

BrassRing Requirements for P1s

When to list a BrassRing number in a P1

Anytime you have a BrassRing requisition number for a position, even if it was just used to clear recall, you need to list it in the P1. This means the majority of hire P1s done should have a BrassRing number listed because all merit-covered positions (contract and non-contract) and contract-covered, non-merit positions need to at least clear recall before a hire can be made. The only exceptions to this are non-contract, non-merit (at-will) positions, or contract transfers at the first step in the hiring process. The P1 types that should have a BrassRing number listed are:

005 – Full-Time New Hire
015 – Part-Time New Hire
058 – Recall of Terminated (Laid Off) Employee
059 – Recall of Active Employee
069 – Reemployment
088 – Transfer
099 – Reinstatement (also P1 type used for Extended Outplacement hires)
662 – Promotion
669 – Demotion

Where to enter a BrassRing number in the P1

Please enter the BrassRing number in both the “CERT.NUMBER” field of the P1 and in the remarks. If the req was only used to clear recall, please indicate this when you list the BR number in the remarks (ex. “12345BR RECALL ONLY”).

Steps to complete in BrassRing before the P1 will be approved


- If the req was recall-only, you do not need to do anything further in BrassRing.
- If the employee was hired from the req, code the employee as Hired, and complete a disposition form (this should pop up automatically when the status is changed to “Hired”). The “Date Offer Accepted” on the disposition form must fall between the “Hire List Issue Date” and the “Hire List Expiration Date”.
- All other applicants in the req must be coded with a final HR Status.

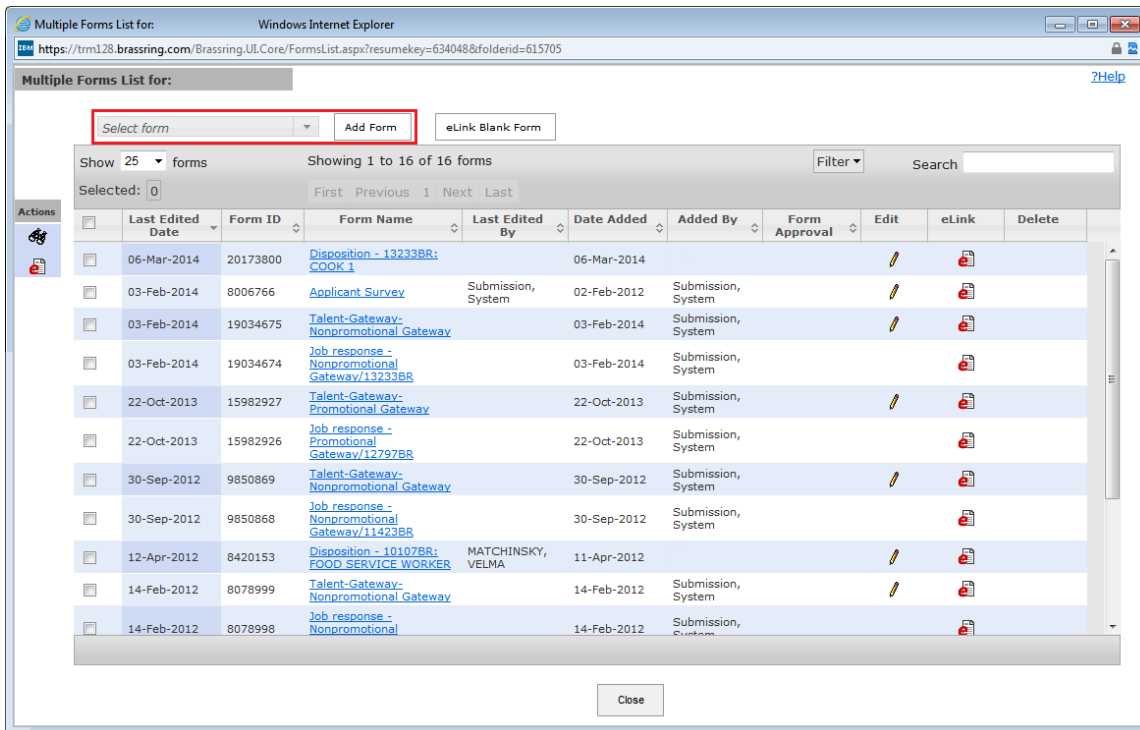
How to Create/Edit a Disposition Form

Refer to the next two pages for help on how to create or edit a disposition form.

