



eHRSSC Forms

Instructions for Creation of a New Position.

JLT 01/09/2014
DDB 01/09/2014

Blue United States Postal Service

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My Work

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Inside USPS

Wednesday, January 8, 2014 | 22 ° F
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Essential Links

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- Continuous Improvement
- Corporate Information Security
- Corporate Library
- CSDC
- DRIVE
- eAccess
- eAwards
- eBuy/eBuy2
- eCareer
- eHRSSC forms**
- eIdeas
- ePayroll
- ePassword Reset
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- Employee Deals
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- Global Trade Compliance
- IT Self Help
- Learning Management System
- My Post Office
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- Organizational changes
- Performance Evaluation System (PES)

Link

Archives



Leanest and greenest

2013 PMG Sustainability excellence awardees named

Posted 1/7/14 at 4:30 p.m.

Featured Topics



Com with cus Gen cust

From the Blue Page
Click on Essential Links
eHRSSC forms

USPS-TV Home

PRIORITY:YOU[™]



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Welcome, please enter your information.

Your User ID and Password are the same as your ACE User ID and Password.

Log on to Blue to create and view your favorite links and customized Tool settings.

User ID:

Password:

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Type in your
User ID
Password
&
Click on Log in.

United States Postal Service Intranet - - Windows Internet Explorer

https://blue.usps.gov/wps/myportal/eHRSSCForms

File Edit View Favorites Tools Help

Favorites All Site Content (2) All Site Content USPS - The United States P... Free Hotmail EXPRESS MAIL Suggested Sites Get more Add-ons

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eHRSSC Forms Intermediate Page

Welcome to eHRSSC Forms!

eHRSSC Forms provides an interactive HR solution that allows the US Postal Service to maximize the benefits of the Human Capital Enterprise System. The links below allow Supervisors, Postmasters and HR Professionals to perform automated employee or position transactions using drop down menu and decision tree options to accurately

[Manager Access](#)

[eHRSSC Forms Instructional Materials](#)

[Questions/ Support](#)

Click on Manager Access

United States Postal Service Intranet - - Windows Internet Explorer

https://blue.usps.gov/wps/myportal/eHRSSCForms

To Do List and Process Overview - SAP NetWeaver Portal - Windows Internet Explorer

Welcome Joe Thompson

Detailed Navigation

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To Do List

Waiting for update

Tasks Alerts Notifications Tracking

Show: New and In Progress Tasks eHRSSC Forms

Subject	From	Sent	Effective Date	Reference Number	Personnel Area
---------	------	------	----------------	------------------	----------------

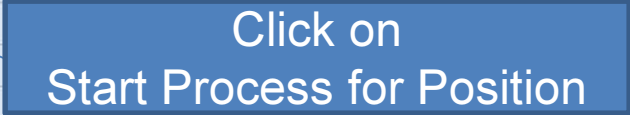
Row 0 of 0

eHRSSC Forms Process Overview

Processes

View [Standard View]

Process Name	Object Type	Object Key	Object Name	Started By	Current Responder
--------------	-------------	------------	-------------	------------	-------------------



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Object type: Organizational unit

Organizational Structure

Display: Organizational Information

- DEPORT(TX) POST OEC - INSHD

Organizational Unit	Organizational Unit ID	Manager	Cost Center ID	Cost C
---------------------	------------------------	---------	----------------	--------

Select an Object in Navigation Area

Click on Your office

Previous Step Select Process

Data From: 00/00/0000 00:

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Object type:

Organizational Structure

- **DEPORT(TX) POST OFC - INSHD**

Display:

Organizational Unit	Organizational Unit ID	Cost Center ID	Cost Center ID
DEPORT(TX) POST OFC - INSHD	00035554	DEPORT PO	0000482400

Click here to highlight.

Click on Select Process

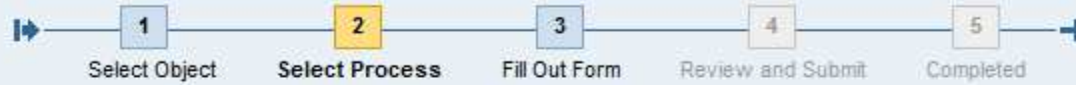
Welcome Joe Thompson

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Object: DEPORT(TX) POST OFC - INSHD



View [Standard View] ▼

Process Name	Process Description
Position Creation	Create new positions for bid postings or offered through recruitment

Click on Next Step.

