## Establishing a New Position

Position processing in Core-CT is a fairly quick procedure if certain basic documentation required by the approvers is developed and on hand when the data is entered. The procedures to generate various position actions are detailed below. Although not every position action is detailed, the basic steps are the same and can be completed using a similar approach with modification to one or two fields as necessary. The first and most detailed procedure is to create a new position. Changes to already approved positions are much simpler because only the fields which are being adjusted will require update rather than each field having to be completed.

Agency Position Specialist should compile documentation relating to the position request such as:
- Internal position approval forms (if applicable)
- Table of Organization (if applicable)
- Department
- Location
- Job code
- Full or Part time
- Standard hours
- Salary Plan
- FTE value
- Adds to FTE Value
- Combination code

Also prepare the text for the Description in a separate word or text document. The justification format and content is driven by the requirements of agency, DAS and/or OPM approvers and the type of action being requested.

- **From the Fluid Dashboard, navigate to**: *Core-CT HRMS > Workforce Administrator > Position Management > Manage Position*
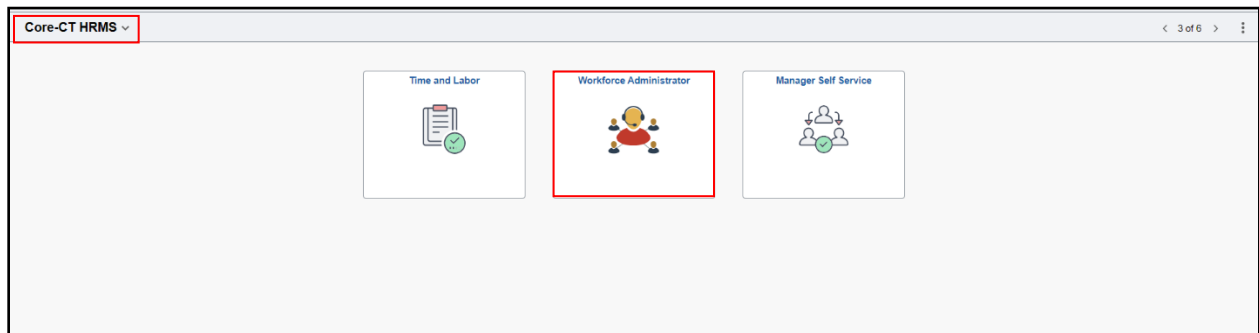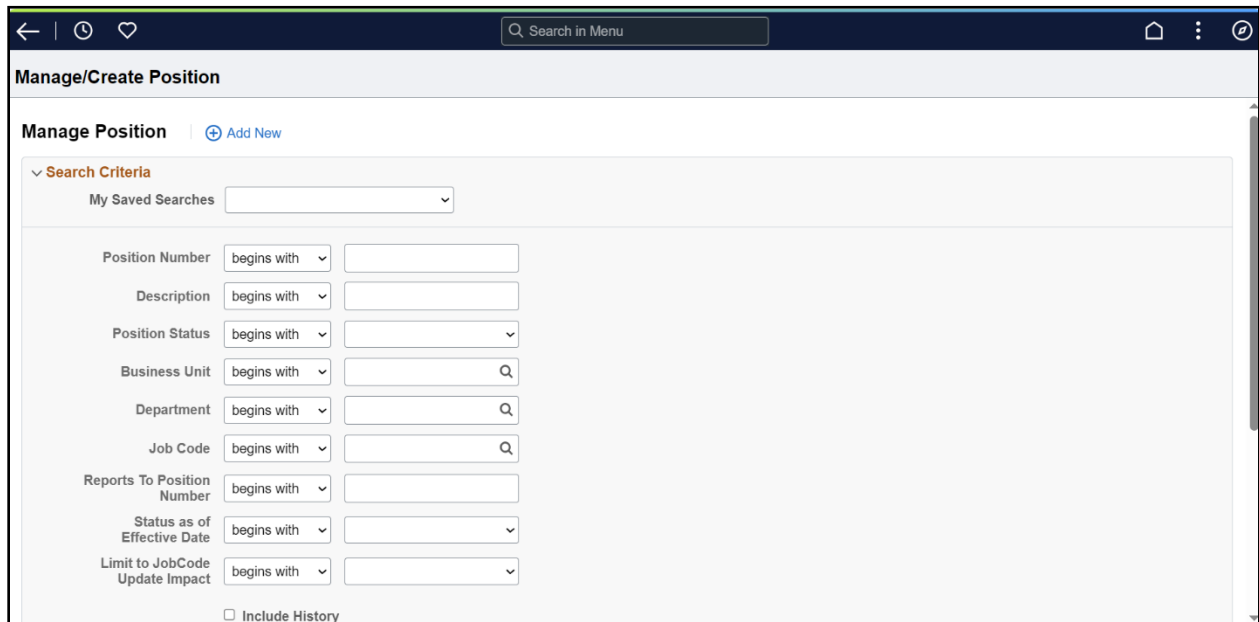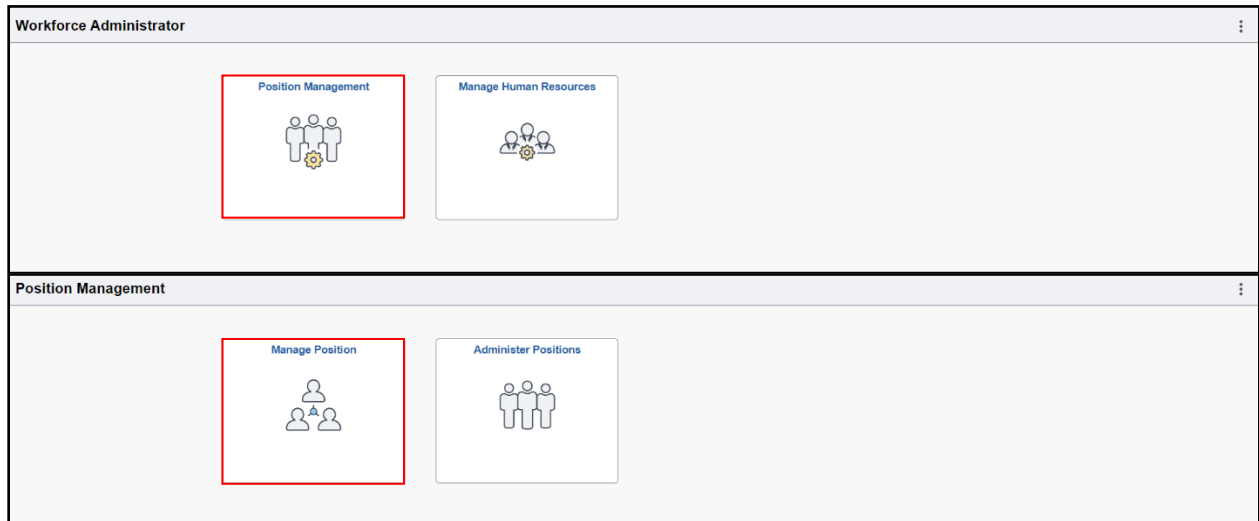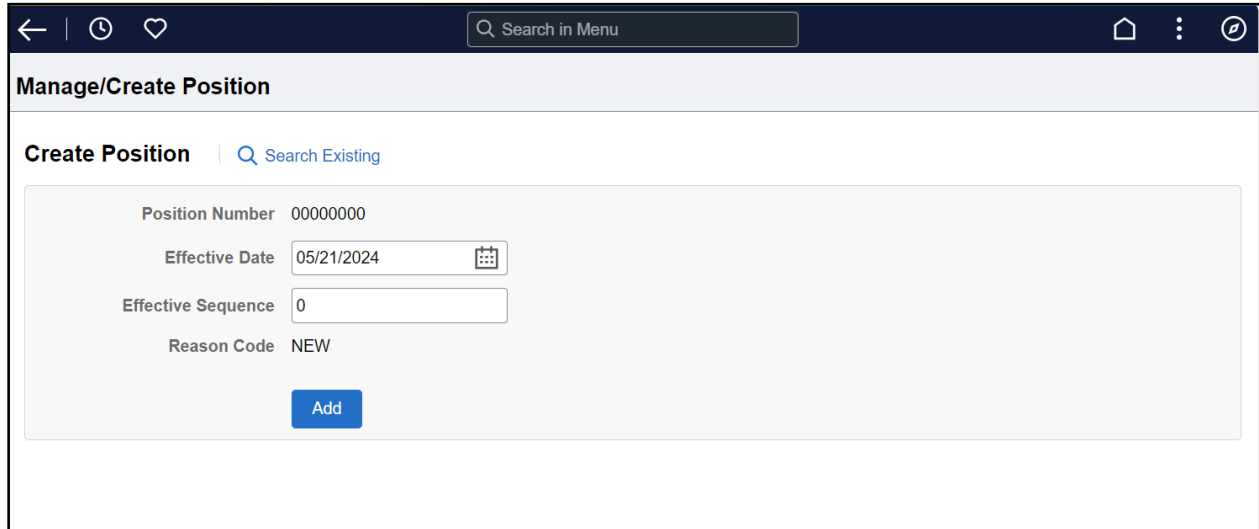
- The Manage/Create Position search page displays.
- Click the Add New tab or link. This will bring you to the **Create Position** screen below.

Create Position

Note: Fields not identified in the following instructions are not used by Core-CT.

