



ePRB Workflow Process: Instructions for HR Liaisons

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What is the PRB?

The Position Review Board (PRB) is a body that consists of the Chief Administrative Officer (CAO), the Directors of the Office of Management and Budget (OMB), and the Office of Human Resources Management (OHRM). Collectively, they manage the County's human resources position complement in accordance with its legal, fiscal, and budgetary requirements and parameters. County positions in the Executive Branch (i.e., classified and exempt service positions) are subject to review and approval by the PRB. All positions, including creations, change/reallocations, and change/fast-track must be fully approved through the electronic PRB (ePRB) workflow process prior to advertisement and/or the hiring of candidates.

Note: *It is highly recommended that prior to beginning the recruitment process, the Agency Human Resources (HR) Liaison speaks with the Office of Human Resources Management (OHRM) Classification and Compensation division to discuss the job classification and position description development process.*

How do I gain access to the SAP ePRB Workflow?

Anyone needing access to the SAP ePRB workflow must first take online training that is in the Learning Management System (LMS). This is accomplished by going to the LMS catalog as described below.

1. Click on this link to access the specific training session:

[Learner Catalog - Standardized - ePRB Workflow Process Training - Session details \(neogov.com\)](#)

2. Once the requester clicks "Enroll", a member of OHRM Talent Acquisition will grant you access.
3. When the training has been completed, the requestor must then follow the instructions at the end of the training to gain access.
4. All access ePRB access requests must be submitted to OIT by way of a ticket from your agency IT Coordinator.

The ePRB Process Options

The ePRB process has three (4) options:

Options for vacant positions:

1. **Change Position Attributes Fast Track for Vacant Positions** – Request to fill an existing vacancy at the same class of work/grade and same salary (or less) as the previous incumbent.
 - a. This option is also used for dually/triple allocated positions to be reallocated back to a level I from a level II or III.
2. **Change Position Attributes for Vacant Positions** – Request for Upward and Downward reallocations.
3. **New Position Create Process** – Request to create a new position that does not currently exist in SAP, including increases to position complement, vacancies that do not currently exist in SAP, new Temporary/Seasonal (1000 hour), and Limited Term Grant Funded (LTGF) positions.

From an end user perspective, both of the Change Position Attributes for Vacant Positions and Change Position Attributes for Fast Track processes are the same. The fast track process has a shorter approval workflow to assist with back-filling vacant positions with no classification changes.

Option for Occupied position:


1. **Change Position Attributes for Occupied Positions** – Request to make specific changes to a position that is currently occupied by an employee.
 - 1) Funding or cost center changes
 - 2) Move a position to another department within your agency.
 - i. If you have more than 10 (ten) positions to move, reach out to the classification and compensation team to complete a spreadsheet.
 - 3) Change in allocation for a dually allocated position – If changing an allocation from a level I to a level II due to the employee completing their probationary period at a level I.
 - i. This option can also be used if the position is triple allocated.
 - 4) Change in a chief position – if a position needs to be, or removed from being, a “chief”, meaning they are going to be a supervisor/manager over staff.
 - 5) Position Audit – when submitting for position changes after a position audit has been approved by OHRM.

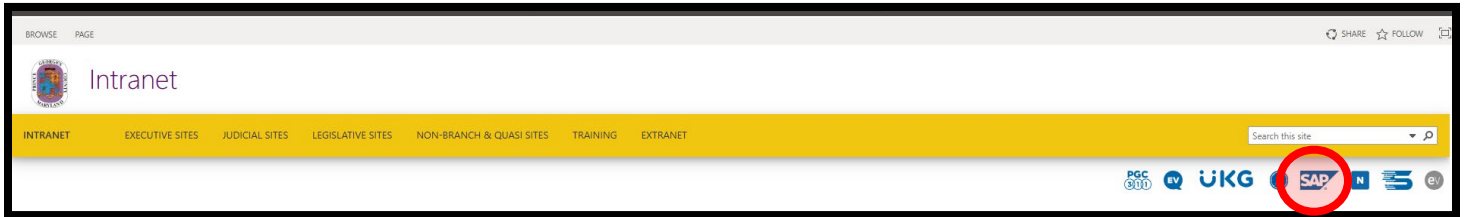
ePRB Process & Required Documents Chart

Transaction Type	ePRB Process Name	Routed To	Documents to Attach to the ePRB Workflow	Additional Steps
A. CREATE POSITION Add a new position to an agency or department, including new authorized positions at the beginning of each fiscal year Includes creations of new 1000hrs, LTGFs and other temporary positions	New Position Create Process	<ul style="list-style-type: none"> ➢ OMB Analyst ➢ OMB Director ➢ OHRM C&C Analyst ➢ OHRM C&C Manager ➢ OHRM Director 	<ul style="list-style-type: none"> ▪ Position Description (544) ▪ Organizational Chart ▪ Position Creation Justification Memo signed by Agency Director ▪ Salary Equity Analysis Grid 	<ul style="list-style-type: none"> ▪ Check ePRB form data, including: <ul style="list-style-type: none"> • Organizational Unit and Cost Center are correct • Employee Group and Subgroup • Include notes on funding source (e.g. – “partially funded through lapse of position 12345”)
B. REALLOCATION (upward / downward) A reallocation is a reassignment of a vacant position from one occupational class to another of a higher or lower grade.	Change Position Attributes for Vacant Positions	<ul style="list-style-type: none"> ➢ OMB Analyst ➢ OMB Director ➢ OHRM C&C Analyst ➢ OHRM C&C Manager ➢ OHRM Director 	<ul style="list-style-type: none"> ▪ Updated Position Description (544) ▪ Organizational Chart ▪ Position Reallocation Justification Memo signed by Agency Director ▪ Salary Equity Analysis Grid 	<ul style="list-style-type: none"> ▪ Check ePRB form data, including: <ul style="list-style-type: none"> • Organizational Unit and Cost Center are correct • Employee Group and Subgroup ▪ Include notes on funding source (e.g. – “partially funded through lapse of position 12345”)
C. REFILL EXISTING VACANCY No changes to the class of work; Requesting to fill at the same salary as the currently budgeted amount or less.	Change Position Attributes Fast Track For Vacant Positions	<ul style="list-style-type: none"> ➢ OMB Analyst ➢ OMB Director ➢ OHRM C&C Analyst ➢ OHRM C&C Manager 	<ul style="list-style-type: none"> ▪ Updated Position Description (544) ▪ Organizational Chart ▪ Salary Equity Analysis Grid 	<ul style="list-style-type: none"> ▪ Check ePRB form data, including: <ul style="list-style-type: none"> • Organizational Unit and Cost Center are correct • Employee Group and Subgroup ▪ Include any notes on changes to position attributes
D. UPDATE INCUMBERED POSITION Requesting to make changes to an incumbere position for: <ul style="list-style-type: none"> • Funding/cost center changes. • Org Unit Changes (less than 10) • Updating a dually allocated position from a level I to level II. • Updating a position to be “chief”. • Updating a position for an approved position audit. 	Change Position Attributes for Occupied Positions	<ul style="list-style-type: none"> ➢ OHRM C&C Analyst ➢ OHRM HR Admin 	<ul style="list-style-type: none"> ▪ Funding/Cost Center Updates Documentation (i.e., e-mail) from an OMB Analyst or agency’s Fiscal/Budget Analyst stating they approve the cost center change. ▪ Org Unit Changes Updated org chart noting where the new position will be located. ▪ Dually allocation Documentation that employee has completed a satisfactory probationary period and is due a promotion. ▪ Chief change Updated org chart noting the positions this position will be supervising. ▪ Position Audit Approval documentation from Classification & Compensation/OHRM 	<ul style="list-style-type: none"> ▪ For position audits, all documentation submitted to OHRM, along with the final approval memo from OHRM is required.

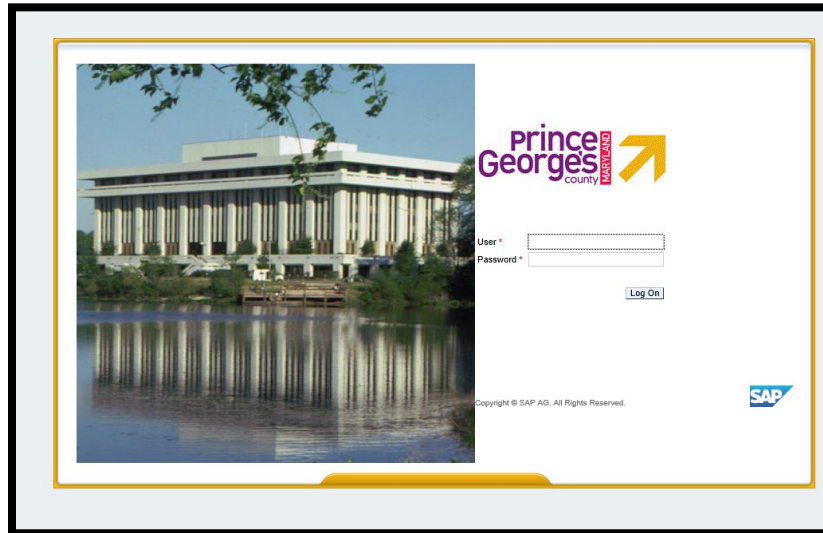
Let's Get Started! Accessing ePRB

To begin with any ePRB item, open the Employee Self Service Portal.

