HRMS Vacancy Indicator Guide

Last Updated: April 2025

WASHINGTON STATE
Office of Financial Management
State Human Resources & HRMS Data Stewards

WASHINGTON STATE
OFM
Office of Financial Management

Purpose

The Vacancy Indicator is located on a position's Vacancy (1007) infotype. It can be maintained directly by an Organizational Management Processor through transaction code PO13, or by a Personnel Administration Processor during certain PA40 actions.
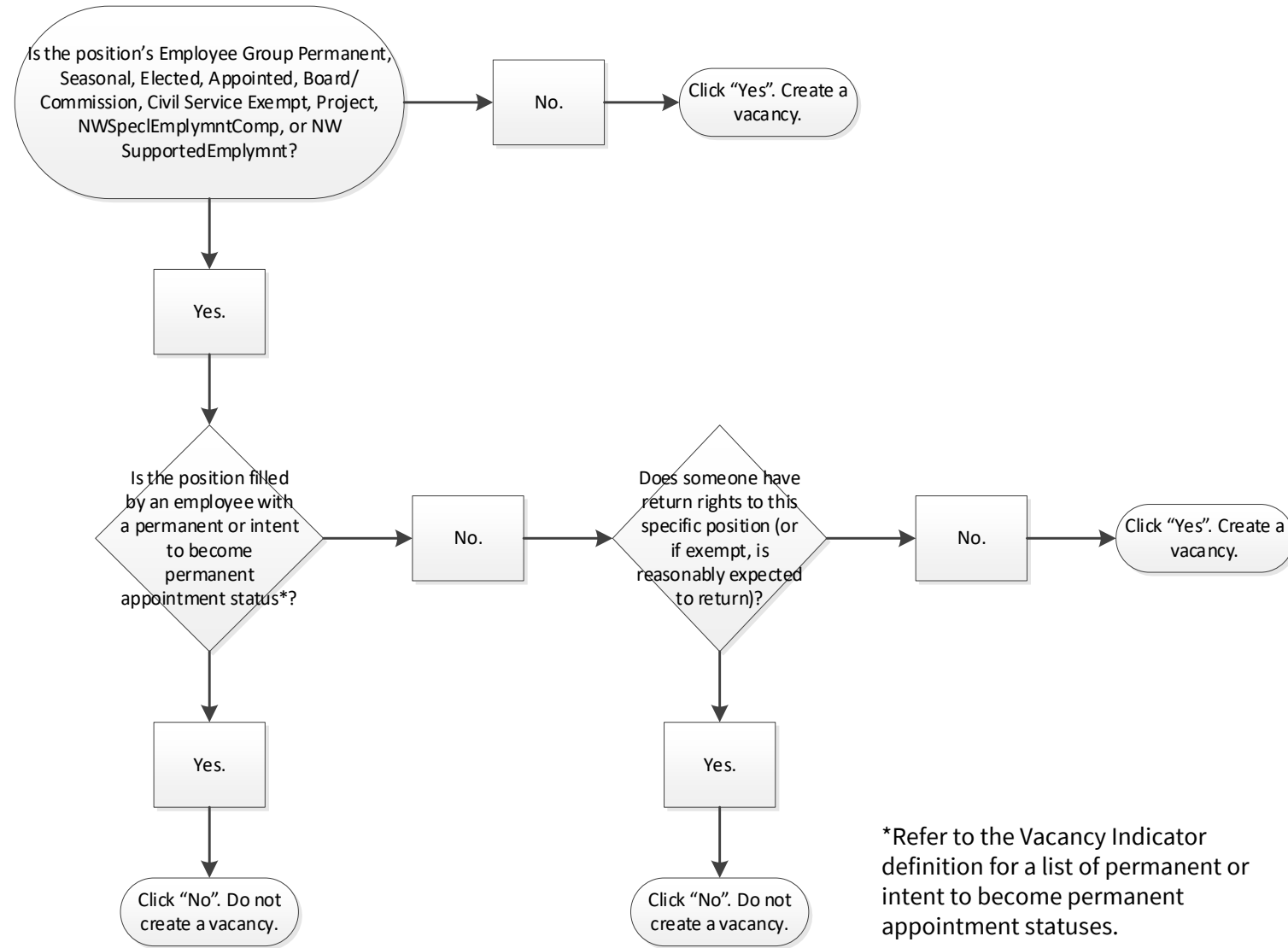

