



# CHANGE POSITION COMPETENCY LEVEL - 118 OM - 25

OM

## CHANGE POSITION COMPETENCY LEVEL - 118

This document is used when a Position Competency Level change is needed for Career Banded or Skilled Based Pay (SBP) positions only.

### Business Process Procedure Overview:

All Position Competency Level changes are submitted via the OM Workflow, transaction code ZOMA069, Action 118 to change Career Banded or SBP position competency level.

### Tips and Tricks:

See the OM Tips and Tricks Job Aid for a fuller listing of Best Practices and Tips & Tricks, located on the Training Help website [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents) in the following folder: Organizational Management > Job Aids.

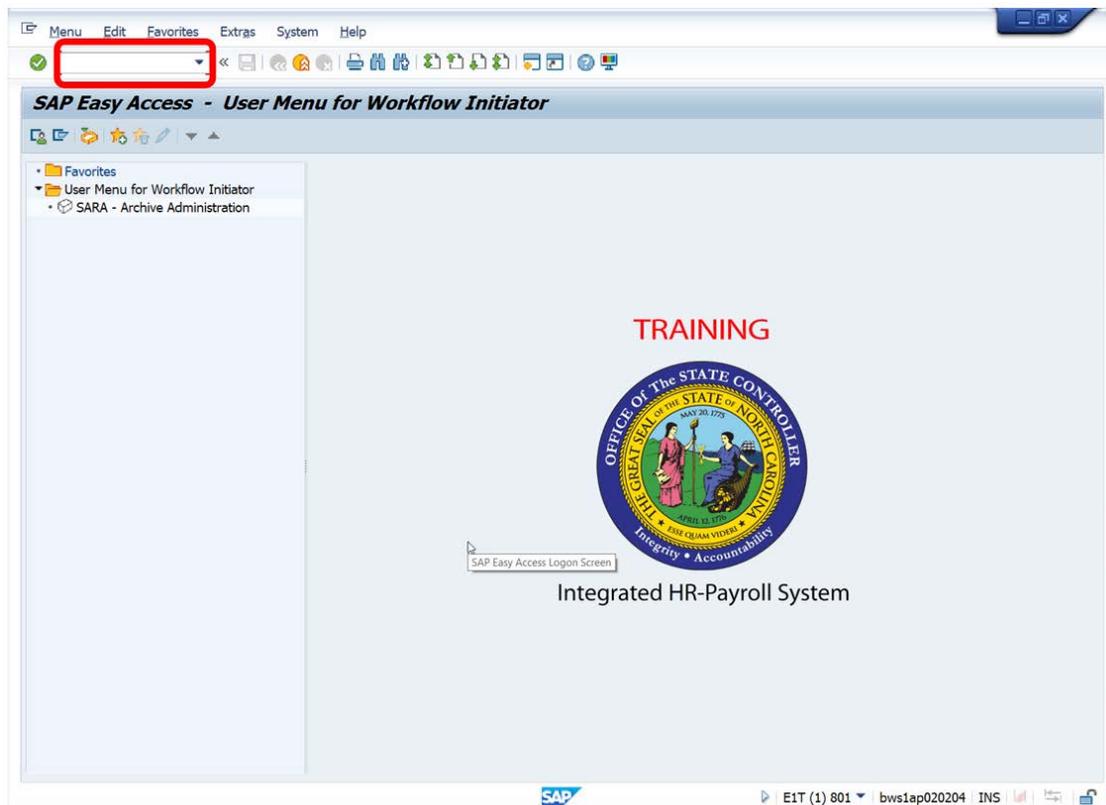
### Access Transaction:

<b>Via Menu Path:</b>	Your menu path may contain this custom transaction code depending on your security roles.
<b>Via Transaction Code:</b>	ZOMA069

## Procedure

1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. <b>Example:</b> ZOMA069



2. Click the **Enter**  button.

 **Information**

You may want to enter this transaction code in your Favorites folder.

