



ePRB Workflow Process: Instructions for HR Liaisons

Revised July 2023

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What is the PRB?

The Position Review Board (PRB) is a body that consists of the Chief Administrative Officer (CAO) and the Directors of the Office of Management and Budget (OMB) and the Office of Human Resources Management (OHRM). Collectively, they manage the County’s human resources position complement in accordance with its legal, fiscal, and budgetary requirements and parameters. County positions in the Executive Branch (i.e., classified and exempt service positions) are subject to review and approval by the PRB. All positions, including creations, change/reallocations, and change/fast-track must be fully approved through the electronic PRB (ePRB) workflow process prior to advertisement and/or the hiring of candidates.

It is highly recommended that prior to beginning the recruitment process, the Agency Human Resources (HR) Liaison speaks with the assigned Talent Acquisition Analyst to discuss the job classification and position description development process.

How do I gain access to the SAP ePRB Workflow?

Anyone needing access to the SAP ePRB workflow must first take the online training that is in the LMS.

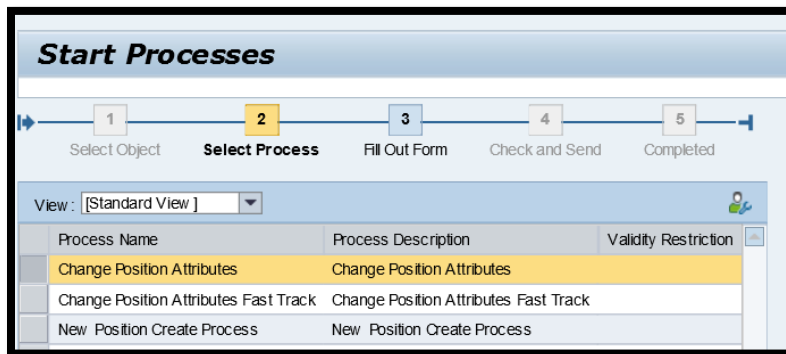
[Learner Catalog - Standardized - ePRB Workflow Process Training - Session details \(neogov.com\)](#)

Once the requester clicks “Enroll”, a member of OHRM Talent Acquisition will grant you access. Once the training has been completed, the requestor must then follow the instructions at the end of the training to gain access. All access ePRB access requests must be submitted to OIT by way of a ticket from your agency IT Coordinator.

The ePRB Process Options

The ePRB process has three (3) options:

1. **Change Position Attributes** – Request for Upward and Downward reallocations;
2. **Change Position Attributes Fast Track** – Request to fill an existing vacancy at the same class of work/grade and same salary (or less) as the previous incumbent;



- 3. New Position Create Process** – Request to create a new position that does not currently exist in SAP, including increases to position complement, vacancies that do not currently exist in SAP and new Temporary/Seasonal (1000 hour) and Limited Term Grant Funded (LTGF) positions.

From an end user perspective, both Change Position Attributes processes are the same. Follow the steps as outlined in the Change Position Attributes process taught during PRB training and included in this guide. The Fast Track process has a shorter workflow to assist with filling existing vacant positions with no classification changes more quickly. All three (3) options can be used to move a position to another organization unit during the request.

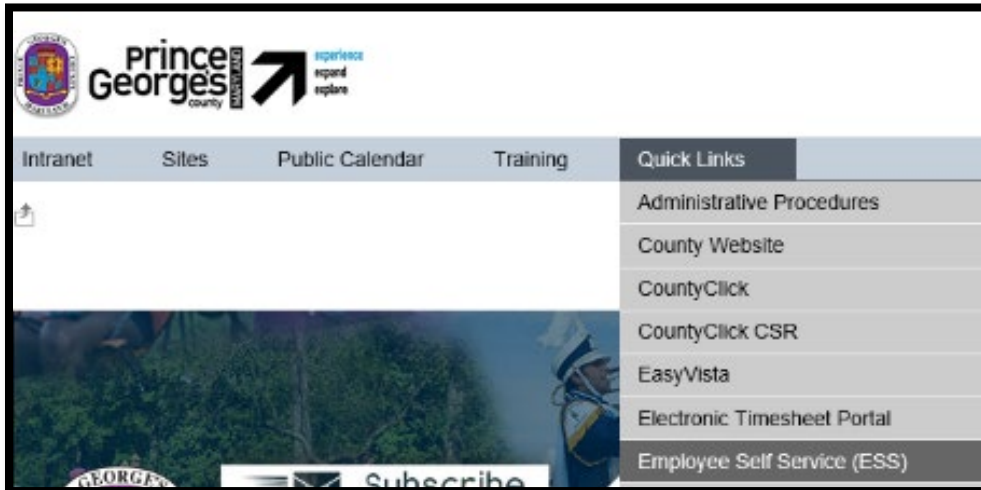
Required Documents

Transaction Type	Process	Route To	Documents to Attach to the ePRB Workflow	Additional Steps
A. CREATE POSITION Add a new position to an agency or department, including new authorized positions at the beginning of each fiscal year) Includes creations of new 1000hrs, LTGFs and other temporary positions	ePRB - Create	<ul style="list-style-type: none"> ➤ OMB Analyst ➤ OMB Director ➤ OHRM REC Analyst ➤ OHRM REC Manager ➤ OHRM Director 	<ul style="list-style-type: none"> ▪ Position Description (544) ▪ Organizational Chart ▪ Position Action Form or Position Request Form ▪ Position Creation Justification Memo signed by Agency Director 	<ul style="list-style-type: none"> ▪ Check ePRB form data, including: <ul style="list-style-type: none"> • Organizational Unit and Cost Center are correct • Employee Group and Subgroup • Include notes on funding source (e.g. – “partially funded through lapse of position 12345”)
B. REALLOCATION (upward / downward) A reallocation is a reassignment of a position from one occupational class to another of a higher or lower grade.	ePRB - Change	<ul style="list-style-type: none"> ➤ OMB Analyst ➤ OMB Director ➤ OHRM REC Analyst ➤ OHRM REC Manager ➤ OHRM Director 	<ul style="list-style-type: none"> ▪ Updated Position Description (544) ▪ Organizational Chart ▪ Position Action Form or Position Request Form ▪ Position Reallocation Justification Memo signed by Agency Director ▪ If this request is the result of a Desk Audit, include report from OHRM 	<ul style="list-style-type: none"> ▪ Check ePRB form data, including: <ul style="list-style-type: none"> • Organizational Unit and Cost Center are correct • Employee Group and Subgroup ▪ Include notes on funding source (e.g. – “partially funded through lapse of position 12345”)
C. REFILL EXISTING VACANCY No changes to the class of work; Requesting to fill at the same salary as the currently budgeted amount or less.	ePRB – Change Fast Track	<ul style="list-style-type: none"> ➤ OMB Analyst ➤ OMB Director ➤ OHRM REC Analyst 	<ul style="list-style-type: none"> ▪ Updated Position Description (544) ▪ Organizational Chart 	<ul style="list-style-type: none"> ▪ Check ePRB form data, including: <ul style="list-style-type: none"> • Organizational Unit and Cost Center are correct • Employee Group and Subgroup ▪ Include any notes on changes to position attributes

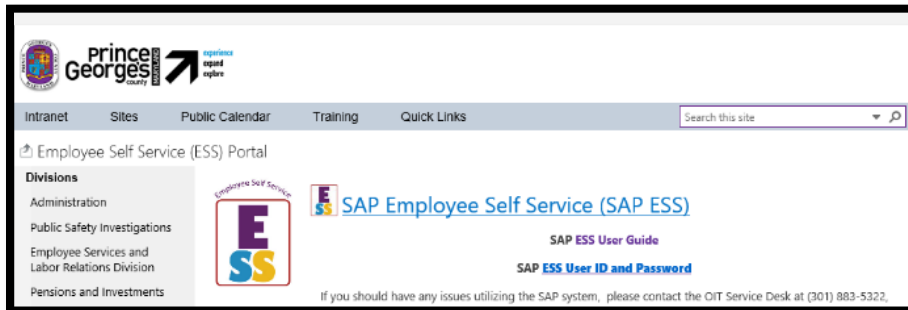
Let’s Get Started! Accessing ePRB

To begin with any ePRB item, open the Employee Self Service Portal.

