

# **Abolishing Positions in NYSTEP (BD-98)**

## **Chapter Topics**

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## Abolish Positions



**NOTE:** C&C has read only access to these transactions and may access them by clicking **NY Title and Position Mgmt, TPM Maintenance, Use, Abolish Position (BD-98)** and entering data into the **Find an Existing Transaction** search dialog box.

Abolishing positions or “BD-98s”, formerly accomplished only by the Division of Budget electronically in NYSTEP, can now be undertaken by either agency operating staff or DOB examiners via NYSTEP.



**NOTE:** There is no workflow to the Division of Budget upon an agency initiating its own abolishment. No electronic Division of Budget review or approval is required in order for the NYSTEP database to be updated by an agency created BD98.



**WARNING:** Before attempting to abolish a position, you must check **Position Availability** and **Position Summary** to make certain the position is not a filled position. ***NYSTEP will allow abolishments against filled positions.***



### Access the Page

1. Click **NY Title and Position Mgmt, TPM Maintenance, Use, Abolish Position (BD-98)**.

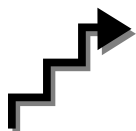
*The Abolish Position Search Dialog page will display*

2. Click the **Add a New Transaction** hyperlink.



**NOTE:** To review a previously created BD-98, enter appropriate data in the above search dialog page and press **Search**.


*The Abolishment page will display.*



## Work with the Page

1. If there is more than one agency code associated with your department, in the **Agency** field enter the agency code.
2. In the **Div Bur/Inst** field, enter the name of the bureau, institution, or division to which the position is currently assigned.
3. In the **Eff Date** field, enter the effective date of the abolishment. The effective date cannot be greater than 30 days in the future or 12 months in the past.
4. In the **Line #** field, enter the line item number of the position to be abolished.
5. When abolishing a Single Item, click the **Comments** page tab, and enter comments in the **Request Level Comments** field.




**NOTE:** Positions may only be abolished on an item by item/position by position basis. If, within the same agency, you need to abolish more line items, press the Insert Row  icon before entering data and comments. A new row will appear with the default date of the previous row.

Remember, by using the Insert Row icon you have established additional rows of data for NYSTEP to process. Therefore, you must enter a Comment for each of those rows. Comments that differ from one item to the next should be entered in the **Sequence Level Comments** field rather than the **Request Level Comments** field.

To update NYSTEP, press **Submit**. Notice that each time you press **Submit**, a Comment will be required relating to the abolishment of that item. The page then returns to the next item for which a comment is required. The **Comments** tab is a required field.

You may change the date and enter another item number to abolish more positions in the same agency. Continue inserting rows and entering item numbers until you have completed all the Abolish Position actions you wish to process. Each new row will have a sequence number beginning with a decimal (i.e., .01, .02, etc.). The maximum number of sequences on a single job control number is 99.

**To abolish positions in another DIVISION, in the same agency, on the same job control number:**

1. Press the  icon to insert a new row.
2. In the **Div/Bur Inst** field, type in the name of the Division from which the next position is to be abolished.

The screenshot shows the NYSTEP web application interface. At the top, there are navigation links for Home, Worklist, Help, and Sign Out. Below this, the user is logged in as 'Civil Service' with 'Job Control #: NEW'. The main content area is titled 'Abolish Requests' and contains a table with the following data:

Seq #:	Eff Date:	Line #:	Description:	SG:	JC:	NU:
Div .01	07/01/2003					
Div .02	07/01/2003					


Below the table, there are fields for 'Determination Dt: 07/01/2003' and 'Examiner: Grignon, Anne M'. A 'Submit' button is located to the right of these fields. At the bottom of the page, there are 'Save', 'Add', and 'Include History' buttons. The page title is 'Abolish Position | Comments'.

Notice that the Sequence Number .02 is now associated with Division “test 2” in this example. To view the Division that Sequence .01 is associated with, press the **Div** button to the left of Sequence .01 and the name of the Division for Sequence .01 will display in the field.

The screenshot shows the NYSTEP system interface. At the top, there are navigation links for Home, Worklist, Help, and Sign. Below this, the Agency is set to 08000 and Civil Service. The Job Control # is NEW. The main section is titled 'Abolish Requests' and contains a table with the following data:


Seq #:	Eff Date:	Line #:	Description:	SG:	JC:	NU:
.01	07/01/2003					
.02	07/01/2003					

Below the table, there are buttons for 'Save', 'Add', and 'Include History'. The 'Submit' button is also visible. The Determination Dt is 07/01/2003 and the Examiner is Grignon, Anne M.

Continue entering new rows, with differing Division names as required by using the Insert Row  icon and entering all necessary information.



**NOTE:** To view all sequences, press **View All** link at the top of the page.

If, after completing all your entries, another person must perform a final review of your work before the NYSTEP database is updated, do not press the **Submit** button. Instead, you must Save the transaction by pressing the Save  icon.



**NOTE:** If any of the positions you are attempting to Abolish are either Incumbered (filled) or Encumbered (has a hold on it), a warning message will appear. If you still wish to abolish the item(s), click **OK**.



**NOTE:** To view a saved Abolishment action, follow the above instructions under the **Access the Page** section of this chapter.

**OR**

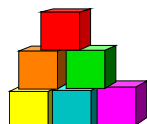
If you have completed your actions, and no other review is required, press **Submit**.



**NOTE:** Notice that a job control number has now been generated and all fields are grayed. There is only a single job control number for the abolishment transaction in NYSTEP, even if more than one item, and/or Division was affected by the action.



**NOTE:** When you access **Workload Tracking** to check on an Abolish Position action, the transaction type is shown as BD 98, even though the page is called **Abolish Position**.



## The Abolishment Report

NYSTEP provides a report detailing the items abolished for a given agency during a user specified period of time. The report can be run for a single agency or for all of the facilities or regions under a rollup agency (i.e., entering 50200, the code for Pilgrim Psychiatric Center will return information for only that facility, while entering 50xxx, will return information for all facilities beginning with “50” in the agency code).

The Abolishment Report is a report that can be constructed by accessing the **TPM Tracking Report** under the **Reports** menu and following the prompts.