1. Go to the County's main intranet page, [Intranet](#).
2. Use "Quick Links" and click on the  icon.



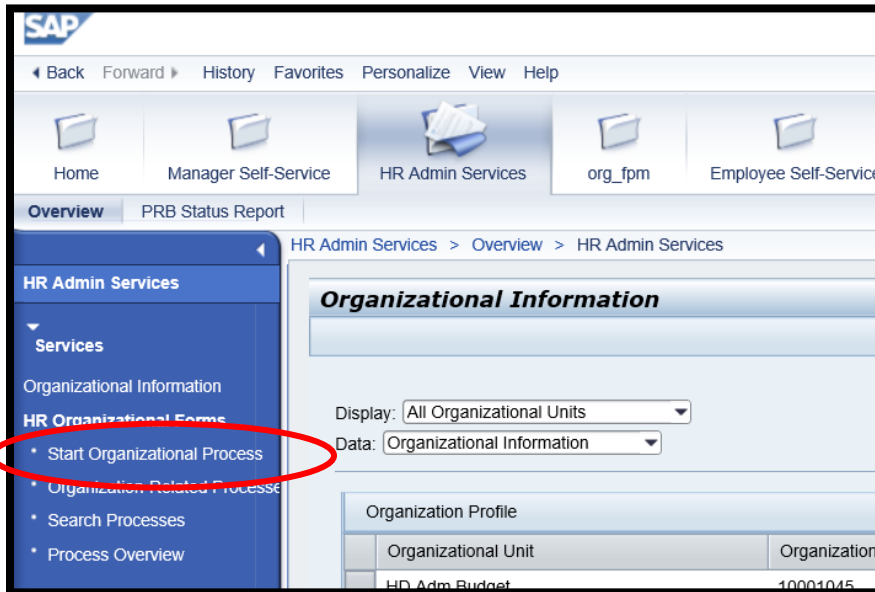
3. Log into the SAP Portal with your SAP user ID and password.



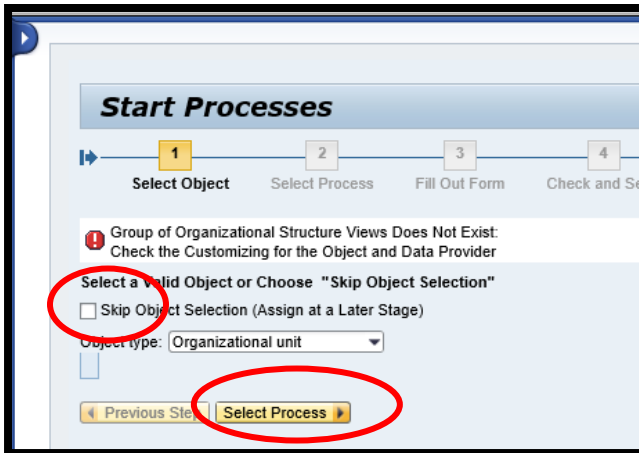
4. Click on "HR Administrative Services" tab.



5. Click "Start Organizational Process" in the blue navigation bar on the left-hand side of the screen. A new screen will pop-up.



6. Check "Skip Object Selection" and Click "Select Process."



7. Select the desired process and follow the specific steps to Create or Change a Position, you must click the gray square to the left of the Process Name to select the option. Then click “Edit” to begin the process.


The screenshot shows the 'Start Processes' interface. At the top, there is a progress bar with five steps: 1. Select Object, 2. Select Process (highlighted in yellow), 3. Fill Out Form, 4. Check and Send, and 5. Completed. Below the progress bar is a table with the following columns: Process Name, Process Description, and Validity Restriction. The first row is highlighted in yellow and has a red circle around the gray square selection box to its left. The table contains the following data:

Process Name	Process Description	Validity Restriction
Change Position Attributes Fast Track For Vacant Positions	Change Position Attributes Fast Track For Vacant Positions	
Change Position Attributes For Occupied Positions	Change Position Attributes For Occupied Positions	
Change Position Attributes For Vacant Positions	Change Position Attributes For Vacant Positions	
New Position Create Process	New Position Create Process	


At the bottom of the interface, there are two buttons: 'Previous Step' and 'Edit'.

Changing Position Attributes (Vacant Position)

Use the Change Position Attributes for Upward or Downward Reallocations in the same or different classification.

 **Note:** If you are trying to change a dually/triple allocated position back to a level I, please use the *Change Position Attributes – Fast Track* process

1. Search for the **specific position** that you wish to reallocate or fill through the ePRB “Positions via Org Structure” Search or ASR Position Search.
2. Click “Search” next to the position field.



Position General Information

Request Date: Oct 23, 2025
(MM/DD/YY)


Effective Date: Oct 23, 2025
(MM/DD/YY)

Position:

Occupied By:

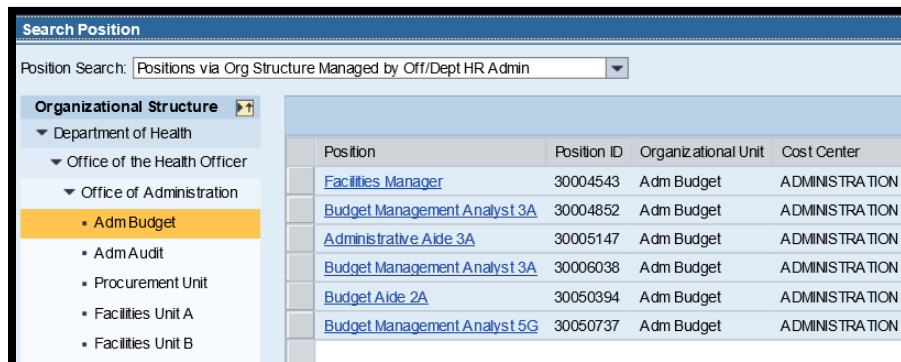
Search

3. Select a search option *Positions via Org Structure* or *ASR Position Search*. The *Positions via Org Structure* will allow you to navigate through all organizational units and positions within your department, whereas, the *ASR Position Search* has you search for a specific position title.

 **Note:** For the ePRB process, do not use the “Directly Managed Positions” search option.

a. Positions via Org Structure Search

- a. Click on the organizational units to display positions under each unit.
- b. Select the grey box next to the specific position that you want to change and click “Ok.”



Search Position

Position Search: Positions via Org Structure Managed by Off/Dept HR Admin

Organizational Structure

- Department of Health
 - Office of the Health Officer
 - Office of Administration
 - Adm Budget**
 - Adm Audit
 - Procurement Unit
 - Facilities Unit A
 - Facilities Unit B

Position	Position ID	Organizational Unit	Cost Center
Facilities Manager	30004543	Adm Budget	ADMINISTRATION
Budget Management Analyst 3A	30004852	Adm Budget	ADMINISTRATION
Administrative Aide 3A	30005147	Adm Budget	ADMINISTRATION
Budget Management Analyst 3A	30006038	Adm Budget	ADMINISTRATION
Budget Aide 2A	30050394	Adm Budget	ADMINISTRATION
Budget Management Analyst 5G	30050737	Adm Budget	ADMINISTRATION

b. ASR Position Search

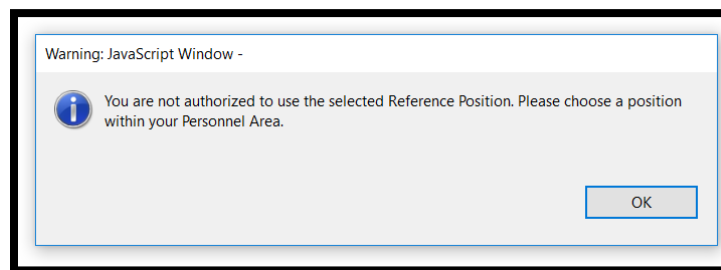
- a. Type in a keyword from the position you want to find. Click "Start".

IMPORTANT! You must use a **capital** letter at the beginning of the keyword and asterisk symbol (*) before and after the keyword.

4. A list of positions throughout the County will show in the box on the right-hand side. If it is blank, **this is a position outside of your Personnel Area (agency) and cannot be selected.**
 - a. Click "Next Hit" to bring up the next set of search results. Otherwise, select the Position title that is displayed and is available in your agency.
5. Find the desired position and click the grey box to the left of the position title. Click "OK."

Position	Organizational Unit	Cost Center	Position Holder	Vacant From
General Clerk 2	Asset Management	TECHNICAL ENTERPRISE		11/26/2017
30053202	DSS ADMINISTRATION			05/01/2017
30053251	DSS ADMINISTRATION			05/06/2017
30053252	DSS ADMINISTRATION			05/15/2017
30053253	DSS ADMINISTRATION			05/15/2017
30053254	DSS ADMINISTRATION			05/15/2017
30053376	DSS ADMINISTRATION			06/12/2017
30053510	DSS ADMINISTRATION			08/07/2017
30053511	DSS ADMINISTRATION			08/19/2017
30053515	DSS ADMINISTRATION			06/02/2017

Note: If you select a position outside of your agency (Personnel Area), you will receive the error displayed below. Start the search again and select another position.



6. Click the red **“Get Data”** button to pull in all the current attributes of this position

Position General Information

Request Date: (MM/DD/YY)	Oct 23, 2025	Effective Date: (MM/DD/YY)	Oct 23, 2025
Position:	Administrative Aide 3G	30059566	<input type="button" value="Search"/> <input type="button" value="Get Data"/>
Occupied By	<input type="text"/>		
	<i>Current Value</i>	<i>New Value</i>	


7. The columns *Current Value* and *New Value* will be populated with the attributes of the selected position.
 - a. **CONFIRM** that the position is vacant. In the *Occupied By* field, it will state “Vacant” if there is no incumbent in the position.
 - i. **If the position is not vacant, but it should be, go back and confirm the employee was separated accurately.**
 - b. **VERIFY** the Position and Org Unit Numbers to ensure that you are selecting the correct position. If the Position and/or Org Unit is not correct, search again
 - c. The fields under the *Current Value* column are not changeable. To make changes to the position you will do so in the various fields under the *New Value* column.


Position General Information

Request Date: (MM/DD/YY)	Oct 23, 2025	Effective Date: (MM/DD/YY)	Oct 23, 2025
Position:	Administrative Aide 3G	30059566	<input type="button" value="Search"/>
Occupied By	<input type="text" value="Vacant"/>		
	<i>Current Value</i>	<i>New Value</i>	
Administrative Aide 3G	Position Description	Administrative Aide 3G	
30059566	Position Abbr.	30059566	
OHRM Director's Office (10000047)	Organizational Unit	OHRM Director's Office	<input type="button" value="Search"/>
Administrative Aide 3G (20000062)	Job	Administrative Aide 3G	<input type="button" value="Search"/>

Changing the Classification of a Position

- To change to the position to a different classification, you will need to start by changing the *Job* field under the *New Value* column, select the “Search” button

- A new window *Job Search* will appear. To locate a different classification title, enter the first word of the new classification title, or the whole name, in the *Object Name* field. Hit the  button to display the search results.