◀ Previous Step Next Step ▶

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Start Processes

Object: DEPORT(TX) POST OFC - INSHD
Process: Position Creation



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Reference Number

Position Creation



Overview of the Position Creation Request

You are processing a position creation request. Your selection of position is career bargaining/bidding or career non-bargaining/bidding, or non-career. You can make selections using radio buttons, search, drop-down lists, or by entering text into text fields. Certain fields are required fields while other fields are optional. Fields marked with an asterisk are required for update and are for display only.

Full Time and PTF Rural Carrier positions are not created using this form. Use JB1050R "See List of Links For Non-career Rural positions, indicate rural route to be assigned in the "Instructions for Human Resources Service Center" field below.

It is important for you to understand that the effective date of the position placement that will use this position.

This is the form you will need to complete.

Pull form up.

or earlier t

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Object: DEPORT(TX) POST OFC - INSHD
Process: Position Creation



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Effective Date: 01/08/2014

Org Unit Information:

The newly created position will belong to the Org Unit displayed below. The Org Number, Name, Cost Center, and Installation Name fields will populate from the Org Unit you selected in step 1.

Org. Unit	Org. Unit Name	DEPORT
Cost Center	Installation Name	DEPORT

Position Details:

If the Occupation Code is known, please enter it. If not, use the search tool to find the Occupation Code. The Occupation Code and Grade will populate. Use the drop-downs in the Position Title field.

Occupation Code Search Position Title

Note:
Do not change date unless the effective date of the new job is **PRIOR** to the date of placement

Type in the Occupation Code. The next two slides will show examples.

DO NOT
Click on Search
Just press your Enter Key.

Example #
1

The OCC code for a RCA
must be typed in as show.
Exp: 2325-07XX
Must have the dash or it will not
work.

	P4-05	P4	<u>PSE GARAGEMAN</u>
23950015	P4-06	P4	<u>PSE GENERAL CLK VME</u>
23950012	P4-06	P4	<u>PSE LABEL PRINTING TECH</u>
23950001	P4-04	P4	<u>PSE LABORER CUSTODIAL</u>
23950031	P4-04	P4	<u>PSE LABORER CUSTODIAL (NEW WORK)</u>
23950021	P4-06	P4	<u>PSE LOCKMAKER</u>
23950022	P4-04	P4	<u>PSE MACHINE OPERATOR</u>
23950018	P4-06	P4	<u>PSE MAIL PROCESSING CLERK</u>
23950036	P4-06	P4	<u>PSE MAIL PROCESSING CLERK (HOLIDAY TERM)</u>
23950035	P4-06	P4	<u>PSE MAIL PROCESSING CLERK (NEW WORK)</u>
23950014	P4-06	P4	<u>PSE MARK UP CLERK- AUTOMATED</u>
23950032	P4-07	P4	<u>PSE MOTOR VEH OPR (NEW WORK)</u>
23950004	P4-07	P4	<u>PSE MOTOR VEHICLE OPERATOR</u>
23950037	P4-07	P4	<u>PSE MOTOR VEHICLE OPERATOR(HOLIDAY TERM)</u>
23950019	P4-05	P4	<u>PSE PACKER/WAREHOUSEMAN</u>
23950016	P4-04	P4	<u>PSE POST OFFICE CLERK</u>
23950034	P4-06	P4	<u>PSE SALES & SERV/DISTR ASSOC (NEW WORK)</u>
23950017	P4-06	P4	<u>PSE SALES & SVCS/DISTRIBUTION ASSOCIATE</u>
23950029	P4-07	P4	<u>PSE STAMP DISTRIBUTION CLERK-SDN</u>
23950023	P4-06	P4	<u>PSE SUPPLY CENTER CLERK</u>
23950038	P4-08	P4	<u>PSE TRACTOR TRAILER OPR (HOLIDAY TERM)</u>
23950005	P4-08	P4	<u>PSE TRACTOR TRAILER OPERATOR</u>
			<u>PSE TRACTOR TRAILER OPR (NEW WORK)</u>
			<u>PSTL MACHS MECH</u>

Group Q [Goto Top]

QUAL ASSUR ANLST SR PDC
QUALITY ASSURANCE & CONTROL ANALYST
QUALITY ASSURANCE & CONTROL ANALYST SR

Group R [Goto Top]

