



POSITION HOLD INDICATOR

JOB AID OM-18 | TRANSACTION PO13

OM

The purpose of this job aid is to explain two hold indicators that have been added to IT1007 (Display Vacancy) in PO13 and PO13D—OSHR Hold on position and Agency Hold on Position.

Copy Vacancy (1007)

Position [REDACTED]

Planning Status Active

Valid from 03/01/2018 to 12/31/9999 [Change Information](#)

Vacancy

Open

Vacancy filled

Record 1 of 7

Hold Indicator

OSHR Hold on position

Agency Hold on position

When active, the hold indicator prevents a position from being posted in NEOGOV. To mark a position with an active hold indicator, the end-user will:

1. Copy the previous IT1007 record,
2. Change the “Valid from” date to the applicable date, then
3. Click the desired indicator box. This will place a in the box.
4. Green check, then save the record.



Information

The OSHR Hold indicator can be added and removed by OSHR only. The Agency Hold indicator can be added by Agency users with access to IT1007 in PO13.

The nightly feed from the Integrated HR/Payroll System will submit the hold indicator to NEOGOV. The position will not be available for posting in NEOGOV the day after the effective date used for the hold indicator.

To remove the hold indicator, the end-user will:

1. Copy the previous IT1007 record,
2. Change the “Valid from” date to the new applicable date, then
3. Click the desired indicator box to remove the .
4. Green check, then save the record.

 Only OSHR can remove the OSHR hold indicator.

CRITICAL!

The nightly feed from the Integrated HR/Payroll System will submit the new record to NEOGOV. The position will then be available for posting in NEOGOV the day after the effective date used to remove the hold indicator.