- (Mandatory) Today's date will default in as the **Effective Date**. Enter the appropriate **Effective Date** for the position.
- (Mandatory) **Effective Sequence** – Will be '0'. This number is used to track multiple actions that occur on the same date. If there are additional actions on the same effective date the sequence would need to be manually changed to '1' and so on.
- (Mandatory) The **Reason** code should default in as 'NEW'. Do not change.
- System assumes all **Action** codes in "Position Data" is 'Position Change' and is not visible on the page.

Click the blue **Add** button to begin the **Activity Guide**. With the PUM upgrade, all new position requests and updates to existing positions will be completed using the Activity Guide. This is an easy-to-follow process meant to ensure all necessary information is entered. You will notice while creating a new position row that the information is divided into specific tabs along the left-hand side of the page. Proceed through these tabs to complete the transaction.

Note: Once you click "Add" you will not have the ability to change the Effective Date or Reason code.

Position Data

The first tab of the Activity Guide is titled Position Data. Below is a description of the fields found on this tab.

- (Mandatory) The **Refill Indicator** - defaults in as 'Manual' meaning refill is not authorized.
  - Update this field to 'Auto' if your agency does not require OPM budget approval for refills and 'Six Months' if refill approval is required. Keeping the status as 'Manual' will not allow the position to be filled.
- **Originator of Change** – defaults in as 'Yes' to indicate your user role is the originator of this transaction for workflow purposes. Do not change.
- **Position Status** defaults in as 'Proposed'.
- (Mandatory) **Status** – defaults in as 'Active'. A status of 'Inactive' means the position is no longer in use.
- **Action Date** defaults in as today's date.
- (Optional) **Position End Date** – used to indicate if the position has an end date.
  - If the position is not a permanent position the expected last work day should be entered in the Position End Date field.
- Change the **Track Recruitment** box from 'No' to 'Yes' if applicable to your agency's recruitment process.
- (Mandatory) **Business Unit** – defaults in as 'AGNCY'.
  - Options are: UNIVS – for UOC, UHC, CCC and CSU.
  - JUDCL – for Judicial
  - LEGMN – for Legislative Management
  - AGNCY – for all other agencies

- (Mandatory) **Job Code** - job classification number. If you are not aware of the job code number you can click on the search magnifying glass to bring you to the search page. If you are unsure of the job code description or the job code number you can go to the DAS website link at: https://www.jobapscloud.com/CT/auditor/ClassSpecs.asp to do a more detailed search.

- **Manager Level** – defaults in according to the job code selected.
- (Mandatory) **Reg/Temp** – select 'Regular' – if position does not have a **Position End Date** or 'Temporary' – if position does have a **Position End Date**.
  - If the position is temporary (or durational in nature) please enter a **Position End Date** specifying the last day the incumbent will work.
- (Mandatory) **Full/Part Time** – indicate appropriate selection. (If position is less than the full time value, indicate Part Time.)
- (Mandatory) **Union Code** – defaults in from job code. Do not change.
- (Mandatory) **Title** - defaults in from job code. Do not change.
- (Mandatory) **Short Title** - defaults in from job code. Do not change.

- (Mandatory) **Description** –Text box can be expanded by clicking the lower right corner. Copy and paste the justification discussed on page 1 or type it in.

- (Mandatory) **Reg Region** - defaults in as 'USA'. Do not change.
- (Mandatory) **Department** - enter the three digit acronym for your agency used in Core-CT (e.g. DOC) in the **Department** field and click the search magnifying glass. Select the full department code from the resulting list or single value.

- o   Once you make a selection the system will return you to the "Position Data" page

- (Mandatory) **Location** code - defaults in from the **Department** code selected, correct as necessary. (To view the entire Location Code table, enter your three digit agency acronym in the **Location** field and click the search magnifying glass. To narrow the search, add more criteria such as the town location to the acronym (064 for Hartford) and then search. Once you have clicked on the selection, the system will return you to this page.)
- (Optional) **Reports To** – indicates which position this position will report to.
- (Mandatory) **Salary Admin Plan** – defaults in from selected job code. Do not change.
- (Mandatory) **Grade** – defaults in from selected job code. Do not change.
- (Mandatory) **Step** – defaults in from selected job code. (If salary plan of selected job code is a range plan, the **Step** field will be blank.)
    - o   The step value should always be the minimum or starting step for the class, unless a different step hiring rate is being requested. In these cases only it is permissible to adjust the step to request the rate. The next requested action in position data should adjust the rate back to step 1 or the minimum starting step for the class.
- (Mandatory) **Standard Hours** – defaults in from the job code selected. If the **Full/Part Time** indicator is set to 'Part-Time', reduce the **Standard Hours** to the appropriate amount.
- (Mandatory) **Work Period** – remains as default 'WCT'. Do not change.
- Schedule – defaults in as Monday through Friday. (These fields not used by Core.)
- Click on USA Flag (bottom of page) – **Overtime status** defaults in from job code selected.