233042XX	P7-08	P7	<u>RAMP CLK AMF</u>
20400002	K7-06	K7	<u>RECEIVING & SHIPPING CLERK</u>
20050005	C7-06	C7	<u>RECEIVING AND SHIPPING CLERK</u>
234018XX	P7-07	P7	<u>RECEIVING CLK FOREIGN AIR MAIL</u>
234010XX	P7-07	P7	<u>RECORDS CLK-INTERNATIONAL AIR MAIL</u>
232039XX	P7-06	P7	<u>RETAIL SALES CLK POSTAL STORES</u>
231526XX	P7-07	P7	<u>REVIEW CLK</u>
232507XX	RAUX-05	B	<u>RURAL CARR ASSOC/SRV REG RTE</u>
232501XX	P7-06	P7	<u>...</u>



53060003	C7-09	C7	BUILDING EQUIPMENT MECHANIC
474910XX	P7-05	P7	BUILDING MAINTENANCE CUSTODIAN
23200005	P7-07	P7	BULK MAIL CLERK
232015XX	P7-07	P7	BULK MAIL CLERK
231599XX	P7-07	P7	BULK MAIL DOCK CLK
232028XX	P7-07	P7	BULK MAIL TECH

Group C [Goto Top]

460702XX	P7-08	P7	CARPENTER
23102009	Q7-01	Q7	CARRIER (CITY)
23102010	Q7-02	Q7	CARRIER TECHNICIAN
23107145	Q4-01	Q4	CITY CARRIER ASSISTANT (HOLIDAY TERM)
23100045	Q4-01	Q4	CITY CARRIER ASSISTANT 1
23100046	Q4-01	Q4	CITY CARRIER ASSISTANT 2
23100047	Q4-02	Q4	CITY CARRIER ASSISTANT TECH 1
23100048	Q4-02	Q4	CITY CARRIER ASSISTANT TECH 2
234515XX	P7-06	P7	CLAIMS & INQUIRY CLK
356501XX	P7-03	P7	CLEANER
23450054	P7-06	P7	CLERK MAIL RECOVERY CENTER
234507XX	P7-06	P7	CLERK RECOVERY CENTER LETTERS
031201XX	P7-07	P7	CLERK STENOGRAPHER
032100XX	P7-06	P7	CLERK TYPIST

2310-0045

Example #2

Assistant must be typed in as shown.

Exp: 2310-0045

Must have the dash or it will not work.

03300001	IT/ASC-20	N	COMPUTER SYSTEMS SCHEDULER
03353009	IT/ASC-18	N	COMPUTER SYSTEMS SPECIALIST PDC
231565XX	MH-07	M	CONSOLE OPERATOR
110201XX	P7-07	P7	CONTRACT TECHNICIAN
35660007	K7-04	K7	CUSTODIAL LABORER C
35660008	K7-05	K7	CUSTODIAL LABORER D
356604XX	P7-03	P7	CUSTODIAN
35660001	P7-04	P7	CUSTODIAN

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Process: Position Creation



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Installation Name fields will populate from the Org Unit you selected in step 1.

Org. Unit Number	<input type="text" value="00035554"/>	Org. Unit Name	<input type="text"/>
Cost Center/Finance #	<input type="text" value="0000482400"/>		

Now type in the OCC code that applies to the position you are creating.

Position Details:

If the Occupation Code is known, please enter it in the Occupation Code field. Otherwise, you use the search tool to find the Occupation Code. Once the Occupation Code is selected the Grade will populate. Use the drop-downs in the remaining fields to select the additional position details.

Occupation Code	<input type="text"/>	<input type="button" value="Search"/>	Position Title
RSC	<input type="text"/>		Pay Grade
Employee Group (Replaces Des/Act)	<input type="text"/>		Employee Sub-group (Replaces Des/Act)

Start Processes

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Position Details:

If the Occupation Code is known, please use the search tool to find the Occupation Code. Otherwise, you can click the search button to select the Position Title, RSC, and other optional position attributes. Grade will populate. Use the drop-down

Click to make selection

Occupation Code Position Title

RSC Pay Grade

Employee Group (Replaces Des/Act) Employee Sub-group (Replaces Des/Act)

LDC Tour

Bargaining/Bidding Only:

Work Area Unassigned Reason Code



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Click to make selection.

Position Details:

If the Occupation Code is known, please enter it in the Occupation Code field. Otherwise, you can click the search tool to find the Occupation Code. Once the Occupation Code is selected the Position Title, RSC, and Pay Grade will populate. Use the drop-downs in the remaining fields to select the additional position attributes.

