

Payroll Coordinator

Request Parent
Position Change
(Interchangeable
Promotion)



CloudVergent 360

Payroll Coordinator

Request Update of Position Change

Interchangeable Promotion

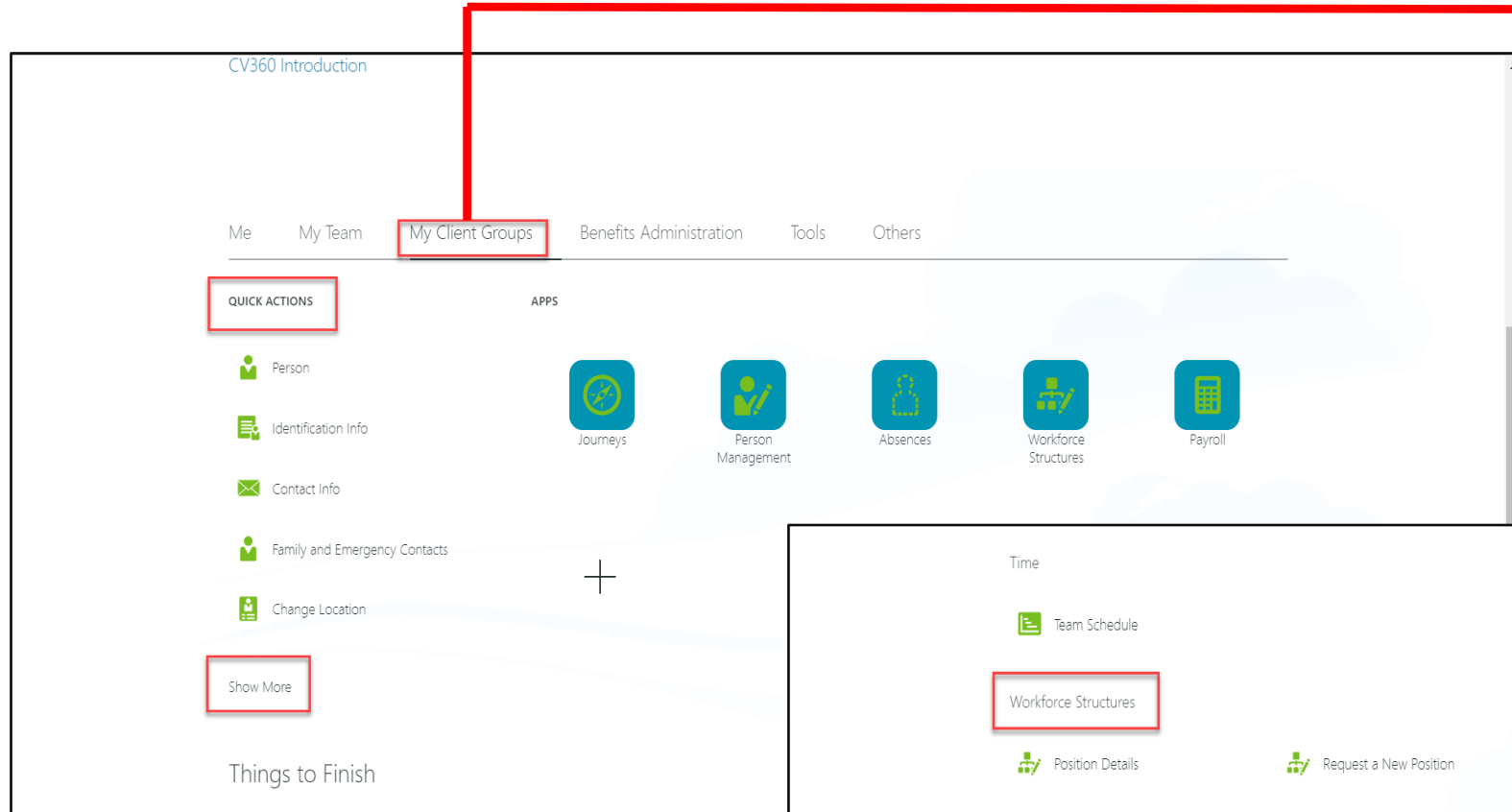
CV360 Navigation: My Client Group > Quick Action > Show More > **(Workforce Structure Group)** Request a Position Change

Departments must receive approval from HRIS before requesting Interchangeable Promotions.



