

## **Important steps to follow when entering position information, users receiving warning messages when saving changes on Position** <sup>[1]</sup>

August 24, 2017 by [Employee Services](#) <sup>[2]</sup>

When updating or creating positions, ensure you are entering Full/Part Time, FLSA Status, Classified Indicator, and Compensation Frequency information correctly.

Please reference the following guides for comprehensive directions on:

- [Updating a Position](#) <sup>[3]</sup>
- [Creating a Position with Funding](#) <sup>[4]</sup>

**Note:** Click on any image to enlarge it.

### **Full and Part Time**

Full/Part Time indicates whether the new employee you are hiring works full or part time. Be sure to check the drop down menu and set this field appropriately.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

**Position Information** Find | View All First 1 of 1

Position Number 00000000  
 Headcount Status Current Head Count 0 out of 0  
 \*Effective Date 08/24/2017 \*Status Active Initialize  
 Reason NEW New Position Action Date 08/24/2017  
 Position Status Approved Status Date 08/24/2017  Key Position

---

**Job Information**

\*Business Unit USYS System Administration  
 Job Code   
 \*Reg/Temp  **\*Full/Part Time Full-Time**  
 \*Regular Shift Not Applicable Union Code  
 Title Short Title Detailed Position Description

---

**Work Location**

\*Reg Region USA United States  
 Department  \*Company  
 Location   
 Reports To  Dot-Line  
 Supervisor Lvl  Security Clearance

---

**Salary Plan Information**

Salary Admin Plan  Grade Step  
 Standard Hours 0.00 Work Period

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USA

FLSA Status Nonexempt Bargaining Unit 8888  
 Updated on Updated By

Save Notify Add Update/Display Include History Correct

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

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## FLSA status

FLSA Status is located under the USA drop-down menu. Here, you must indicate whether the employee you are hiring is non-exempt or exempt.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

**Position Information** Find | View All First 1 of 1 Last

Position Number 00000000 + -  
 Headcount Status Current Head Count 0 out of 0  
 \*Effective Date 08/24/2017 \*Status Active Initialize  
 Reason NEW New Position Action Date 08/24/2017  
 Position Status Approved Status Date 08/24/2017  Key Position

**Job Information**

\*Business Unit USYS System Administration  
 Job Code   
 \*Reg/Temp \*Full/Part Time Full-Time  
 \*Regular Shift Not Applicable Union Code  
 Title Short Title [Detailed Position Description](#)

**Work Location**

\*Reg Region USA United States  
 Department \*Company  
 Location   
 Reports To Dot-Line  
 Supervisor Lvl Security Clearance

**Salary Plan Information**

Salary Admin Plan Grade Step  
 Standard Hours 0.00 Work Period

USA **FLSA Status** Nonexempt Bargaining Unit 8888  
 Updated on Updated By

Save Notify Add Update/Display Include History Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

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## Classified indicator

The Classified Indicator can be found under an expandable page called **Education and Government** in the **Specific Information** tab.

When setting up a new hire, the Classified Indicator defaults to surviving spouse. **This is not the correct selection for all positions.** Ensure you check this field and choose the correct option for the position you are hiring.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

Position Number 00000000  
 Headcount Status Current Head Count 0 out of 0

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**Specific Information** Find | View All First

Effective Date 08/24/2017 Status Active

Max Head Count   
 Mail Drop ID   
 Work Phone   
 Health Certificate   
 Signature Authority

**Education and Government**

Position Pool ID    
 \*Pre-Encumbrance Indicator   
 \*Encumber Salary Option   
 \*Classified Indicator

Calc Group (Flex Service)    
 Academic Rank    
 FTE   Adds to FTE Actual

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [CU Position Data](#)

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## Compensation Frequency

Verify that Compensation Frequency is correct for the position you are inputting. This field defaults to a selection based on the job code used and may need to be adjusted.

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Employee Empl ID  
 Empl Record 0

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**Compensation** Find First 1 of 2 Last

Effective Date 04/21/2017

Effective Sequence 1 Action Position Change  
 HR Status Active Reason New Supervisor/Manager  
 Payroll Status Active Job Indicator Primary Job

Current

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Compensation Rate 5,000.000000 \*Frequency   MON Sal

[8]

Receiving the following warning message when saving changes on Position?

## Message

Position data is updated for position [REDACTED] with effective date [REDACTED]. (1000,1592)

Any change in position data would reset the compensation frequency from job code for all incumbents.

Are you sure you want to proceed with the changes?

Yes

No

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This issue is not due to Wave 3 (when Position was pulled out of ePAR). The message displays because changes on Position are now being completed directly in HCM rather than through SMART. When a change is made on Position, the comp frequency on Job is reset to its default value based on Job Code.

Employee Services is aware of this issue and will continue to monitor and correct mismatches through a manual process. **Due to the nature of the cleanup process, it is highly likely things will be missed.** We strongly encourage users to double check Job rows anytime changes are made on Position.

We will continue researching the cause of the mismatch issue and provide additional details as they become available.

[Compensation Frequency](#) [10], [FLSA Status](#) [11], [Classified Indicator](#) [12], [Changes to Positions](#) [13], [Creating Positions](#) [14], [Wave 3](#) [15], [Wave three](#) [16]

### Display Title:

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### Send email when Published:

Yes

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**Source URL:** <https://www.cu.edu/blog/hcm-community/important-steps-follow-when-entering-position-information-users-receiving-warning>

### Links

[1] <https://www.cu.edu/blog/hcm-community/important-steps-follow-when-entering-position-information-users-receiving-warning>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/docs/sbs-updating-position>

[4] <https://www.cu.edu/docs/sbs-creating-position-funding>

[5] [https://www.cu.edu/sites/default/files/Description%20Tab\\_0.png](https://www.cu.edu/sites/default/files/Description%20Tab_0.png)

[6] <https://www.cu.edu/sites/default/files/FLSA%20Status.PNG>

[7] <https://www.cu.edu/sites/default/files/Classified%20Indicator.png>

[8] <https://www.cu.edu/sites/default/files/Comp%20Frequency%20page.png>

[9] <https://www.cu.edu/sites/default/files/Warning%20Message.png>

[10] <https://www.cu.edu/blog/hcm-community/tag/compensation-frequency>

[11] <https://www.cu.edu/blog/hcm-community/tag/flsa-status>

- [12] <https://www.cu.edu/blog/hcm-community/tag/classified-indicator>
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