



STATEWIDE PERSONNEL
— S Y S T E M —

Manage Position Freeze

February 2020



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Manage Position Freeze Business Process

Business Process Overview

The Manage Position Freeze business process is used to stop all future HR Personnel transaction to an unfilled position. The process steps for to freeze or unfreeze a position are listed in the table below

Process Steps	Role	Description
Initiate Freeze/Unfreeze a Position	HR Coordinator	Enter the details to freeze/unfreeze a position. The HR Coordinator can only initiate based on the reasons indicated in the Events and Reasons section below.
Review Documents * (attach supporting documents)	HR Coordinator	Attach documentation (e.g., Hiring Freeze Exception Request form) if requesting to unfreeze a position. NOTE: This task is only required when requesting to unfreeze a position.
Agency Approvals	HR Partner	Agency HR Director approval of the freeze/unfreeze request.
	Appointing Authority Partner	Agency Appointing Authority approval of the freeze/unfreeze request.
	Budget and Finance Partner *	Agency budget approval of request to freeze or unfreeze for budget reasons (see list of valid reasons in the Events and Reasons section below).
DBM Approvals *	Budget Administrator	DBM Office of Budget and Analysis budget approval of Agency requests to unfreeze positions.

NOTE: Approval routing is based on the reason selected when initiating the business process. Steps marked with an asterisk (*) are not always required.

Events and Reasons

The table below includes valid reasons for the Manage Position Freeze process. It also includes the initiator for the freeze or unfreeze reason.

Event	Reason	Initiator
Freeze a Position	Freeze Position, Headcount or Job Group Freeze>Agency Budget Frozen	HR Coordinator
	Freeze Position, Headcount or Job Group Freeze>Agency Frozen	HR Coordinator
	Freeze Position, Headcount or Job Group Freeze>DBM Frozen	DBM OBA
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Change in Functions/Reassigned	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Incorrect Employee Status	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Incumbent Unique Quals	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Min Quals/Wrong Class	DBM CAS
	Freeze Position, Headcount or Job Group	DBM CAS



Event	Reason	Initiator
	Freeze>DBM CAS Frozen >Overclassified	
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Change in Functions/Reassigned	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Incumbent Unique Quals	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Min Quals	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Overclassified	DBM CAS
Unfreeze a Position	Freeze Position, Headcount or Job Group>Unfreeze>Agency Budget Unfrozen	HR Coordinator
	Freeze Position, Headcount or Job Group>Unfreeze>Agency Unfrozen	HR Coordinator
	Freeze Position, Headcount or Job Group>Unfreeze>CAS Review Complete	DBM CAS
	Freeze Position, Headcount or Job Group>Unfreeze>DBM Budget Unfrozen	HR Coordinator

Before you begin...

You will need the following information to complete the Freeze/Unfreeze a Position process:

- Supervisory Organization
- Position Title
- Freeze/Unfreeze Reason
- Freeze/Unfreeze Date
- Attach the Hiring Freeze Exception form

Freeze or Unfreeze a Position

The procedure to freeze or unfreeze a position follows.

Procedure:

1. Type the Supervisory Organization in the Search field.
2. Click the **search**  icon.
3. Click the Supervisory Organization hyperlink.

SPS Training Unit E17 Actions 

Type	Supervisory	Superior Organization	SPS Training Unit E1
Organization ID	T_075930	Subordinates	SPS Training Unit E18 SPS Training Unit E19

Details Members Staffing Unavailable to Fill Roles Security Groups Organization Assignments

Staffing Model Position Management

Positions without Job Requisition 22 items

Position Restrictions	Job Profile	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type
TE01 Accountant I-1 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE05 Accountant I-5 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE03 Accountant I-3 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE04 Accountant I-4 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE06 Accountant I-6 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE07 Accountant I-7 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE08 Accountant I-8 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE09 Accountant I-9 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular
TE10 Accountant I-10 (Unfilled)	Accountant I-4546	Baltimore - 301 W. Preston St	01/01/1900	01/01/1900	Full time	Employee	State/Regular

