

Correcting an Occupation Code Retrospectively

The following guidance describes how to alter an occupation code so that it appears as though the value had always been the value that is now added and is intended for use when making corrections to positions where an incorrect or closed code has previously been used.

URP = **Local Workstructures Administration**

Select **Position >> Description**

You'll be asked to choose the effective date for any changes you're about to make:



When changing an Occupation Code we want to make this a retrospective change as if the Position has always had that value (i.e. we are making a correction). We will specify that later so it is OK to leave the effective date unaltered (it defaults to today) so click on **No**.

The **Find Position** form will open.

A screenshot of the 'Find Positions' form. It has a title bar with the text 'Find Positions'. The form contains several input fields: 'Name', 'Type', 'Job', 'Organization', and 'Location'. There is also a 'Hiring Status' field. At the bottom, there are three buttons: 'Clear', 'New', and 'Find'.

Select the appropriate Position and the following screen will be displayed:

Position: 08-FEB-2011

Name 79712|Staff Nurse Band 5|N6A|Surgery|

☒ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date 08-FEB-2011

Date Effective Name 239199|Staff Nurse Band 5|N6A|Surgery|

Type None ☒ Permanent ☐ Seasonal

Organization & Job

Organization 520 Ward 7 Proposed End Date

Job Nursing and Midwifery Registered|Staff Nurse Proposed End Date

Hiring Status

Status Active Start Date 08-FEB-2011 Proposed End Date

Location 520 70 ESRH Status

Effective Dates From 08-FEB-2011 To Further Info []

Extra Information Valid Grades Others...

Click in the **Date Effective Name** field and the following screen opens:

NHS Position Flexfield

Position Number 239199

Position Title Staff Nurse Band 5

Occupation Code N6A Other 1st level | Acute, Elderly and General

Area of Work Surgery

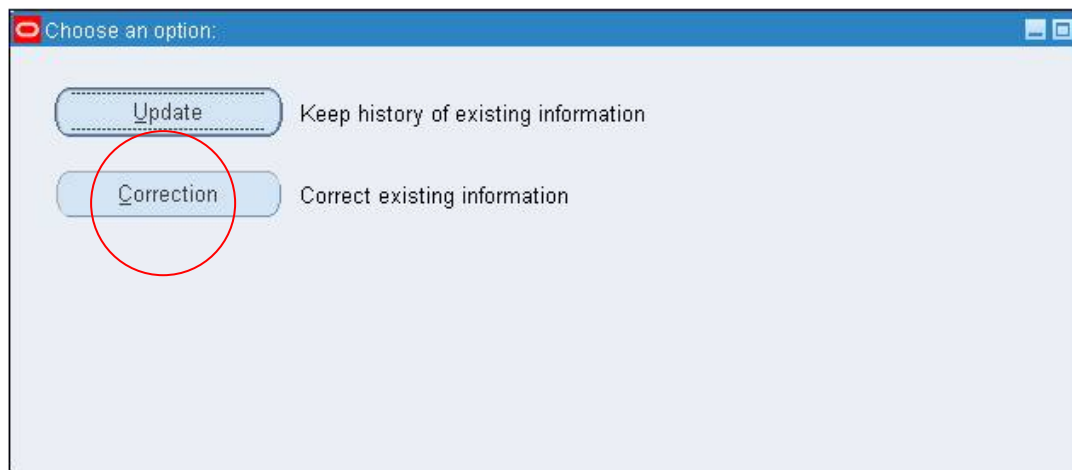
Second Specialty

OK Cancel Clear Help


Click on the  icon in the **Occupation Code** field and select the appropriate value from the list of values shown.

Click on **OK** to confirm the selection.

The following option box will appear.



Whereas in most cases **Update** is selected to make a change effective from the required date, in this case we are correcting the Occupation Code so that it will appear that the Position has always had that value; so click on the **Correction** button.

Click on the  icon to **Save** the record.

Close the form.