Occupation Code	<input type="text" value="2325-07XX"/>	<input type="button" value="Search"/>	Position Title	<input type="text" value="RURAL CA"/>
RSC	<input type="text" value="B"/>		Pay Grade	<input type="text" value="05"/>
Employee Group (Replaces Des/Act)	<input type="text" value="7-Rural"/>		Employee Sub-group (Replaces Des/Act)	<input type="text"/>
LDC	<input type="text"/>		Tour	<input type="text" value="R8-Rural Ca"/>
Bargaining/Bidding Only:				
Work Area	<input type="text"/>		Unassigned Reason Code	<input type="text"/>

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Position Details:

If the Occupation Code is known, please enter it in the Occupation Code field. Otherwise, you use the search tool to find the Occupation Code. Once the Occupation Code is selected the Grade will populate. Use the drop-downs in the remaining fields to select the additional position details.

Occupation Code

2325-07XX

Click to make selection.

RSC

B

Pay Grade

Employee Group
(Replaces Des/Act)

7-Rural

Employee Sub-group
(Replaces Des/Act)

LDC

25-RURAL DELIVERY

Tour

Bargaining/Bidding Only:

Work Area

Unassigned Reason Code



Start Processes

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Position Details:

If the Occupation Code is known, please enter it in the Occupation Code field. Otherwise, you can click the search icon to use the search tool to find the Occupation Code. Once the Occupation Code is selected the Position Title, RSC, and Pay Grade will populate. Use the drop-downs in the remaining fields to select the additional position attributes.

Occupation Code

2325-07XX

Search

Position Title

RURAL CARR

RSC

B

Pay Grade

05

Employee Group
(Replaces Des/Act)

7-Rural

Employee Sub-group

R8-Rural Carrie

LDC

25-RURAL DELIVERY

Pull page up.

Bargaining/Bidding Only:

Work Area

Unassigned Reason Code

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Instructions for Human Resources Shared Service Center
Licenses or optional as appropriate. (500 Character Limit).

RCA for route # 2 positon.

RCA jobs must have route num placed in this instruction box.

Previous Human Resources Shared Service Center Instructions:
Instructions entered into the Human Resources Shared Service Center Field above by different process will be displayed in this

Type in phone #
no dashes.
Press ENTER.

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process will be displayed in this field.

After press enter the phone Number will show properly.

Submitter Contact Information.

Enter your 10 digit phone number (xxx) xxx-xxxx.

Phone number

(903) 652-4082

Pull page up
Now and click on Review.

Save Draft

◀ Previous Step

Review ▶

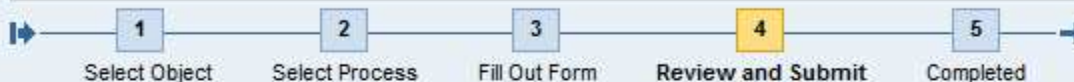
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Position Creation



Overview of the Position Creation

You are processing a position creation request. The position is career bargaining/bidding or career search, drop-down lists, or by entering text to update and are for display only.

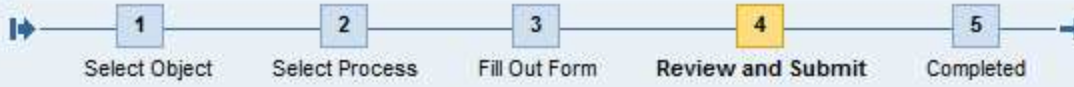
Full Time and PTF Rural Carrier positions are not created using this form. Use JB1050R "See List of Links For Non-career Rural positions, indicate rural route to be assigned in the "Instructions for Human Resource Service Center" field below.

It is important for you to understand that the effective date entered below must be equal to or earlier than the placement that will use this position.

Review form from top to bottom
To make sure you have everything
completed that you need.

for Position

erial
port



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Go down to the bottom of the page
And click on Submit.

Congratulations



You have completed the process.

Next you will be receiving an email from
NOREPLY with the new position number.

Example:

- Hello,
-
- Your Position Creation with reference number 000000409719 has been processed. The new position is:
- 70903594 2320-0003 SALES,SVCS/DISTRIBUTION ASSOC
-
- Sincerely,
-
- HRSSC
-
- *** SYSTEM GENERATED EMAIL. PLEASE DO NOT RESPOND! ***
-