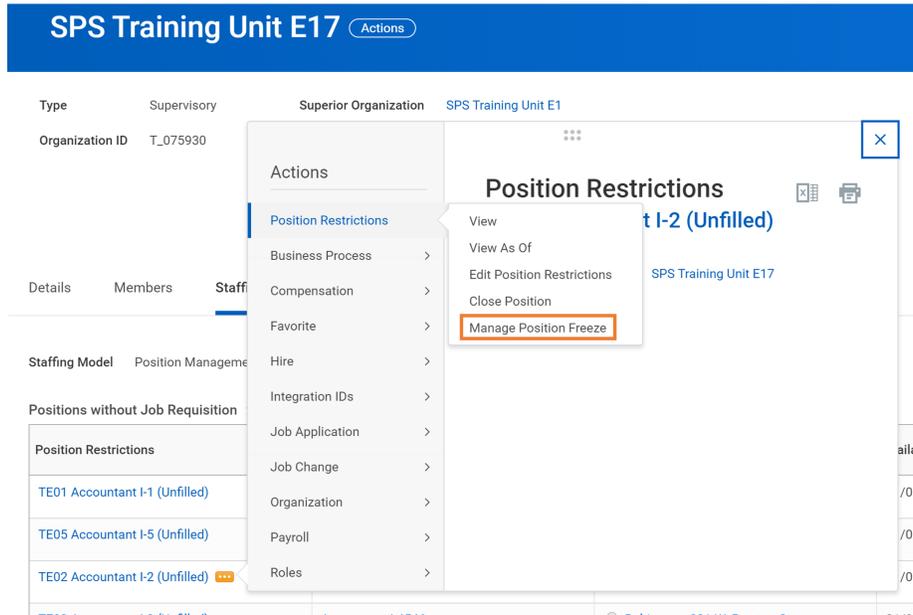
4. Click on the Staffing tab. Staffing



Information: To unfreeze a position or view a list of frozen positions, there will be an *“Unavailable to Fill”* tab.

You can also view the “SPMS View All Positions” report.

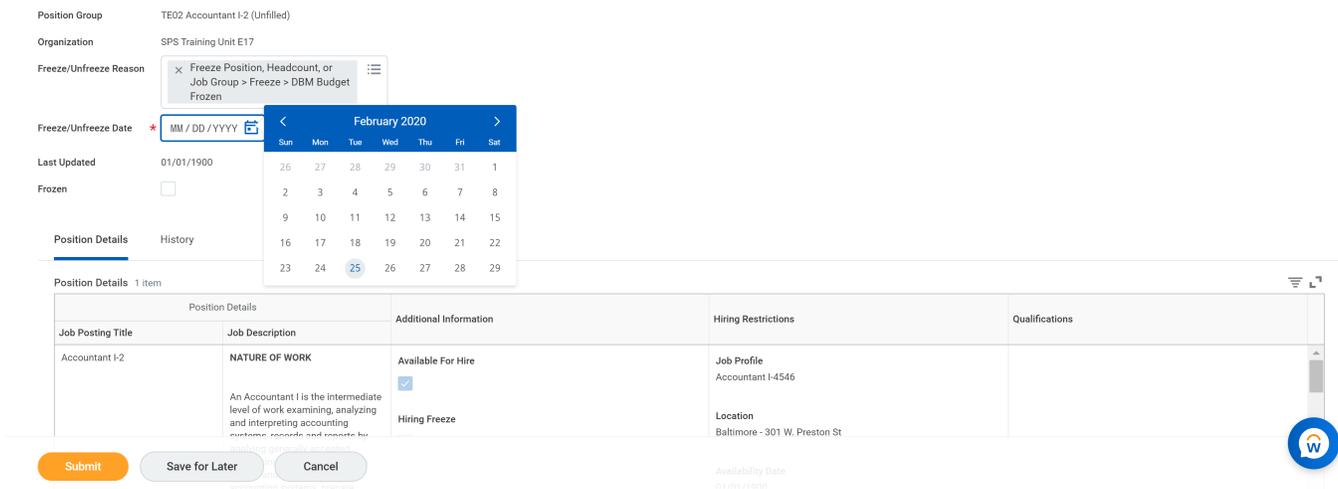
Organization Staffing - Supervisory



The screenshot shows the 'SPS Training Unit E17' interface. A list of positions is displayed, including 'TE01 Accountant I-1 (Unfilled)', 'TE05 Accountant I-5 (Unfilled)', and 'TE02 Accountant I-2 (Unfilled)'. A dropdown menu is open over the 'TE02 Accountant I-2 (Unfilled)' position, showing various actions. The 'Manage Position Freeze' option is highlighted in orange.

5. Find the unfilled position you want to freeze/unfreeze. Then, click the Related Actions icon .
6. Hover over Position Restrictions and click Manage Position Freeze.

Manage Position Freeze



The screenshot shows the 'Manage Position Freeze' form for the position 'TE02 Accountant I-2 (Unfilled)'. The form includes fields for 'Freeze/Unfreeze Reason', 'Freeze/Unfreeze Date', and a 'Frozen' checkbox. A calendar is open, showing the date '25' selected. Below the form is a table with columns for 'Position Details', 'Additional Information', 'Hiring Restrictions', and 'Qualifications'. The 'Available For Hire' checkbox is checked, and the 'Hiring Freeze' checkbox is unchecked. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

7. Type or use the prompt to select the Freeze/Unfreeze Reason.
8. Click the Calendar icon  and select the Freeze/Unfreeze Date.
9. Click the Frozen checkbox to select (to freeze) or deselect (to unfreeze) this option.
10. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time

Success! Event submitted 📄 🖨
 Freeze: Accountant I-2 [Actions](#)

Up Next

 Meetu Shaji (W2008945)
 Approval by HR Partner

> **Details and Process**

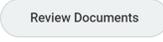
Do Another

[Manage Position Freeze](#)

[Done](#)



11. Select one of the following options:

If	Then
You froze the position.	1. Click the Done button. 2. The System task is complete and will route to approval as needed.
You unfroze a position. NOTE: You have to attach required documentation.	1. Click the Review Documents button to open the next task.  2. Go to the next section.

