

VALIDATION OF POSITIONS

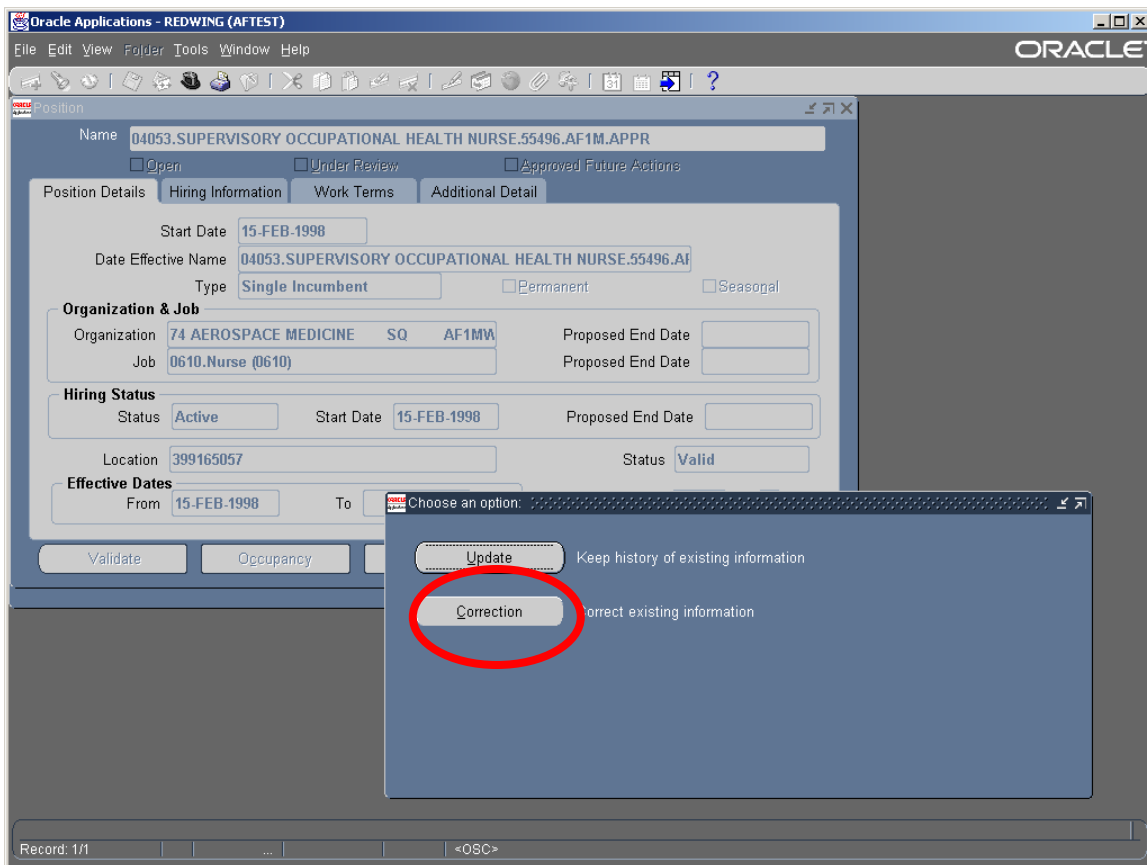
The purpose of this information is to provide detailed instructions for validating invalid positions. It is critical to correctly validate all positions. Failure to do so may affect employee pay or benefits including the pending pay adjustment in January and complicate any corrective actions that may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

The screenshot displays the Oracle Applications interface for a position. The window title is "Oracle Applications - REDWING (AFTEST)". The main form is titled "Position" and shows details for "04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APPR". The "Start Date" is "15-FEB-1998" and the "Date Effective Name" is "04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF". The "Type" is "Single Incumbent". The "Organization & Job" section shows "Organization: 74 AEROSPACE MEDICINE SQ AF1MW" and "Job: 0610.Nurse (0610)". The "Hiring Status" is "Active" with a "Start Date" of "15-FEB-1998". The "Location" is "399165057" and the "Status" is "Invalid". The "Effective Dates" are "From: 15-FEB-1998". At the bottom of the form, the "Validate" button is circled in red. Other buttons include "Occupancy", "Extra Information", "Work Choices", and "Others...". A status bar at the bottom indicates "APP-GHR-38343: This position is either assigned or obligated." and "Record: 5/2".

