



eHR

Update Position Subject Areas Quick Sheets

01-30-2020

IMPORTANT NOTE:

Please be sure to complete this process from beginning to end. If you do not complete all of the steps, you will need to cancel and start over. See Page 8 “Cancel an Existing Update Position Subject Areas Process Case”.



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Update Position Subject Areas Process

Description: This process is used to add or change Teacher Subject Area(s) and grade level(s) of a position. For detailed navigational instructions, refer to the Projected School List and Teacher Assignment and Transfer Posting Quick Sheets.

Important Notes: The TATP Posting Report displays the Teacher Subject Areas. Be sure to review your Posting Report carefully to ensure that the appropriate Subject Areas and Grade Levels are shown on the report. A full listing of all available Subject Areas and Grade Levels is in the Appendix.

1. Under the **Module** drop down menu, select **Processes**.
2. Click on **Start Process** tab. **A**
3. Select the **radio** button for **Update Position Subject Area** (Process ID: 6.1.1.9) **B**
4. Click on **Start New Process** button. **C**

Start Process

Please select the appropriate Process Category filter to see the full list of Processes that you can start. Select a category from the drop down list then click on the Filter button.

Process Category: Process Description: Filter

Start New Process:

Select	Details	Process Category	Process ID	Process Description
<input checked="" type="radio"/>	<input type="button" value="Show"/>	Position Management	6.1.1.9	Update Position Subject Areas

5. Enter a **Process Case Label**. **D** Suggested example: **UPSA for (Posn#)**
6. Enter the Parameters:
 - Type **Location ID**, or click on the flashlight icon to choose a location. **E**
 - Select **Current Position Details** or **Projected Position Details** from the drop down based on which school year you would like to update. **For TATP: Select Projected Position Details.** **F**
 - Enter **Position ID**, click on the flashlight icon to choose a position **G**
 - Select **1st Semester** or **2nd Semester** from the drop down. **H**
 - Select the **Effective Date Display**, **Effective Date**, and **Effective Sequence Number** that appear in the drop down. **I**
7. Click on the **Submit Parameters** button. **J**

Process Case

Update Position Subject Areas

* Process Case Label:

Parameters

Prompt Text	Parameter Value
Location ID	201 Area Intermediate
HR Sub-Category	T (Teacher / Counselor / Librarian)
Current/Projected	Projected Position Details
Position ID	72557 Secondary Teacher
Semester	1st Semester
Action	UPP (Update Position)
Reason	QIA (Change Position Qualification)
Qualification Preference Code	P (Preferred)
Qualification Type Code	SUB2 (Teacher Subject Area)
Task Post Stat Code Override	A,W,X,T (A,W,X,T)
Task Grade Level Pref Override	01,02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,35,36,45,66,67,78,79,88,90,NA,P3,P5,P6,JK,KE,K3,K5
Effective Date Display	08/01/2017 00:00:00
Effective Date	08/01/2017 00:00:00
Effective Sequence Number	00

Cancel | Submit Parameters



8. The Process Position page will appear.
9. Click the Add Row button.

Current Position Action:

Show Audit Info		Reset Sort		Add Row			
Select	Position Number	* Eff Dt	* Eff Dt Seq	* Action	* Reason	HR Action Status	Process Case Step Key
<input checked="" type="radio"/>	68030	01/08/2017	0	Update Position	Change Position Qualification	Approved	-2

10. The *Effective Date* and *Sequence Number* (Seq No) columns are automatically populated.
11. Click on the *Position Qualifications* tab. K
12. Click on Edit Position Qualifications button. L

Position Details	Funds	Position Qualifications K	Position Incumbents
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Please add qualification rows rather than entering qualifications in the Additional Info / Comments box.

For a detailed explanation of adding qualifications through UPSA, please see [Quicksheet - Update Projected Position Subject Area](#)





Show Audit Info		Edit Position Qualifications L										
Select	Eff Date / Seq	* Qualification ID	Qualification Description	* Qualification Type	Subject	Grade ID	Grade Level Description	* Qualification Preference	Additional Info / Comments	Cycle Months	Expiration Date	Delete?
<input checked="" type="radio"/>	08/01/2018 00002	HL	Health	Teacher Subject Area		78	7th to 8th Gr	Preferred				
<input type="radio"/>	08/01/2018 00002	SCI	Science	Teacher Subject Area	Science	07	7th Grade	Preferred				

13. To change the Qualification ID:
 - a. Select the flashlight icon corresponding to the Qualification ID you would like to change.

Position Details	Funds	Position Qualifications K	Position Incumbents
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Please add qualification rows rather than entering qualifications in the Additional Info / Comments box.