NOTE: If you alter defaults derived by the Job code table, the altered fields will highlight in yellow.

Specific Information

- Click on the "Specific Information" drop down section within the Position Data tab.

- Enter the **Request ID Number**, if used by your agency.

Select the **Additional Information** tab or click the **Next** button to advance to the next tab of the Activity Guide.

Additional Information

- (Mandatory) **Pre-Encumbrance Indicator** – defaults in as 'Encumber Immediately'. Do not change.
- (Mandatory) **Encumber Salary Option** - defaults in as 'Salary Step'. Do not change.
- (Mandatory) **FTE** - enter the Full Time Equivalent value (1.00 = full time) or the appropriate decimal percentage if less than full time (standard hours divided by salary plan hours - 20 divided by 40 = .50).
- (Mandatory) **Adds to FTE Actual Count** – change the indicator from No to Yes if the position is even partially funded through State appropriations and is full-time and permanent. Leave it as No if it is completely funded through other funds such as federal grants or agency revenues or if it is temporary or permanent part-time. This field is intended to track the permanent positions included in your agency's budget.

Select the **Budget Incumbents** tab or click the **Next** button to proceed to the next tab of the Activity Guide.

Budget Incumbents

- Budget Incumbents tab is an informational only page. This page will show the incumbent's name, employee ID, and record number once an employee has been hired into the position.
- Click directly on the **Combination Code** tab or click **Next** to navigate to the **Combination Code** tab.

Combination Code

- (Mandatory) **Combination Code** – this field specifies the agency funding source which should be utilized. If the HRMS combination code has been identified in the research done on page 1, this can be copied and pasted into the field. If not, click the search magnifying glass.

- The "Look Up Combination Code" search page will appear.
- If you only enter in your agency's three-digit acronym in the **Combination Code** field all combination codes meeting the specified criteria will be found.

Cancel	Lookup

Search for: Combination Code

∨ **Search Criteria**   Show Operators

Set ID (begins with)	STATE
Combination Code (begins with)	
Description (begins with)	
Department (begins with)	DCF
Project/Grant (begins with)	
Fund Code (begins with)	
Program Code (begins with)	
SID (begins with)	
Budget Reference (begins with)	
Chartfield 1 (begins with)	
Chartfield 2 (begins with)	
Chartfield 3 (begins with)	

[Search] [Clear]

∨ **Search Results**

Only the first 300 results can be displayed.

300 rows

Combination Code ↑↓	Description ↑↓	Account ↑↓	Department ↑↓	Project/Grant ↑↓	Fund Code ↑↓	Program Code ↑↓	SID ↑↓	Budget Reference ↑↓	Chartfield 1 ↑↓	Chartfield 2 ↑↓	Chartfield 3 ↑↓
DCF9111111000100100000001	ChildFamly + 11000 + 10010	50600	DCF91111	DCF_NONPROJECT	11000	14000	10010				
DCF9111112060230520000001	DCF911112060023052	50600	DCF91111	DCF_NONPROJECT	12060	14000	23052	2020			
DCF9111211000100100000001	ChildFamly + 11000 + 10010	50600	DCF91112	DCF_NONPROJECT	11000	14000	10010				
DCF9111511000100100000002	DCF911151100010010	50600	DCF91115	DCF_NONPROJECT	11000	14000	10010				
DCF9111611000100100000001	DCF911161100010010	50600	DCF91116	DCF_NONPROJECT	11000	14000	10010				
DCF9111711000100100000001	DCF911171100010010	50600	DCF91117	DCF_NONPROJECT	11000	14000	10010				

- Enter the values from as many of the individual financial chartfields as are known, such as: **Department, Project/Grant, Program, Fund, SID, Budget Reference, Chartfield 1** or **Chartfield 2.** Adding more criteria will narrow the results to fewer combination codes. When the correct combination code is found in the resulting search, click to select that combination code onto the position record and the system will return you to the "Combination Code Information" tab.

- Notice that all of the financial chartfield values are displayed on the page.
- (Mandatory) Percent of Distribution - enter a percentage. If this is to be the only funding source enter '100.00'. If the funding is to be split among two or more sources, enter the *portion* of 100% that the selected Combination code represents (for example '50.00'). Then, click the [+] button in the "Position Funding Details" section so that another combination code can be added using the same procedure. Repeat until all funding sources and their percentages are properly recorded. **Important**: All percentages when added together must equal 100%.

- Example of how multiple funding rows will appear prior to completion.