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.

The screenshot displays the Oracle Applications interface for a position. The window title is "Oracle Applications - REDWING (AFTTEST)". The position name is "04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APPR". The "Start Date" is "15-FEB-1998". The "Date Effective Name" is "04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M". The "Type" is "Single Incumbent". The "Organization & Job" section shows "Organization: 74 AEROSPACE MEDICINE SQ AF1MW" and "Job: 0610.Nurse (0610)". The "Hiring Status" section shows "Status: Active" and "Start Date: 15-FEB-1998". The "Location" is "399165057" and the "Status" is "Valid". The "Effective Date" section shows "From: 15-FEB-1998" and "To: " (empty). The "Further Info" field contains "[9X]". The "Validate" button is highlighted with a red circle. The status bar at the bottom indicates "FRM-40400: Transaction complete: 1 records applied and saved. Record: 5/7 ... List of Valu... <OSC>".

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

The screenshot displays the Oracle Applications interface for a Position record. The main window is titled "Oracle Applications - REDWING (AFTEST)" and shows the "Position" form. The form is divided into several sections: "Position Details", "Hiring Information", "Work Terms", and "Additional Detail". The "Hiring Information" section is currently active, showing the "Start Date" as 15-FEB-1998 and the "Date Effective Name" as 04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APR. The "Organization & Job" section shows the organization as 74 AEROSPACE MEDICINE SQ AF1MW and the job as 0610.Nurse (0610). The "Hiring Status" section shows the status as Active and the start date as 15-FEB-1998. The "Effective Dates" section shows the start date as 15-FEB-1998. An "Alter Effective Date" dialog box is open in the foreground, showing the "Effective Date" as 10-DEC-2003 and the "Today's Date" as 11-DEC-2003. The dialog box has buttons for "OK", "Reset", and "Cancel".

Oracle Applications - REDWING (AFTEST)

File Edit View Folder Tools Window Help

ORACLE

Position

Name 04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APR

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail

Start Date 15-FEB-1998

Date Effective Name 04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APR

Type Single Incumbent Permanent Seasonal

Organization & Job

Organization 74 AEROSPACE MEDICINE SQ AF1MW Proposed End Date

Job 0610.Nurse (0610) Proposed End Date

Hiring Status

Status Active Start Date 15-FEB-1998 Proposed End Date

Location 399165057 Status Valid

Effective Dates

From 15-FEB-1998 To Further Info [9X]

Validate Occupan

Alter Effective Date

Effective Date 10-DEC-2003 Today's Date 11-DEC-2003

OK Reset Cancel

Record: 1/1 ... List of Valu... <OSC>

f. Notice position is still valid.

The screenshot displays the Oracle Applications interface for a position. The window title is "Oracle Applications - REDWING (AFTTEST)". The position name is "04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APPR". The position is currently "Valid".

Position Details:

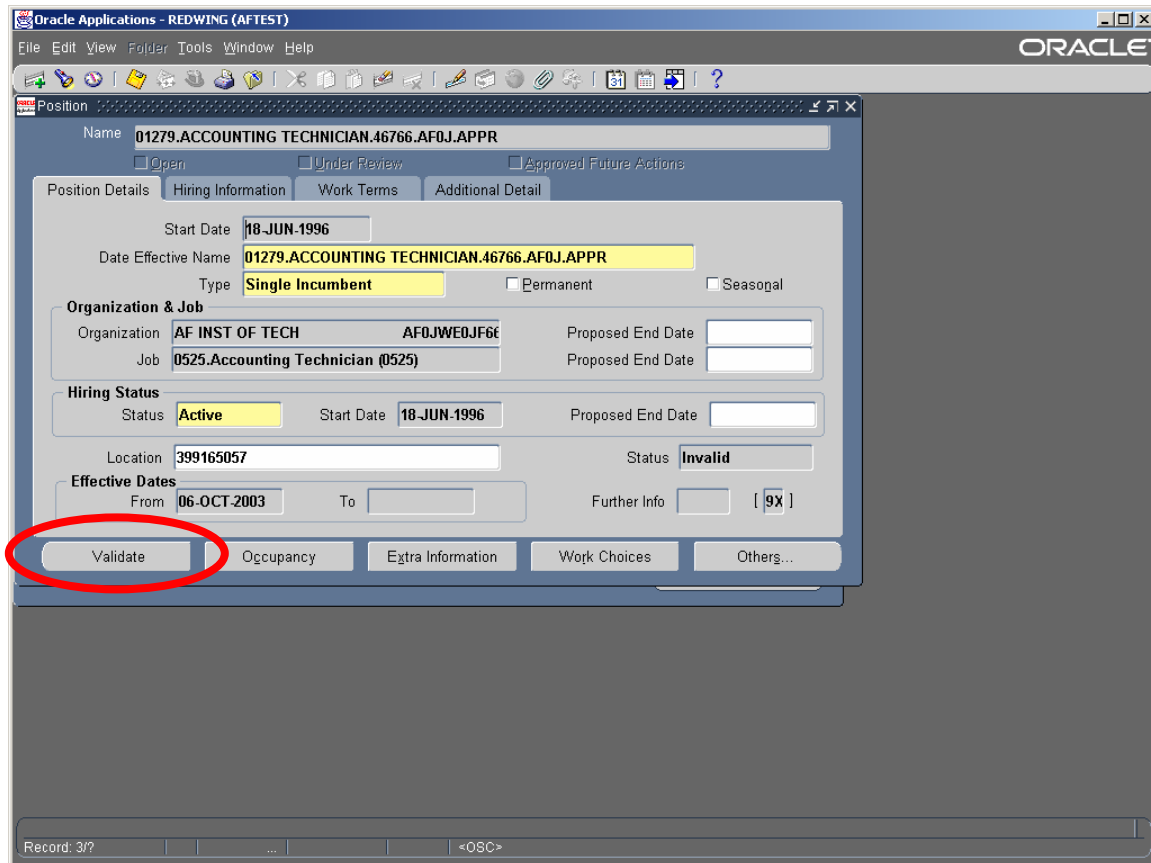
- Name: 04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M.APPR
- Start Date: 15-FEB-1998
- Date Effective Name: 04053.SUPERVISORY OCCUPATIONAL HEALTH NURSE.55496.AF1M
- Type: Single Incumbent
- Organization & Job: 74 AEROSPACE MEDICINE SQ AF1MW, Job 0610.Nurse (0610)
- Hiring Status: Active, Start Date 15-FEB-1998
- Location: 399165057, Status: Valid
- Effective Dates: From 15-FEB-1998

Buttons at the bottom of the form include: Validate, Occupancy, Extra Information, Work Choices, and Others...