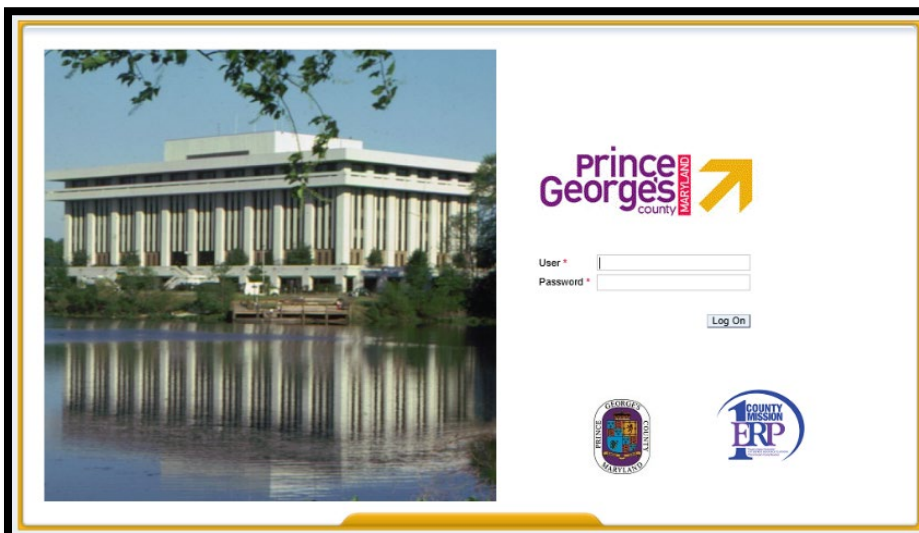
1. Go to the County’s main intranet page, <http://intranet/Pages/default.aspx>
2. Use “Quick Links” and click on the “Employee Self Service (ESS)” option.



3. Click on the “SAP Employee Self Service (SAP ESS)” link.



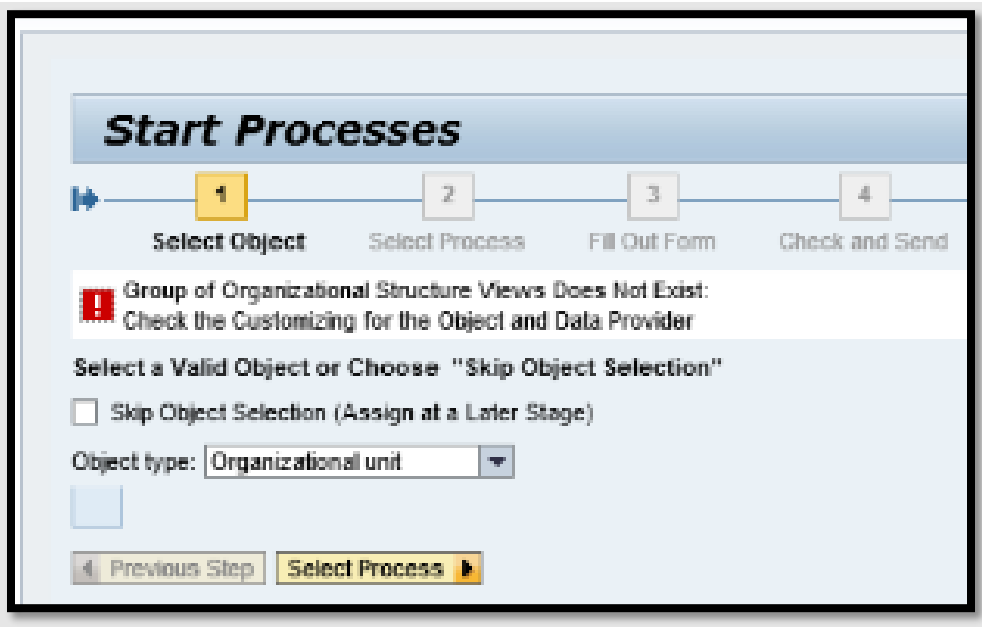
4. Log into the SAP Portal with your SAP user ID and password.



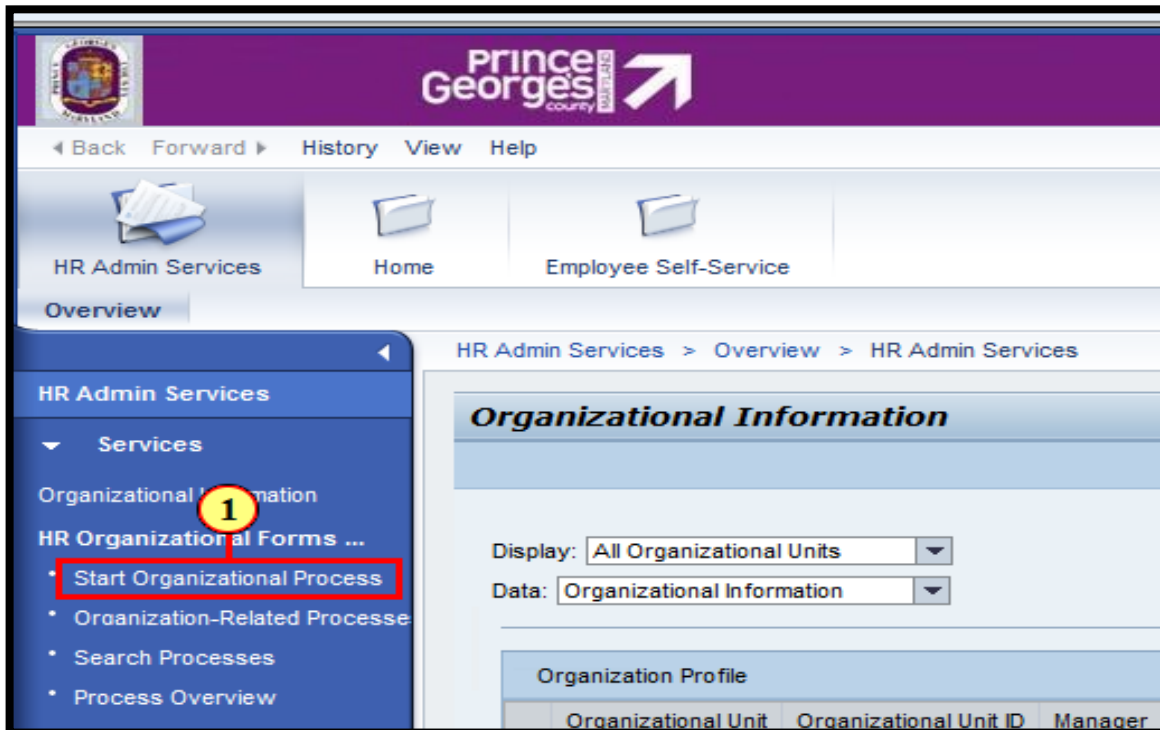
5. Click on "HR Administrative Services" tab.



6. Click "Start Organizational Process" in the blue navigation bar on the left-hand side of the screen



7. Check "Skip Object Selection" and Click "Select Process."



8. Select the desired process and follow the specific steps to Create or Change a Position.


The screenshot displays the 'Start Processes' interface. At the top, a workflow diagram shows five steps: 1. Select Object, 2. **Select Process**, 3. Fill Out Form, 4. Check and Send, and 5. Completed. Step 2 is highlighted in yellow. Below the workflow, there is a 'View:' dropdown menu set to '[Standard View]'. A table lists three process options:

Process Name	Process Description	Validity Restriction
Change Position Attributes	Change Position Attributes	
Change Position Attributes Fast Track	Change Position Attributes Fast Track	
New Position Create Process	New Position Create Process	

Creating a New Position

- 1) Enter both the Request Date and Effective Date. The Request Date is the day you are completing the form. The Effective Date is the day the position will be **created** in SAP, if approved. Remember, SAP is date driven.
- 2) Identify an existing position **IN YOUR AGENCY** that is most like the position that you wish to create. For example, if you want to create an General Clerk 4G in organizational unit 12345, selecting another General Clerk 4G in the same organizational unit would be ideal. However, selecting a General Clerk 4G in another organizational unit in your agency (e.g., Personnel Area) will also work.
 - A. Click "Search" next to the position field.

Position Request Form - Use this form to create a new position



Position General Information

Request Date: <small>(MM/DD/YY)</small>	<input type="text" value="Sep 25, 2019"/>	Effective Date: <small>(MM/DD/YY)</small>	<input type="text" value="Sep 25, 2019"/>
Reference Position:		<input type="button" value="Search"/>	
New Position Desc:	<input type="text"/>	New Position Abbr.:	<input type="text"/>
Organizational Unit:		<input type="button" value="Search"/>	
Job:		<input type="button" value="Search"/>	

B. Select a search option “Positions via Org Structure” or “ASR Position Search”.

For the ePRB process, do not use the “Directly Managed Positions” search option.

a. Positions via Org Structure search option:

- a) Click on the organizational units to display positions under each.
- b) Select the grey box next to the specific position that you want to change and click “Ok.”