Additional Resources:

HRMS Data Definitions

HRMS F1 Help

HRMS Support Hub

Create Vacancy

The Personnel Administration Processor may be asked if they would like to create a vacancy after an employee leaves a position during an Appointment Change or Separation action. Use this decision tree to determine whether you should create a vacancy on the position.
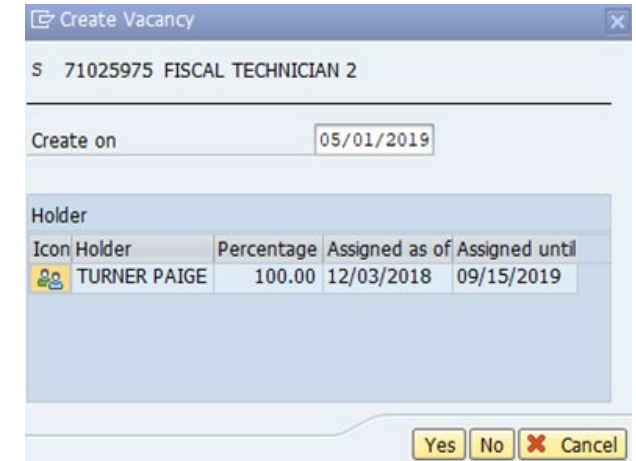
Note: *If the position the employee left belongs to another agency, click* **"Cancel"**. *You do not have authorization to create a vacancy on another agency's position.*

Is the position's Employee Group Permanent, Seasonal, Elected, Appointed, Board/ Commission, Civil Service Exempt, Project, NWSpeclEmplymntComp, or NW SupportedEmplymnt?

No. → Click "Yes". Create a vacancy.

Yes.

Is the position filled by an employee with a permanent or intent to become permanent appointment status*?

No. → Does someone have return rights to this specific position (or if exempt, is reasonably expected to return)?

No. → Click "Yes". Create a vacancy.

Yes. → Click "No". Do not create a vacancy.

Yes. → Click "No". Do not create a vacancy.

*Refer to the Vacancy Indicator definition for a list of permanent or intent to become permanent appointment statuses.
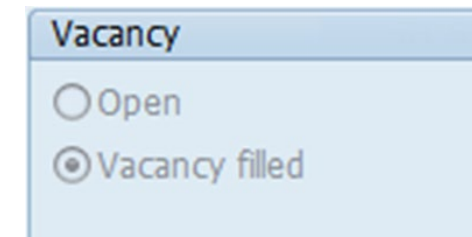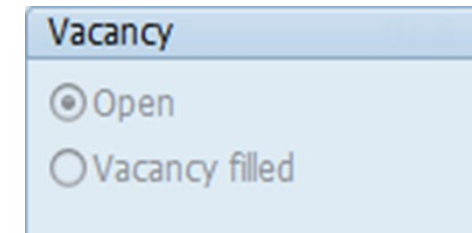
Create Vacancy Continued…

This box will pop up during the PA40 action if the position's vacancy indicator was marked "Vacancy filled" prior to the employee's departure from that position.

- Clicking "**Yes**" will create a new record on the position's Vacancy (1007) infotype, changing the vacancy indicator to "Open".