Create Position

Position Number 00000000
Headcount Status Open
Current Head Count 0

Return to Search | ‹ Previous | Next ›

Step 4 of 6: Combination Code

Effective Date 11/04/2024	Reason Code NEW New Position
Effective Sequence 0	Approval Status Not Available
Status A	Overall Budget Cap

Position Funding Details

*Combination Code DCF9111211000100100000 Q ChildFamly + 11000 + 10010	
Account 50600	Department DCF91112
Project/Grant DCF_NONPROJECT	Product
Fund 11000	Program Code 14000
SID 10010	Affiliate
Operating Unit	Alt. Account
Chartfield 1	Chartfield 2
Chartfield 3	Budget Ref
Fund Affiliate	Oper Unit Affil
Funding End Date	Percent of Distribution 75.000
Budget Amount	

Position Funding Details

*Combination Code DCF9113711000100100000 Q ChildFamly + 11000 + 10010	
Account 50600	Department DCF91137
Project/Grant DCF_NONPROJECT	Product
Fund 11000	Program Code 14000
SID 10010	Affiliate
Operating Unit	Alt. Account
Chartfield 1	Chartfield 2
Chartfield 3	Budget Ref
Fund Affiliate	Oper Unit Affil
Funding End Date	Percent of Distribution 25.00
Budget Amount	

- **Funding End Date** - only if the funding specifically ends on a particular fiscal year date other than 06/30 (State Budget End Date) should a funding end date be entered. If a grant fund can be used until expended and doesn't have a specific end date to be used, it can remain blank. For more information, check with your agency or OPM budget analyst regarding this field.

- The **Prior Approved Funding Distribution** and **New Funding Distribution** boxes will be completed once this transaction is saved.

- Click directly on the **Attachments** tab or click **Next** to navigate to the next tab of the Activity Guide.

Attachments
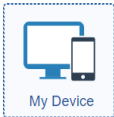
Attachments are a new feature delivered with the PUM upgrade. You now have the option to upload a document or add a Note from the **Attachments** tab.

- To upload a document, click the **Add Attachment** button. When prompted, click the **My Device** button to select a document to upload.

Create Position

Position Number 00000000
Headcount Status Open
Current Head Count 0

1 Position Data Visited	**Step 5 of 6: Attachments**
2 Additional Information Visited	Effective Date 05/29/2024
3 Budget Incumbents Visited	Effective Sequence 0
4 Combination Code Visited	**Add Document**
5 Attachments Visited	No Document has been attached.
6 Review and Submit Not Started	[Add Attachment] [Add Note]

File Attachment ×

Choose From

My Device

- Add a **Description** to the uploaded document.

Step 5 of 6: Attachments

Effective Date 11/01/2024

Effective Sequence 0

Add Document

[Add Attachment] [Add Note]

Document Name ↑↓	Description ↑↓
Attachment_demonstration.docx	Attachment for new position

- To add a Note, click **Add Note**. A separate pop-up box will display where the Description and Note Text can be entered. Click **Done** to save the Note.
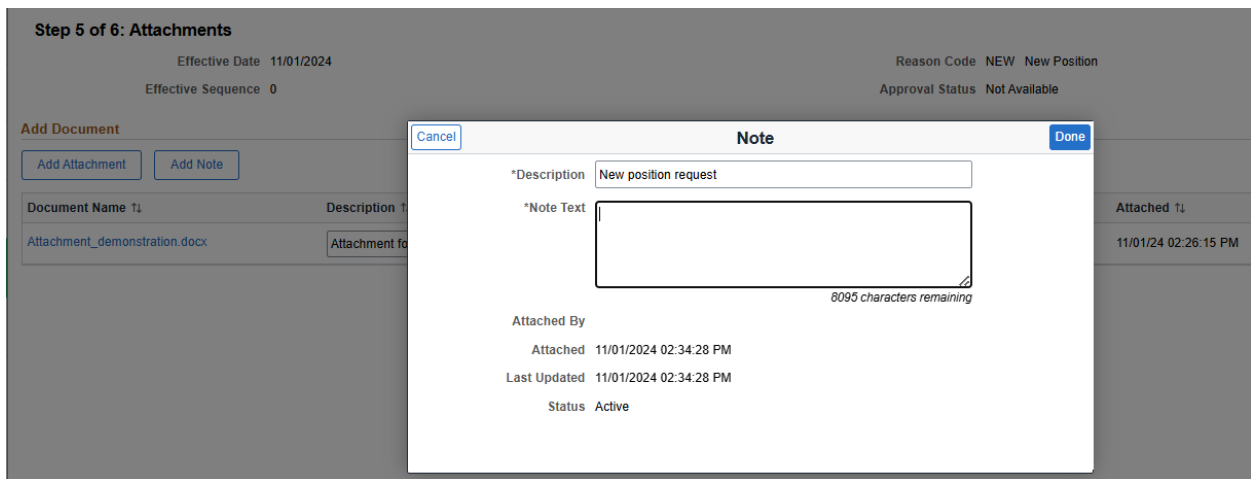
- Click directly on the **Review and Submit** tab or the **Next** button to advance to the last tab of the Activity Guide.