Search Position

Position Search:

Organizational Structure

- ▼ Department of Health
 - ▼ Office of the Health Officer
 - ▼ Office of Administration
 - Adm Budget
 - Adm Audit
 - Procurement Unit
 - Facilities Unit A
 - Facilities Unit B

Position	Position ID	Organizational Unit	Cost Center
Facilities Manager	30004543	Adm Budget	ADMINISTRATION
Budget Management Analyst 3A	30004852	Adm Budget	ADMINISTRATION
Administrative Aide 3A	30005147	Adm Budget	ADMINISTRATION
Budget Management Analyst 3A	30006038	Adm Budget	ADMINISTRATION
Budget Aide 2A	30050394	Adm Budget	ADMINISTRATION
Budget Management Analyst 5G	30050737	Adm Budget	ADMINISTRATION

b. ASR Position Search

- a) Type in a keyword from the position you want to find. In the example below *General* is used as a keyword for General Clerk. Note that you must use a capital letter at the beginning of the keyword.
- b) Click “Start.”

Search Position

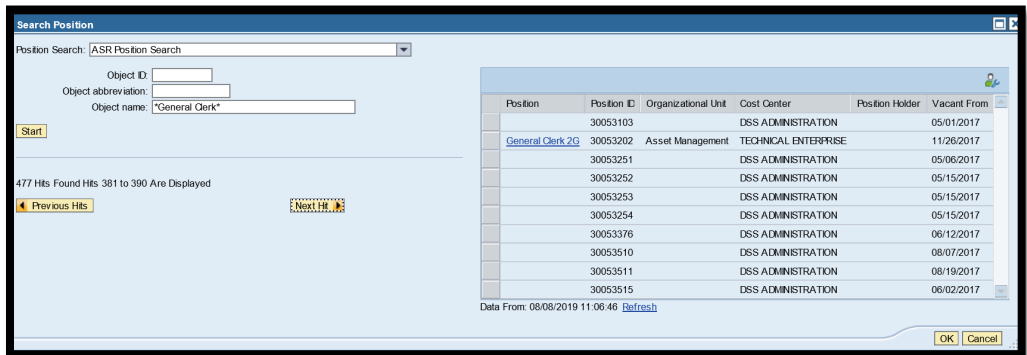
Position Search:

Object ID:

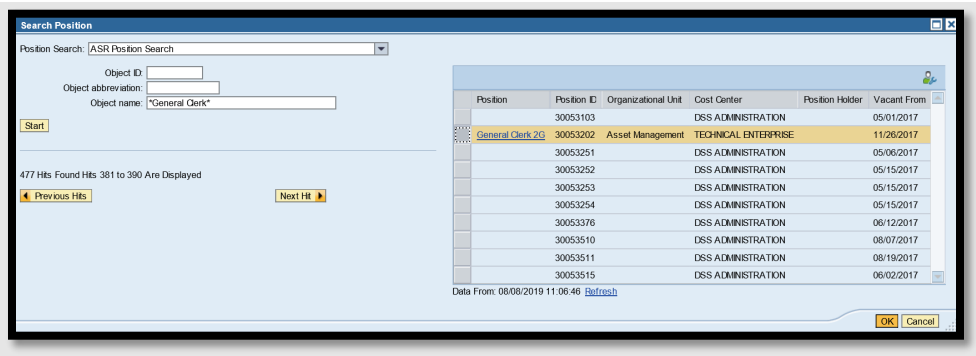
Object abbreviation:

Object name:

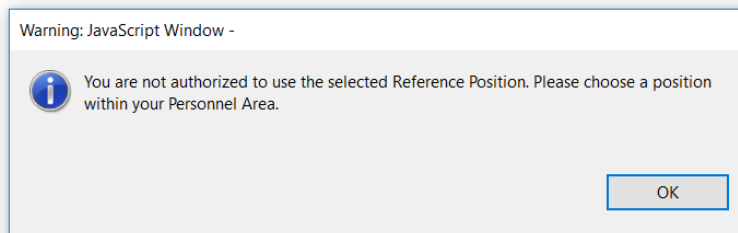
- c) A list of positions throughout the County will show in the box on the right-hand side. Look for a position with the “Position” title populated. If it is blank, this is a position outside of your Personnel Area (agency) and should not be selected. If the position you need is not listed, click “Next Hit” to bring up the next set of search results. Otherwise, select the Position title that is displayed and is available in your agency.



- d) Find the desired position and click the grey box to the left of the position title. Click “OK”.



Please note that if you select a position outside of your agency (Personnel Area), you will receive the error displayed below. Start the search again and select another position.



- e) Click the red “Get Data” button to pull in all the current attributes of this position.
PLEASE VERIFY the Position and Org Unit Numbers to ensure that you are selecting the correct position. If the Position and/or Org Unit is not correct, search again.

Position General Information			
Request Date: <small>(MM/DD/YY)</small>	Sep 25, 2019	Effective Date: <small>(MM/DD/YY)</small>	Sep 25, 2019
Reference Position:	Accountant 3G	30002645	<input type="button" value="Search"/> <input type="button" value="Get Data"/>

- 3) The form pulls in the values for the referenced position, including Position Title, Position Number, Position Abbreviation (Legacy Pin), and attributes including Organizational Unit, Cost Center and Grade. **If you have selected a position that is identical to the position you would like to create, there is no need to “search” for changes and you may skip this step.**
- 4) If you need to change one of the attributes identified below, click “Search” to the right of the field as in the example below. Change the position attributes necessary to create the position as desired. You can change any of the following attributes:
- Organizational Unit/Cost Center
 - Job (Class of Work)
 - Internal Order

Position General Information			
Request Date: <small>(MM/DD/YY)</small>	Sep 25, 2019	Effective Date: <small>(MM/DD/YY)</small>	Sep 25, 2019
Reference Position:	Accountant 3G	30002645	<input type="button" value="Search"/>
New Position Desc:	Accountant 3G	New Position Abbr.:	03232
Organizational Unit:	Office of the Chief Information Officer	10000338	<input type="button" value="Search"/>
Job:	Accountant 3G	20000421	<input type="button" value="Search"/>
Personnel Area:	Office of Information Tech (2550)	Grade:	G24
Employee Group:	Regular	Employee SubGroup:	Permanent FT
Internal Order1:		<input type="button" value="Search"/>	Funding %: <input type="text"/>
Internal Order2:		<input type="button" value="Search"/>	Funding %: <input type="text"/>

- A) Enter the required search criteria to find the appropriate Organizational Unit. Enter the *Org unit name* in the Object name field. Click to begin the search.

The screenshot shows the 'Search Org.Unit' window with the following search criteria:

- Object ID:
- Object abbreviation:
- Object name:

A 'Start' button is visible below the search criteria. Below the search area, it indicates '17 Hits Found Hits 1 to 10 Are Displayed' with 'Previous Hits' and 'Next Hit' buttons.

The results table on the right is as follows:

Description	Number
Office of Information Tech	10000053
	10000114
	10000333
Office of the Chief Information Officer	10000338
Geographic Information Systems	10000346
Information Technology Security	10000347
	10000354
	10000411
	10000496
	10000761

Data From: 08/08/2019 11:18:05 [Refresh](#)

Buttons: OK, Cancel

- B) Review the search results. Click the grey box to the left of the Organizational Unit to select it. If the Description text is blank, this organizational unit is outside of your Personnel Area (agency) and should not be used. Click "OK" to return to the Position Request Form.

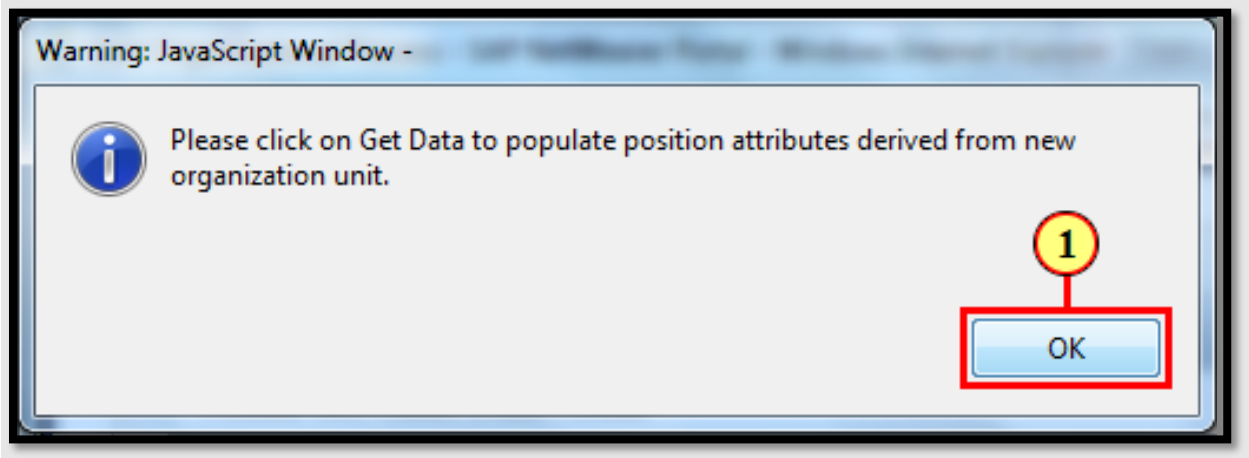
This screenshot is identical to the previous one, but the first row in the results table is selected, indicated by a grey box in the left margin:

