



# *eHR*

## **Update Position Subject Areas Quick Sheets**

### **01-31-2019**

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

Current Position Action:

Show Audit Info	Reset Sort	Add Row
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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 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">K</span>	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 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">L</span>
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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 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">K</span>	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
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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** 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					

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### 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 10 21-30 of 53 Next 10

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

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### 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"/>

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### 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.

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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', 'Current Employee List', and 'Current Position List'. Below the tabs, the 'Status' field is set to 'Pending Input'. To its right is a dropdown menu currently showing 'Submit'. Further right is a large empty text box for 'Comments'. To the right of the 'Comments' box is a 'Go' button. Two yellow circles with the letter 'S' are overlaid on the 'Submit' dropdown and the 'Go' button, with arrows pointing from the text above to these elements.

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



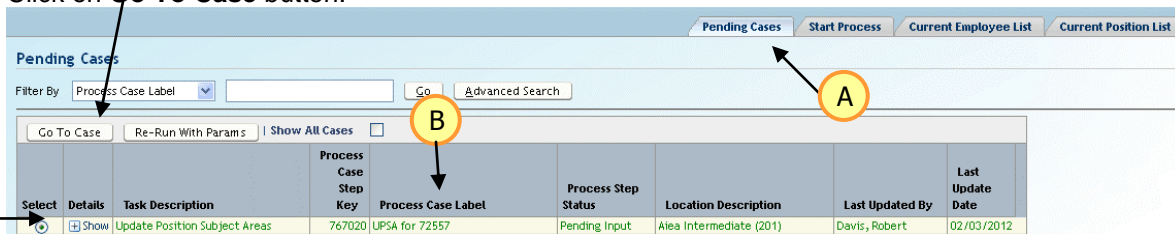


## Cancel an Existing Update Position Subject Areas Process Case

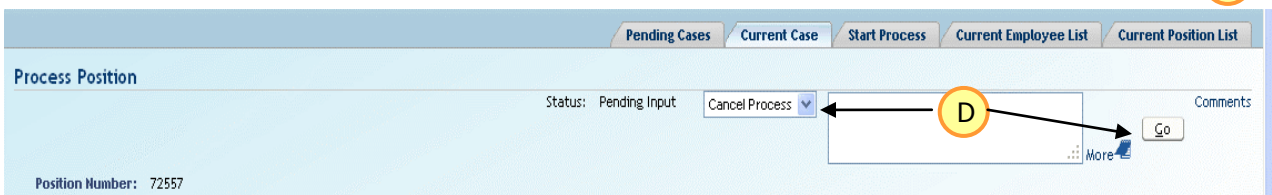
If you have not completed this process from beginning to end, please cancel the existing case and start over.

### To find your existing Update Position Subject Areas Process case

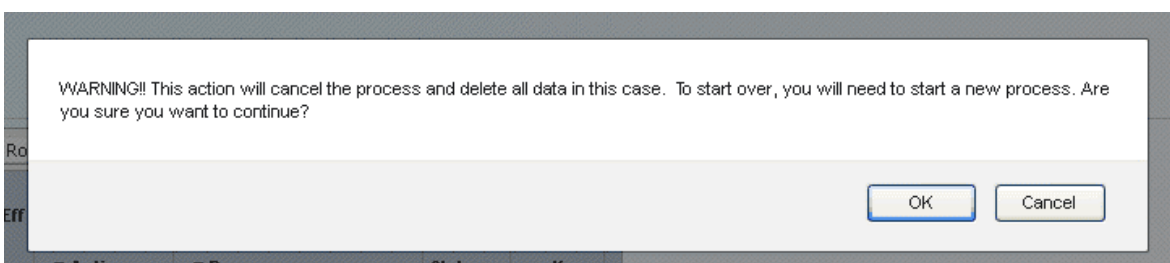
1. Under the **Module** drop down menu, select **Processes**.
2. Click on **Pending Cases** tab. **A**
3. Search for the case you would like to cancel, based on the **Process Case Label** **B**
4. Select the **radio** button for the case you would like to cancel. **C**
5. Click on **Go To Case** button.



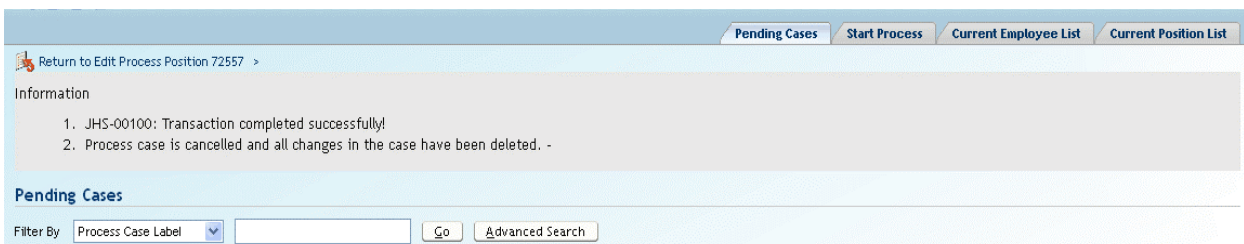
6. Select **Cancel process** the Action drop down menu next to the **Status** field, then click the **Go** button. **D**



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
<b>(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 #)</b>	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.
<b>(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.</b>	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.
<b>(POSQ: SPED) – Posn_ does not have a Sped Teacher Subject Area listed. Add one of the Sped Teacher Subject Areas as a Position Qualification.</b>	The Special Education Subject Area is not being reflected as a Position Qualification for the Special Education position.