For a detailed explanation of adding qualifications through UPSA, please see [Quicksheet - Update Projected Position Subject Area](#)

Add Row												
Select	Eff Date / Seq	* Qualification ID	Qualification Description	* Qualification Type	Subject	Grade ID	Grade Level Description	* Qualification Preference	Additional Info / Comments	Cycle Months	Expiration Date	Delete?
<input checked="" type="radio"/>	08/01/2018 2	HL	 Health	Teacher Subject Area	Y	78	 7th to 8th Gr	Preferred				<input type="checkbox"/>
<input type="radio"/>	08/01/2018 2	SCI	 Science	Teacher Subject Area	Y	07	 7th Grade	Preferred				<input type="checkbox"/>

- Note: The Qualification ID for Special Education, Special Education/Pre-School, Librarian and/or Counselor positions have been preloaded based on Job Class.
 - The Grade Level for these preloaded qualification defaults to the grade range of the school where the position is administratively assigned, or is left blank if the position is at a District or State Office. Add or update the Grade Level to correctly reflect the grade(s) that the position will be expected to cover.
 - Counselor, Librarian, Pre-School and Special Education/Pre-School Position: Cannot edit the Qualification ID for these positions. Only the Grade Level and the Additional Info/Comments can be edited.
 - Special Education Teacher Positions: The Qualification ID for a Special Education Teacher position can only be changed from Special Education to Special Education/Inclusion or Special Education/Pre-School or Special Education/Inclusion to Special Education or Special Education/Pre-School. Special Education Teacher positions must either have a Qualification ID of Special Education, Special Education/Inclusion or Special Education /Pre-School.
 - New Qualification IDs can be added and the Qualification Preference will be Preferred.
 - Cycle Months and Expiration Date are for OHR use only.
- b. The Qualifications LOV pop-up window will open with all available Teacher Subject Area.
 - c. Select the radio button of the appropriate *Teacher Subject Area* M
 - d. Click on Select button. N



Qualifications LOV

Filter By: Qualification ID

Previous 1-10 of 53 Next 10

Select	Qualification ID	Qualification Type	Description	Subject ID	Grade Level ID	Long Description	Subject Desc	Grade Level Description
<input type="radio"/>	ACA	Teacher Subject Area	Academic Coach Mentor					
<input checked="" type="radio"/>	AG	Teacher Subject Area	Agricultural Arts					
<input type="radio"/>	ALT	Teacher Subject Area	Alternative Learning Center					

M

N

14. To change the Grade Level ID:

- a. Click on the flashlight icon next to *Grade Level ID*.

Position Details | Funds | Position Qualifications | Position Incumbents

Please add qualification rows rather than entering qualifications in the Additional Info / Comments box.

For a detailed explanation of adding qualifications through UPSA, please see [Quicksheet - Update Projected Position Subject Area](#)

Select	Eff Date / Seq	* Qualification ID	Qualification Description	* Qualification Type	Subject	Grade ID	Grade Level Description	* Qualification Preference	Additional Info / Comments	Cycle Months	Expiration Date	Delete?
<input checked="" type="radio"/>	08/01/2018 2	HL	Health	Teacher Subject Area	Y	78	7th to 8th Gr	Preferred				<input type="checkbox"/>
<input type="radio"/>	08/01/2018 2	SCI	Science	Teacher Subject Area	Y	07	7th Grade	Preferred				<input type="checkbox"/>

- b. The Grade Level pop-up window will appear.

- c. Select the radio button of the appropriate *Grade Level ID*, or use the Filter function to find the desired *Grade Level ID*.

- d. Click on Select button.

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P

Grade Level

Filter By: Grade Level ID

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Select	Grade Level ID	Description	From Grade Number	Through Grade Number	Federal Schq(h) Type Code
<input checked="" type="radio"/>	10	10th Grade	10	10	Secondary
<input type="radio"/>	11	11th Grade	11	11	Secondary
<input type="radio"/>	12	12th Grade	12	12	Secondary

O

P

15. Use the *Additional Info/Comments* box to enter additional specific course area information.

Position Details | Funds | Position Qualifications | Position Incumbents

Please add qualification rows rather than entering qualifications in the Additional Info / Comments box.

For a detailed explanation of adding qualifications through UPSA, please see [Quicksheet - Update Projected Position Subject Area](#)

Select	Eff Date / Seq	* Qualification ID	Qualification Description	* Qualification Type	Subject	Grade ID	Grade Level Description	* Qualification Preference	Additional Info / Comments	Cycle Months	Expiration Date	Delete?
<input checked="" type="radio"/>	08/01/2018 3	SCI	Science	Teacher Subject Area	Science	07	7th Grade	Preferred				<input type="checkbox"/>
<input type="radio"/>	08/01/2018 3	HL	Health	Teacher Subject Area		78	7th to 8th Gr	Preferred				<input type="checkbox"/>

R

Q

16. To delete existing rows: Check the delete box at the end of rows that will not apply.

Q

17. To add additional rows: (Adding additional Qualifications and Grade ID)

- a. Under the *Position Qualification* tab, click on the Add Row button.