Description	Number
<input type="checkbox"/> Office of Information Tech	10000053
<input type="checkbox"/>	10000114
<input type="checkbox"/>	10000333
<input type="checkbox"/> Office of the Chief Information Officer	10000338
<input type="checkbox"/> Geographic Information Systems	10000346
<input type="checkbox"/> Information Technology Security	10000347
<input type="checkbox"/>	10000354
<input type="checkbox"/>	10000411
<input type="checkbox"/>	10000496
<input type="checkbox"/>	10000761

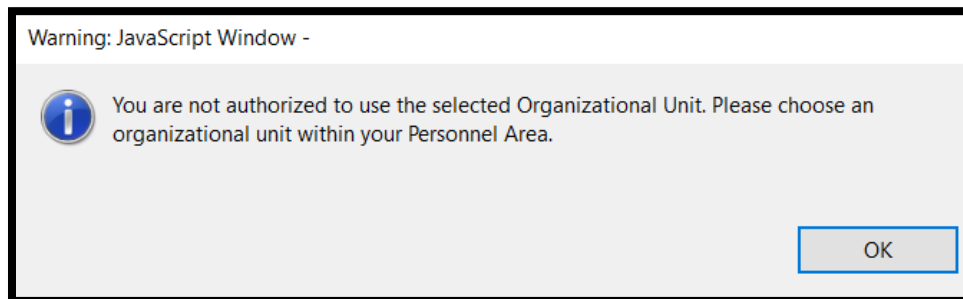
Data From: 08/08/2019 11:18:05 [Refresh](#)

Buttons: OK, Cancel

- C) Review the informational message and click “OK.” Then Click the red “Get Data” button to populate the form with information from the selected Organization Unit.



Please note that if you select an Organizational Unit outside of your Personnel Area (agency), you will see the message below displayed. Start the search again and select a valid Organizational Unit.



- 5) Verify your entries, checking that all of the information displayed is correct.
- a. **Employee Group and Employee Subgroup:** Please note that new full-time/part-time classified positions should be in Employee SubGroup “Probationary” not “Permanent.”

6) Click the scroll bar to display additional information.

Start Processes
Process: New Position Create Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

Attachments
 Position Attachments
[Add Attachment](#) [Delete Attachments](#)

Position Request Form - Use this form to create a new position

Position General Information

Request Date: (MM/DD/YYYY)	Sep 25, 2019	Effective Date: (MM/DD/YYYY)	Sep 25, 2019
Reference Position:	Accountant 3G	30002645	Search
New Position Desc:	Accountant 3G	New Position Abbr.:	03232
Organizational Unit:	Office of the Chief Information Officer	10000338	Search
Job:	Accountant 3G	20000421	Search
Personnel Area:	Office of Information Tech (2550)	Grade:	G24
Employee Group:	Regular	Employee SubGroup:	Permanent FT

Some fields will automatically populate based on information from the Job.

7) Enter the minimum and maximum salary. This should not be the salary range for the Job, but the budgetary amount available to fill the position

Start Processes
Process: New Position Create Process

1 Select Object 2 Select Process 3 Fill Out Form 4 Check and Send 5 Completed

Attachments
 Position Attachments
[Add Attachment](#) [Delete Attachments](#)

Please fill out the following form.

Internal Order:	1510111000	Search	Funding %: 50
Master Cost Center:	EMERGENCY OPERATIONS	1510111000	
Fiscal Manager of:		Search	
Travel Coordinator:		Search	
Budget Analyst:		Search	
Union:		Annual Hours:	2080
Is Chief:	No	Dually Allocated:	No
Min. Annual Salary:	40000	USD	Max. Annual Salary: 60000

[Save Draft](#) [Previous Step](#) [Check and Send](#)

8) Use the drop-down boxes to fill in the remaining fields:

- Dually Allocated (required)
- Chief (required)
- Position Status (required)
- EEO Objectives (required)
- Method of Filling (recommended)
- Method of Advertisement (recommended)

The screenshot shows a web interface for 'Attachments'. At the top, there are buttons for 'Add Attachment' and 'Delete Attachments'. Below is a toolbar with various icons and a zoom level of 88.7%. A purple banner reads 'Please fill out the following form.' with a 'Highlight Existing Fields' button. The form contains several fields: 'Position Status' (callout 1), 'EEO Objectives' (callout 2), 'Method of Filling' (callout 3), and 'Method of Ad:' (callout 4). A large text area for 'General Description' (callout 5) contains the text 'test'. A note below the text area states: 'General Description - A business justification and position description MUST be attached'.

9) Enter a summary description for the action, including any key points that you need to highlight. (e.g., this position is funded with lapse salaries from positions “12345” and “67890.”)

- a) **Note:** for all position creates a justification memo, signed by the Agency Appointing Authority, must be submitted in the “attachments”

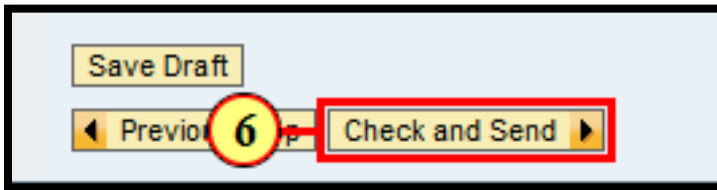
10) Adding Attachments. The following attachments are required when submitting a New Position Create request.

- Justification Memo:** A memo signed by the Agency Appointing Authority stating the reason why this position is being created.
 - Prior to beginning the ePRB workflow, prepare your justification memo with signature lines for the Appointing Authority and the Deputy Chief Administrative Officer (DCAO). Prepare the memo and supporting documents and submit to the DCAO for signature. The DCAO’s Office will return the signed package to the requesting agency. If this is not already electronic, scan the signed memo for attachment during the ePRB process.
- Organization Chart:** A chart showing the Agency org structure that shows where this vacancy will be located within the organization.
- Position Description (544):** A current/up-to-date position description that lists out the job duties the incumbent will be performing.
- Position Request Form:** This form must be submitted so that OMB can review and verify the accurate cost centers.

- v) **Personal Services Agreement (PSA):** This is for Limited Term Grant Funded (LTGF) positions. If the request is not for an LTGF request, this document is not needed.

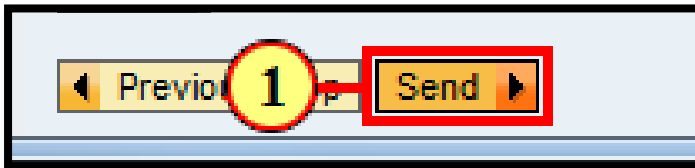
11) Review the displayed information and confirm the form is complete and accurate. Click “Check and Send” if you are ready to submit.

If you save the draft, it will be available in your Universal Worklist for further editing. (Universal Worklist is under the “Home” tab.)



12) The form allows you to review the information once again prior to final submission. **The tentative position number will now show at the top of the form. Write this down for your reference.**

13) Click “Send” to submit the form.



14) A confirmation message will display. Copy the reference number. Your submission is now being processed through the workflow.

15) If an error occurs, report the incident to include the reference number and the tentative position to your departmental IT Coordinator, so an SAP-HCM EasyVista Incident Ticket can be generated through the Office of Information Technology (OIT).

Changing Position Attributes

Use Change Position Attributes for Upward or Downward Reallocations in the same classification or different.

1. Search for the **specific position that you wish to reallocate or fill** through the ePRB “Positions via Org Structure” Search or ASR Position Search.
 - A. Click “Search” next to the position field.

Position General Information

Request Date: Jul 5, 2019 (MM/DD/YY) Effective Date: Jul 5, 2019 (MM/DD/YY)

Reference Position:

- B. Select a search option “Positions via Org Structure” or “ASR Position Search”.

For the ePRB process, do not use the “Directly Managed Positions” search option.

- a. **Positions via Org Structure Search**

- a) Click on the organizational units to display positions under each unit.
- b) Select the grey box next to the specific position that you want to change and click “Ok.”