 **Note:** You will need to put a “*” before and after the search word(s)

- Once you’ve located the new classification that you want to reallocate the position to, click the gray box next to the Job title and select OK. Once you click “OK”, you will get a pop-up box

	Object ID	Valid from	Valid To	Number of Positions
<input checked="" type="checkbox"/>	Executive Administrative Aide-G	20000045	01/01/1950 12/31/9999	66
<input type="checkbox"/>	Executive Administrative Aide-H	20000046	01/01/1950 12/31/9999	69
<input type="checkbox"/>	Executive Administrative Aide-P	20000047	01/01/1950 12/31/9999	72
<input type="checkbox"/>	Executive Administrative Aide-Q	20000048	01/01/1950 12/31/9999	75
<input type="checkbox"/>	Administrative Aide 1A	20000049	01/01/1950 12/31/9999	144
<input type="checkbox"/>	Administrative Aide 1G	20000050	01/01/1950 12/31/9999	267
<input type="checkbox"/>	Administrative Aide 1H	20000051	01/01/1950 12/31/9999	272
<input type="checkbox"/>	Administrative Aide 1P	20000052	01/01/1950 12/31/9999	290
<input type="checkbox"/>	Administrative Aide 1Q	20000053	01/01/1950 12/31/9999	
<input type="checkbox"/>	Administrative Aide 1Z	20000054	01/01/1950 12/31/9999	

11. Next you'll select the red "Get Data" button to update the position attributes, such as the Grade.

Current Value		New Value
Administrative Aide 3G	Position Description	Executive Administrative Aide-G
30059566	Position Abbr.	30059566
OHRM Director's Office (10000047)	Organizational Unit	OHRM Director's Office
Administrative Aide 3G (20000062)	Job	Executive Administrative Aide-G
Office of Human Resources Mgmt (2450)	Personnel Area	Office of Human Resources Mgmt (2450)
G17	Grade	G17

Search buttons and a red "Get Data" button are visible on the right side of the form.

Changing the Organizational Unit

***If you do not want to change the Organizational Unit, skip this step.

12. To make changes to the Organizational Unit, click the "Search" button and search for the desired organizational unit. Once you've located the new organizational unit, click "OK".

- a. A pop-up box will appear saying "Warning: Javascript Window-"...click "OK".
- b. Once on the main screen you will need to click the "Get Data" field.



Note: A capital letter *must* be used at the beginning of the keyword and asterisk symbol before and after the keyword.

Search Org.Unit

Object ID: **1**

Object abbreviation:

Object Name: **2**

3 Hits Found

Description	Number
HR Agency Operations	10000413
SRMP-TempAgency-NCSA-2850-01	10050102
SRMP-TempAgency-NCSA-2550-01	10050157

Data From: 14:21:11 **3**

Additional Position Attributes Changes


13. Change the position attributes necessary to modify the position as desired. You may change any of the following attributes using the same Search feature as noted in the previous steps:
- Master Cost Center
 - Internal Order
 - If you are updating any of the Internal Order fields, those fields must total 100%.
 - Union
 - If you are changing the union, you must supply documentation stating that this change was authorized by your Agency's Appointing Authority.
 - Chief Position
 - Designate whether or not this position will be a "chief" or not. This means that this person will supervise employees.
 - Position Funded
 - In most cases this field will display "Yes". As the HRL, select "No" if you are wishing to delimit this position.
 - Funding Source
 - In most cases this field won't change. If changing this field, ensure that your Agency Fiscal Manager is aware.
14. Verify that the information displayed is correct, including Employee Group and Employee Subgroup. Please note that new full-time/part-time classified positions should be in the Employee SubGroup "Permanent", not "Probationary".

Note: Some fields will automatically populate based on information from the Job.

The screenshot displays the 'Start Processes' interface for 'Process: Change Position Attributes'. It shows a progress bar with steps: 1. Select Object, 2. Select Process, 3. Fill Out Forms, 4. Check and Send, 5. Completed. Below the progress bar are links for 'Add Attachment' and 'Delete Attachments'. The main content area is divided into two columns. The left column lists attributes: Job (Info Tech Manager 2G (20000280)), Personnel Area (Office of Information Tech (2550)), Grade (G31), Employee Group (Regular (1)), and Employee SubGroup (Permanent FT (01)). The right column shows the corresponding values: Info Tech Manager 2G, Office of Information Tech (2550), G31, Regular, and a dropdown menu for Employee SubGroup. The dropdown menu is open, showing options: Permanent FT, Permanent PT, Permanent PT NL, Probationary FT, Probationary PT, Probationary PT NL, Elected/Appointed, and Provisional. Each option has a 'Search' button next to it.

Recruitment Related Position Attributes

15. Enter the minimum and maximum salary. This should not be the salary range for the Job, but the budgetary amount available to fill the position.

Position Change Request Form - Use this form to change position 

Min. Annual Salary USD Max. Annual Salary USD

16. Use the drop-down boxes to fill in the remaining fields:

- Dually Allocated (*required*)
- Chief (*required*)
- Position Status (*required*)
- EEO Objectives (*required*)
- Method of Filling (*recommended*)
- Method of Advertisement (*recommended*)

17. Enter a short summary description for the position. For example, this position is funded with lapse salaries from positions “ABC” and “123.”

Start Processes

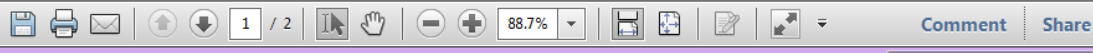
Process: New Position Create Process

1 Select Object 2 Select Process 3 **Fill Out Form** 4 Check and Send 5 Completed

Attachments

Position Attachments

[Add Attachment](#) [Delete Attachments](#)

 Comment Share

Please fill out the following form. [Highlight Existing Fields](#)

Position Status **1** EEO Objectives: **2**

Method of Filling **3** Method of Ad: **4**

General Description - A business justification and position description MUST be attached

test **5**

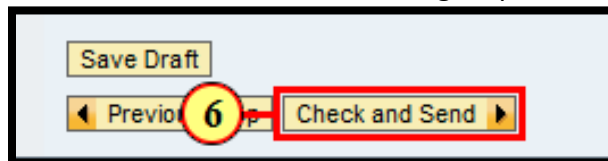
Adding Attachments

Adding Attachments. The following attachments are required when submitting a **Change Position Attributes**.

- a. **Justification Memo:** A memo signed by the Agency Appointing Authority stating the reason why this position is being created.
 - Prior to beginning the ePRB workflow, prepare your justification memo with signature lines for the Appointing Authority and the Deputy Chief Administrative Officer (DCAO). Prepare the memo and supporting documents and submit to the DCAO for signature. The DCAO's Office will return the signed package to the requesting agency. If this is not already electronic, scan the signed memo for attachment during the ePRB process.
 - b. **Organization Chart:** A chart showing the Agency org structure that shows where this vacancy will be located within the organization.
 - If your position will be a "Chief", ensure the org chart reflects that.
 - c. **Position Description (544):** A current/up-to-date position description that lists out the job duties the incumbent will be performing.
 - d. **Salary Equity Grid:** This should list all employees, within your agency, that work within the same classification (Class Title) you are backfilling.
 - The grid is located on the [Recruitment & Hiring Resources | Prince George's County](#) page.
 - e. **Personal Services Agreement (PSA):** This is for Limited Term Grant Funded (LTGF) positions. If the request is not for an LTGF request, this document is not needed.
18. Review the displayed information and confirm the form is complete and accurate. Click "Check and Send" if you are ready to submit.

If you save the draft, it will be available in your Universal Worklist for further editing. (Universal Worklist is under the "Home" tab.)

19. The form allows you to review the information once again prior to final submission.



20. Click "Send" to submit the form.



21. A confirmation message will display. Copy the reference number. Your submission is now being processed through the workflow!

22. If an error occurs, report the incident and include the reference number and the tentative position number to your departmental IT Coordinator. An SAP-HCM EasyVista Incident Ticket will be generated through the Office of Information Technology.

Changing Position Attributes Fast Track

Use the Change Position Attributes Fast Track option to fill an existing vacancy as it is currently approved in your agency's budget (same class of work and same salary, or lower salary.) To complete this request, you will follow the same steps as in [Change Position Attributes](#), with the **EXCEPTION** that you **MUST** enter the justification in the Business Justification box. A Justification Memo is not a required document for Change Position Attributes Fast Track.

In the below, please enter the justification for the backfill or creation of this position. Do not put "see attached", a detailed explanation must be entered. Any requests without justifications will be rejected and sent back to requestor.

Business Justification

Required Documentation:

The following attachments are required when submitting a Change Position Attributes Fast Track.

- a) **Organization Chart:** A chart of the Agency organization structure that shows where this vacancy will be located within the organization.
- b) **Position Description (544):** A current or updated position description that lists out the job duties the incumbent will be performing.
- c) **Salary Equity Grid:** This should list all employees, within your agency, that work within the same classification (Class Title) you are backfilling.
 - i. The grid is located on the [Recruitment & Hiring Resources | Prince George's County](#) page.

Creating a New Position

The steps below explain how to create a new position.

1. Enter both the Request Date and Effective Date. The Request Date is the day you are completing the form. The Effective Date is the day the position will be **created** in SAP, if approved. Remember, SAP is date driven.
2. Identify an existing position **IN YOUR AGENCY** that is most like the position that you wish to create. For example, if you want to create a General Clerk 4G in organizational unit 12345, selecting another General Clerk 4G in the same organizational unit would be ideal. However, selecting a General Clerk 4G in another organizational unit in your agency (e.g., Personnel Area) will also work.
3. Click "Search" next to the position field.

