



ISIS HR  
**Quick Tips**

December 8, 2008

No. 30

## Utilizing the Position Priority Indicator in ISIS HR

*How do I record the type of authority and timeframe of authority for unclassified positions?*

All unclassified positions must have a special authority status entered in ISIS HR. The only exceptions are student positions. A special authority status is referred to in ISIS HR as a position priority. This is used to document the authorization for the unclassified position. The types of authorization include:

Court Ordered  
Federal Position  
Commission Approved (CS Rule 4.1d2)  
Director Approved (CS Rule 4.1d1)  
Frozen  
Constitutional Authority

The authority for the position must be maintained on each position under the Department/Staff infotype (1003) in Organizational Management in ISIS HR. If the position is only authorized for a temporary amount of time, the end of the authorization should be entered on Valid To date on the infotype. The ZP19: Position Data Report will output the information maintained on the Department/Staff infotype and will enable agencies to track upcoming expiring unclassified authorities.

For additional information on this process, please see the ISIS Help Script titled [Create Position-Special Authority Status](#).

Questions? Call the HRIS Program Consultant at (225) 219-9439