- Clicking "**No**" or "**Cancel**" will leave the position's Vacancy (1007) infotype unchanged, with the vacancy indicator marked as "Vacancy filled".
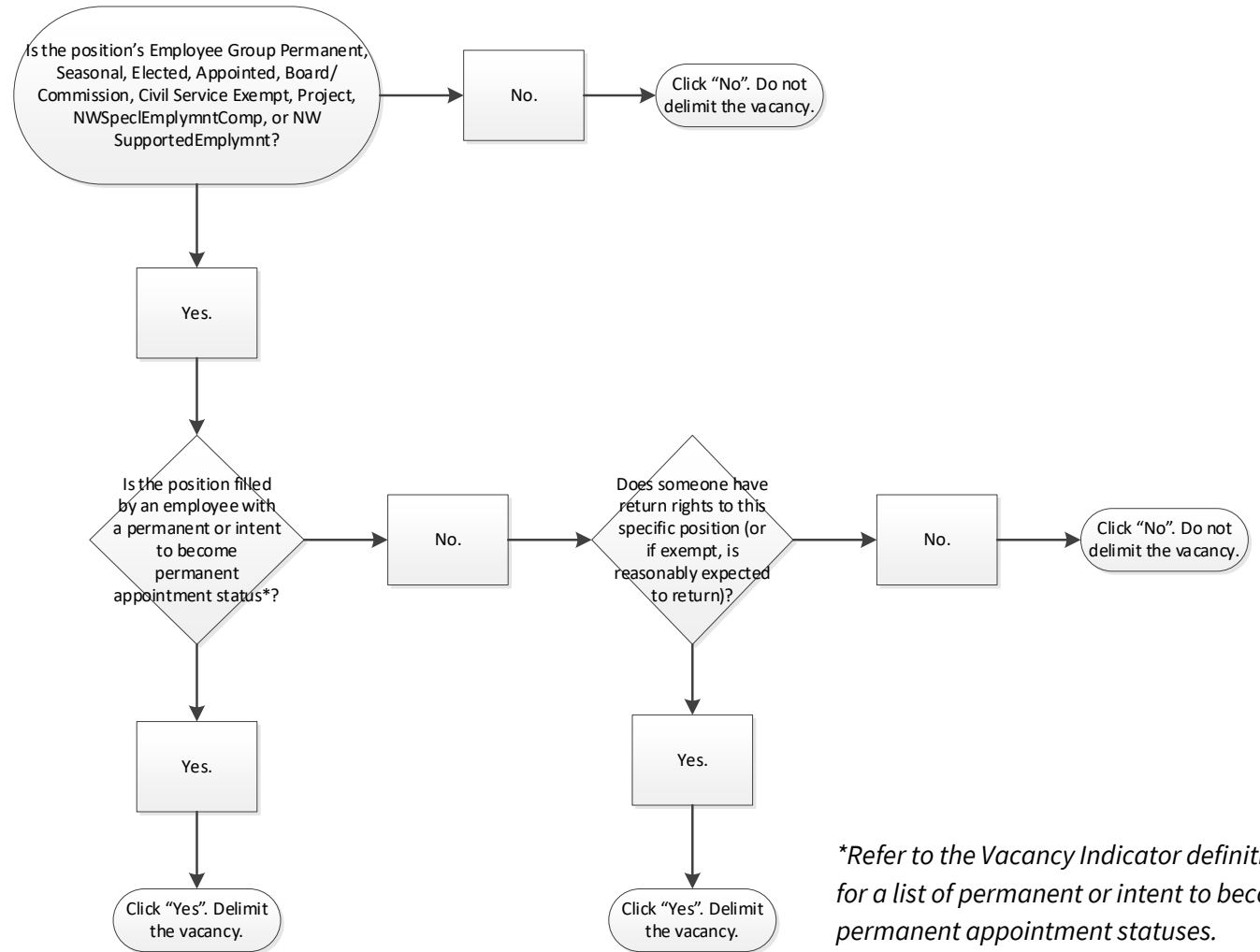
If you click the incorrect button in error, notify your Organizational Management Processor so they can correct the position's vacancy indicator.

Delimit Vacancy

The Personnel Administration Processor may be asked if they would like to delimit (end) a vacancy after appointing an employee to a position during a New Hire, Rehire, Appointment Change, or Concurrent Employment action. Use this decision tree to determine whether you should delimit the vacancy on the position.

Is the position's Employee Group Permanent, Seasonal, Elected, Appointed, Board/ Commission, Civil Service Exempt, Project, NWSpeclEmplymntComp, or NW SupportedEmplymnt?

No. → Click "No". Do not delimit the vacancy.

Yes.

Is the position filled by an employee with a permanent or intent to become permanent appointment status*?

No. → Does someone have return rights to this specific position (or if exempt, is reasonably expected to return)? → No. → Click "No". Do not delimit the vacancy.

Yes. → Click "Yes". Delimit the vacancy.

Yes. → Click "Yes". Delimit the vacancy.

*Refer to the Vacancy Indicator definition for a list of permanent or intent to become permanent appointment statuses.

Delimit Vacancy Continued…

This box will pop up during the PA40 action if the position's vacancy indicator was marked "Open" prior to the employee's appointment into that position.

- Clicking "**Yes**" will create a new record on the position's Vacancy (1007) infotype, changing the vacancy indicator to "Vacancy filled".

- Clicking "**No**" or "**Cancel**" will leave the position's Vacancy (1007) infotype unchanged, with the vacancy indicator marked as "**Open**".