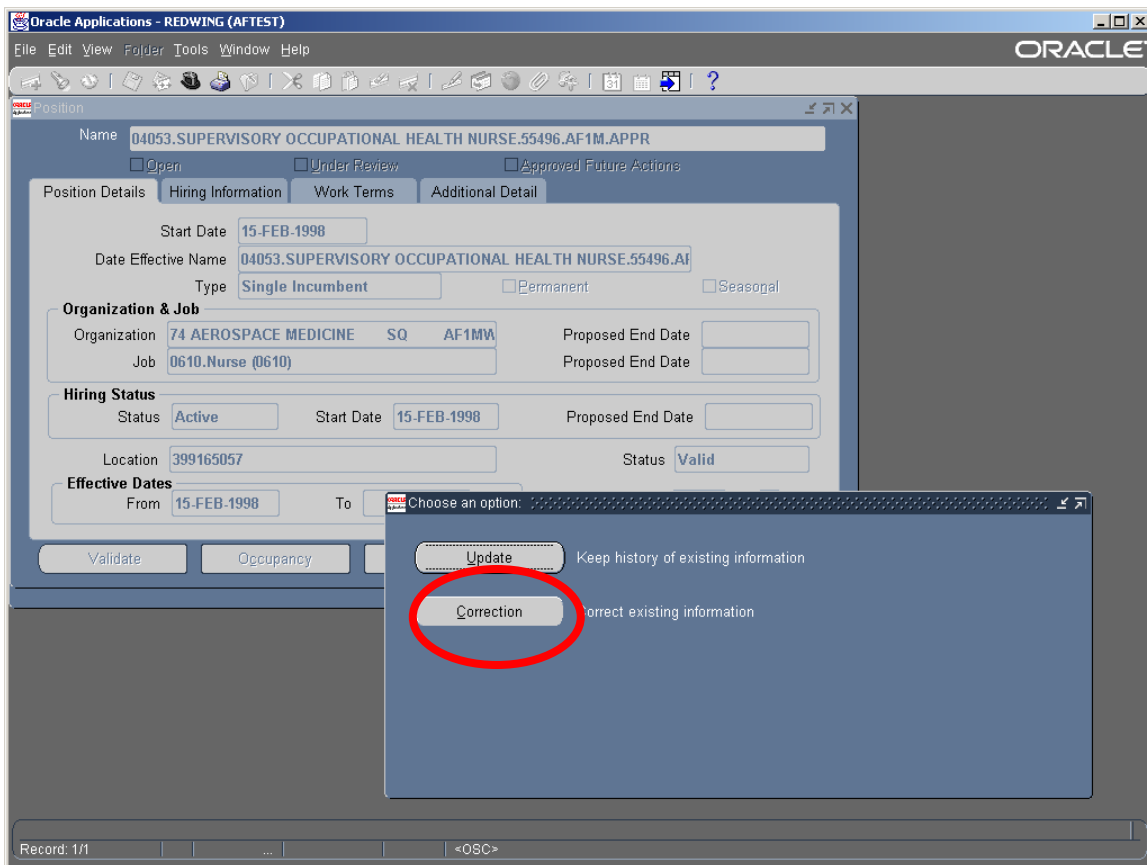# VALIDATION OF POSITIONS

The purpose of this information is to provide detailed instructions for validating invalid positions. It is critical to correctly validate all positions. Failure to do so may affect employee pay or benefits including the pending pay adjustment in January and complicate any corrective actions that may have to be taken on a record in the future.

Section 1 addresses the normal process for validating a position; Section 2 addresses what happens when the position is "updated" rather than corrected in the validation process.

1. The normal process for validating a position is as follows:

   a. Select the 'Validate" button.

b. Choose "Correction." This validates the position back to the effective date, 15-FEB-1998 in this example. If you choose "Update" you will only be validating the position from the current date forward.

c. The following demonstrates the position has been validated correctly. Note effective date of 15-FEB-1998. Indicates the position is Valid from 15-FEB-1998 to present.

e. Now we'll date track back to 10-DEC-1998.

f. Notice position is still valid.