Search Position

Position Search: Positions via Org Structure Managed by Off/Dept HR Admin

Organizational Structure

- Department of Health
 - Office of the Health Officer
 - Office of Administration
 - Adm Budget**
 - Adm Audit
 - Procurement Unit
 - Facilities Unit A
 - Facilities Unit B

Position	Position ID	Organizational Unit	Cost Center
Facilities Manager	30004543	Adm Budget	ADMINISTRATION
Budget Management Analyst 3A	30004852	Adm Budget	ADMINISTRATION
Administrative Aide 3A	30005147	Adm Budget	ADMINISTRATION
Budget Management Analyst 3A	30006038	Adm Budget	ADMINISTRATION
Budget Aide 2A	30050394	Adm Budget	ADMINISTRATION
Budget Management Analyst 5G	30050737	Adm Budget	ADMINISTRATION

- b. **ASR Position Search**

- a) Type in a keyword from the position you want to find. In the example below *General* is used as a keyword for General Clerk. Note that you must use a capital letter at the beginning of the keyword and asterisk symbol before and after the keyword.
- b) Click “Start.”

Search Position

Position Search: ASR Position Search

Object ID:

Object abbreviation:

Object name: *General*

Start

- c) A list of positions throughout the County will show in the box on right hand side. Look for a position with the “General” title populated. If it is blank, this is a position outside of your Personnel Area (agency) and should not be selected. If the position you need is not listed, click “Next Hit” to bring up the next set of search results. Otherwise, select the Position title that is displayed and is available in your agency.
- d) Find the desired position and click the grey box to the left of the position title. Click “OK.”

Search Position

Position Search: ASR Position Search

Object ID:

Object abbreviation:

Object name: *General Clerk*

Start

477 Hits Found Hits 381 to 390 Are Displayed

◀ Previous Hits Next Hit ▶

	Position ID	Organizational Unit	Cost Center	Position Holder	Vacant From
<input type="checkbox"/>	30053103		DSS ADMINISTRATION		05/01/2017
<input type="checkbox"/>	30053202	Asset Management	TECHNICAL ENTERPRISE		11/26/2017
<input type="checkbox"/>	30053251		DSS ADMINISTRATION		05/06/2017
<input type="checkbox"/>	30053252		DSS ADMINISTRATION		05/15/2017
<input type="checkbox"/>	30053253		DSS ADMINISTRATION		05/15/2017
<input type="checkbox"/>	30053254		DSS ADMINISTRATION		05/15/2017
<input type="checkbox"/>	30053376		DSS ADMINISTRATION		06/12/2017
<input type="checkbox"/>	30053510		DSS ADMINISTRATION		
<input type="checkbox"/>	30053511		DSS ADMINISTRATION		
<input type="checkbox"/>	30053515		DSS ADMINISTRATION		

Data From: 08/08/2019 11:06:46 Refresh

OK Cancel

****Please note that if you select a position outside of your agency (Personnel Area), you will receive the error displayed below. Start the search again and select another position.**

Warning: JavaScript Window -

i You are not authorized to use the selected Reference Position. Please choose a position within your Personnel Area.

OK

- e) Click the red “**Get Data**” button to pull in all the current attributes of this position. **PLEASE VERIFY the Position and Org Unit Numbers to ensure that you are selecting the correct position. If the Position and/or Org Unit is not correct, search again.**

Position General Information

Request Date: <small>(MM/DD/YY)</small>	Jun 29, 2023	Effective Date: <small>(MM/DD/YY)</small>	Jun 29, 2023
Position:	General Clerk 3A	30000379	<input type="button" value="Search"/> <input style="border: 2px solid red;" type="button" value="Get Data"/>

*Current Value**New Value*

2. On the left side of the form, the values of the selected position appears. **If you have selected a position that is identical to the position you would like to create, you may skip this step.**

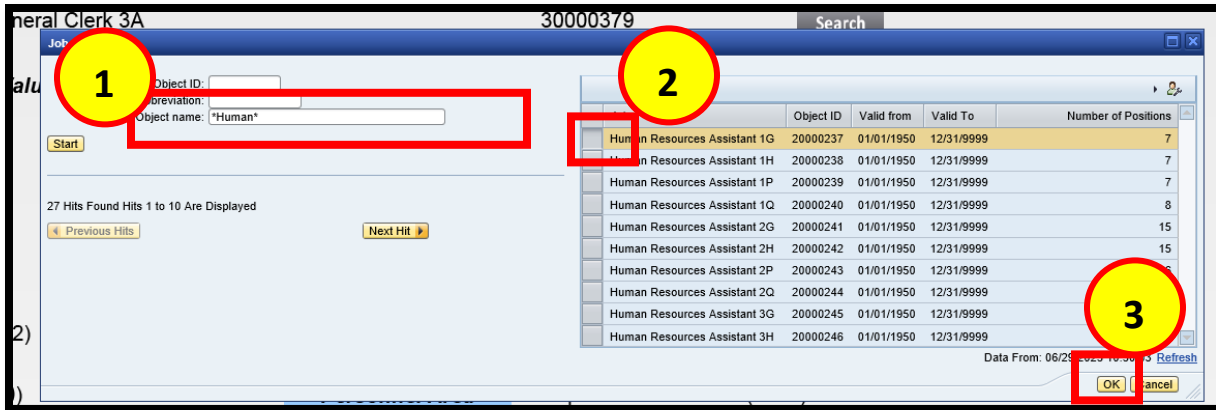
Position General Information

Request Date: <small>(MM/DD/YY)</small>	Jun 29, 2023	Effective Date: <small>(MM/DD/YY)</small>	Jun 29, 2023
Position:	General Clerk 3A	30000379	<input type="button" value="Search"/>

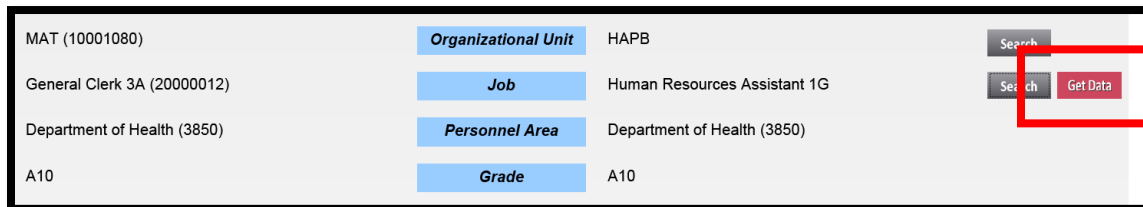
*Current Value**New Value*

General Clerk 3A	Position Description	General Clerk 3A
00473	Position Abbr.	00473
MAT (10001080)	Organizational Unit	MAT <input style="float: right;" type="button" value="Search"/>
General Clerk 3A (20000012)	Job	General Clerk 3A <input style="float: right;" type="button" value="Search"/>

3. Changing *the Job* field. You can make changes on the right hand side to the *Job* (which is changing the class of work) by clicking the “Search” button and locating the job in the *Object Name* field to which you want to reallocate the class of work to.
- a. Once you’ve located the new Job classification that you want to reallocate the position to, click the gray box next to the Job title and select OK.

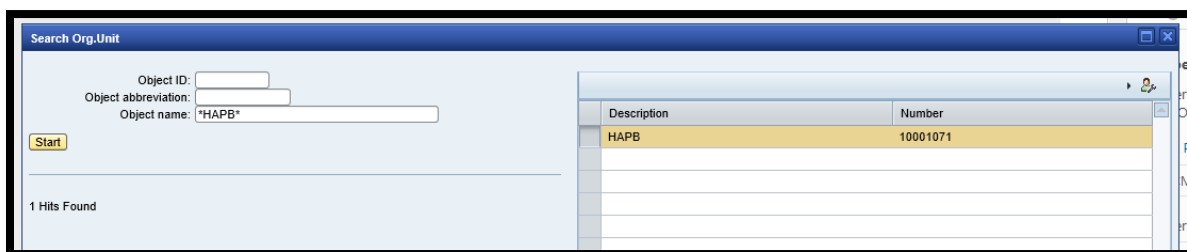


b. Next you'll select the red "Get Data" button to update the position attributes, such as the Grade.



4. Changing **Organization Unit**. You can make changes on the right hand side to the **Organizational Unit** by clicking the "Search" button and locating the desired organizational unit or job in the *Object Name* field. **If you do not want to change the Organizational Unit, skip this step.**

Note: that you must use a capital letter at the beginning of the keyword and asterisk symbol before and after the keyword.




5. Additional Changes. Change the position attributes necessary to modify the position as desired. You may change any of the following attributes using the same Search feature as noted in step 3 & 4 :

- a) Master Cost Center
- b) Internal Order

6. Verify that the information displayed is correct, including Employee Group and Employee Subgroup. **Please note that new full-time/part-time classified positions should be in Employee SubGroup “Probationary” not “Permanent.”**

Some fields will automatically populate based on information from the Job.

