

## Adding EEO 4 Values to an Employee's Position record

### Introduction

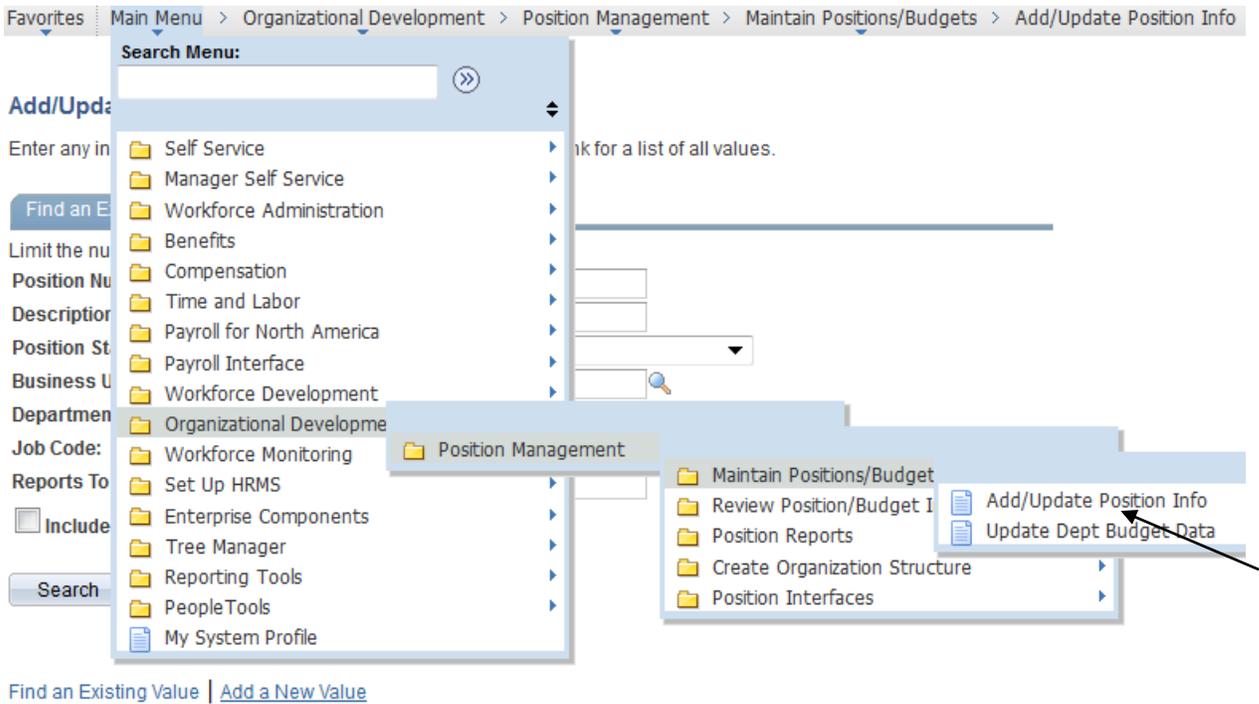
This job aid explains how to add EEO 4 information to an Employee's Position record.

**Navigation Path:** Main Menu – Organizational Development – Position Management – Maintain Positions/Budgets – Add/Update Position Info

Step	Action	Comments
1.	Log into myOhio.gov	
2.	Launch the Human Capital Management (HCM) application	



Step	Action	Comments
3.	Navigate to the Position Update Table as shown below.	You will be modifying an existing employee's Position Information, so you will need to click <i>Add/Update Position Info</i>





Step	Action	Comments
4.	Enter the Position Number that the individual is working in whose record needs changed, check Include History, and click Search.	

**Add/Update Position Info**

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

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Limit the number of results to (up to 300):

**Position Number:** begins with ▼   
**Description:** begins with ▼   
**Position Status:** = ▼   
**Business Unit:** begins with ▼    
**Department:** begins with ▼    
**Job Code:** begins with ▼    
**Reports To Position Number:** begins with ▼

Include History
  Correct History
  Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)



Step	Action	Comments
5.	Click the '+' sign to add a new row, and enter GIC in the Reason field as shown.	The person in our example is not a real employee.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [Ohio Position Attributes](#)

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**Position Information** Find | View All | First | 1 of 5 | Last

Position Number: 20078147 + -

Headcount Status: Filled Current Head Count: 1 out of 1

\*Effective Date: 04/19/2013 \*Status: Active

Reason: GIC General Information Change Action Date: 04/19/2013

\*Position Status: Approved Status Date: 04/07/2013  Key Position

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**Job Information**

\*Business Unit: STATE State of Ohio Shared

\*Job Code: 99940 College Intern

Step	Action	Comments
6.	At the top, click on the Ohio Position Attributes Tab, and once on that tab, you'll notice the Job Profile ID field.	Note: The Job Profile ID field is where specific individual EEO 4 information is stored.

Description | 
 Specific Information | 
 Budget and Incumbents | 
 Ohio Position Attributes

Position Number: 20078147  
 Headcount Status: Filled      Current Head Count: 1 out of 1

Ohio Position Attributes / Drug Testing Flags

Effective Date: 04/19/2013      Status: Active

\*Appointment Type: T: Temporary  
 \*Bargaining Unit Flag: 7: Seasonal/Temp/Intermittent  
 Job Profile ID:

**Drug Test Flags**

1: Federal

2: State

3: Pre-Employment

4: Safety Sensitive

Step	Action	Comments
7.	Click on the magnifying glass next to the Job Profile ID, and you'll be presented with the possible values that can be placed in the field.	

The screenshot shows the 'Ohio Position Attributes' form with the following details:

- Position Number: 20078147
- Headcount Status: Filled
- Effective Date: 04/19/2013
- Status: Active
- \*Appointment Type: T: Temporary
- \*Bargaining Unit Flag: 7: Seasonal/Temp/Intermittent
- Job Profile ID: [Empty field with magnifying glass icon]

The 'Look Up Job Profile ID' dialog box contains:

- Job Profile ID: begins with [Dropdown]
- Job Profile Description: begins with [Dropdown]
- Buttons: Look Up, Clear, Cancel, Basic Lookup
- Search Results Table:

Job Profile ID	Job Profile Description
ADMSUP	Administrative Support
OFF/ADM	Officials and Administrators
PARA	Paraprofessionals
PROF	Professionals
PROT/SV	Protective Service
SER/MAI	Service Maintenance
SKILL	Skilled Craft
TECH	Technicians

Step	Action	Comments
8.	Select one of the values, and click the Save Button.	Reminder...in order to get back to the original search screen, you can hit <i>Return to Search</i> next to Save after you're done saving.

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | **Ohio Position Attributes**

Position Number: 20078147  
 Headcount Status: Filled      Current Head Count: 1 out of 1

**Ohio Position Attributes / Drug Testing Flags**  
 Effective Date: 04/19/2013      Status: Active

\*Appointment Type: T: Temporary  
 \*Bargaining Unit Flag: 7: Seasonal/Temp/Intermittent  
 Job Profile ID: PARA

**Drug Test Flags**

1: Federal

2: State

3: Pre-Employment

4: Safety Sensitive

[Save](#)   [Return to Search](#)   [Notify](#)   [Add](#)   [Update/Display](#)   [Include History](#)