

ABOUT ACTUAL AND SUBSTANTIVE POSITIONS

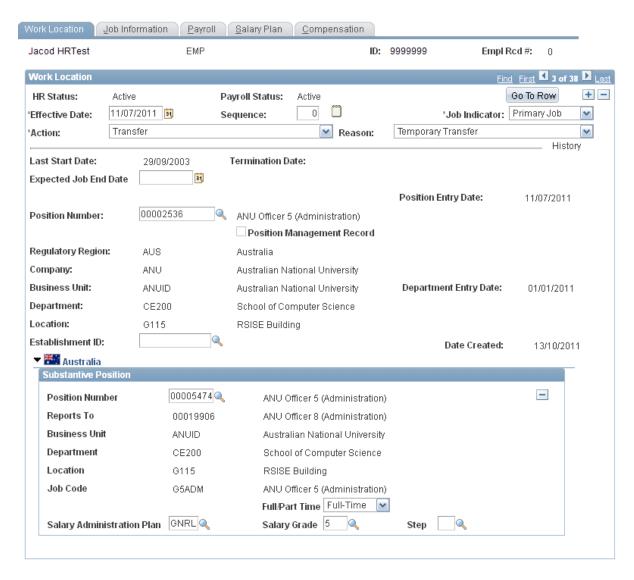
In Job Data we are able to display details of both the position a person is working in currently (Actual) and the position they actually own (Substantive). This is particularly useful when an employee is temporarily transferred, as it will display details of both positions.

In many cases the actual position and the substantive position are the same and the Substantive Position details will be hidden.

However as soon as a new row is entered with the Action/Reason combination of Transfer – Temporary Transfer the section "activates" and substantive position details are transferred into it. Similarly when a row is entered with the Action/Reason combination of Transfer-Return to Substantive Position the section will revert to being hidden.

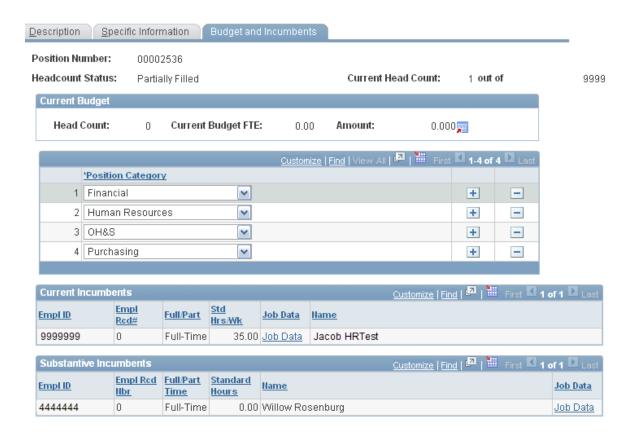
This can also be seen in position data. Budget and Incumbents hold details of both the current incumbent and substantive incumbents.





View of Job Data displaying Actual and Substantive Position details





View of Position Data displaying Actual and Substantive Incumbent details