Position Request Form - Use this form to create a new position

Position General Information

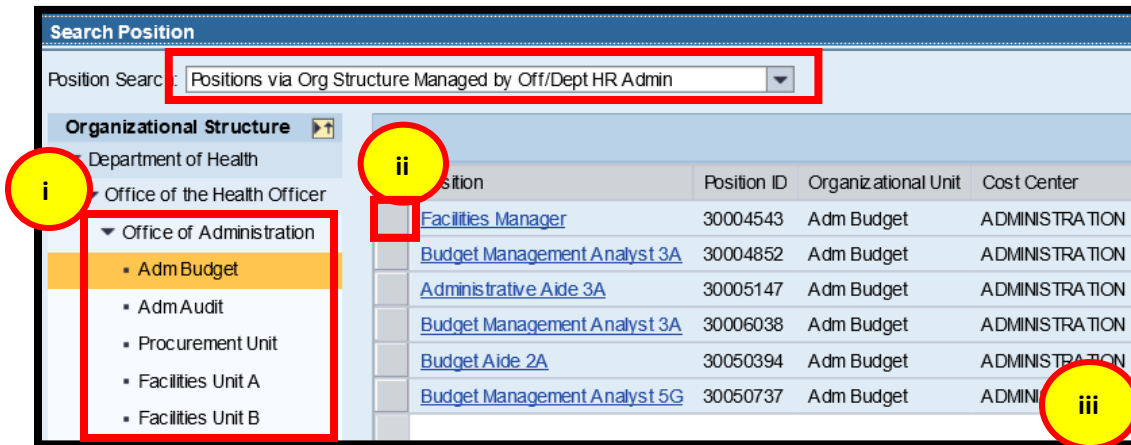
Request Date: (MM/DD/YYYY)	Sep 25, 2019	Effective Date: (MM/DD/YYYY)	Sep 25, 2019
Reference Position:		Search	
New Position Desc:		New Position Abbr.:	
Organizational Unit:		Search	
Job:		Search	

4. Select either the search option “Positions via Org Structure” or “ASR Position Search”.

Note: For the ePRB process, do **not** use the “Directly Managed Positions” search option.

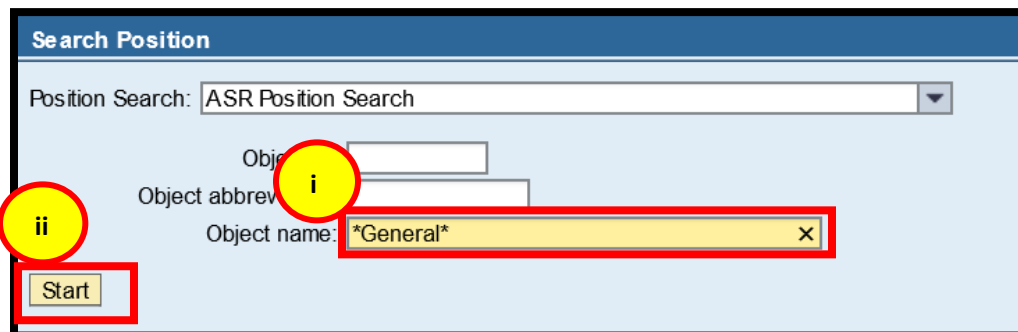
a. Positions via Org Structure search steps:

- i. Click on the organizational units to display positions under each one.
- ii. Select the grey box next to the specific position that you want to change.
- iii. Click “Ok.”

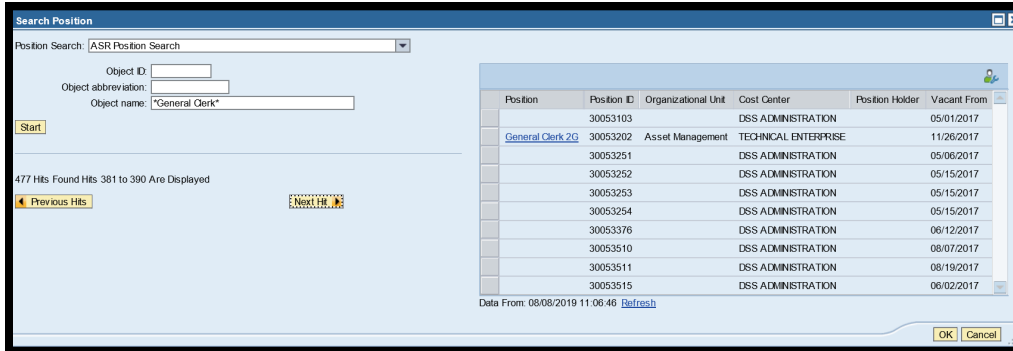


b. ASR Position Search steps:

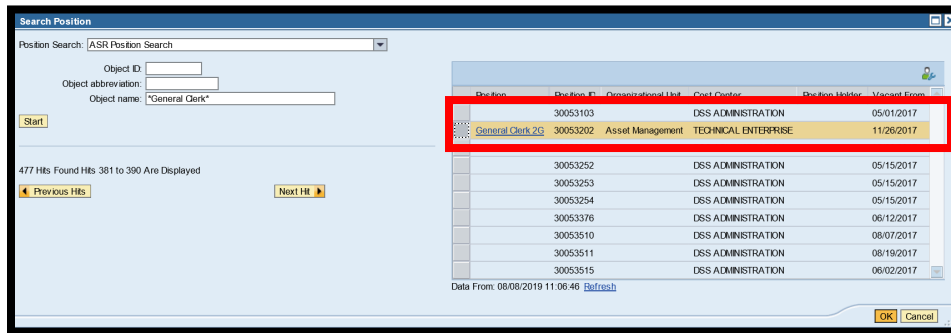
- i. Type in a keyword from the position you want to find. In the example shown below “*General*” is used as a keyword for General Clerk search. Note that you must use a **capital** letter at the beginning of the keyword.
- ii. Click “Start.”



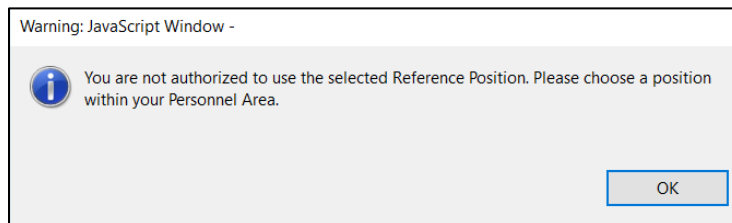
- c. A list of positions throughout the County will show in the box on the right-hand side. Look for a position with the “Position” title populated. If it is blank, this is a position outside of your Personnel Area (agency) and should not be selected. If the position you need is not listed, click “Next Hit” to bring up the next set of search results.



- d. Find the desired position and click the grey box to the left of the position title. Click “OK.”



Note: If you select a position outside of your agency (Personnel Area), you will receive the error displayed below. Start the search again and select another position.



- Click the red **“Get Data”** in the lower right corner to pull in all the current attributes of this position. **PLEASE VERIFY the Position and Org Unit Numbers to ensure that you are selecting the correct position. If the Position and/or Org Unit is not correct, search again.**

Position General Information

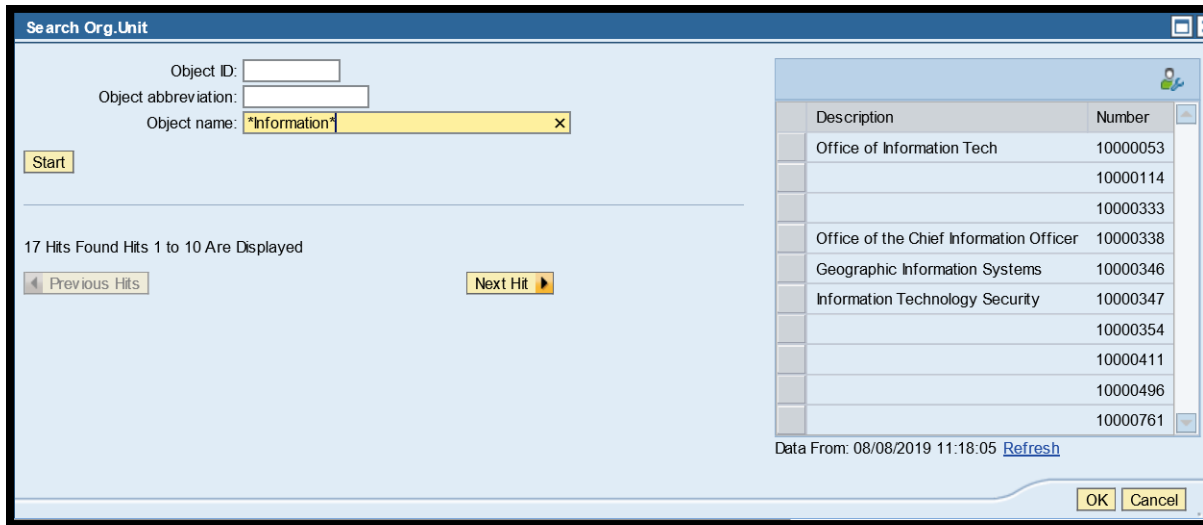
Request Date:	Sep 25, 2019 <small>(MM/DD/YY)</small>	Effective Date:	Sep 25, 2019 <small>(MM/DD/YY)</small>
Reference Position:	Accountant 3G	30002645	<input type="button" value="Search"/> <input style="border: 1px solid red;" type="button" value="Get Data"/>

- The form pulls in the values for the referenced position, including Position Title, Position Number, Position Abbreviation (Legacy Pin), and attributes including Organizational Unit, Cost Center, and Grade. **If you have selected a position that is identical to the position you would like to create, there is no need to “search” for changes and you may skip this step.**
- If you need to change one of the attributes identified below, click “Search” to the right of the field as shown in the example below. Change the position attributes necessary to create the position as desired. You can change any of the following attributes:
 - Organizational Unit/Cost Center
 - Job (Class of Work)
 - Internal Order

