



**eHR**

**Update Position Subject Areas  
Quick Sheets**

**01-25-2024**

**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 and/or change the Teacher Subject Area(s) and/or Grade Level(s) for a position. For detailed navigational instructions, refer to the Projected School List (PSL) and Teacher Assignment and Transfer Posting (TATP) Quick Sheets.

**Important Notes:** The TATP Posting Report displays the Teacher Subject Areas. Be sure to review your Posting Report to ensure the appropriate Subject Area(s) and Grade Level(s) are reflected on your posting report. A full listing of available Subject Area(s) and Grade Level(s) may be found in the Appendix on pg. 7.

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. **For TATP: Select Projected Position Details.** **F**
  - Enter **Position ID**, click on the flashlight icon to choose a position **G**
  - Select **1st Semester** or **2nd Semester** from the drop down. **H**
  - Select the **Effective Date Display**, **Effective Date**, and **Effective Sequence Number** that appear in the drop down. **I**

7. Click on the **Submit Parameters** button. **J**



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>
-----------------	--

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



Qualifications LOV

Filter By: Qualification ID [ ] Go Advanced Search

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](#)

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"/>

- 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

Filter By: Grade Level ID [ ] Go

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 5th 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

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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](#)

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 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 at the top containing tabs: 'Pending Cases', 'Current Case', 'Start Process', 'Current Employee List', and 'Current Position List'. Below the navigation bar, there is a form area. On the left, it says 'Status: Pending Input'. Next to it is a dropdown menu currently showing 'Submit'. To the right of the dropdown is a large empty text input field. Further right is a 'More' button with a small icon. On the far right, there is a 'Comments' label and a 'Go' button. Two yellow circles with the letter 'S' are overlaid on the image: one points to the 'Submit' dropdown menu, and the other points to the 'Go' button.

- **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	Qualification ID	Qual Description
*ACA**	*Academic Coach Mentor**	HAW	Hawaiian Language
AG	Agricultural Arts	HL	Health
ALC	Alternative Learning Center	IART	Industrial Arts
AR	Art	IA	Industrial Arts/Voc Ed
ARAB	Arabic	JP	Japanese
ASL	American Sign Language	KO	Korean
BU	Business Education	LN	Latin
CAC	CTE-Arts and Communication	LI	Librarian
CBUS	CTE-Business	MCS	Mathematics
CHS	CTE-Health Services	*MLD	*MultiDisciplinary
CIET	CTE-Industrial & Engineering Technology	MU	Music
CNR	CTE-Natural Resources	NON**	Non-DOE Course
CPHS	CTE-Public and Human Services	*OTR**	*Other
CH	Chinese	PE	Physical Education
CO	Computer	PS	Pre-School/Regular Ed
COUN	Counselor	RDG	Reading
CT	Co-Teaching/Teacher 2	REG**	Registrar
CTE	Career Technical Education	ROTC	ROTC
CSAP	CSAP	RC**	RTI Coordinator**
CC**	Curriculum Coordinator**	RN	Russian
DAN	Dance	SA	Samoan
DTC**	Data Coach**	SCI	Science
DL**	Distance Learning**	SOCS	Social Studies
DRA	Drama/Theatre Arts	SP	Spanish
ELEM	Elementary	SPED	Special Education
ELL	ELL	SEPS	Special Education / Pre-School
EN	English	SM	Special Motivation
FC	Family Consumer Science	SPPR**	Special Programs**
FP	Filipino	SPIN	SPED Inclusion
FR	French	SSUC**	Student Success Coach**
GN	German	TC**	Technology Coordinator**
GPT	Guidance/Personal Transition	TTLI**	Title I Coordinator **
HAWI	Hawaiian Immersion	WL	World Languages

\* Please add Sample text:  
grade level

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

- |                       |                     |                        |
|-----------------------|---------------------|------------------------|
| Academic Coach Mentor | MultiDisciplinary   | Other                  |
| Math                  | Leadership Training | Attendance Coordinator |
| Mentor Teacher        | Library Skills      | FOL Coordinator        |
| Reading               | Exploratory Wheel   | PTT Coordinator        |
| Title I               | Study Skills        | SLC Coordinator        |
|                       | Yearbook            | Testing Coordinator    |
|                       |                     | RTI Math               |

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-School
03	3 <sup>rd</sup> Grade	15	High School (9-12)	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	Junior 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	Elementary (K-6)
09	9 <sup>th</sup> Grade	68	Middle Sch/Inter (6-8)	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.

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	46D1780	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. -

Pending Cases

Filter By Process Case Label

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.

The screenshot shows the 'Pending Cases' interface. At the top, there are tabs for 'Pending Cases', 'Start Process', 'Current Employee List', and 'Current Position List'. Below the tabs, there is a search filter section with 'Filter By: Process Case Label' and a search box. A table of cases is displayed below, with columns for 'Select', 'Details', 'Task Description', 'Process Case Step Key', 'Process Case Label', 'Process Step Status', 'Location Description', 'Last Updated By', and 'Lst Update Date'. The first row is selected, and a radio button is checked in the 'Select' column. The 'Edit Process Label' button is highlighted in the table's toolbar.

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

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

The screenshot shows the 'Edit Process Label' form. It includes a 'Return to Pending Cases' link and 'Cancel' and 'Save' buttons. The form contains the following fields:

- Process Case Key ID: 729918
- Process ID: 6.1.1.9
- Begin Date: 02/25/2021
- End Date:
- Process Status: Draft
- Process Case Label: UFGA FOR 603240



## Common Error Messages

Error Message	Description
<b>(6.0.0 – CASE_LAB) – Case label is required. Please enter a value for case label and re-submit.</b>	To submit an UPSA Process Case, a label must be typed in the Process Case Label field. Ex: UPSA for Posn: 12345
<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.
<b>(6.1.1.9: ACT_TATP) – The Update Position Subject Area process is not available because this position is under recruitment in TATP.</b>	Changes to the subject area(s) and/or grade level(s) cannot be performed on positions that are undergoing recruitment in TATP.