

Position – Background Check

- Purpose** Use this procedure to indicate a position requires a background check.
- Trigger** Perform this procedure when a background check is required for a position.
- Prerequisites**
- The position identified as requiring a background check.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor










Change History	
Date	Change Description
7/28/2009	New procedure created.

Menu Path Human Resources → Organizational Management → Expert Mode → Position

Transaction Code PO13

Helpful Hints	N/A
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

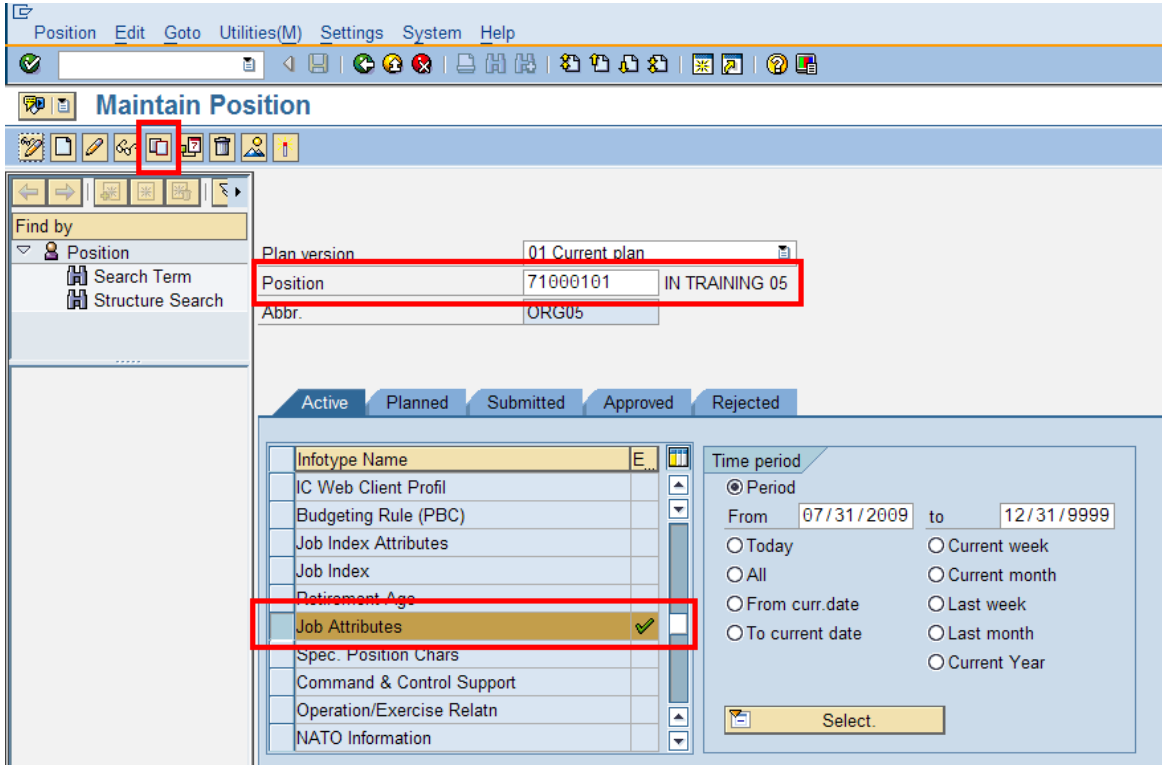
1. Start the transaction using the above menu path or transaction code **PO13**.


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p>Example: 71000101</p>

3. Click  (Enter) to validate the information.


4. Click to box to the left of  to select.




5. Click  (Copy) to copy and continue.

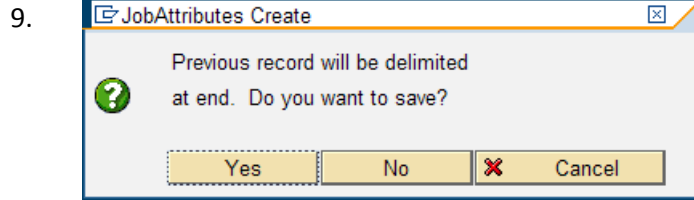
The screenshot shows a software window titled "Copy Job Attributes". At the top, there is a menu bar with "Infotype", "Edit", "Goto", "View", "System", and "Help". Below the menu is a toolbar with various icons. The main area is divided into sections: "Find by" (with "Position", "Search Term", and "Structure Search" options), "Job Attributes" (with "01 S 71000101 1" identifier), "RIF Attributes" (with "Competitive Area" and "Competitive Level" fields), "Security" (with "Position Sensitivity" and "Security Clearance" fields, where "Security Clearance" is set to "1"), and "Duty Station" (with "Country/State" set to "WA", "County" set to "34", and "City" empty). A "Change Information" button is visible in the top right.

6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start date	O	This is the date on which a record begins.  For this transaction you may change the <i>Start date</i> if the position requires a background check on a specified date OR leave the start date as is. Example: 07/01/2009
Security Clearance	R	This indicates the position requires a background check. Example: 1 (Background Check Required)


7. Click  (Enter) to validate the information.

8. Click  (Save) to save.



10. Click  (Yes) to confirm and continue.

11. You have completed this transaction.

Results
You have updated the position to indicate a background check is required.
Comments
 The Personnel Administration may indicate a new task type of 06-Background Check Completed in the employee's Monitoring of Tasks (0019) infotype.