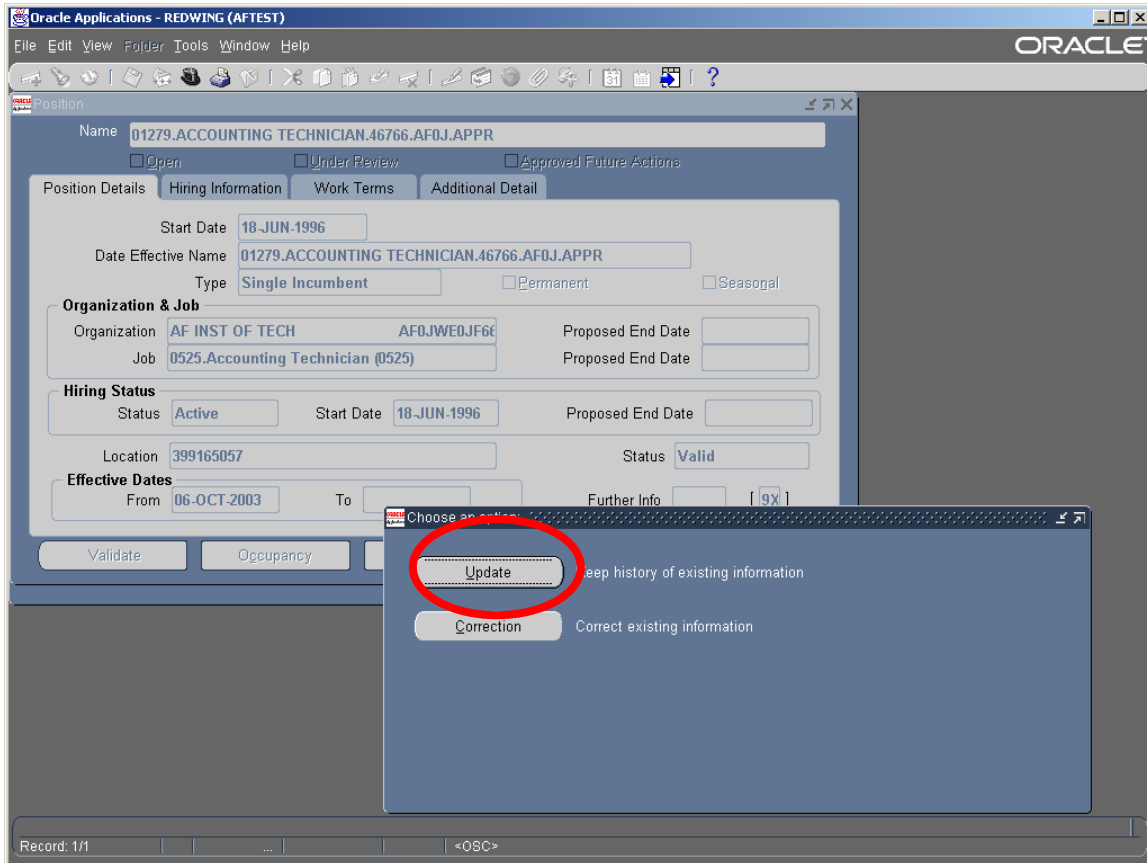
Footer text: APP-GHR-38343: This position is either assigned or obligated. Record: 1/1 ... List of Valu... <OSC>