Review and Submit

The **Review and Submit** tab is another new feature of the PUM upgrade. This page will display the values that have been changed on the position. For a new position, only "Proposed Values" will display. For changes to existing positions, another column reflecting the position's current values will also display.

Create Position

Position Number 00000000
Headcount Status Open
Current Head Count 0

Return to Search | ‹ Previous | Submit

1 Position Data Visited	
2 Additional Information Visited	
3 Budget Incumbents Visited	
4 Combination Code Visited	
5 Attachments Visited	
6 Review and Submit Visited	

Step 6 of 6: Review and Submit

Effective Date 11/01/2024   Reason Code NEW New Position
Effective Sequence 0   Approval Status Not Available

Key Information

Description	Proposed Value
Business Unit	AGNCY
Department	DAS23000
Job Code	2008CL
Max Head Count	1
Location Code	DAS064001
Company	CT
Combination Code_1	DAS2313111000100100000001
Percent of Distribution_1	100

- Once you have confirmed the values are correct, click the blue **Submit** button. You will receive confirmation that the position has been submitted. Notice that a position number has been generated.

Position Confirmation

✔ The Position Number 00141357 has been successfully submitted for approval.

Position Number 00141357
Headcount Status Open
Current Head Count 0 of 1

[Go to Position Details] [Go to Manage/Create Position] [Go to Position Management]

- If the new position requires approval, the confirmation page will include a list of required approvers. This is the **Approval Chain**.

Position Confirmation

✔ The New Position Number 00141410 has been successfully submitted for approval.

Position Number 00141410
Headcount Status Open
Current Head Count 0 of 0

Create Position

⌄ New Position   Pending

PositionApprovalAll

⧗ Pending

Multiple Approvers
CT Agncy Personnel Admnstrtr   >

◫ Not Routed

Multiple Approvers
CT Agncy Budget Specialist   >

◫ Not Routed

Multiple Approvers
CT DAS Position Analyst   >

The next section gives an example of workflow processing from the first approver for this position.

Position Approval

- After logging into Core-CT, an approver can check for items pending their approval in two places: the notification bell icon and the **Approvals** tile.
- The Approvals tile can be found via two navigation paths: **Core-CT HRMS > Workforce Administrator > Approvals** *or* **Core-CT HRMS > Manager Self Service Approvals.**
- The Approvals tile will display the total number of items pending that user's approval.

Workforce Administrator

| Approvals | Position Management | Manage Human Resources |

1

- After clicking the Approvals tile, the user will see a list of items pending their approval.

- The approver can select a position to act upon by clicking the appropriate row, where they will be brought to the below approval screen.

- After reviewing the information, select **Approve**, **Deny,** or **Pushback** in the upper right corner.
- Enter comments regarding the action taken in the **Approver Comments** box. The approver will also be able to review and edit these comments after selecting Approve, Deny, or Pushback.

- As each succeeding approver acts on the position and adds comments, a complete record of the approval path is obtained. A timestamp of each approval as well as any comments will be added to the **Approval Chain** for that position transaction.
- Once the position has entered workflow, the position is set to read-only for all position users EXCEPT the approver(s) where the position has been routed for approval.
- An alternate way to access positions pending approval is through the notification bell icon in the upper right-hand corner of the home screen. A green dot will appear when new items are pending approval.
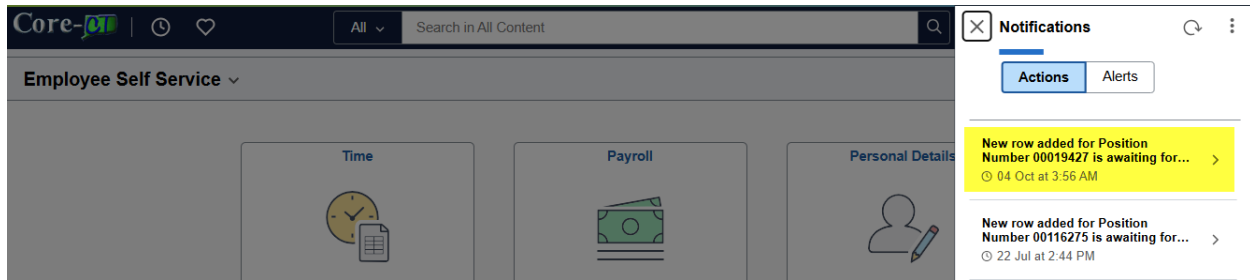

- Click the bell icon to view a list of positions requiring approval. You may access the approval page for any listed position directly by clicking on the link provided:

- This link will bring the approver to the same approval screen accessed through the Approvals tile.