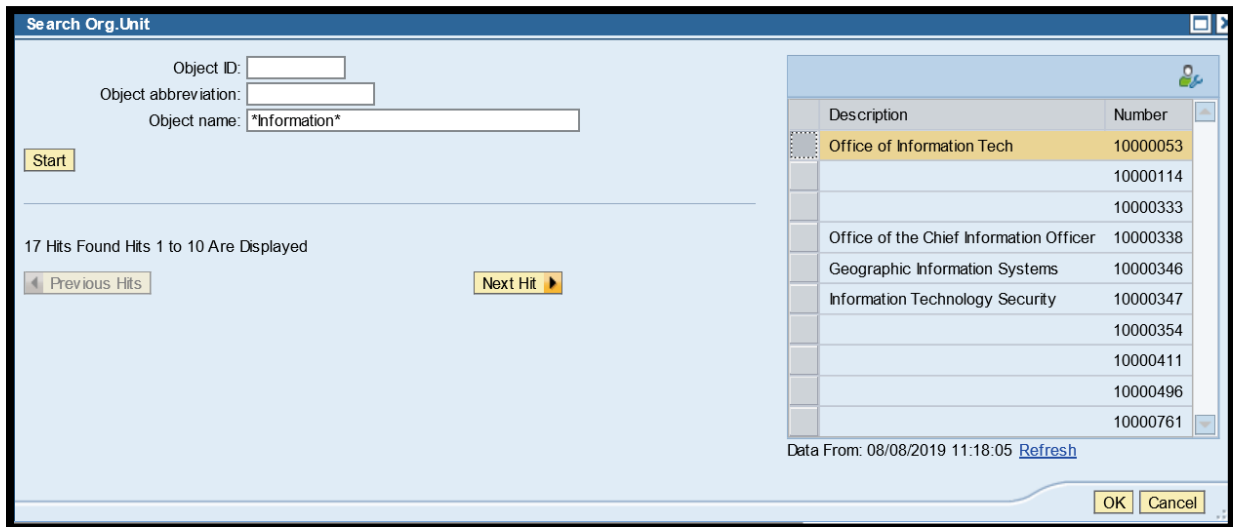
Position General Information

Request Date:	Sep 25, 2019 <small>(MM/DD/YY)</small>	Effective Date:	Sep 25, 2019 <small>(MM/DD/YY)</small>
Reference Position:	Accountant 3G	30002645	<input type="button" value="Search"/>
New Position Desc:	Accountant 3G	New Position Abbr.:	03232
Organizational Unit:	Office of the Chief Information Officer	10000338	<input type="button" value="Search"/>
Job:	Accountant 3G	20000421	<input type="button" value="Search"/>
Personnel Area:	Office of Information Tech (2550)	Grade:	G24
Employee Group:	Regular	Employee SubGroup:	Permanent FT
Internal Order1:		<input type="button" value="Search"/>	Funding %: <input style="border: 1px solid lightblue;" type="text"/>
Internal Order2:		<input type="button" value="Search"/>	Funding %: <input style="border: 1px solid lightblue;" type="text"/>

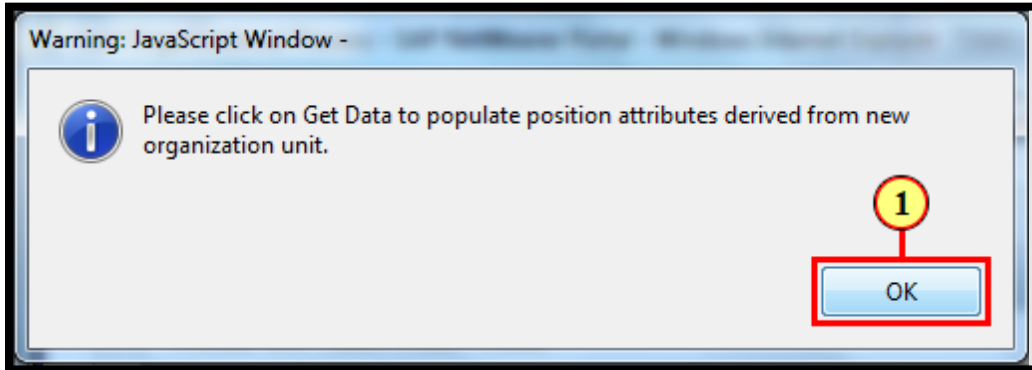
- Enter the required search criteria to find the appropriate Organizational Unit. Enter the *Org unit name* in the Object name field. Click to begin the search.



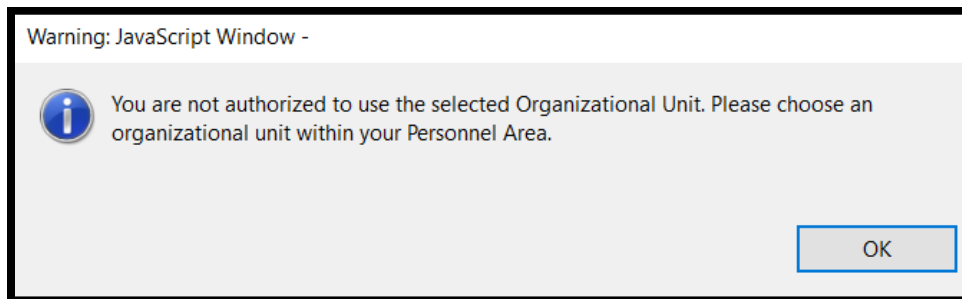
- Review the search results. Click the grey box to the left of the Organizational Unit to select it. If the Description text is blank, this organizational unit is outside of your Personnel Area (agency) and should not be used. Click "OK" to return to the Position Request Form.



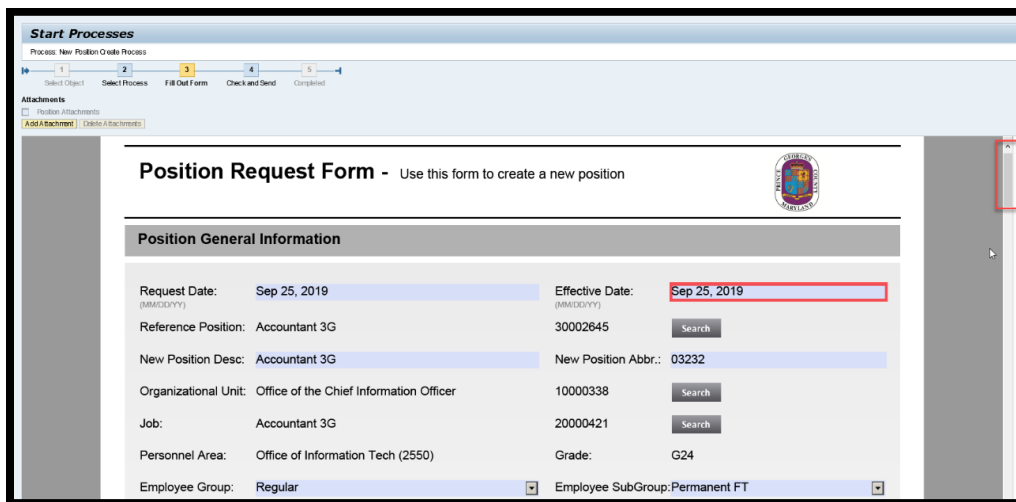
10. Review the informational message and click "OK." Then Click the red "Get Data" in the lower right corner to populate the form with information from the selected Organization Unit.



Note: If you select an Organizational Unit outside of your Personnel Area (agency), you will see the message below displayed. Start the search again and select a valid Organizational Unit.

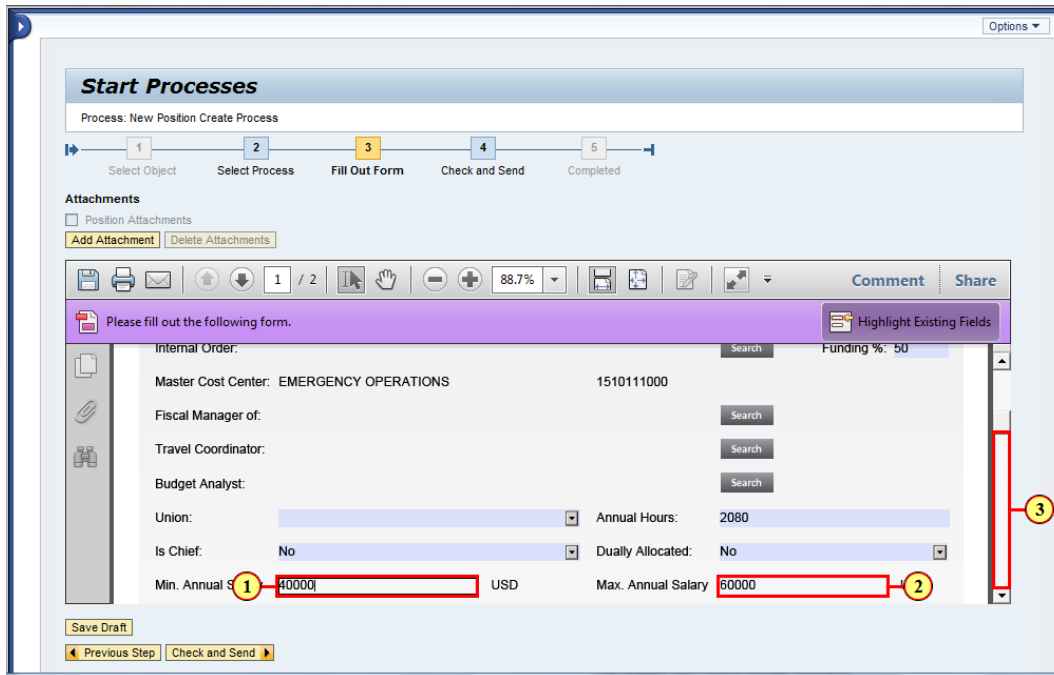


11. Verify your entries, checking that all of the information displayed is correct.
 - a. **Employee Group and Employee Subgroup:** Please note that new full-time/part-time classified positions should be in the Employee SubGroup "Permanent" not "Probationary,".
12. Click the scroll bar to display additional information.



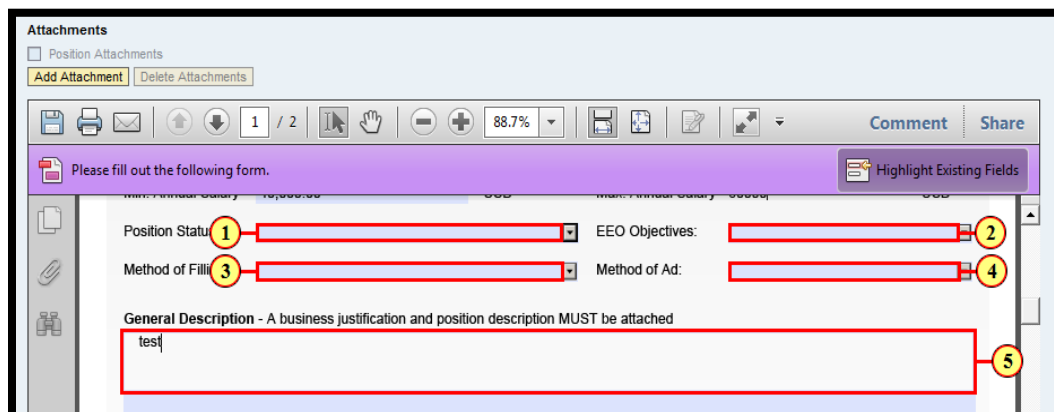
Note: Some fields will automatically populate based on information from the Job.

