

Add/Update Position Info Page Deltas

Core-CT 9.1 brings several changes to the **Add/Update Position Info** pages. These changes include the addition of fields to the **Description**, **Specific Information**, and **Budget and Incumbent** tabs of the **Add/Update Position Info** pages. The general business process for adding and/or updating position information has not changed.

The changes to each of the affected tabs are described below.

Navigation: Organizational Development > Position Management > Maintain Positions and Budgets > Add/Update Position Info

Description Tab

Two new fields appear on this tab.

The **Additional Criteria** field replaces the *Job Profile ID* field that appeared in the **Specific Information** tab in Core-CT 8.9. This field is used to store **Job Profile ID** data from Core-CT 8.9.

A **Security Clearance** field displays in the **Work Location** group box. In Core-CT 8.9 this field displayed on the **Employment Information** page.

Core-CT 9.1

Description	Specific Information	Budget and Incumbents	Combination Code	Position Approval	Clone Row
Position Information End View All First 1 of 1 Last					
Position Number:	00000102		Headcount Status:	Open	
		Current Head Count:	0 out of 1		<input type="button" value="+"/> <input type="button" value="-"/>
*Effective Date:	08/21/2012	Effective Sequence:	0	*Status:	Active
Reason:	FYL Fiscal Year Position Load	Action Date:	08/21/2012	Overall Budget Cap:	
Position Status:	Approved	Position End Date:		<input type="checkbox"/> Key Position	
Refill Indicator:	Manual	Originator of Change:	Yes	<input checked="" type="checkbox"/> Dept Budget Load	
Job Information					
*Business Unit:	AGNCY Executive Branch Agency Default	Additional Criteria:			
*Job Code:	3551EX ExecOficAdminAid1	Manager Level:	Not Assigned		
*Reg/Temp:	Regular	*Full/Part Time:	Part-Time		
*Regular Shift:	N/A	Union Code:	01 Exempt/Elected/Appointed		
Title:	ExecOficAdminAid1	Short Title:	ExOfAdAid1 Detailed Position Description		
Work Location					
*Reg Region:	USA USA Regulatory Region	Company:	CT State of Connecticut		
*Department:	GOV12000 Governor's Office	Location:	GOV064001 Governor's Office		
Reports To:		Dot-Line:			
Supervisor Lvl:		Security Clearance:			
Salary Plan Information					
Salary Admin Plan:	EX	Grade:	005	Step:	
Standard Hours:	25.00	Work Period:	WCT	Wkly	52.2
	Mon 5.00	Tue 5.00	Wed 5.00	Thu 5.00	Fri 5.00
	Sat	Sun			
USA					
FLSA Status:	No FLSA Required		Bargaining Unit:		

Core-CT 8.9

[Description](#)
[Specific Information](#)
[Budget and Incumbents](#)
[Combination Code Information](#)
[Position Approval](#)
[Clone Row](#)

Position Information End | View All First 1 of 1 Last

Position Number: 00000106
Headcount Status: Filled **Current Head Count:** 1 out of 1 + -
***Effective Date:** 06/15/2012 D1 **Effective Sequence:** 0 ***Status:** Active v
Reason: FYL Q Fiscal Year Position Load **Action Date:** 06/27/2012 **Overall Budget Cap:**
Position Status: Approved **Position End Date:** D1 **Key Position**
***Refill Indicator:** Manual v **Originator of Change:** No v **Dept Budget Load**

Job Information

***Business Unit:** AGENCY Q Executive Branch Agncy Default
Job Code: 3551EX Q ExecOficAdminAid1 **Manager Level:** Not Assigned
***Reg/Temp:** Regular v ***Full/Part Time:** Full-Time v
***Regular Shift:** N/A v **Union Code:** 01 Q Exempt/Elected/Appointed
Title: ExecOficAdminAid1 **Short Title:** ExOfAdAid1 [Detailed Position Description](#)

Work Location

***Reg Region:** USA Q USA Regulatory Region
Department: GOV12000 Q Governor's Office **Company:** CT State of Connecticut
Location: GOV064001 Q Governor's Office
Reports To: Q **Dot-Line:** Q
Supervisor Lvl: Q

Salary Plan Information

Salary Admin Plan: EX Q **Grade:** 005 Q **Step:** Q
Standard Hours: 40.00 **Work Period:** WCT Q Wkly 52.2