CloudVergent 360

Request Update of Position Change (Interchangeable Promotion)

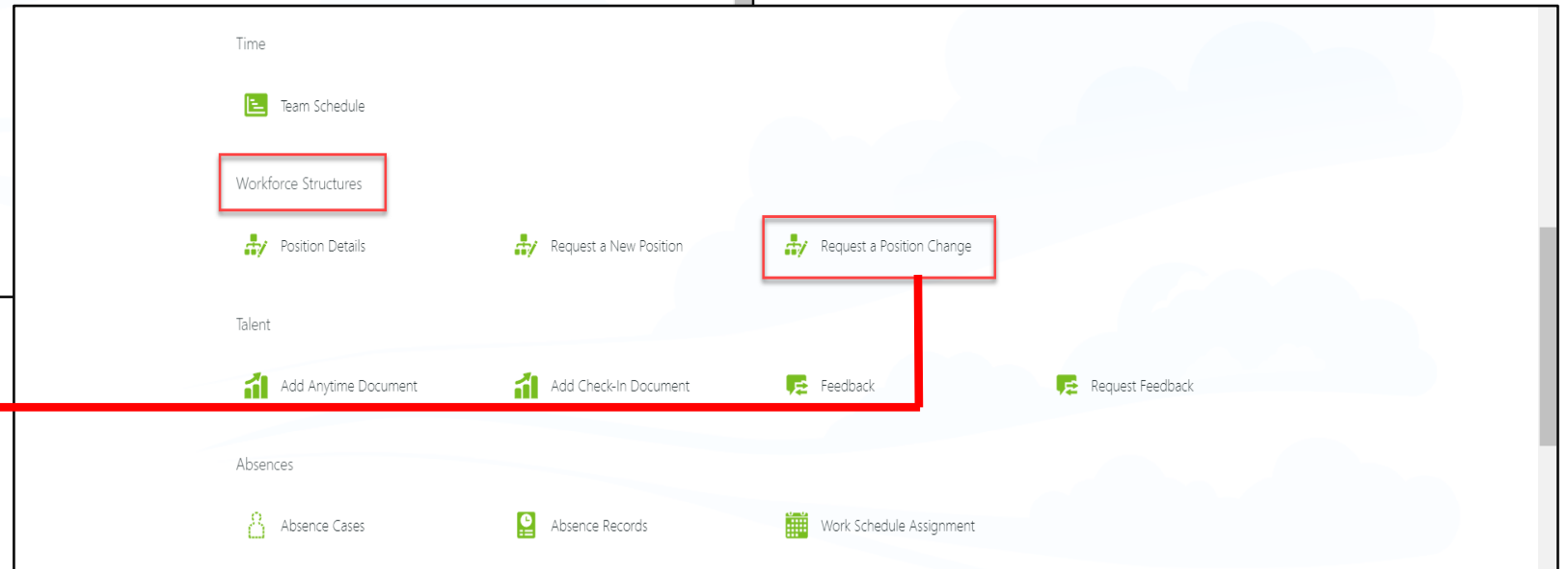


1

Navigate to My Client Groups > Quick Actions > Show More

2

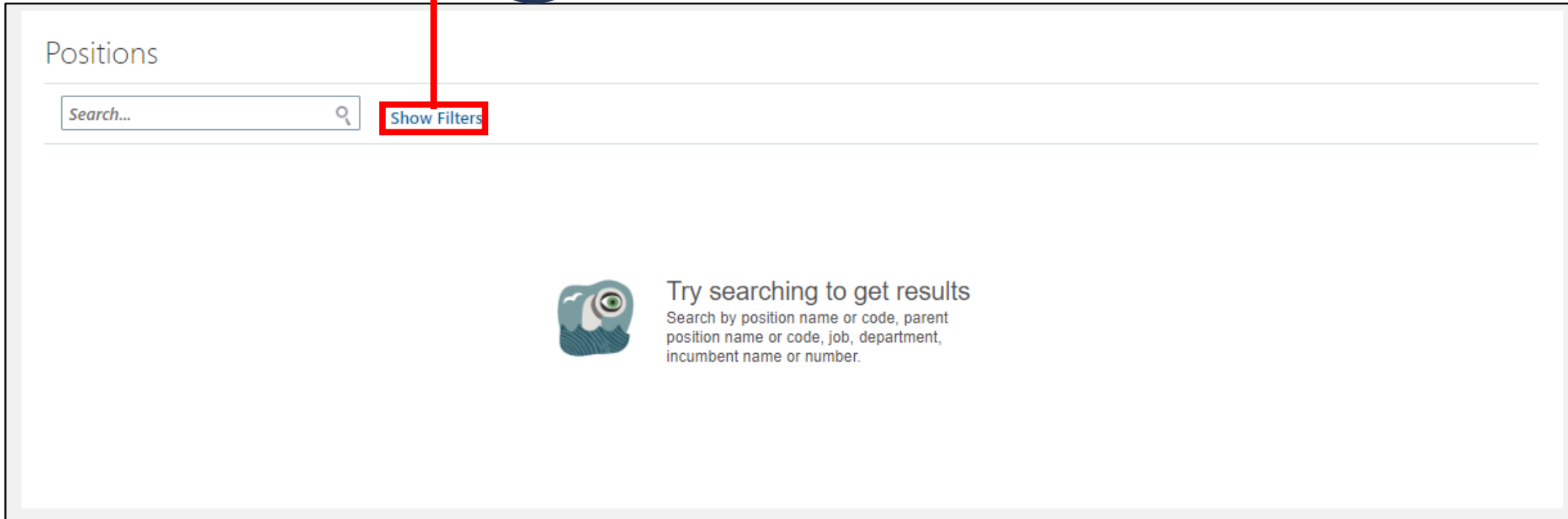
Select the Request a Position Change in the Workforce Structures




Request Update of Position Change (Interchangeable Promotion)

3


Select the show filters link to search the position.



Positions

Search... 

[Show Filters](#)

 Try searching to get results
Search by position name or code, parent position name or code, job, department, incumbent name or number.

! Payroll Coordinators should use the **Show Filters** hyperlink to locate the correct Parent and Child Position.

Using the Basic search function may provide multiple positions, and could result in spending additional effort, and manually searching through multiple position files.

Request Update of Position Change (Interchangeable Promotion)

Positions

Search... Hide Filters

Saved Search

Active Positions As-of Tr Save

Filters Reset ⚙️

Expand All | Collapse All

^ Effective As-of Date *

5/17/22 📅 - m/d/yy 📅 OK

^ Status Clear

Active
 Inactive

^ Position Name **

🔍

^ Position Code **

🔍

^ Parent Position **

^ Incumbent **

^ Job **

^ Department **

^ Location **

^ Business Unit

^ Hiring Status

Approved
 Frozen
 Proposed

^ Type

None
 Pooled
 Shared
 Single incumbent



Payroll Coordinators must validate they are requesting the right Position number.


Coordinators may use additional filters to drill down search criteria.

- ❖ *Position Name: (Deputy Director)*
- ❖ *Position Code # (00000)*
- ❖ *Parent Position # (00000)*
- ❖ *Incumbent (Vincent Pugh)*
- ❖ *Job # (0000)*
- ❖ *Department (Information Technology)*
- ❖ *Location (1 DECATUR)*
- ❖ *Business Unit (DC Business Unit)*

*CV360 recommends to always use **Position Code Field** to search positions for requested change.*


Request Update of Position Change (Interchangeable Promotion)

Positions



Search...  Hide Filters

Saved Search

Active Positions As-of Tr

Filters 

^ Effective As-of Date *


5/9/22  - m/d/yy 

^ Status


Active

Inactive


^ Position Name **



^ Position Code **



4 Enter the position number in the Position Code field and select the magnifying glass.

 Payroll Coordinators must validate they are requesting the right Position number.