13. Enter the minimum and maximum salary. This should not be the salary range for the Job, but the budgetary amount available to fill the position.



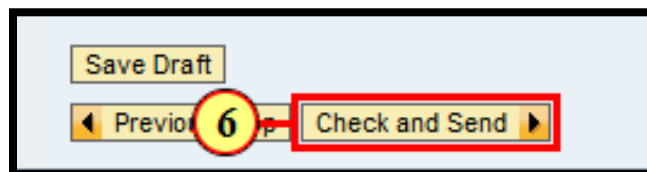
14. Use the drop-down boxes to fill in the remaining fields:

- Dually Allocated (*required*)
- Chief (*required*)
- Position Status (*required*)
- EEO Objectives (*required*)
- Method of Filling (*recommended*)
- Method of Advertisement (*recommended*)

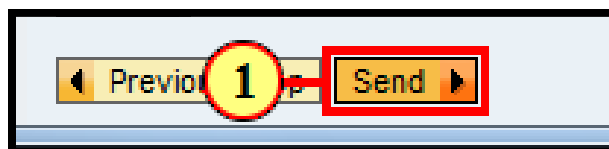


15. Enter a summary description for the action, including any key points that you need to highlight. For example, this position is funded with lapsed salaries from positions “12345” and “67890.”

16. The following attachments are required when submitting a New Position Create request.
- Justification Memo:** A memo signed by the Agency Appointing Authority stating the reason why this position is being created.
 - Prior to beginning the ePRB workflow, prepare your justification memo with signature lines for the Appointing Authority and the Deputy Chief Administrative Officer (DCAO). Prepare the memo, supporting documents, and submit to the DCAO for signature. The DCAO's Office will return the signed package to the requesting agency. If this is not already electronic, scan the signed memo for attachment during the ePRB process.
 - Organization Chart:** A chart of the Agency organization structure that shows where this vacancy will be located within the organization.
 - Position Description (544):** A current/up-to-date position description that lists out the job duties the incumbent will be performing.
 - Personal Services Agreement (PSA):** This is for Limited Term Grant Funded (LTGF) positions. If the request is not for an LTGF request, this document is not needed.
17. Review the displayed information and confirm that the form is complete and accurate. Click "Check and Send" if you are ready to submit. If you save the draft, it will be available in your Universal Worklist for further editing. (The Universal Worklist is under the "Home" tab.)



18. The form allows you to review the information once again prior to final submission. The tentative position number will now show at the top of the form. Write this down for your reference.
19. Click "Send" to submit the form.



20. A confirmation message will display. Copy the reference number. Your submission is now being processed through the workflow.
21. If an error occurs, report the incident and include the reference number and the tentative position to your departmental IT Coordinator. An SAP-HCM EasyVista Incident Ticket will be generated through the Office of Information Technology (OIT).

Occupied Position – Change Position Attributes

The Change Position Attributes for Occupied Positions is to option to change specific attributes on a occupied/incumbered position. The specific attributes that can be changed are the following:

- 1) Funding or cost center changes
- 2) Move a position to another department within your agency.
 - i. If you have more than 10 (ten) positions to move, reach out to the classification and compensation team to complete a spreadsheet.
- 3) Change in allocation for a dually allocated position – If changing an allocation from a level I to a level II due to the employee completing their probationary period at a level I.
- 4) Change in a chief position – if a position needs to be a “chief”, meaning they are going to be a supervisor/manager over staff. Or if an employee needs the removal of a chief from their position.
- 5) Position Audit – when submitting for position changes to happen after a position audit has been approved by OHRM.

1. Select the *Change Position Attributes for Occupied Positions* option.

The screenshot shows the 'Start Processes' interface. At the top, there is a progress bar with five steps: 1. Select Object, 2. Select Process (highlighted in yellow), 3. Fill Out Form, 4. Check and Send, and 5. Completed. Below the progress bar, there is a 'View: [Standard View]' dropdown menu. The main content is a table with three columns: Process Name, Process Description, and Validity Restriction. The table contains several rows, with the row 'Change Position Attributes For Occupied Positions' highlighted in yellow. A red circle with the number '1' is overlaid on the first column of this row. At the bottom of the interface, there are two buttons: 'Previous Step' and 'Edit'.

Process Name	Process Description	Validity Restriction
Change Position Attributes For Occupied Positions	Change Position Attributes For Occupied Positions	
Change Position Attributes For Vacant Positions	Change Position Attributes For Vacant Positions	
New Position Create Process	New Position Create Process	

2. Once the Position Change Request Form appears, you can change the *Effective Date* field. Next, click the *Search* button to find the position you want to change.

Position Change Request Form - Use this form to change Occupied position

Position General Information

Request Date: Jun 2, 2026 (MM/DD/YY) Effective Date: Jun 2, 2026 (MM/DD/YY)

Position: _____

Occupied By: _____

Search

3. Once you click the Search button, a new window will appear. You can search for the position via ASR Position Search or Positions via Org Structure.
 - a. Detailed instructions on how to do this, see section [Changing Position Attributes \(Vacant Position\)](#)

Position Change Request Form

Search Position

Position Search: ASR Position Search

Object ID: _____

Object Organization: _____

Object Name: _____

Start

Position	Position ID	Organizational Unit	Cost Center	Position Holder	Vacant as of
Enter a Search Criterion and Perform Search					

Data From: 00/00/0000 00:00:00 Refresh

OK Cancel

4. Once you've located the position you want to adjust, click the gray box to the desired position and then click "OK".
 - a. A new dialogue box will appear, click "ok"

Position Change Request Form

Search Position

Position Search: Positions via Org Structure Managed by Off/Dept HR Admin

Organizational Structure

- Dept of the Environment
 - DOE Office of the Director
 - DOE Administration Services
 - Administrative Aide 4A
 - Executive Administrative Aide-G
 - General Clerk 1A
 - Communications & Community Engagement
 - DOE Deputy Director of Services

Position	Position ID	Organizational Unit	Cost Center	Position Holder	Vacant as of
Administrative Aide 4A	30001340	DOE Administration Services	STORMWATER MGMT	Gomez, Ada I	
Executive Administrative Aide-G	30004999	DOE Administration Services	DOE OFFICE DIRECTOR	Posten, Shirley D	
General Clerk 1A	30050722	DOE Administration Services	DOE OFFICE DIRECTOR	Batts, Hunter N	

Data From: 06/17/2026 16:00:00 Refresh

OK Cancel

5. Next click the red “Get Data” box to show the position details.

Position General Information

Request Date: Jun 17, 2026 (MM/DD/YY) Effective Date: Jun 17, 2026 (MM/DD/YY)

Position: General Clerk 1A 30050722

Occupied By: [Redacted]

Search Get Data

6. The position details will be imported and the *Occupied By* field will be populated with the current incumbent’s name.

Request Date: Jun 17, 2026 (MM/DD/YY) Effective Date: Jun 17, 2026 (MM/DD/YY)

Position: General Clerk 1A 30050722


Occupied By: [Redacted]

Current Value		New Value
General Clerk 1A	Position Description	General Clerk 1A
06339	Position Abbr.	06339
DOE Administration Services (10000125)	Organizational Unit	DOE Administration Services
General Clerk 1A (20000000)	Job	General Clerk 1A
Department of the Environment (3250)	Personnel Area	Department of the Environment (3250)
A06	Grade	A06
Regular (1)	Employee Group	Regular
Permanent FT (01)	Employee SubGroup	Permanent FT
	Internal Order1/Fund %	Search
	Internal Order2/Fund %	Search
	Internal Order3/Fund %	Search
	Internal Order4/Fund %	Search
	Internal Order5/Fund %	Search
DOE OFFICE DIRECTOR (1540011000)	Master Cost Center	DOE OFFICE DIRECTOR
	Fiscal Manager of	Search
	Travel Coordinator	Search
	Budget Analyst of	Search
AFSCME #2462-A (50069029)	Union	AFSCME #2462-A
2,080	Annual Hours	2080
No	Is Chief Position?	No
Yes	Is position Funded?	Yes
General Fund (50010002)	Funding Source	General Fund

7. The following adjustments can be made to the position by editing the fields in the *New Value* column.
 - a. Updating a dually allocated position from level I to a level II (or II to III)
 - b. Updating the positions *Organizational Unit*
 - c. Adjusting the *Master Cost Center, Internal Order Funds, or Funding Source*
 - d. Updating the *Is Chief Position*
 - e. Updating the position for an approved position audit
 - i. For this option, all necessary OHRM approval documentation must be submitted, and all appropriate form fields must reflect the new position details.

8. Once all desired New Value fields have been updated, please click the reason/reasons for the position change request and enter a summarized business justification.

Position Change Request Form - Use this form to change Occupied position



Reason for Change :

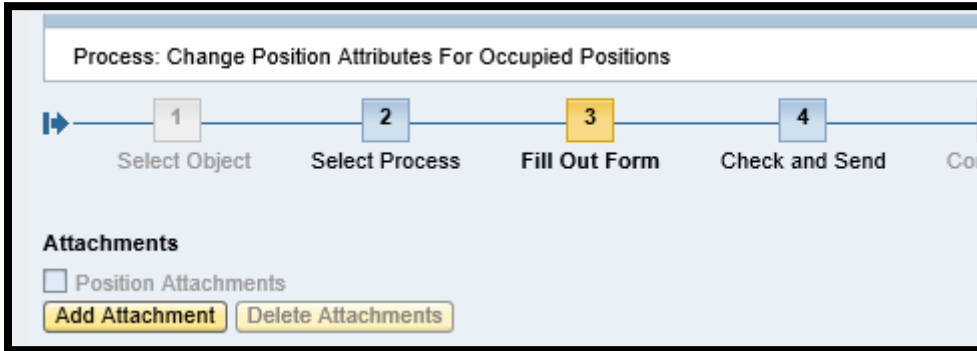
- Updating Grant/ Internal Order changes
- Updating Funding/cost center changes
- Move position to different org unit
- Updating a dually allocated position from a level I to level II
- Updating a position to be chief
- Updating a position for an approved position audit

Please enter any comments related to the Position attributes change.