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

USA

FLSA Status: No FLSA Required v **Bargaining Unit:** Q

Employment Information Page

Navigation (Core-CT 8.9): Workforce Administration > Job Information > Job Data

Employment Information

██████████ EMP ID: ██████████ Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd:	0	Original Start Date:	07/02/2010	<input type="checkbox"/> Override
Last Start Date:	07/02/2010	First Start Date:	<input type="text" value="07/02/2010"/>	
Termination Date:	04/11/2011		Years Months Days	
Org Instance Service Date:	07/02/2010	<input type="checkbox"/> Override	0 9 10	

Organizational Assignment Data

Instance Record

Last Assignment Start Date:	07/02/2010	First Assignment Start:	07/02/2010
Assignment End Date:	04/11/2011		
Home/Host Classification:	Home		Years Months Days Time Reporter Data
Layoff Seniority Date:	07/02/2010	<input type="checkbox"/> Override	0 9 10
Benefits Service Date:	07/02/2010	<input type="checkbox"/> Override	0 9 10

Probation Date:	<input type="text" value=""/>	Next Annual Increment Date:	<input type="text" value=""/>
Longevity Date:	<input type="text" value="07/02/2010"/>	Last Verification Date:	<input type="text" value=""/>
Business Title:	<input type="text" value="CCStdntWrkrFinAid"/>	Position Phone:	<input type="text" value=""/>

▼ USA

Security Clearance:

Owns 5% (or More) of Company

Appointment End Date:	<input type="text" value=""/>	Contract Length:	<input type="text" value="Not Applic"/>
	<input type="checkbox"/> Accrue Tenure Services	FTE for Tenure Accrual:	<input type="text" value=""/>
Service Calculation Group:	<input type="text" value=""/>	FTE for Flex Service Accrual:	<input type="text" value=""/>

[Job Data](#)
Employment Data
[Benefits Program Participation](#)

Specific Information Tab

The **Specific Information** tab in Core-CT 9.1 contains a new field: **Available for Telework**. This field does not display in Core-CT 8.9.

The **Job Profile ID** which appeared on the **Specific Information** tab in Core-CT 8.9 does not appear on the Specific Information tab in Core-CT 9.1. This field is replaced by the Additional Criteria field that displays on the Core-CT 9.1 **Description** tab.

Core-CT 9.1

The screenshot shows the 'Specific Information' tab for position 00000102. The 'Incumbents' section contains the following options:

- Update Incumbents
- Include Salary Plan/Grade
- Budgeted Position
- Confidential Position
- Job Sharing Permitted
- Available for Telework

The 'Available for Telework' checkbox is highlighted with a red box. Below this, the 'Education and Government' section includes fields for Position Pool ID, Pre-Encumbrance Indicator (None), Encumber Salary Option (Salary Step), Classified Indicator (Unclassifd), Calc Group (Flex Service), Academic Rank, and FTE (0.630000).

Core-CT 8.9

Description	Specific Information	Budget and Incumbents	Combination Code Information	Position Approval	Clone Row
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Position Number: 00000102
Headcount Status: Open
Current Head Count: 0 out of 1

Effective Date: 06/15/2012 Effective Sequence: 0 Status: Active Overall Budget Cap:

Job Profile ID:

Max Head Count:

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

Incumbents

- Update Incumbents
- Include Salary Plan/Grade
- Budgeted Position
- Confidential Position
- Job Sharing Permitted

Education and Government

Position Pool ID:

*Pre-Encumbrance Indicator:

*Encumber Salary Option:

*Classified Indicator:

Calc Group (Flex Service):

Academic Rank:

FTE: Adds to FTE Actual Count

Budget and Incumbents Tab

In Core-CT 9.1 the **Current Incumbents** grid on the **Budget and Incumbents** tab has four new columns: **Effective Date**, **Action**, **Action Reason**, **Override Position Data**. These fields are view only. They do not display in Core-CT 8.9.

Core-CT 9.1

Description	Specific Information	Budget and Incumbents	Combination Code	Position Approval	Clone Row				
Position Number:	00000102								
Headcount Status:	Open		Current Head Count:	0 out of	1				
Current Budget									
Earnings	Deductions	Tax	Cdn Tax	Total					
0.000	0.000	0.000	0.000	0.00					
Current Incumbents Customize Find 1 of 1									
Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
	0		0.00		09/20/2012				Job Data

Core-CT 8.9

Description	Specific Information	Budget and Incumbents	Combination Code Information	Position Approval	Clone Row	
Position Number:	00000102					
Headcount Status:	Open		Current Head Count:	0 out of	1	
Current Budget						
Earnings	Deductions	Tax	Cdn Tax	Total		
0.000	0.000	0.000	0.000	0.00		
Current Incumbents Customize Find First 1 of 1 Last						
Empl ID	Empl Rcd#	Full/Part	Std Hrs/Wk	Name	Job Data	
	0		0.00		Job Data	