



eHR

Update Position Subject Areas Quick Sheets

03-22-2022

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**

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. **F** For TATP: Select Projected Position Details.
 - 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 **I** the drop down.
7. Click on the **Submit Parameters** button. **J**

| Prompt Text | Parameter Value |
|--------------------------------|---|
| Location ID | 214 Leilehua High |
| HR Sub-Category | T (Teacher / Counselor / Librarian) |
| Current/Projected Details | Projected Position Details |
| Position ID | 67985 Gen Educ/Article VI Tchr |
| Semester | 1st Semester |
| Action | UPP (Update Position) |
| Reason | QUA (Change Position Qualification) |
| Qualification Preference Code | P (Preferred) |
| Qualification Type Code | SUBJ (Teacher Subject Area) |
| Task Posn Stat Code Override | A,W,X,T (A,W,X,T) |
| Task Grade Level Pref Override | 01,02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,35,36,45,68,6T,78,7T,K6,KG,NA,P3,PS,P5,P6,JK,9E,K3,K5,K8 |
| Effective Date Display | 07/29/2021 00:00:00 |
| Effective Date | 07/29/2021 00:00:00 |
| Effective Sequence Number | 00 |

Cancel | Submit Parameters



- The Process Position page will appear.
- 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 |

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

| | | | |
|------------------|-------|----------------------------------|---------------------|
| Position Details | Funds | Position Qualifications K | 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](#)

| 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 | | | | |

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

| | | | |
|------------------|-------|-------------------------|---------------------|
| 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](#)

| 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 OTM use only.
- The Qualifications LOV pop-up window will open with all available Teacher Subject Area.
 - Select the radio button of the appropriate *Teacher Subject Area* **M**
 - Click on Select button. **N**



Qualifications LOV Cancel Select

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.

Grade Level Cancel Select

Filter By: Grade Level ID

Previous Show All 36 Next

| Select | Grade Level ID | Description | From Grade Number | Through Grade Number | Federal School Type Code |
|----------------------------------|----------------|-------------------------|-------------------|----------------------|--------------------------|
| <input checked="" type="radio"/> | P6 | Pre-School to 6th Grade | -5 | 6 | Elementary |
| <input type="radio"/> | 01 | 1st Grade | 1 | 1 | Elementary |
| <input type="radio"/> | 02 | 2nd Grade | 2 | 2 | Elementary |
| <input type="radio"/> | 03 | 3rd Grade | 3 | 3 | Elementary |
| <input type="radio"/> | 04 | 4th Grade | 4 | 4 | Elementary |

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.

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

- a. Under the *Position Qualification* tab, click on the Add Row button.
- b. Follow steps 13 - 15, as applicable.

R

Q



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 containing tabs: Pending Cases, Current Case, Start Process (selected), Current Employee List, and Current Position List. Below the tabs, there is a form with a 'Status' field set to 'Pending Input' and an 'Action' dropdown menu set to 'Submit'. To the right of the dropdown is a large empty text area. Further right is a 'Comments' field with a 'Go' button. A 'More' button with a mouse cursor icon is also visible. Two yellow circles with the letter 'S' are placed over the 'Submit' dropdown and the 'Go' button, with arrows pointing to them from the text above.

- **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** |
| DL** | Distance Learning** |
| 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 |

| Qualification ID | Qual Description |
|------------------|--------------------------------|
| HL | Health |
| 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.

| Select | Details | Task Description | Process Case Step Key | Process Case Label | Process Step Status | Location Description | Last Updated By | Last Update Date |
|----------------------------------|----------------------|-------------------------------|-----------------------|--------------------|---------------------|----------------------|-----------------|------------------|
| <input checked="" type="radio"/> | Show | Update Position Subject Areas | 4601780 | UPSA FOR 603240 | Pending Input | Kipapa Elem (212) | Yogi, Corinne | 02/25/2021 |

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

Status: Pending Input

Cancel Process

Go

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**.

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?

OK Cancel

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

Return to Edit Process Position 72557 >

Information

1. JHS-00100: Transaction completed successfully!
2. Process case is cancelled and all changes in the case have been deleted. -

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



Edit Title of Process Case Label

Description: This process is used to edit a process case label due to entry errors after it has been generated.

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 edit, based on the **Process Case Label** **B**
4. Select the **radio** button for the case you would like to cancel. **C**
5. Click on **Edit Process Label** button.

Pending Cases

Filter By: Process Case Label [] Go Advanced Search

Go To Case Re-Run With Params Edit Process Label Show All Cases

| Select | Details | Task Description | Process Case Step Key | Process Case Label | Process Step Status | Location Description | Last Updated By | Last Update Date |
|----------------------------------|----------------------|-------------------------------|-----------------------|--------------------|---------------------|----------------------|-----------------|------------------|
| <input checked="" type="radio"/> | Show | Update Position Subject Areas | 4601780 | UPSA FOR 603240 | Pending Input | Kipapa Elem (212) | Yogi, Corinne | 02/25/2021 |

6. Change title of **Process Case Label**. **D**
7. Save Changes **E**

Return to Pending Cases >

Edit Process Label

Process Case Key ID: 729918
 Process ID: 6.1.1.9
 Begin Date: 02/25/2021
 End Date:
 Process Status: Draft
 Process Case Label:

Cancel Save

Cancel Save



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. |