- E) Enter the minimum and maximum salary. This should not be the salary range for the Job, but the budgetary amount available to fill the position.

Position Change Request Form - Use this form to change position 

Min. Annual Salary USD Max. Annual Salary USD

7. Use the drop-down boxes to fill in the remaining fields:
- Dually Allocated (required)
 - Chief (required)
 - Position Status (required)
 - EEO Objectives (required)
 - Method of Filling (recommended)
 - Method of Advertisement (recommended)

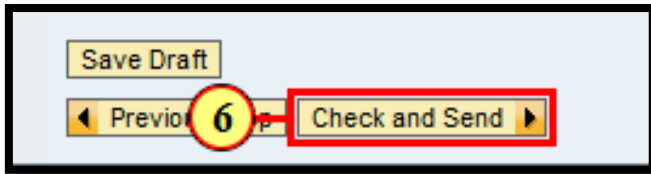
8. Enter a summary description for the position, including any key points that you need to highlight (e.g., this position is funded with lapse salaries from positions “ABC” and “123”).

The screenshot displays the 'Start Processes' interface for the 'New Position Create Process'. The process flow is indicated by a sequence of steps: 1. Select Object, 2. Select Process, 3. Fill Out Form, 4. Check and Send, and 5. Completed. The 'Fill Out Form' step is currently active. The form contains several fields: 'Position Status' (1), 'EEO Objectives' (2), 'Method of Fill' (3), and 'Method of Ad' (4). A 'General Description' field (5) is present, containing the text 'test'. The interface also features an 'Attachments' section with 'Add Attachment' and 'Delete Attachments' buttons, and a toolbar with various icons and a 'Comment' button.

9. Adding Attachments. The following attachments are required when submitting a Change Position Attributes.
 - i) **Justification Memo:** A memo signed by the Agency Appointing Authority stating the reason why this position is being created.
 - Prior to beginning the ePRB workflow, prepare your justification memo with signature lines for the Appointing Authority and the Deputy Chief Administrative Officer (DCAO). Prepare the memo and supporting documents and submit to the DCAO for signature. The DCAO’s Office will return the signed package to the requesting agency. If this is not already electronic, scan the signed memo for attachment during the ePRB process.
 - ii) **Organization Chart:** A chart showing the Agency org structure that shows where this vacancy will be located within the organization.
 - iii) **Position Description (544):** A current/up-to-date position description that lists out the job duties the incumbent will be performing.
 - iv) **Position Request Form:** This form must be submitted so that OMB can review and verify the accurate cost centers.
 - v) **Personal Services Agreement (PSA):** This is for Limited Term Grant Funded (LTGF) positions. If the request is not for an LTGF request, this document is not needed.

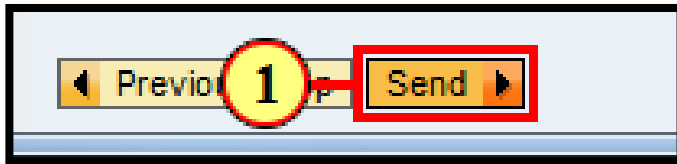
10. Review the displayed information and confirm the form is complete and accurate. Click “Check and Send” if you are ready to submit.

If you save the draft, it will be available in your Universal Worklist for further editing. (Universal Worklist is under the “Home” tab.)



11. The form allows you to review the information once again prior to final submission.

12. Click “Send” to submit the form.



13. A confirmation message will display. Copy the reference number. Your submission is now being processed through the workflow!

14. If an error occurs, report the incident to include the reference number and the tentative position number to your departmental IT Coordinator, so an SAP-HCM EasyVista Incident Ticket can be generated through the Office of Information Technology.

Changing Position Attributes Fast Track

Use Change Position Attributes Fast Track to fill an existing vacancy as it is currently approved in your agency's budget (same class of work and same salary – or lower salary.) To complete this request you will follow the same steps as in [Change Position Attributes](#), with the **EXCEPTION** that you **MUST** enter the justification in the Business Justification box. A Justification Memo is not a required document for Change Position Attributes Fast Track.

In the below, please enter the justification for the backfill or creation of this position. Do not put "see attached", a detailed explanation must be entered. Any requests without justifications will be rejected and sent back to requestor.

Business Justification

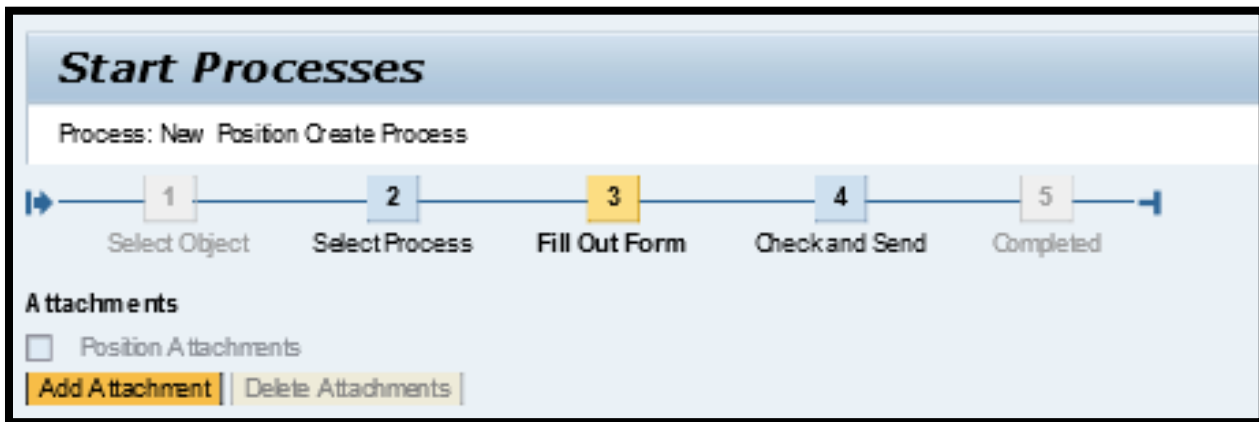
Required Documentation:

The following attachments are required when submitting a Change Position Attributes Fast Track.

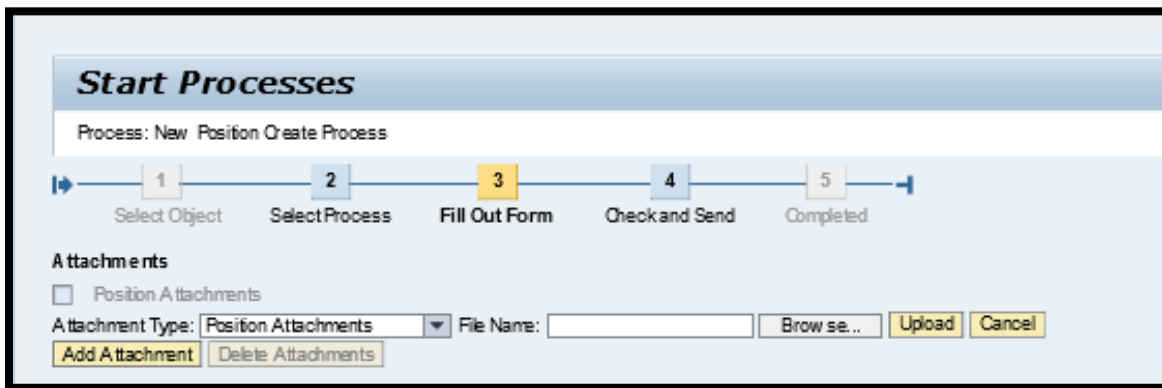
- i) **Organization Chart:** A chart showing the Agency org structure that shows where this vacancy will be located within the organization.
- ii) **Position Description (544):** A current/up-to-date position description that lists out the job duties the incumbent will be performing.

Adding Attachments to ePRB Items

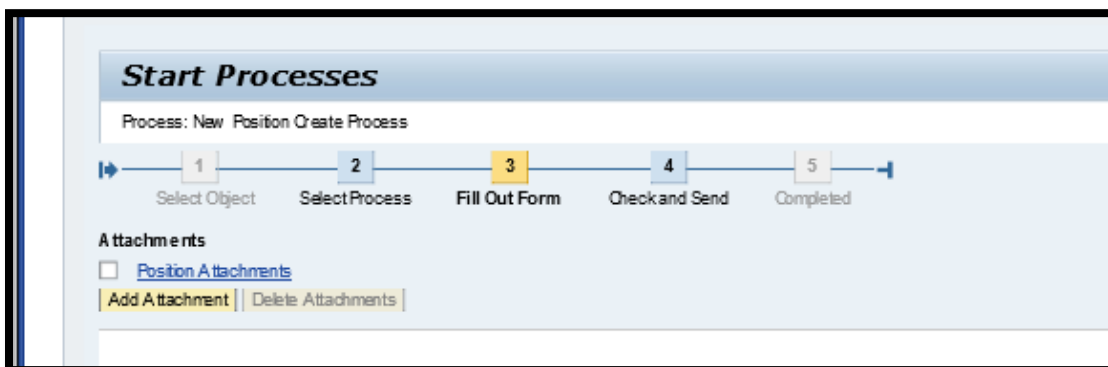
1. Click "Add Attachments."