How to Create a Disposition Form

A disposition form should automatically pop up to be completed when an applicant is coded as “Hired,” but in the event a disposition form does not generate, one can be added by following these steps:

- Under the forms column, click on the forms button () by the name of the person hired.
- This will bring up a list of all the person’s forms. At the top-left of the page is a drop-down list of forms – select Disposition, then click on “Add form”:



Continued – How to Create a Disposition Form


- After clicking on “Add form,” the disposition form should pop up to be completed. Fill out all the fields, then **click save!**

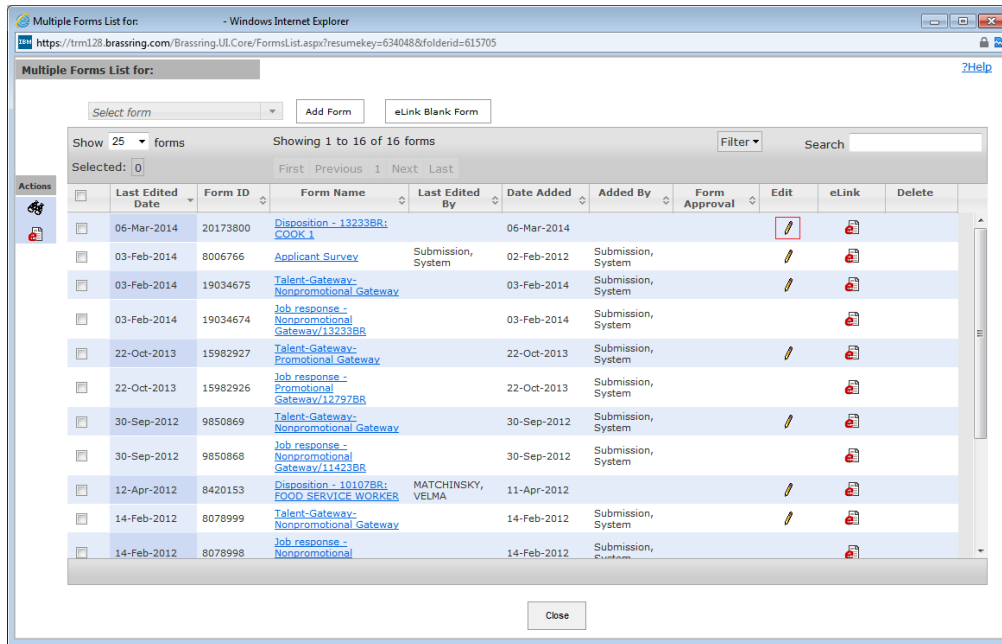
The screenshot shows a web browser window titled "Disposition - 13233BR : COOK 1 for" with the URL "https://trm128.brassring.com/jetstream/500/presentation/template/asp/Candidate/Forms/ViewForm.asp?formid=20173800&formtypeid=27&resumekey". The form contains the following fields and instructions:

- *Final Applicant Status:** A dropdown menu set to "Hired intra department promotion/transfer" with a link to "Selection details".
- *Final Disposition Date:** A date picker set to 06 Mar 2014.
- Instruction:** "The Date the offer is accepted must be within the processing dates of the Req: - After the Req Hire List Issue Date & Before the Req Hiring List Expires."
- Hire List Issue Date from Req is:** A date picker set to 11 Feb 2014.
- Hire List Expiration from Req is:** A date picker set to 12 May 2014.
- Instruction:** "Fill in Date Offer Accepted, Hire Date, Hire Position and SERIP flag only for Hires."
- Date Offer Accepted:** A date picker set to 26 Feb 2014.
- Hire Date:** A date picker set to 28 Feb 2014.
- Hire Position Number (18 digit):** An empty text input field.
- Default Fields:** A section containing "Req Number for Disposition Form" with the value "13233BR".
- Legend:** "* = required field".
- Buttons:** "Save", "Clear", and "Close". The "Save" button is highlighted with a red box.

- **Final Applicant Status options:**
 - For new hires and demotions (within your agency) select “Hired nonpromotional”
 - For promotions or transfers within your agency, select “Hired intra department promotion/transfer”
 - For a promotion or transfer from another agency, select “Hired inter department promotion/transfer”
 - For provisional hires, select “Hired provisional”
 - For someone hired off recall or outplacement, select “Hired Recall” or “Hired Outplacement”, whichever is applicable
- **Final Disposition Date:** the date the disposition form is completed
- **Hire List Issue Date from Req is:** *[this is computer generated]*
- **Hire List Expiration Date from Req is:** *[this is computer generated]*
- **Date Offer Accepted:** the date the employee accepted the offer
- **Hire Date:** the date the employee started/will start working
- **Hire Position Number (18 digit):** the 18 digit payroll number of the position

How to Edit a Disposition Form

- Under the forms column, click on the forms button () by the name of the person you want to make changes to. This will bring up a list of all the person's forms.
- Over to the right (you may have to maximize the window) is the "Edit Form" column with pencils underneath. Click on the pencil that corresponds to the disposition form.



- This will bring up the editable disposition form. Make the necessary changes and **click save!**

***Final Applicant Status** [Selection details](#)

***Final Disposition Date**

The Date the offer is accepted must be within the processing dates of the Req: - After the Req Hire List Issue Date & Before the Req Hiring List Expires.

Hire List Issue Date from Req is:

Hire List Expiration from Req is:

Fill in Date Offer Accepted, Hire Date, Hire Position and SERIP flag only for Hires.

Date Offer Accepted

Hire Date

Hire Position Number (18 digit)

Default Fields:

Req Number for Disposition Form

* = required field

Save Clear Close