Up Next

 HR Coordinator - E15
 Review Documents

[Review Documents](#)

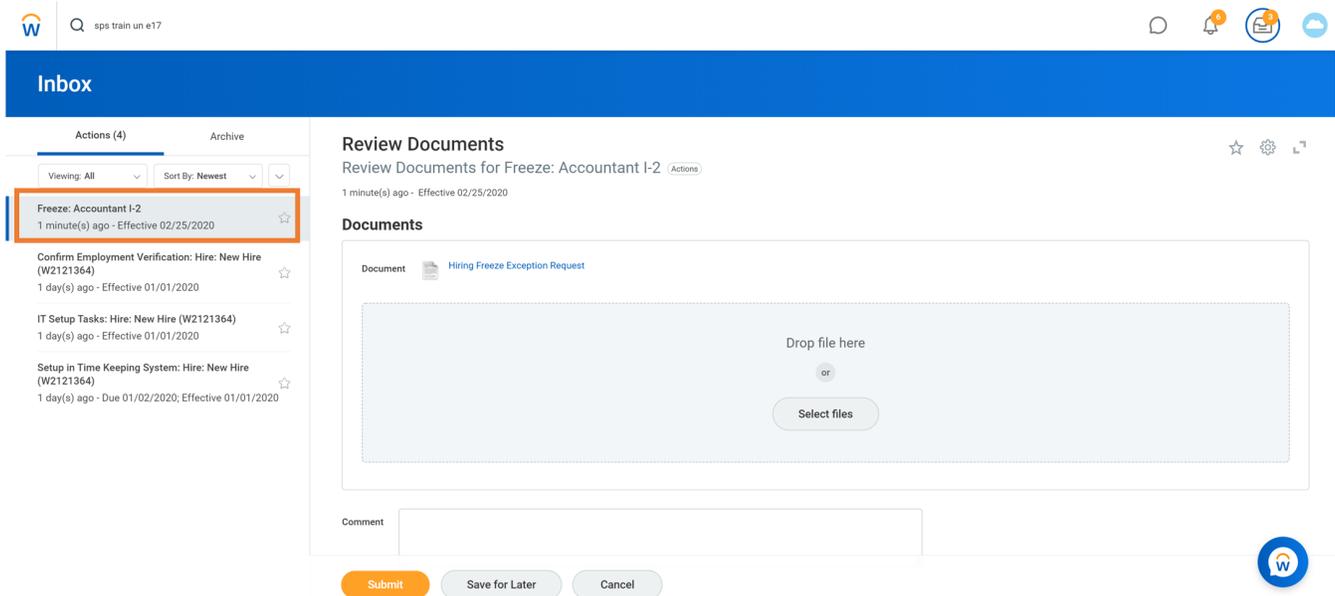
> **Details and Process**

Review Documents (Attach Supporting Documentation)

Attach documentation (e.g., Hiring Freeze Exception Request form) if requesting to unfreeze a position.

NOTE: This task is only required when requesting to unfreeze a position.

This task directly follows the initiation of the unfreeze event. If you do not start the task after initiating the event, go to your inbox, find the “Freeze” task, and complete it from the inbox. Note that the position title displays in the task name. An example of the task that appears in the HR Coordinator’s inbox is shown below.



The screenshot displays the SPS system's inbox interface. At the top, there is a search bar with the text "sps train un e17" and several utility icons. The main header is a blue bar labeled "Inbox". Below this, the inbox list shows several tasks. The first task, "Freeze: Accountant I-2", is highlighted with a red box. Its details are shown in a larger view on the right, including the title "Review Documents for Freeze: Accountant I-2" and a "Documents" section containing a "Hiring Freeze Exception Request" document. A "Drop file here" area with a "Select files" button is visible. At the bottom, there is a "Comment" field and three buttons: "Submit", "Save for Later", and "Cancel".

The procedure to attach supporting documents for an “unfreeze” request follows.

Procedure:

Review Documents

Documents

Document  Hiring Freeze Exception Request

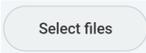
Drop file here

or

Select files

Comment

Submit Save for Later Cancel 

1. Click the Select files button  to search for and upload supporting documents.
2. If applicable, enter an attachment comment in the field next to the attachment.



If you need to complete an HRE, there is a link to the form on this page.

3. Click the **Submit**  button.

You have submitted

Freeze: Accountant I-2 (Actions)

1 minute(s) ago - Effective 02/25/2020

Up Next

 Meetu

Approval by HR Partner

[> Details and Process](#)



4. Click the **Done**  button.



Information: The request must be approved. This is the next step in the process.



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

5. The System Task is complete.