POSITION MODIFICATIONS

When positions are already in 'Active/Approved' status and require a change, the changes are fairly easy to complete. Listed below are the most common types of actions:

- 'PGC-Position General Change' is often used to correct funding or to combine several actions that have no one description.
- 'PRC-Position Reclassification' is used to change the job code to another job code value.
- 'PRF-Individual Position Refill' is used to request authorization to refill a position after the refill authority has expired for the position.
  - If requesting a position to be reclassified and asking for permission to fill the position at the same time, use this reason code.
- 'TRS-Transfer Within Same Agency/Department' is used to transfer a position to another department code but in the SAME agency (example: DOC88350 to DOC89200). This does not trigger workflow.
- 'TRN-Transfer to a New Agency/Department' is used to transfer the position to another state agency (example: DAS23000 to ITD25000). This will trigger workflow.

In the following example we will combine several of these actions within one transaction to demonstrate how a more complex action than usual is performed.

In this scenario the following elements will be updated:

- 1) Reclassification will be requested.
- 2) Refill authority will be requested.
- 3) Funding change will be requested.

To modify positions follow these steps:

Agency Position Specialist should compile documentation relating to the position request such as:

- Internal position approval forms (if applicable)
- Table of Organization (if applicable)
- Department
- Location
- Job code

- Full or Part time
- Standard hours
- Salary Plan
- FTE value
- Adds to FTE Value
- Combination code

Also prepare the text for the Description in a separate word or text document. The justification format and content is driven by the requirements of agency, DAS and/or OPM approvers and the type of action being requested.

Using the Fluid Dashboard, the Agency Position Specialist navigates:
Core-CT HRMS > Workforce Administrator > Position Management > Manage Position

- Enter criteria to search for the position needing to be modified.
    - If the **Position Number** is known enter all eight digits, including leading zeroes.
    - If the position number is not known or more than one position needs to be updated, use other criteria to find these.
        - Enter the description in the **Description** field. (Partial descriptions can be entered by using part of the words or using wild cards which is the % sign. Example: if looking for all Clerk Typist you can enter just Clerk or %typist.)
        - To find only approved positions use the **Position Status** field and select 'Approved'.
        - Enter in **Department** if you have security access to multiple departments. You must also enter the Business Unit if searching by Department.
        - To select only positions in a particular job code, enter the job code number in the **Job Code** field. (If you do not know the job code you can try the search using the **Description** field above or go to the DAS website for a complete listing. (See link at end of document.) You must also enter the Business Unit if searching by Job Code.

- To find only 'Active' positions select this status from the **Status as of Effective Date** field.
- Once the search criteria is entered, click the Search pushbutton.

- Click the **Include History** checkbox to see all historical rows related to this position.
- When the search results return, select a position by clicking the arrow on the right of the appropriate position. The current effective dated row of the position appears.

- Click the Add Row button to add a new row. (System will not allow you to update the existing row.) The below Request Details box will appear for entry.

- o (Mandatory) **Effective Date** - enter the date. *(Note: a retroactive date can also be entered except when the date entered is BEFORE the date of the current row in position data. WHEN THE DATE IS EARLIER, a correct history action is required. The agency must submit the action with a current date to allow workflow to complete correctly, and then request Core-CT to correct the effective date.)*
  - When the date is the same or later, enter the date and update the **Effective Sequence** number if required. (When the same date is entered a sequence number which is one number higher is required.)
- (Mandatory) **Reason** code – select 'PRF-Individual Position Refill' for this action since this action will combine reclassification, refill, and funding change. (Whenever multiple activities are taking place in one transaction, select the most significant reason code.) The Reason code does not trigger workflow. Workflow is triggered by the fields that are changing.
- Once the **Effective Date** and **Reason Code** are entered, click **Continue** to begin the Activity Guide. **Remember: Once you have started the Activity Guide, you will no longer be able to change the Effective Date or Reason code. If you realize these values are incorrect after starting the Activity Guide, you will need to:**
  - o Exit the Activity Guide to start the transaction over, if it has not yet been submitted.
  - o If the transaction has been submitted, create a Footprints ticket requesting these values be corrected. The Core-CT HR team will be able to make these corrections after the transaction is approved.

Activity Guide

- (Mandatory) **Refill Indicator** – select 'Six Months'. In this example we are requesting the position be filled so the **Refill Indicator** should be changed.
  - The refill value 'Manual' means not authorized to fill position.
  - The refill value 'Auto' means that authorization is not required or has been given in advance and the position may be filled.

- If position is currently set to 'Six Months' but you are aware that the six month time limit is about to run out, contact Core-CT to reset the previous row to 'Manual' to trigger workflow.
- (Mandatory) **Job code** – select '7086CL'. In this example we are reclassifying the position from 2008CL to 7086CL.
  - When a new job code is entered the default values from the job code table will be populated into the position except for certain override values which have been intentionally entered on prior rows. For example: the Standard hours and Full/Part Time indicator may have been changed to set the position to a part time value in the past. If so, the new row will remain part time, but other values will change such as the job code and job code description, Manager Level, Title, Short Title, and Salary Plan, Grade and Step information.
- (Mandatory) **Description**– enter new justification. If the text field is populated, highlight the text and delete the old information. Then copy and paste the text prepared earlier into this area or type the necessary justification required by the approvers.