2. Click "Browse" to find the file on your computer. Select the desired file(s) and click "Upload."



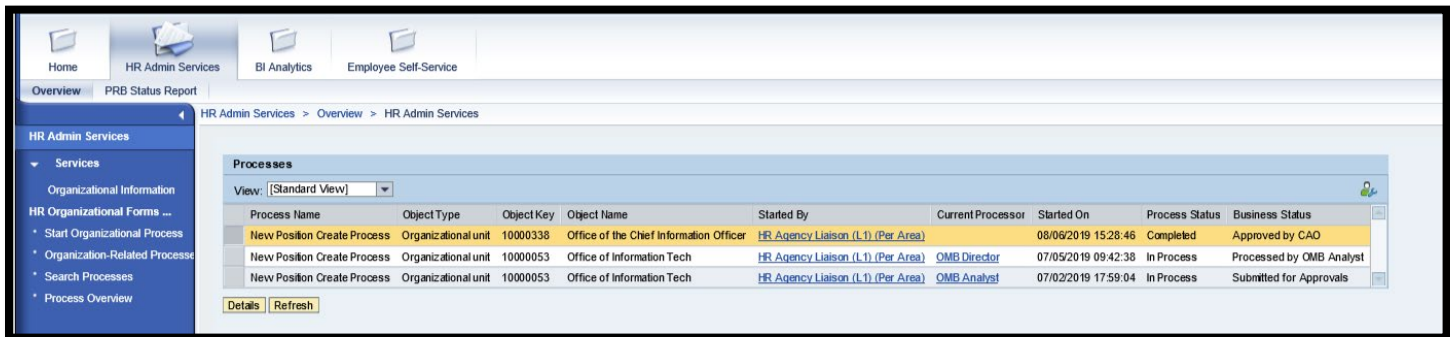
3. The "Position Attachments" text is now a hyperlink to the attached documents. Repeat the process to add additional attachments.



Withdrawing a Position

The HR Liaison that initiated the ePRB action may withdraw it from the workflow. The withdraw function will work until a position has reached final approval. Once it is withdrawn, it is removed from the workflow queue and no further action can be taken.

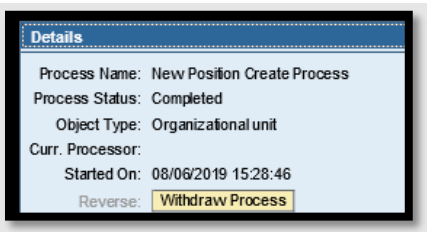
1. Log into the SAP Portal and click on the HR Admin Services tab.
2. Click “Process Overview”
3. Highlight the position to be withdrawn and click “Details.”
4. Click “Withdraw Process.”



The screenshot shows the SAP HR Admin Services interface. The breadcrumb trail is "HR Admin Services > Overview > HR Admin Services". The left navigation pane includes "Services", "Organizational Information", "HR Organizational Forms ...", "Start Organizational Process", "Organization-Related Processes", "Search Processes", and "Process Overview". The main area displays a table of processes.

Process Name	Object Type	Object Key	Object Name	Started By	Current Processor	Started On	Process Status	Business Status
New Position Create Process	Organizational unit	10000338	Office of the Chief Information Officer	HR Agency Liaison (L1) (Per Area)		08/06/2019 15:28:46	Completed	Approved by CAO
New Position Create Process	Organizational unit	10000053	Office of Information Tech	HR Agency Liaison (L1) (Per Area)	OMB Director	07/05/2019 09:42:38	In Process	Processed by OMB Analyst
New Position Create Process	Organizational unit	10000053	Office of Information Tech	HR Agency Liaison (L1) (Per Area)	OMB Analyst	07/02/2019 17:59:04	In Process	Submitted for Approvals

Buttons: Details Refresh



The screenshot shows the "Details" view for a process. The information displayed is as follows:

Process Name:	New Position Create Process
Process Status:	Completed
Object Type:	Organizational unit
Curr. Processor:	
Started On:	08/06/2019 15:28:46
Reverse:	Withdraw Process

What is the Status of the Position?

Now that you have successfully submitted an ePRB request through the workflow, you can view the status of where it is located at any time.

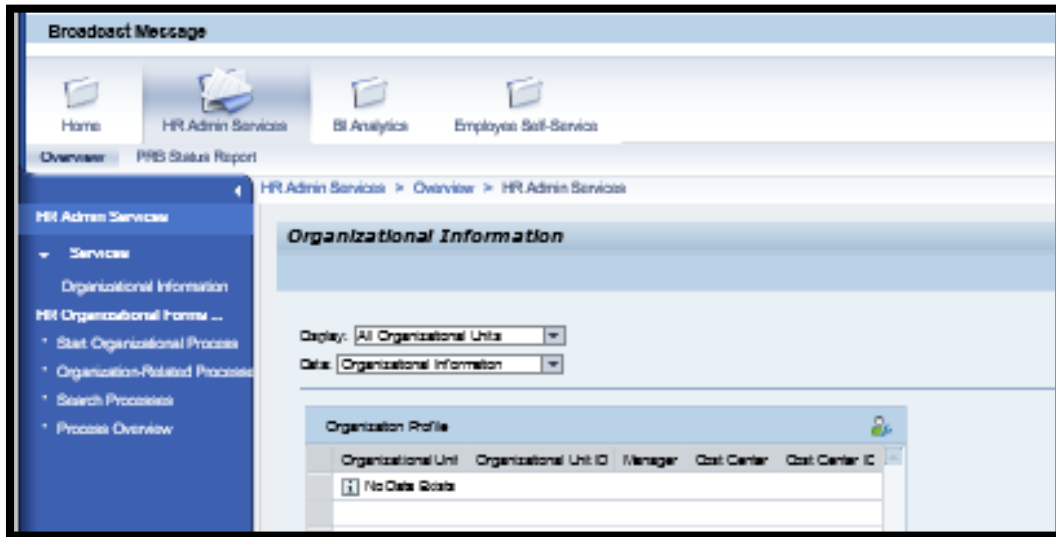
There are several ways to check the status of your position:

- Process Overview screen
- PRB Status Report

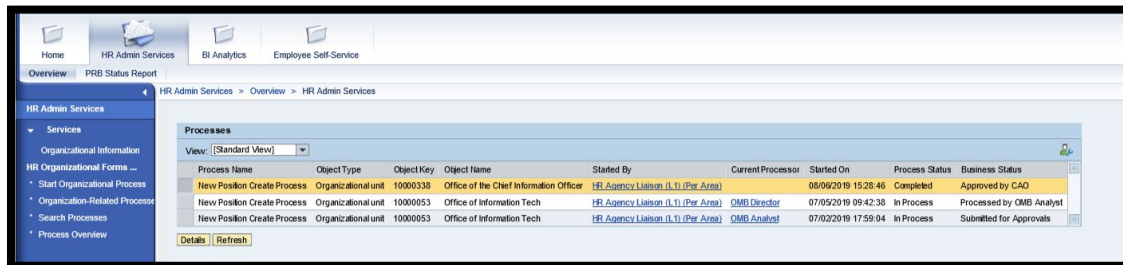
Process Overview Screen

The HR Liaison that entered the ePRB item can use the Process Overview screen to view the status.