R

- b. Follow steps 13 - 15, as applicable.



18. To submit your Teacher Subject Area changes, ensure Submit is selected in the Action drop down menu next to the *Status* field, and then click the Go button.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Pending Cases', 'Current Case', 'Start Process', 'Current Employee List', and 'Current Position List'. Below the navigation bar, there is a form area. On the left, it says 'Status: Pending Input'. To the right of this is a dropdown menu currently showing 'Submit'. An arrow points from a yellow circle with the letter 'S' to this dropdown menu. Further right is a large empty text input field. To the right of the input field is a 'More' button with a small icon. To the right of the 'More' button is a 'Go' button. An arrow points from another yellow circle with the letter 'S' to the 'Go' button. The word 'Comments' is visible to the right of the input field.

- **IMPORTANT NOTE:** If you choose Cancel Process, it will delete any changes you have made and you must start over. See Page 8 “Cancel an Existing Update Position Subject Areas Process Case”.



Appendix: Teacher Subject Areas

Teacher Subject Areas & Grade Descriptions

Qualification ID	Qual Description
* ACA**	* Academic Coach Mentor**
AG	Agricultural Arts
ALC	Alternative Learning Center
AR	Art
ARAB	Arabic
ASL	American Sign Language
BU	Business Education
CAC	CTE-Arts and Communication
CBUS	CTE-Business
CHS	CTE-Health Services
CIET	CTE-Industrial & Engineering Tech
CNR	CTE-Natural Resources
CPHS	CTE-Public and Human Services
CH	Chinese
CO	Computer
COUN	Counselor
CT	Co-teaching/teacher 2
CSAP	CSAP
CC**	Curriculum Coordinator**
DAN	Dance
DTC**	Data Coach**
DRA	Drama/Theatre Arts
ELEM	Elementary
ELL	ELL
EN	English
FC	Family Consumer Science
FP	Filipino
FR	French
GN	German
GPT	Guidance/Personal Transition
HAWI	Hawaiian Immersion
HAW	Hawaiian Language
HL	Health

Qualification ID	Qual Description
IART	Industrial Arts
IA	Industrial Arts/Voc Ed
JP	Japanese
KO	Korean
LN	Latin
LI	Librarian
MCS	Mathematics
*MLD	*MultiDisciplinary
MU	Music
NON**	Non-DOE Course
*OTR**	*Other
PE	Physical Education
PSAP	PSAP
PS	Pre-School/Regular Ed
RDG	Reading
REG**	Registrar
ROTC	ROTC
RC**	RTI Coordinator**
RN	Russian
SA	Samoan
SCI	Science
SOCS	Social Studies
SP	Spanish
SPED	Special Education
SEPS	Special Education / Pre-School
SM	Special Motivation
SPPR**	Special Programs**
SPIN	SPED Inclusion
SSUC**	Student Success Coach**
TC**	Technology Coordinator**
TTLI**	Title I Coordinator **
WL	World Languages

* Please add . Sample text:

Academic Coach Mentor

Math
Mentor Teacher
Reading
Title I

MultiDisciplinary

Leadership Training
Library Skills
Exploratory Wheel
Study Skills
Yearbook

Other

Attendance Coordinator
FOL Coordinator
PTT Coordinator
SLC Coordinator
Testing Coordinator
RTI Math

**Exclusion List: Teacher Subject Areas that do not require a grade level

GradeID	Grade Description	GradeID	Grade Description	GradeID	Grade Description
01	1 st Grade	13	10 th to 12 th Grade	9E	9 th to 11 th Grade
02	2 nd Grade	14	Kdgn to 12 th Grade	PS	Pre-Sch Sped
03	3 rd Grade	15	9 th to 12 th Grade	P3	Early Childhood (PK to 3 rd Grade)
04	4 th Grade	16	9 th to 10 th Grade	JK	Jr. Kindergarten
05	5 th Grade	17	11 th to 12 th Grade	KG	Kindergarten
06	6 th Grade	35	3 rd to 5 th Grade	K3	Kdgn to 3 rd Grade
07	7 th Grade	36	3 rd to 6 th Grade	K5	Kdgn to 5 th Grade
08	8 th Grade	45	4 th to 5 th Grade	K6	Kdgn to 6 th Grade
09	9 th Grade	68	6 th to 8 th Grade	K8	Kdgn to 8 th Grade
10	10 th Grade	6T	6 th to 12 th Grade	P5	Pre-School to 5 th Gr
11	11 th Grade	78	7 th to 8 th Grade	P6	Pre-School to 6 th Gr
12	12 th Grade	7T	7 th to 12 th Grade	NA	Not Applicable

