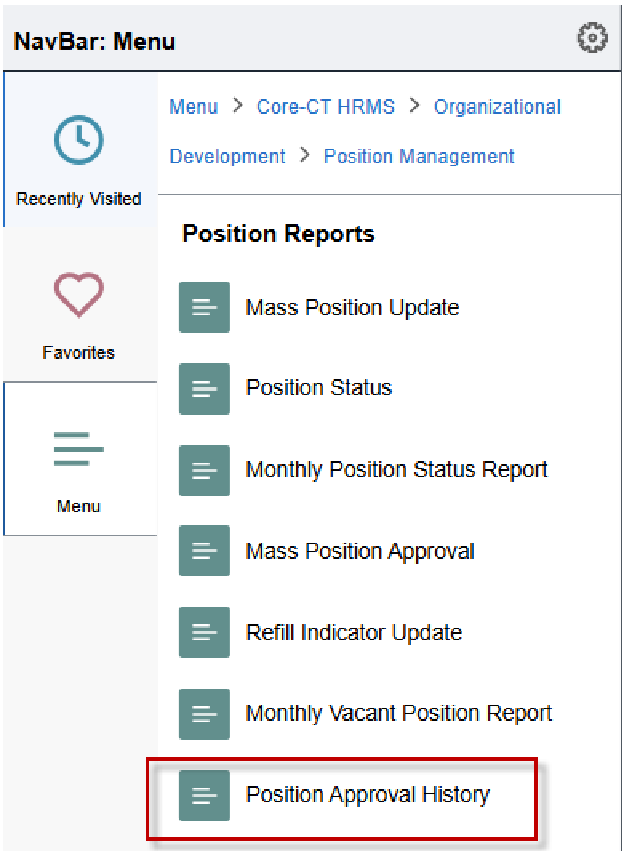
Position Approval History Report

Last Updated: November 2024

A Report for Positions that are currently in the Approval Process

Overview:

A report has been created that lists positions that are currently going through the approval process and their location within the State of Connecticut's position approval process. This program will be accessible to all Position Approvers and Originators at both the agency and central level, and is accessible at the following path**:** ***NavBar: Menu > Core-CT HRMS > Organizational Development> Position Management> Position Reports> Position Approval History***



Use of the Position Approval History Report:

This report may be run for one position, for a series of positions, or for all proposed positions in a specified department. The report will list, for each position, the current proposed row that is awaiting approval, the position data as it was prior to the approval action, and in whose list of pending approvals the position currently sits. This report contains all fields that trigger the approval process and can be used to evaluate what position fields have been updated. This will help Approvers identify positions with changes they need to approve. Certain position requests with critical issues such as refills can be more easily identified and acted on by approvers. This report can also be run at the agency level to identify where a position is in the approval process.

Description:

This program will run for positions entered by the user on the Position Approval History page or for a specific department ID (to list all proposed positions within that department). For each position, the report will list the current row, the previous approved row, if one exists, and where the position is in workflow. The following position information will be displayed: Position Number, Position Description, the Originator of the Position change, the Action Reason, the Effective Date, Effective Sequence, Department ID, Jobcode, Status (Position Status i.e. Proposed/Approved or Rejected), the Refill indicator (F – 6 Months, A – Automatic, M-Manual), the proposed Position End Date, the Union, Full or Part Time status, Regular or Temporary designation, Salary Plan, Grade, Step, Combination Code, and Distribution Percent.

User Roles	Instructions for Running the Position Approval History Report:
All position originators and approvers	1. Navigate to the Position Approval History Report: ***NavBar: Menu > Core-CT HRMS> Organizational Development>Position Management> Position Reports> Position Approval History*** 2. Enter or Add a New **Run Control ID** that you will use whenever running this Report 3. On the **Position Approval History** page enter EITHER the **Position Number**(s) that the report needs to run for OR the **SetID** and **Department ID** combination. If the **SetID** and the **Department ID** are specified, the report will run for the entire department, regardless of whether or not a specific position number has been entered. 4. If running by position number: a. Only those Positions to which the user has security access may be selected b. Only proposed positions may be specified c. Once a position number has been entered and if the position is not inactive or future dated, the remaining position details will populate on the page d. If a position number of a position that is not in Workflow is entered, the following message will appear “This Position is Currently Approved.” If this message appears, the position you entered has already been approved, or the number you entered is incorrect. Please enter the correct number. e. Use the “+” or “-“ buttons to add or remove additional position numbers if running this report for more than one position 5. If running by Department: a. Only those Departments that the user has security access to may be selected. b. The report may be run for an entire agency if the parent department ID is entered- for example, if running this report for DPS, entering DPS32000 will generate a listing of all proposed positions at DPS (The results will sort first by **Department ID** and then by position number) 6. Click the **Run** button in the upper right-hand corner of the page. 7. On the **Process Scheduler Request** page, the following values should be verified: Server: PSUNX, *Type: Web, *Format: PDF. 8. Click the “OK” button 9. Click on the Process Monitor link in the top right hand corner. The Position Approval History report is process name CTHRR908. Click **Refresh** until the **Run Status** for CTHRR908 reads “Success”.

	10. Click on the Details Link 11. Click on the View Log/Trace link 12. Click on the .PDF file link 13. View and Print the report as necessary

ADDITIONAL ASSUMPTIONS

1. This report will not be able to be used for auditing purposes, as the report can only be run for positions that are currently in workflow.
2. This report may be run for a parent or child department. When run based on department ID, it will return only those positions in “Proposed” Position Status.
3. Users must not enter the **Department ID** or the **SetID** field if they are running the report only for specified position numbers. If **Department** and **SetID** have been entered, the report will run for the entire department, regardless of whether or not position numbers were specified.
4. This report may be run for position changes that are future dated, as well as for proposed Inactive positions that are currently going through workflow; however, position details will not display on the **Position Approval History** page as the position details are currently inactive, or not yet active.
5. Active position details will populate on the Position Approval History page once a position number has been entered and the user has moved out of the position number field. These fields should be used to validate that the position number entered is the correct position number.
6. Positions must be specified by position number or **SetID**/**Department ID** and not by any other search criteria field such as jobcode.