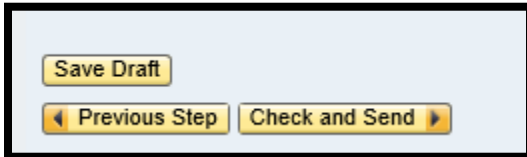
Business Justification

Page 2 of 3

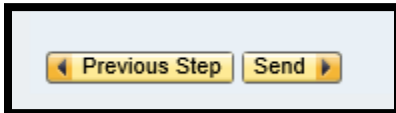
9. Ensure that all necessary attachments have been uploaded.



10. When finished click "Check and Send". If you are not finished and need to come back to the form later, click "Save Draft".

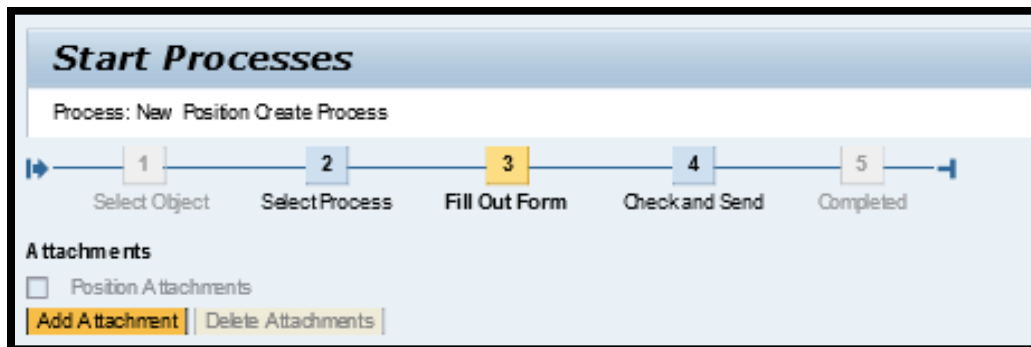


11. To finalize and submit click "Send".

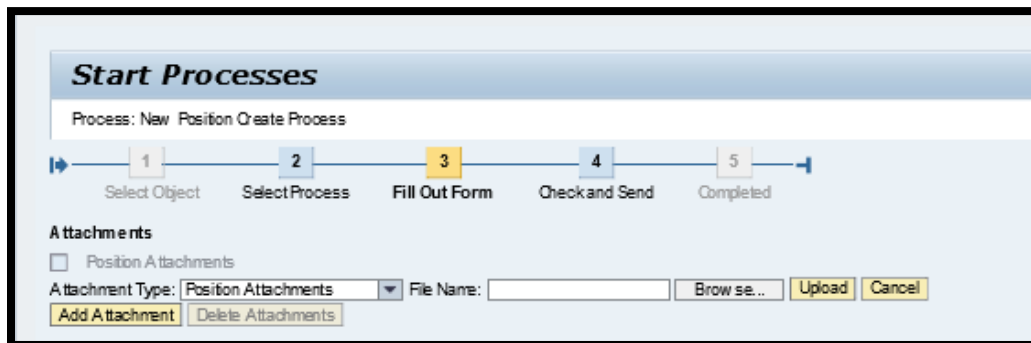


Adding Attachments to ePRB Items

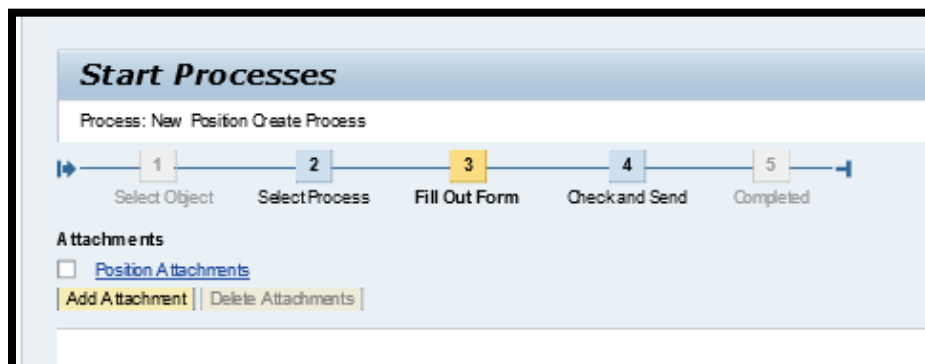
1. Click “Add Attachments.”



2. Click “Browse” to find the file on your computer. Select the desired file(s) and click “Upload.”



3. The “Position Attachments” text is now a hyperlink to the attached documents. Repeat the process to add additional attachments.



Additional Functions

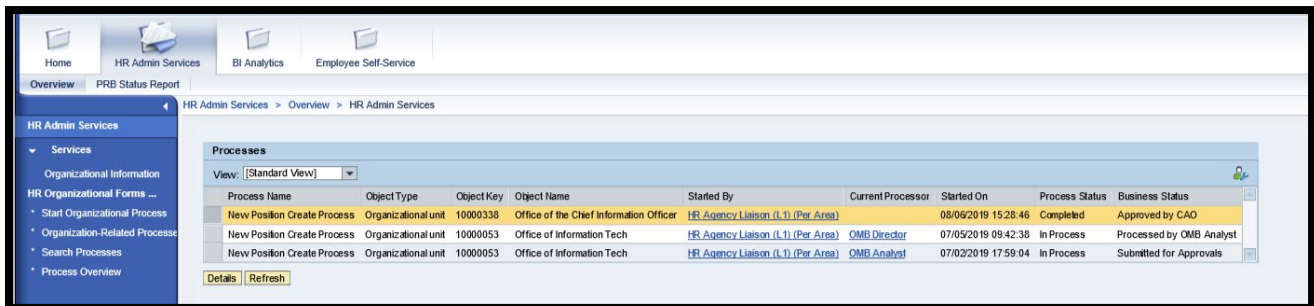
This section covers additional functions that you can as the ePRB liaison. These include:

- Withdrawing a Position
- Checking the Status of a Position
- View the Approved ePRB
- Print or Save Approved ePRBs

Withdrawing a Position

The HR Liaison that initiated the ePRB action may withdraw it from the workflow. The withdraw function will work until a position has reached final approval. Once it is withdrawn, it is removed from the workflow queue and no further action can be taken.

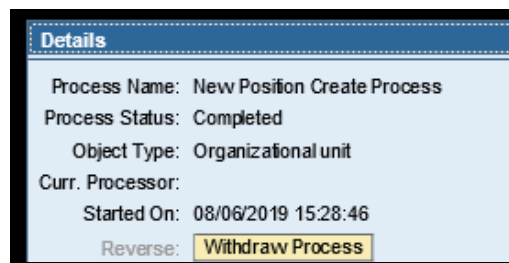
1. Log into the SAP Portal and click on the HR Admin Services tab.
2. Click “Process Overview.”
3. Highlight the position to be withdrawn and click “Details.”



The screenshot shows the SAP HR Admin Services interface. The breadcrumb navigation is 'HR Admin Services > Overview > HR Admin Services'. The left sidebar shows 'Services' with 'Process Overview' selected. The main area displays a table of processes.

Process Name	Object Type	Object Key	Object Name	Started By	Current Processor	Started On	Process Status	Business Status
New Position Create Process	Organizational unit	10000338	Office of the Chief Information Officer	HR_Agency Liaison (L1) (Per Area)		08/06/2019 15:28:46	Completed	Approved by CAO
New Position Create Process	Organizational unit	10000053	Office of Information Tech	HR_Agency Liaison (L1) (Per Area)	OMB Director	07/05/2019 09:42:38	In Process	Processed by OMB Analyst
New Position Create Process	Organizational unit	10000053	Office of Information Tech	HR_Agency Liaison (L1) (Per Area)	OMB Analyst	07/02/2019 17:59:04	In Process	Submitted for Approvals

4. Click “Withdraw Process.”



What is the Status of the Position?

Now that you have successfully submitted an ePRB request through the workflow, you can view the status of where it is located at any time.

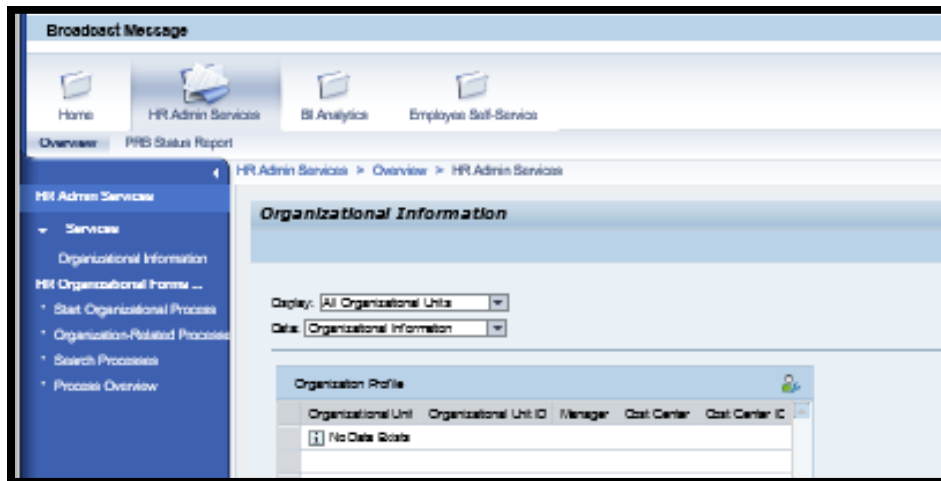
There are several ways to check the status of your position:

- Process Overview screen
- PRB Status Report

Process Overview Screen

The HR Liaison who entered the ePRB item can use the Process Overview screen to view the status.