Coordinators may use additional filters to drill down search criteria. CV360 recommends to always use the **Position Code field** to search positions for requested change.

Request Update of Position Change (Interchangeable Promotion)

Search... Hide Filters | Effective As-of Date On or after 5/16/22 | Status Active | Position Code 17261

Saved Search Sort By Name - A to Z

Active Positions As-of Tr Save

Filters Reset ⚙️

Expand All | Collapse All

Effective As-of Date *

5/16/20 📅 - m/d/yy 📅 OK

Status Clear

Active
 Inactive

Position Name **

Position Code ** Clear

17261 🔍

Parent Position	Incumbents
17261 - Deputy Clerk II 17261	Brianna Spann
04594 - Court Support Supervisor II	

5 Select the Queried Position Number. Ensure you do not select the parent position by accident

Request Update of Position Change (Interchangeable Promotion)

1 When and Why

*When does the position change start?
5/14/22

What's the reason for this request?
Interchangeable Promotion

Continue

6 In the When and Why section, Enter the position Start/Effective date

7 Select the **Interchangeable Promotion** action reason in the "What's the reason for this request?" drop down list.

8 Select the Continue button

All Personnel Actions effective dates must begin on the beginning of the pay period.

Request Update of Position Change (Interchangeable Promotion)

2 Position Details

Parent Position
04594 - Court Support Supervisor II

*Name
17261 - Deputy Clerk II

*Department
64110 - GRANTS - PROBATE COURT

*Job
33040

Name	Code	Job Family Name
33040 - Deputy Clerk III	33040	

[Add Another Grade](#)

9

The Payroll Coordinator must ensure they are selecting the correct Job code for the Interchangeable Promotion request. The Job Code change must match the proposed position.

Use the Drop-Down list to enter the Job Code associated with the promotion.

Request Update of Position Change (Interchangeable Promotion)

2 Position Details

Parent Position
04594 - Court Support Supervisor II

*Name
17261 - Deputy Clerk II

*Department
64110 - GRANTS - PROBATE COURT

*Job
33040 - Deputy Clerk III

Grade
DK2_09

[Add Another Grade](#)

10

Duplicate the Position Name from the Job Name e.g.; Deputy Clerk III



Payroll Coordinators must duplicate the Job Name and Position Name, without altering the current position number.

When duplicating the position and Job Name, make sure it's an exact match. If the Position and Job name is different, the request will be rejected by Generalist.

Request Update of Position Change (Interchangeable Promotion)

2 Position Details

Parent Position
04594 - Court Support Supervisor II

*Name
17261 - Deputy Clerk III

*Department
64110 - GRANTS - PROBATE COURT

*Job
33040 - Deputy Clerk III

Grade
DK2_09

Name	Code
RECENT GRADES	
DK2_09	DK2_09
DK2_10	DK2_10



Notice the Job Name and Position Name are exactly matched.

Note the spaces are exactly the same.



Adjust the correct Grade, if applicable

Request Update of Position Change (Interchangeable Promotion)

2 Position Details

Parent Position

04594 - Court Support Supervisor II

Merit Status

N

*Name

17261 - Deputy Clerk III

Salary Admin Plan

DK2

*Department

64110 - GRANTS - PROBATE COURT

Division Code

04100 - PROBATE COURT

*Job

33040 - Deputy Clerk III

Context Value

Grade

DK2_10

[Add Another Grade](#)

Continue

12

Select the Continue button

Payroll Coordinators must validate the Position details are correct before selecting the Continue button.

Request Update of Position Change (Interchangeable Promotion)

3 Impacted Assignments

Your attribute changes don't impact any assignments.

Continue

Select the Continue button

13

Request Update of Position Change (Interchangeable Promotion)

4 Comments and Attachments

*Comments

Comments



15

Select the Submit button

14

Submit

Cancel

Request a Position Change

17261 - Deputy Clerk II (17261)

① When and Why

Edit

② Position Details

Edit

③ Impacted Assignments

Edit

4 Comments and Attachments

*Comments



Add any comments that are applicable to the Interchangeable Promotion