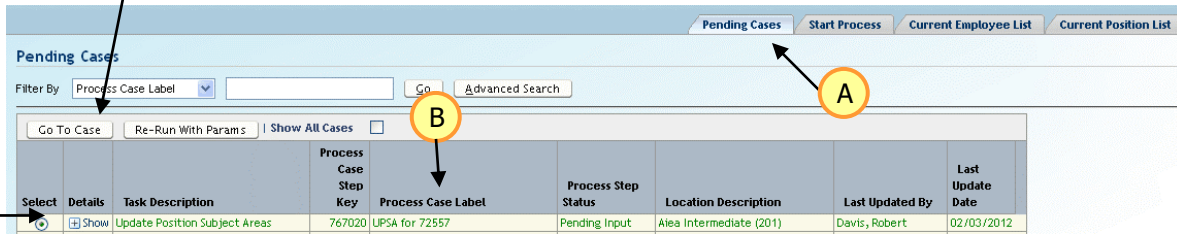


Cancel an Existing Update Position Subject Areas Process Case

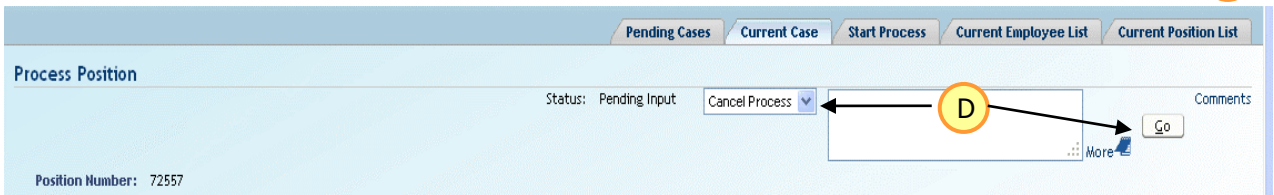
If you have not completed this process from beginning to end, please cancel the existing case and start over.

To find your existing Update Position Subject Areas Process case

1. Under the **Module** drop down menu, select **Processes**.
2. Click on **Pending Cases** tab. **A**
3. Search for the case you would like to cancel, based on the **Process Case Label** **B**
4. Select the **radio** button for the case you would like to cancel. **C**
5. Click on **Go To Case** button.



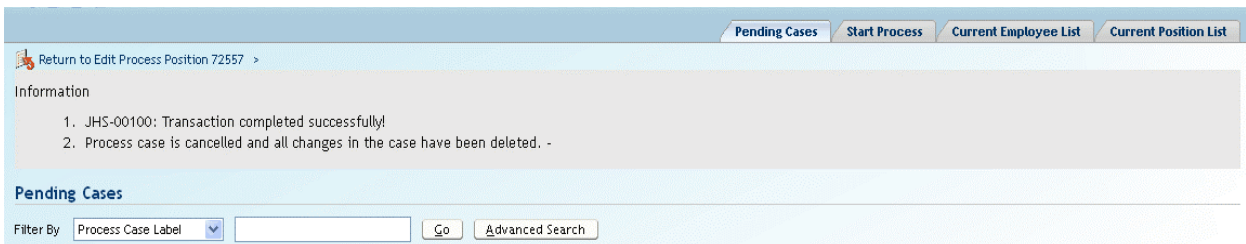
6. Select **Cancel process** the Action drop down menu next to the **Status** field, then click the **Go** button. **D**



7. You will receive a warning: **WARNING! This action will cancel the process and delete all data in this case. To start over, you will need to start a new process. Are you sure you want to continue?** Click **OK**.



8. You will receive notification that your transaction has completed successfully.



9. Return to **Page 2, Step 2** to start over.



Common Error Messages

Error Message	Description
(6.1.1.9: GRD_RNGE) – Position quals grade level is not within the school range of grades (grade level). Please adjust the position quals grade id(s) for positions (posn #)	The appropriate grade range was not being selected for the Qualification ID. Please ensure that the appropriate Grade ID is being reflected for the position.
(6.1.1.9: VAC_SUBJ) – Vacant positions (posn #) doe(s) not have a Subject Area and/or Grade Level. Please add Teacher Subject Area(s) and/or Grade Level(s) on Position Qualifications Tab.	Position Subject Area and/or Grade Level ID was not added or changed when submitting the UPSA process case. Please make the appropriate addition or change to the position.
(POSQ: SPED) – Posn_ does not have a Sped Teacher Subject Area listed. Add one of the Sped Teacher Subject Areas as a Position Qualification.	The Special Education Subject Area is not being reflected as a Position Qualification for the Special Education position.