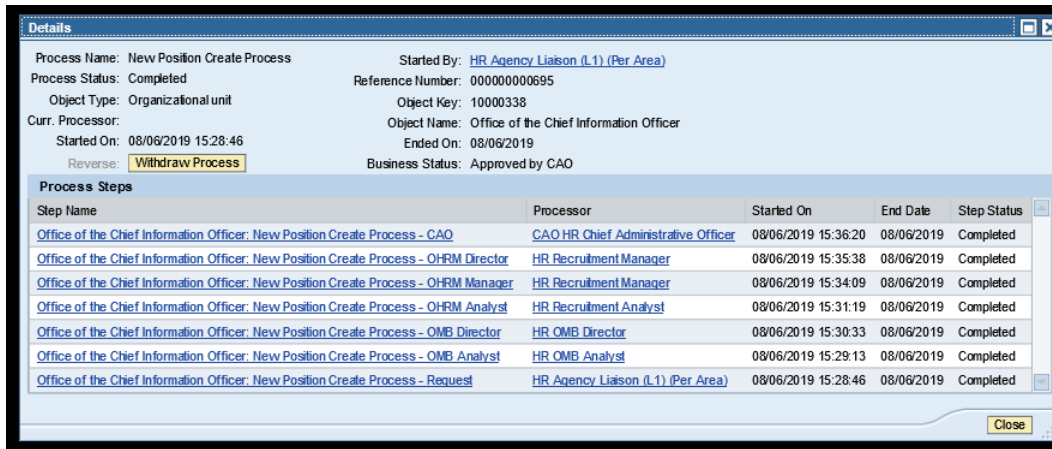
1. Log into the SAP Portal and open the HR Admin Services tab.
2. Click on “Process Overview”.



3. A list of submitted positions will display, including information on the current processor of each ePRB item. In the example below, the first item is complete (approved by the CAO). The second item is with the OMB Director and the third item is with the OMB Analyst.

Process Name	Object Type	Object Key	Object Name	Started By	Current Processor	Started On	Process Status	Business Status
New Position Create Process	Organizational Unit	10000338	Office of the Chief Information Officer	HR_Agency_Liaison_IL11_Per_Area	HR_Agency_Liaison_IL11_Per_Area	08/09/2019 15:28:46	Completed	Approved by CAO
New Position Create Process	Organizational Unit	10000053	Office of Information Tech	HR_Agency_Liaison_IL11_Per_Area	OMB Director	07/05/2019 09:42:38	In Process	Processed by OMB Analyst
New Position Create Process	Organizational Unit	10000053	Office of Information Tech	HR_Agency_Liaison_IL11_Per_Area	OMB Analyst	07/02/2019 17:59:04	In Process	Submitted for Approvals

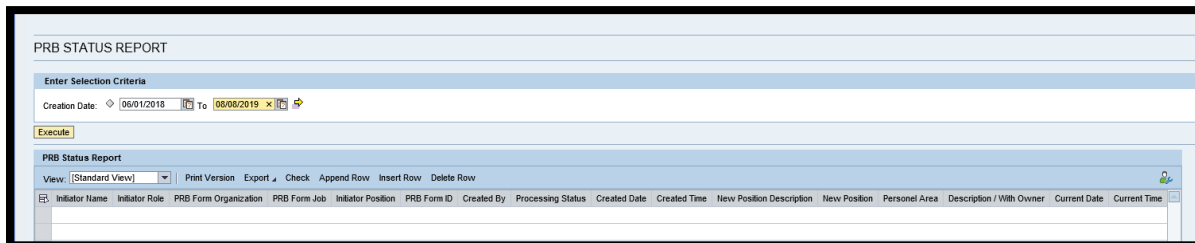
4. Click “Details” for further information on the history of the highlighted position.
5. A pop-up window will display the approval history on the selected item, with the date and time each approver completed their review.



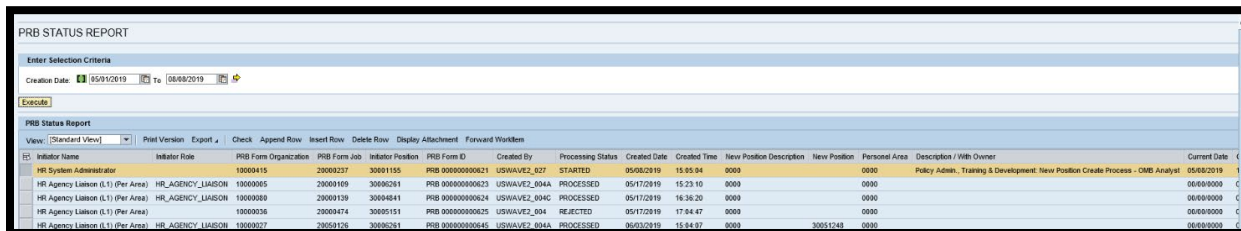
PRB Status Report

Authorized users, including Agency HR Liaisons with PRB access and any designated agency staff with a PRB Reporter SAP role, can run the PRB Status Report. The PRB Status Report provides details on the status of each submitted PRB item within a given date range. Agency staff can only see ePRB items submitted by staff in their own agency.

1. Open the SAP Portal and click on the HR Admin Services tab.
2. Click on “PRB Status Report”
3. Enter a date range and click “Execute.”



4. A list of ePRB items entered during the data range will display. Information on the status is shown. The current processor is listed in the column titled “Description/With Owner.”



5. To display the attachments for a specific item, highlight the row and click “Display Attachments.”

Notes:

- The PRB Status report can also be viewed from the SAP GUI by using transaction code ZHCM_PRB_STATUS and following the instructions above.
- Attachments cannot be viewed from the GUI.

Viewing the Approved ePRB Form (also called a PRF)

Use these instructions to display approved ePRB forms.

1. Open the SAP Portal.
2. Click on the **HR Admin Services** tab.
3. Click on “**Search Processes**” in the blue bar on the left-hand side of the screen.



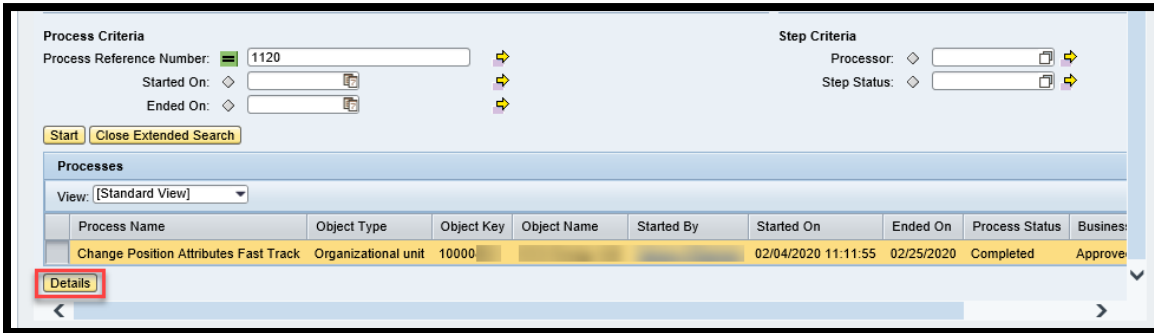
- The Search Process window will open. Click **“Open Extended Search.”**

The screenshot shows the 'Search Organizational Processes' window. At the top, there is a title bar and a dropdown menu for 'Object type' set to 'Organizational unit'. Below this is an 'Include Objects' button. To the right is a table titled 'Included Objects' with columns for 'Object Name' and 'Object ID'. At the bottom, there are several search criteria fields: 'Process', 'Process Status', 'Started By', and 'Involved Processor'. A red box highlights the 'Open Extended Search' button.

- Enter the last four digits of the ePRB form number in the **“Process Reference Number”** field.

The screenshot shows the 'Search Organizational Processes' window with more search criteria. The 'Process Reference Number' field is highlighted with a red box. Below the search criteria are 'Start' and 'Close Extended Search' buttons.

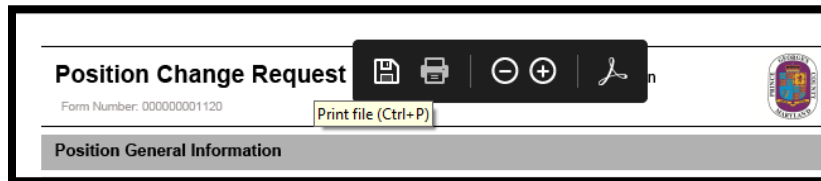
6. General information about the position will display. Click **“Details.”**



7. A detailed list of the position’s history will display. Click on the top link under **“Step Name”** to open the approved form.

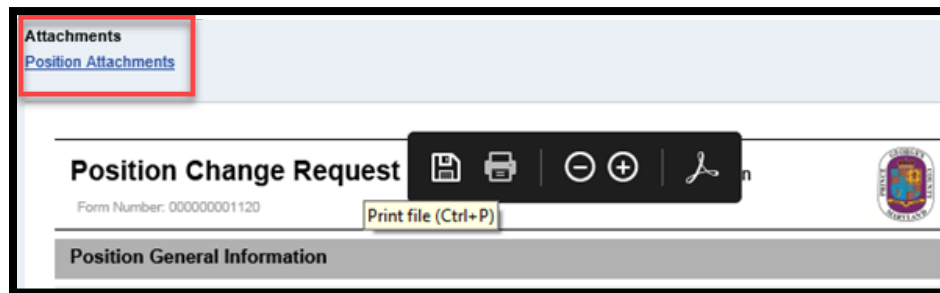


8. The approved form will display, including comments from all approvers shown at the end of the form. Click the printer icon and print to PDF a copy.
 a. Note: If you use the floppy disc/save option it will save as a webpage, not a PDF.








9. Position Attachments can also be displayed by clicking on the **“Position Attachments”** link at the

top of the form.



Attachments
[Position Attachments](#)

Position Change Request     

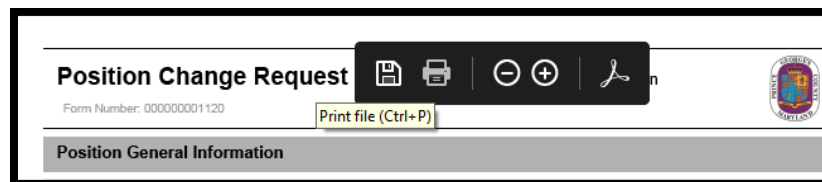
Form Number: 00000001120 [Print file \(Ctrl+P\)](#)






Position General Information

Print or Save Approved ePRB Forms/PRFs

To print or save approved ePRB forms, follow these steps.

1. Follow the instructions to open the approved ePRB form. It will display in a PDF format.
2. Use the print function in the Adobe program to print the form or click on the save icon to save a copy of the PDF form.



Position Change Request     

Form Number: 00000001120 [Print file \(Ctrl+P\)](#)

Position General Information