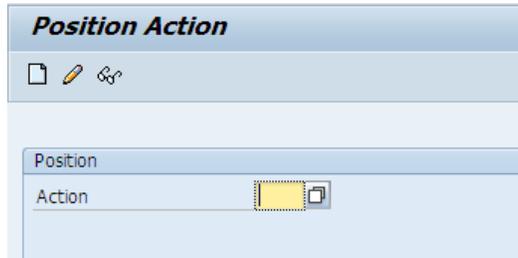
- Choose **Favorites > Insert Favorites**
- Type in **ZOMA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a **check** next to Display Technical Name.
- Click **Enter**.

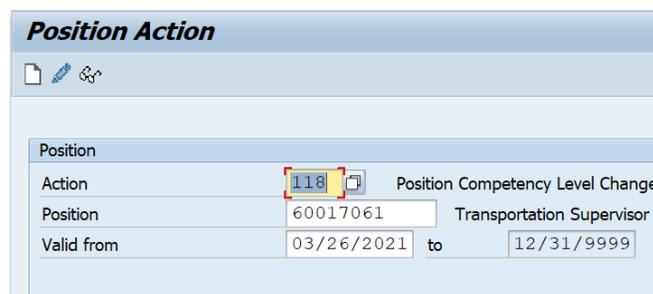
1. Update the following field:

Field Name	Description	Values
Action	A three character code that represents an action. An action is a series of procedures that must be completed in order to achieve a specific objective.	Enter value in Action.  <b>Example:</b> 118 Position Comp Level Change



2. Click the **Enter**  button. (this will validate the action code requested and display the position and date fields for entry)
3. Update the following fields:

Field Name	Description	Values
Position	A valid eight-digit unique non-intelligent ID number, also known as the position number	Enter Position Number <b>Example: 60017061</b>
Valid from	Beginning date of the specified date range. Also referred to as the effective date range. Identifies the lifespan assigned to an object or an infotype record, or the period of time that these items "exist".	Enter value in Valid from.  <b>Example:</b> 09/01/2012



4. Click the **Enter**  button. (Fields will validate and display the position title and date in format)
5. Click the **Create (F5)**  button.

The beginning date should be the effective date of the Position Comp Level change (it can be dated in the past or in the future). The format can be mm/dd/yyyy, mmddyy, or mm/dd/yy. The end date should be 12/31/9999.

The Change button is only used to change information on a position Comp Level change PRIOR to submitting it to Workflow. Once the action is saved, click *Initiate Work Flow* to obtain the PCR number.

6. Update the following fields:

Field Name	Description	Values
Pay Grade Level	The Competency Level for Career Banded or Skilled Based Pay Positions only	Enter value in Pay Grade Level  <b>Example1:</b> A, C or J for <i>Career Banded Positions</i> <b>Example2:</b> 1 through 5 for <i>Skilled Based Pay Positions (DOT)</i>

7. Click the **Enter**  button.

A message displays in the Message Center at the bottom of the screen:

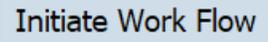


8. Click the **Save (Ctrl+S)**  button.

9. Add your note in the Services for Object  under **Create > Create Note**. Use the template for OM notes found on the OSC Training Help site:

<https://www.osc.nc.gov/documents/om-action-notes-template>

This template was established by OSC & OSHR and outlines the recommended comments for all Organization Management (OM) PCRs/Actions. This Excel template is a one-stop tool for providing definitions of the OM Actions, tips, and guidelines for entering the recommended comments specific to each action.

10. Click Initiate Work Flow . Once workflow is Initiated, a PCR # is assigned and the following message will display:

 Workflow submitted for Position: 60017061 PCR ID: 5000073183

The PCR number is assigned by the HR/Payroll system and is held in the Planned status until the workflow has gone through the entire approval process. If the workflow is approved, all of the data on the various infotypes will be moved into the Active status on the position. If the workflow is rejected or cancelled, the data will be moved into the Rejected status on the position.

## Additional Resources

Training HELP website: [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents)

Job Aids	OM Fields Job Aid
	<ul style="list-style-type: none"> <li>Used to identify OM Fields on a PCR. Can be found on the Training HELP website &gt; Filter by OM, then Job Aids or keyword search for the document.</li> </ul>