Manage Position

Position Number 00009637
Headcount Status Filled
Current Head Count 1 of 1

	Step 1 of 6: Position Data
1 Position Data — Visited	

Step 1 of 6: Position Data

Refill Indicator	Six Month	Overall Budget Cap	
Originator of Change	Yes	Dept Budget Load	No
Effective Date	07/01/2024	Reason Code	PRF Individual Position Refil
Effective Sequence	0	Approval Status	Not Available

2 Additional Information — Not Started
3 Budget Incumbents — Not Started
4 Combination Code — Not Started
5 Attachments — Not Started
6 Review and Submit — Not Started

Position Information

*Position Status	Proposed	Max Head Count	1
*Status	Active	Position End Date	
Action Date	11/05/2024		
Key Position	No	Track Recruitment	No
Budgeted Position	Yes	Available for Telework	No
Confidential Position	No		

Job Information

*Business Unit	AGNCY — Executive Branch Agncy Default	Manager Level	Working Level
*Job Code	7086CL — OfficeAssistant	*Full/Part Time	Full-Time
*Regular/Temporary	Regular	Union Code	07 — Administrative Clerical (NP-3)
*Regular Shift	N/A	Short Title	OffAst
*Title	OfficeAssistant	Description	Agency requests refill and reclassification of position due to incumbent's impending retirement effective 7/1/2024.

- Click the **Additional Information** tab or the **Next** button to continue through the Activity Guide.
- Complete relevant information and navigate through the activity guide until reaching the **Combination Code** tab.

Manage Position

Position Number 00009637
Headcount Status Filled
Current Head Count 1 of 1

Return to Search | ‹ Previous | Next ›

Step 4 of 6: Combination Code

Effective Date	07/01/2024	Reason Code	PRF Individual Position Refill
Effective Sequence	0	Approval Status	Not Available
Status	A	Overall Budget Cap	

Position Funding Details   + −

*Combination Code	DOL407401051700147015(🔍 DOL407401206090745		
Account	50600	Department	DOL40740
Project/Grant	DOL000001051700	Product	
Fund	12060	Program Code	14000
SID	90745	Affiliate	
Operating Unit		Alt. Account	
Chartfield 1	147015	Chartfield 2	
Chartfield 3		Budget Ref	2025
Fund Affiliate		Oper Unit Affil	
Funding End Date	📅	Percent of Distribution	100.000
Budget Amount			

- (Mandatory) **Combination code** – enter the new combination code or click the magnifying glass to use the search page to look up the correct values. (In this example we are requesting the position's combination code be changed.)
- (Mandatory) **Percent of Distribution -** if the same, go on the next step. If the funding is to be split into more than one combination code use the procedure described above to select the appropriate codes and assign the appropriate percentage.
- Proceed through the tabs to reach the **Review and Submit** section. The list of proposed changes are reflected in the left column, as compared to the current values for those same fields. After reviewing the Summary of Changes, navigate to any tab if corrections or additional changes are needed. Once the changes are satisfactory, select Submit

- A confirmation page will display indicating that the position has been successfully submitted. If approvals are required, the confirmation page will also display the list of approvers needed for this transaction, in order of routing. This is known as the **Approval Chain**.

- In the example above, the HR user who entered the transaction has the CT Agency Personnel Administrator role, so the first level of approval is complete upon submission. The next role that must approve this transaction is the CT Agency Budget Specialist.

Relevant Job Aids to Assist in Position Actions

Position Worklist Approval Process
http://www.core-ct.state.ct.us/hr/human_resources/doc/position_worklist_approval_process.doc

Position Approval History Report
http://www.core-ct.state.ct.us/hr/human_resources/doc/pstn_aprvl_hstry_rpt.doc

Positions Actions Processing
http://www.core-ct.state.ct.us/hr/human_resources/doc/position_actions_processing.doc

Positions Denied or Recycled
http://www.core-ct.state.ct.us/hr/human_resources/doc/pstns_denid_or_rcycld.doc

Action Reason Codes
http://www.core-ct.state.ct.us/hr/human_resources/doc/action_reason_codes.doc

Human Resources Date Definitions
http://www.core-ct.state.ct.us/hr/human_resources/doc/date_def_for_hr.doc

Navigation Paths
http://www.core-ct.state.ct.us/hr/cross_module/xls/Nav_Paths.xls

Additional Websites

DAS –Search for Job Descriptions
http://das.ct.gov/HR/JobspecNew/JobSearch.asp