2. This is to demonstrate what happens when the position is "Updated" rather than corrected in the validation process

      a. Select the "Validate" button
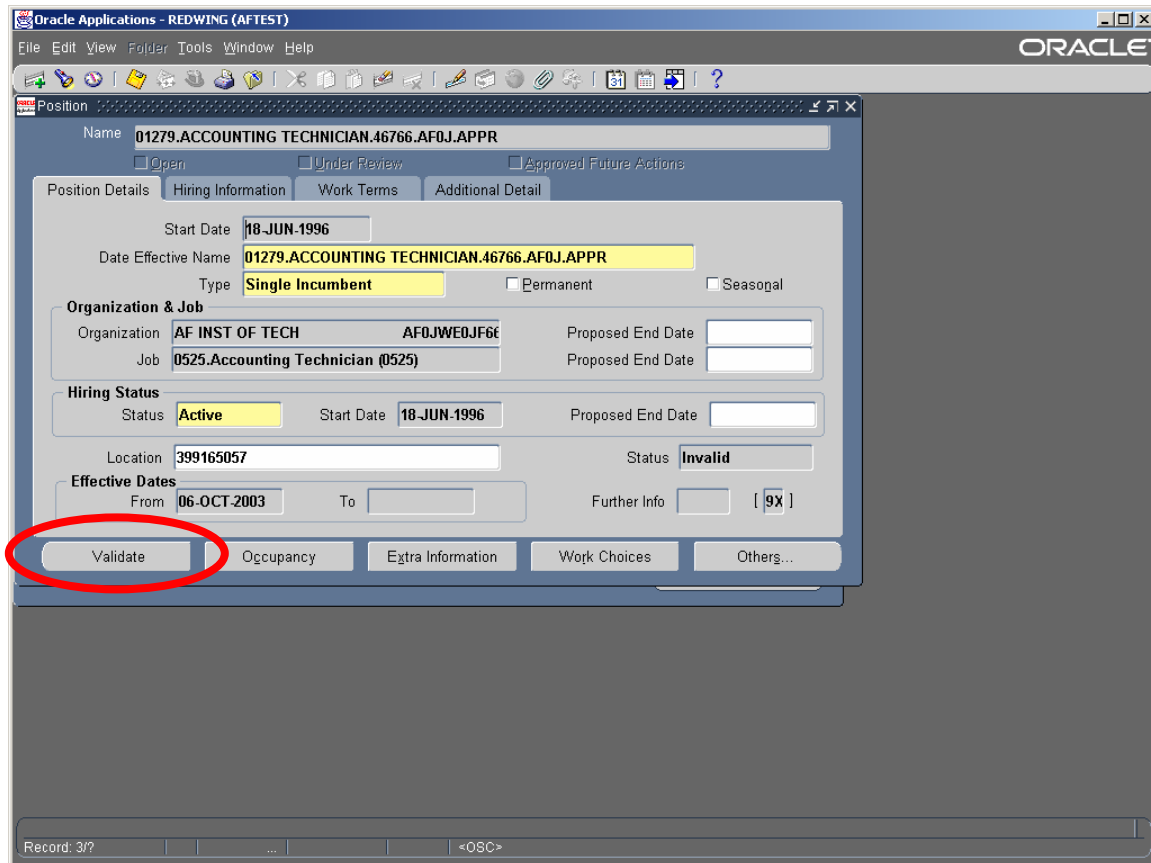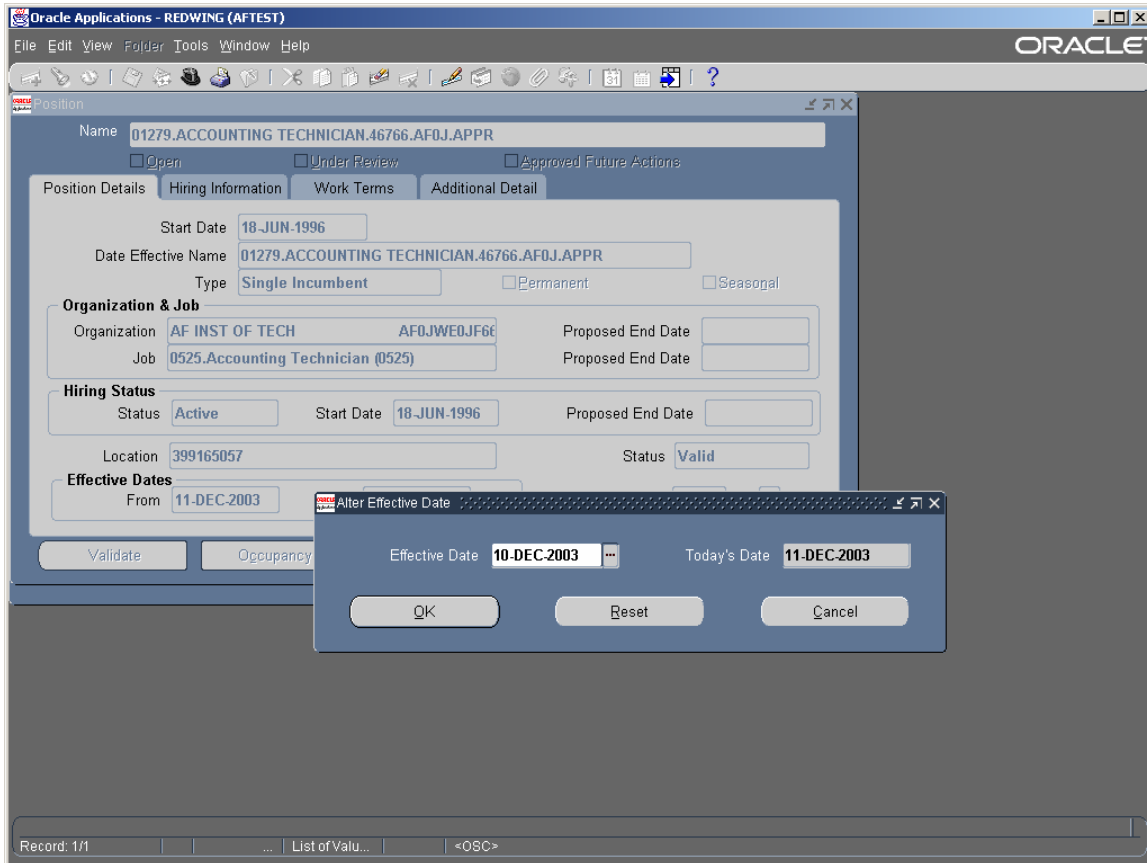
b. Select "Update" button
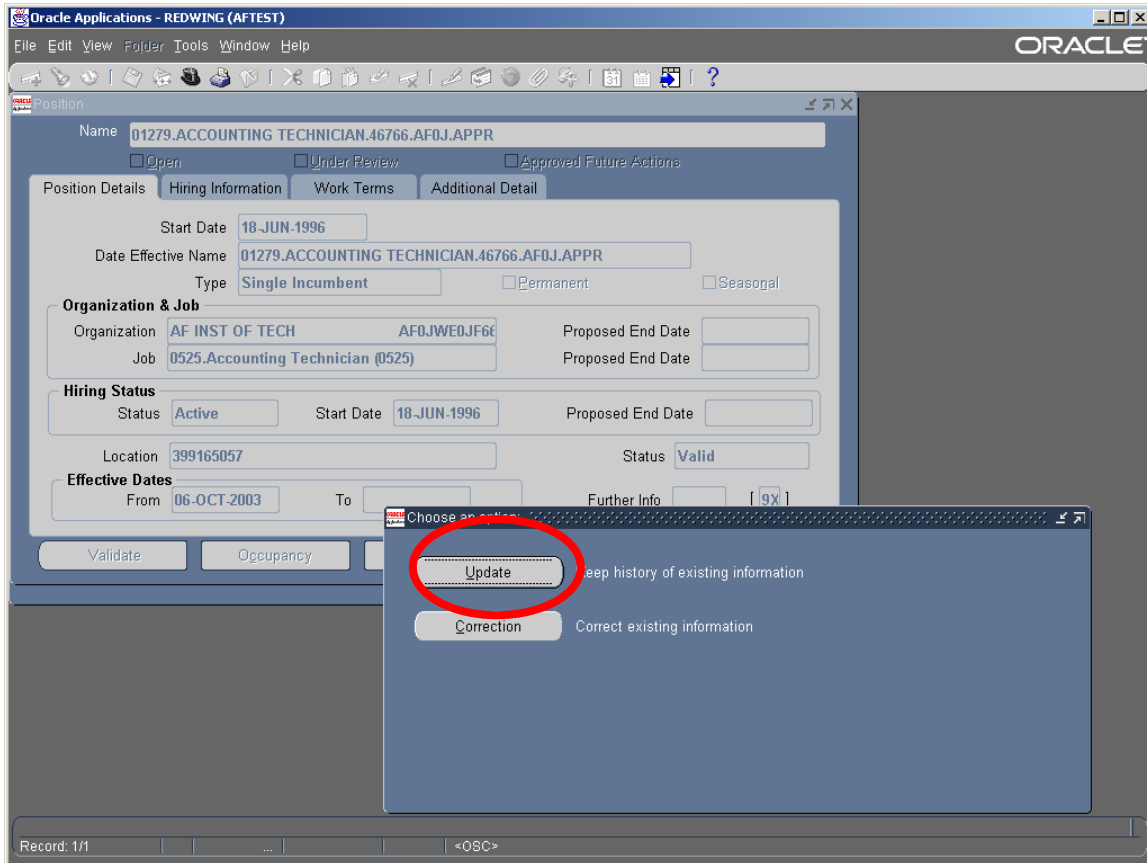
c. Note effective date is 11-DEC-2003, the date of our update, not 6-OCT-2003 as on the previous screen. Active positions must be valid throughout the entire date track history of the position. Users will encounter problems when attempting to update the record of current or past incumbents of the position if any period is invalid."

d. Now we'll date track back to 10-DEC-2003.

e. Notice position is invalid for the period from 6-OCT-2003 to 10-DEC-2003.