

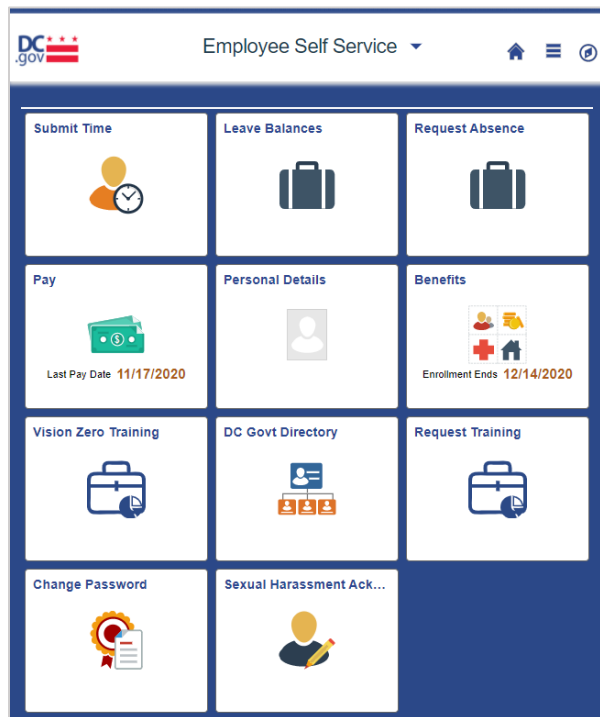
DC DEPARTMENT OF HUMAN RESOURCES

Guide for Designating On-Call Positions in PeopleSoft

For HR Advisor: How to designate a position as eligible for On-Call Premium Pay.

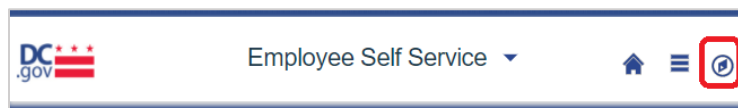
Step 1

Sign into the PeopleSoft landing page at Employee Self Service.

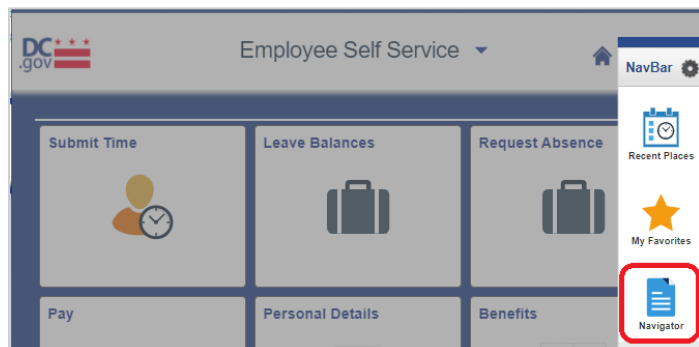


Step 2

Click the Navigation button in the top right.

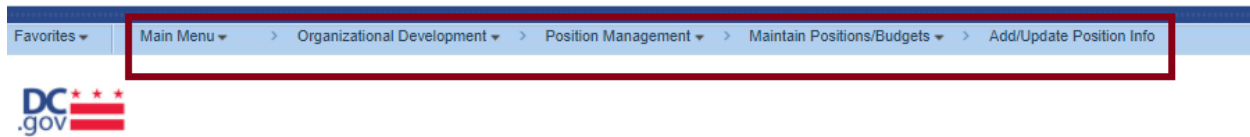


Select **Navigator**.



Attachment 1

Navigate to **Position Management** and enter the position number.



Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Position Number

Description

Position Status

Business Unit

Department

Job Code

Click on the **Specific Information** tab and go to **Pre Encumbrance Indicator**.

Description

Position Number 00004309
Headcount Status Open Current Head Count 0 out of 1

Specific Information | 1 of 1

Effective Date 10/19/2005 Status Inactive

Max Head Count

Mail Drop ID

Work Phone

Health Certificate

Signature Authority

Budgeted Position
 Confidential Position
 Job Sharing Permitted

▼ **Education and Government**

Position Pool ID

Calc Group (Flex Service)

*Encumber Salary Option


Academic Rank

Select **Encumber Immediately**.

Attachment 1

Scroll down to **US Federal**.

Mail Drop ID	<input type="text"/>		
Work Phone	<input type="text"/>		
Health Certificate	<input type="text"/>	<input checked="" type="checkbox"/> Budgeted Position	
Signature Authority	<input type="text"/>	<input type="checkbox"/> Confidential Position	
		<input type="checkbox"/> Job Sharing Permitted	
Education and Government			
Position Pool ID	<input type="text"/>		
*Pre-Encumbrance Indicator	<input type="text"/>	Calc Group (Flex Service)	<input type="text"/>
*Encumber Salary Option	<input type="text"/>	Academic Rank	<input type="text"/>
Encumber Salary Amount	<input type="text"/>	*FTE	<input type="text"/>
*Classified Indicator	<input type="text"/>	<input checked="" type="checkbox"/> Adds to FTE Actual Count	

 [US Federal](#)

Attachment 1

Step 3

Once you are on the US Federal section in the far-right corner Click **On-Call Pay Eligible**

Education and Government

Position Pool ID

*Pre-Encumbrance Indicator Calc Group (Flex Service)

*Encumber Salary Option Academic Rank

Encumber Salary Amount

*Classified Indicator *FTE Adds to FTE Actual Count

US Federal

*Sensitivity Code Essential Employee

Essential or Emergency Emergency Employee

Language Required

Training Program

Staff/Line Position Traffic Record Check

Credit Check

Residency Check

Available for Telework

On-Call Pay Eligible

Save

Step 4

Click: **Save**