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

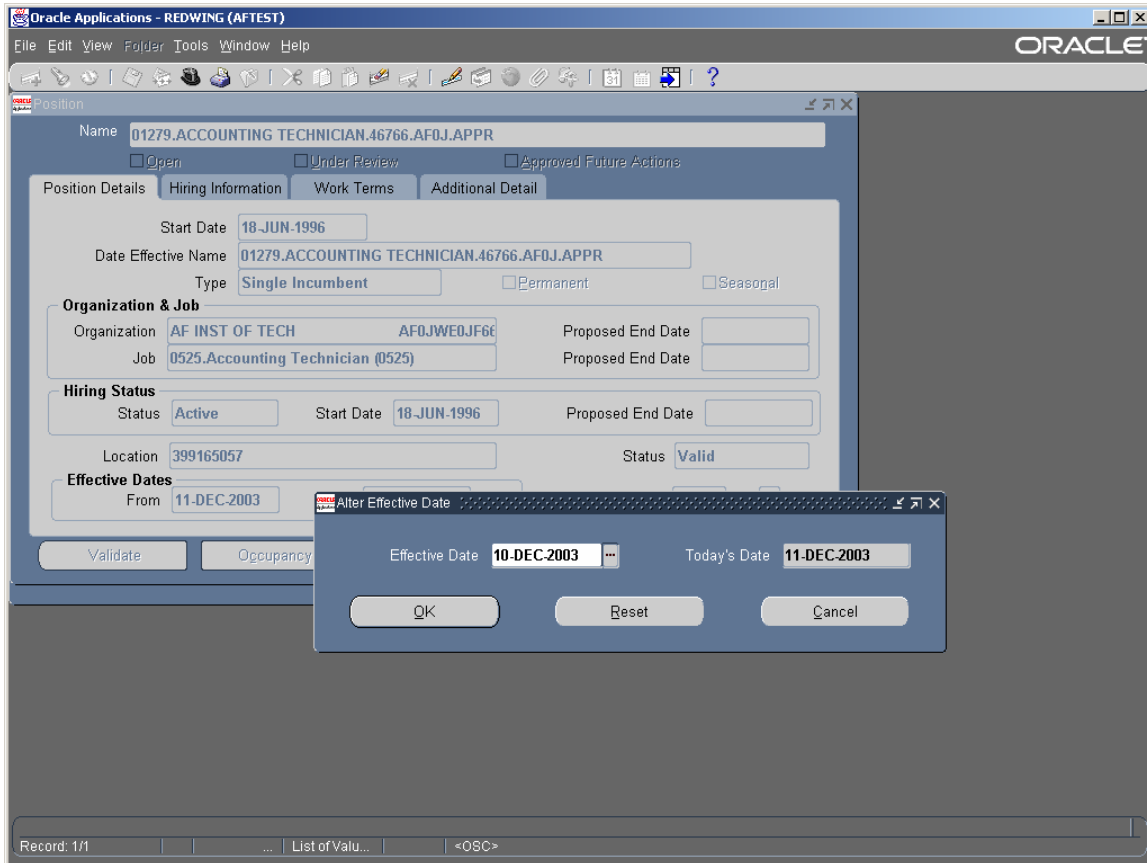


c. Note effective date is 11-DEC-2003, the date of our update, not 6-OCT-2003 as on the previous screen. Active positions must be valid throughout the entire date track history of the position. Users will encounter problems when attempting to update the record of current or past incumbents of the position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

The screenshot displays the Oracle Applications interface for a position record. The window title is "Oracle Applications - REDWING (AFTEST)". The position name is "01279.ACCOUNTING TECHNICIAN.46766.AF0J.APPR". The start date is "18-JUN-1996". The date effective name is "01279.ACCOUNTING TECHNICIAN.46766.AF0J.APPR". The type is "Single Incumbent". The organization is "AF INST OF TECH" and the job is "0525.Accounting Technician (0525)". The hiring status is "Active" with a start date of "18-JUN-1996". The location is "399165057" and the status is "Valid". The effective date is "From 11-DEC-2003". The status is "Valid". The interface includes tabs for "Position Details", "Hiring Information", "Work Terms", and "Additional Detail". At the bottom, there is a status bar showing "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 3/2".

Name	01279.ACCOUNTING TECHNICIAN.46766.AF0J.APPR		
Start Date	18-JUN-1996		
Date Effective Name	01279.ACCOUNTING TECHNICIAN.46766.AF0J.APPR		
Type	Single Incumbent		
Organization & Job	AF INST OF TECH AF0JWEDJF6t		
Job	0525.Accounting Technician (0525)		
Hiring Status	Active		
Location	399165057		
Effective Date	From 11-DEC-2003		
Status	Valid		

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.

Oracle Applications - REDWING (AFTEST)

File Edit View Folder Tools Window Help ORACLE

Position: 10-DEC-2003

Name: 01279.ACCOUNTING TECHNICIAN.46766.AF0J.APPR

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail

Start Date: 18-JUN-1996

Date Effective Name: 01279.ACCOUNTING TECHNICIAN.46766.AF0J.APPR

Type: Single Incumbent Permanent Seasonal

Organization & Job

Organization: AF INST OF TECH AF0JWEDJF6E Proposed End Date: []

Job: 0525.Accounting Technician (0525) Proposed End Date: []

Hiring Status

Status: Active Start Date: 18-JUN-1996 Proposed End Date: []

Location: 099165057 Status: Invalid

Effective Dates

From: 06-OCT-2003 To: 10-DEC-2003 Further Info: [9X]

Validate Occupancy Extra Information Work Choices Others...

Record: 1/1 ... <08C>