1. Log into the SAP Portal and open the HR Admin Services tab.
2. Click on “Process Overview”.

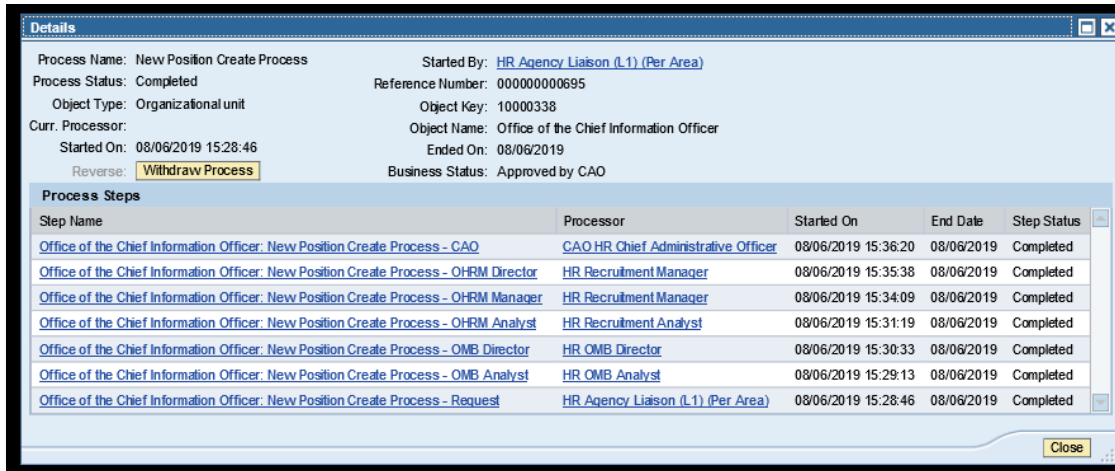


3. A list of submitted positions will display, including information on the current processor of each ePRB item. In the example below, the first item is complete (approved by the CAO). The second item is with the OMB Director and the third item is with the OMB Analyst.



Click “Details” for further information on the history of the highlighted position.

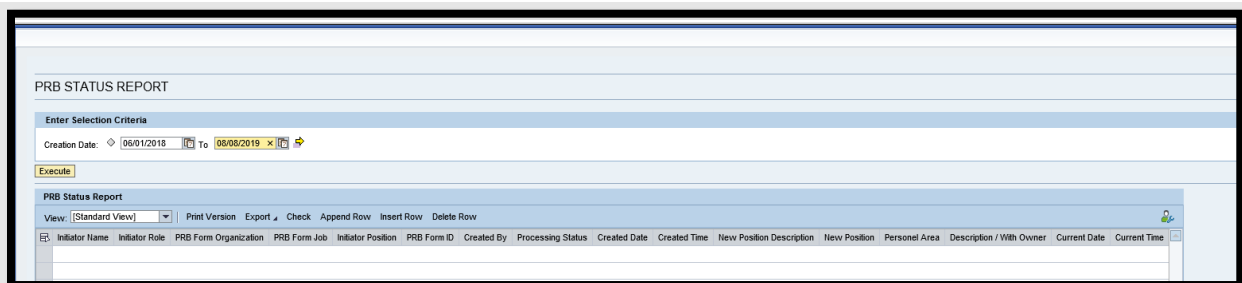
4. A pop-up window will display the approval history on the selected item, with the date and time each approver completed their review.



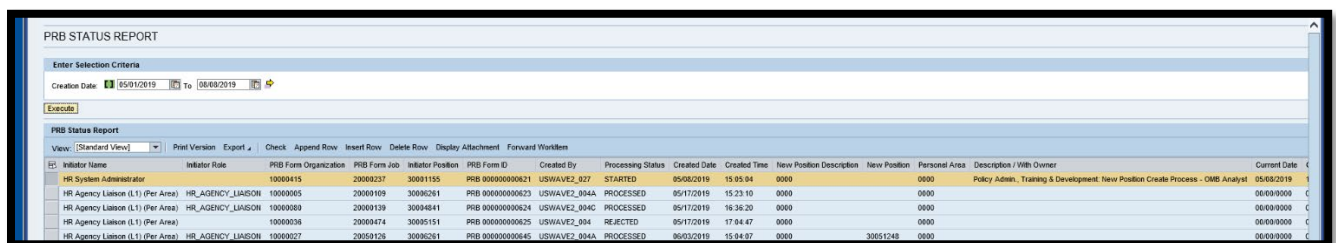
PRB Status Report

Authorized users, including Agency HR Liaisons with PRB access and any designated agency staff with a PRB Reporter SAP role, can run the PRB Status Report. The PRB Status Report provides details on the status of each submitted PRB item within a given date range. Agency staff can only see ePRB items submitted by staff in their own agency.

1. Open the SAP Portal and click on the HR Admin Services tab.
2. Click on "PRB Status Report"
3. Enter a date range and click "Execute."



4. A list of ePRB items entered during the data range will display. Information on the status is shown. The current processor is listed in the column titled "Description/With Owner"



5. To display the attachments for a specific item, highlight the row and click "Display Attachments."

The PRB Status report can also be viewed from the SAP GUI by using transaction code ZHCM_PRB_STATUS and following the instructions above. Please note that attachments cannot be viewed from the GUI.

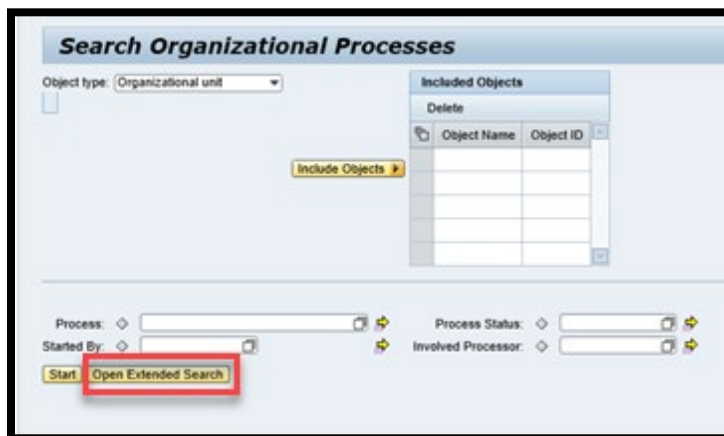
Viewing the Approved ePRB Form (also called a PRF)

Use these instructions to display approved ePRB forms.

1. Open the SAP Portal.
2. Click on the **HR Admin Services** tab.
3. Click on **“Search Processes”** in the blue bar on the left-hand side of the screen.



4. The Search Process window will open. Click **“Open Extended Search.”**



5. Enter the last four digits of the ePRB form number in the “**Process Reference Number**” field.

Search Organizational Processes

Object type:

Included Objects	
Delete	
Object Name	Object ID

Process:

Started By:

Process Status:

Involved Processor:

Process Criteria

Process Reference Number:

Started On:

Ended On:

Step Criteria

Processor:

Step Status:

6. General information about the position will display. Click “**Details.**”

Process Criteria

Process Reference Number:

Started On:

Ended On:

Step Criteria

Processor:

Step Status:

Processes

View:

Process Name	Object Type	Object Key	Object Name	Started By	Started On	Ended On	Process Status	Busines:
Change Position Attributes Fast Track	Organizational unit	10000			02/04/2020 11:11:55	02/25/2020	Completed	Approve

7. A detailed list of the position’s history will display. Click on the top link under “**Step Name**” to open the approved form.

Details

Process Name: Change Position Attributes Fast Track Started By: [Redacted]

Process Status: Completed Reference Number: 000000001120

Object Type: Organizational unit Object Key: 10000 [Redacted]

Curr. Processor: [Redacted] Object Name: [Redacted]

Started On: 02/04/2020 11:11:55 Ended On: 02/25/2020

Reverse: [Withdraw Process](#) Business Status: Approved by REC Manager

Process Steps







Step Name	Processor	Started On	End Date
Unit: Change Position Attributes Fast Track - OHRM Analyst	OHRM Rec Analyst	02/19/2020 10:05:32	02/25/2020
Unit: Change Position Attributes Fast Track - OMB Director	[Redacted]	02/18/2020 09:05:14	02/19/2020
Unit: Change Position Attributes Fast Track - OMB Analyst	[Redacted]	02/12/2020 17:01:14	02/18/2020
Unit: Change Position Attributes Fast Track - Request	[Redacted]	02/07/2020 12:36:17	02/12/2020
Unit: Change Position Attributes Fast Track - OMB Director	[Redacted]	02/05/2020 09:34:56	02/07/2020
Unit: Change Position Attributes Fast Track - OMB Analyst	[Redacted]	02/04/2020 11:11:56	02/05/2020
Unit: Change Position Attributes Fast Track - Request	[Redacted]	02/04/2020 11:11:55	02/04/2020

[Close](#)

- The approved form will display, including comments from all approvers shown at the end of the form.
- Position Attachments can also be displayed by clicking on the **“Position Attachments”** link at the top of the form.

Attachments

[Position Attachments](#)







Position Change Request      

Form Number: 000000001120 [Print file \(Ctrl+P\)](#)

Position General Information

Print or Save Approved ePRB Forms/PRFs

- Follow the instructions to open the approved ePRB form. It will display in a PDF format.
- Use the print function in the Adobe program to print the form or click on the save icon to save a copy of the PDF form.

Position Change Request      

Form Number: 000000001120 [Print file \(Ctrl+P\)](#)

Position General Information

