetical Title  
Official Title Prefix

Interdisciplinary Code

Replaces Job CodeMax Number of IAA\*Financial Disclosure Required 0

☐ Promotion Plan☐ Not to be Filled Concurrently

Requirements

☐ Driver License Required☐ Typing (25) Required  
☐ Physical Required☐ Typing (40) Required

Remarks

Promotion Plan

Personalize | Find | View AllFirst1 of 1Last

☐ \*Not to Be Filled Concurrently

1

Languages

Personalize | Find | View AllFirst1 of 1Last

Language Required

1

Job Code Tracking

Personalize | FindFirst1 of 1Last

	DateTime Stamp	User ID	Description
1			

Figure 4: Job Code USF Page - Default Compensation Tab



## PMSO Individual Position Screen (Query, Add, Change, Delete)


The screen below is an example of a PMSO Individual Position screen. This screen is used to query, add, change, or delete individual position data depending upon the entry made (**QI** - query, **AI** - add, **CI** - change, and **DI** - delete).

PM00301M	QUERY INDIVIDUAL POSITION		02/23/15
			(PF1=MENU)
1. FUNCTION Q	2. DEPT-CD/AGCY-BUR-CD		(PF5=HELP)
3. SON	4. MR-NO	5. GRADE 00	6. IP-NO
			(PF7=MSTR)
*****			(PF8=NEXT)
1. FLSA-CD/PAY-TBL		2. FIN-DS/PROC-INTG	0
3. POS-SCHD/CYB-SEC		4. POS-SENS/DRUG-TS	
5. COMP-LEV		6. WK-TITLE-CD	
7. WK-TITLE			
8. ORG-STR-CD	00 00 0000	00 00 00 00	
9. VAC-REV/TELEWORK		10. TARGET-GD	00
11. LANG-REQ		12. PROJ-DTY-IND	
13. DUTY-STATION		14. BUS-CD/COPR-ST	
15. DT-LST-AUDIT	00 00 00	16. PAS-IND/LEO-IND	
17. DATE-EST	00 00 00	18. GD-BASIS-IND	
19. DT-REQ-REC	00 00 00	20. NTE-DT	00 00 00
21. POS-ST-BUD		22. MT-REV/CL-ACT-CD	
23. DT-EMP-ASGN	00 00 00	24. DT-ABOL	00 00 00
25. INACT/ACT		26. DT-INACT/REACT	00 00 00
27. ACCTG-STAT		28. INT-ASGN-SER	
29. AGCY-USE		30. OBLIG-SSN	
31. DT-VACATED	00 00 00	32. INCUMBENT-SSN	
** PLEASE FURNISH KEY DATA AND PRESS -ENTER- **			

Figure 5: Individual Position (Query, Add, Change, Delete)



## EmpowHR Position Information Page - Description Tab



(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Position Information

Description | Specific Information | Budget and Incumbents | NFC Fields and Tracking Data

Position Information

Find | View All | First 1 of 1 | Last

Position Number: 00000000

NFC Posn Nbr

Headcount Status:

Current Head Count: 0 out of 0

\*Eff Date: 04/01/2015

\*Status: A:Active

Trx Status: InProgress

\*Reason Code: NEW

New Position

Auth Date: 04/01/2015

Agency Type: Federal

\*Position Status: A:Approved

Status Date: 04/01/2015

Person Type

Key Position

Initialize

PIN:

Job Information

\*Business Unit: STDBU

Standard BU for USDA

\*Master Record #

\*Job Code:

Job Code Supervisory Status:

Position Supervisory Status:

Official Title

\*Regular Shift: N:NA

\*Reg/Temp:

Title:

Short Title:

Position Remarks

Detailed Position Description

Work Location

\*Reg Region: USA

United States

\*Agency:

\*Department:

Org Stru

Departmental Hierarchy

\*Location:

Reports To:

Reporting Data:

FY: 2015

Pay Table

\*Pay Plan:

\*Salary Admin Plan:

\*Grade:

Standard Hours:

USA

US Federal

Occupational Series:

Parenthetical Title:

Organization Posn Title Cd:

\*Position Occupied:

PAR Nbr:

Competitive Area:

\*Competitive Level:

Justification

Function Code

\*Date Position Established: 04/01/2015

Reason Code

Position Audited By:

Not To Exceed Date:

Position Audit Date:

\*Bargaining Unit:

Target Grade:

Work Schedule:

\*FLSA Status: N:Nonexmp

Fund Source: A:Appropriated Funds

Agency Fund Source:

Obligated To ID:

Interdis Assign Code/Series

Obligation Expiration:

COPR Act/HHS Title Indicator

Position Location:

\*POI:

\*Sub-Agency:

Save | Notify | Previous tab | Next tab

Add | Update/Display | Include History | Correct History

Description | Specific Information | Budget and Incumbents | NFC Fields and Tracking Data

Figure 6: Position Information Page - Description Tab



## EmpowHR Position Information Page - Specific Information Tab

**EMPOWHR** SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Position Information

Description | **Specific Information** | Budget and Incumbents | NFC Fields and Tracking Data

Position Number: 00000000      Current Head Count: 0 out of 0

Headcount Status:      Find | View All      First 1 of 1 Last

**Specific Information**

\* Effective Date: 04/01/2015      \* Status: A:Active      NFC Posn Nbr:

Job Profile ID:       **Incumbents**

Max Head Count: 1      ☐ Update Incumbents

Mail Drop ID:       ☐ Include Salary Plan/Grade

Work Phone:       ☒ \*Budgeted

Health Certificate:       ☐ Confidential Position

Signature Authority:       ☐ Job Sharing Permitted

Position Pool ID:       Calc Group (Flex Service):

\*Pre-Encumbrance Indicator: Immediate      Academic Rank:

\*Encumber Salary Option: Salary Step      FTE: 0.000000      ☐ Adds to FTE Actual Count

Encumber Salary Amount: 0.000

\*Classified Indicator: Classified

▼ US Federal

\*Sensitivity Code:       ☐ Seasonal

\*Computer Sensitivity:       ☐ Intelligence Position

Security Clearance: 0:Not Required      ☐ Mobility Position

LEO/Fire Position: N:Not Applicable      ☐ \*Proc Integ Posn

Language Required:       ☐ \*Pres Appt Posn

Training Program:       ☐ Emergency Response Official

Staff/Line Position: L      ☐ Continuity of Operations Designee

Telework Eligibility:       ☐ Emergency Preparedness Participant

\*Drug Test (Applicable)

\*Cybersecurity Code: 00 Not Applicable


Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

Figure 7: Position Information Page - Specific Information Tab



## EmpowHR Position Information Page - Budget and Incumbents Tab

(US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Position Information

Description

Specific Information

Budget and Incumbents

NFC Fields and Tracking Data

Position Number: 00000000


Headcount Status:

Current Head Count: 0 out of 0

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents

Personalize | Find |  First 1 of 1 Last

Empl ID	Empl Record	Name	Position Type	Job Data
0				<a href="#">Job Data</a>

Save

Notify

Previous tab

Next tab

Add

Update/Display

Include History


Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

Figure 8: Position Information Page - Budget and Incumbents Tab



## EmpowHR Position Information Page - NFC Fields and Tracking Data Tab

 (US Dept of Agriculture) on USDAQA

Favorites | Main Menu > Position Management > Position Information

Description | Specific Information | Budget and Incumbents | **NFC Fields and Tracking Data**

Position Number: 00000000  
Headcount Status: Current Head Count: 0 out of 0

**NFC Fields** Find | View All First 1 of 1 Last

\* Effective Date: 04/01/2015 \* Status: A:Active NFC Posn Nbr: [ ]

\*Financial Disclosure: [ ] \*Classification Review: [ ]  
Position Schedule: [ ] \*Classification Action: [ ]  
Request Received Date: [ ] Project Duty Indicator: [ ] \*Accounting Station Code: [ ]  
Classification Std Applied Date: [ ] \*Vacancy Review: [ ]  
Agency Use: [ ] Grade Basis: [ ]

**Position Tracking Data** Personalize | Find | [ ] First 1 of 1 Last

	Date/Time Stamp	User ID	Reason Code	Status	Description
1					

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

Figure 9: Position Information Page - NFC Fields and Tracking Data Tab