

OM-52 Create Certified Position

Purpose

The purpose of this document is to provide instructions for updating certified positions. Certain Criminal Justice Officer position categories are eligible to be marked as a Certified Position using Infotype 9050 in the Integrated HR-Payroll System. The Integrated HR-Payroll System will interface with Workday, the Office of State Human Resources' (OSHR) new Human Resources software system, to incorporate these certified position designations into the hiring process.

Introduction and Overview

OM Position Maintainers for eligible agencies may use transaction PO13 to flag certified positions individually in the Integrated HR-Payroll System, as needed. When 100 or more position IDs within the same position category need to be flagged as certified positions, the agency may submit a spreadsheet for OSC to make batch changes. The agency must complete the spreadsheet exactly as instructed in this document for it to be processed successfully.

Only the 6 position categories listed below, as defined by the North Carolina Criminal Justice Education and Training Standards Commission, may be flagged as requiring certification and only within these agencies:

- Department of Adult Correction (DAC)
- Department of Agriculture and Consumer Services (AGR)
- Department of Environmental Quality (DEQ)

- Department of Health and Human Services (DHHS)
- Department of Justice (DOJ)
- Department of Natural and Cultural Resources (DNCR)
- Department of Public Safety (DPS)
- Department of Revenue (DOR)
- Department of State Treasurer – State Health Plan only (SHP)
- State Bureau of Investigation (SBI)
- State Highway Patrol (SHP)
- Wildlife Resources Commission (Wildlife)

Position Categories: The North Carolina Criminal Justice Education and Training Standards Commission established interpretive rule G.S. 17C-2(3) to define Criminal Justice Officer as:

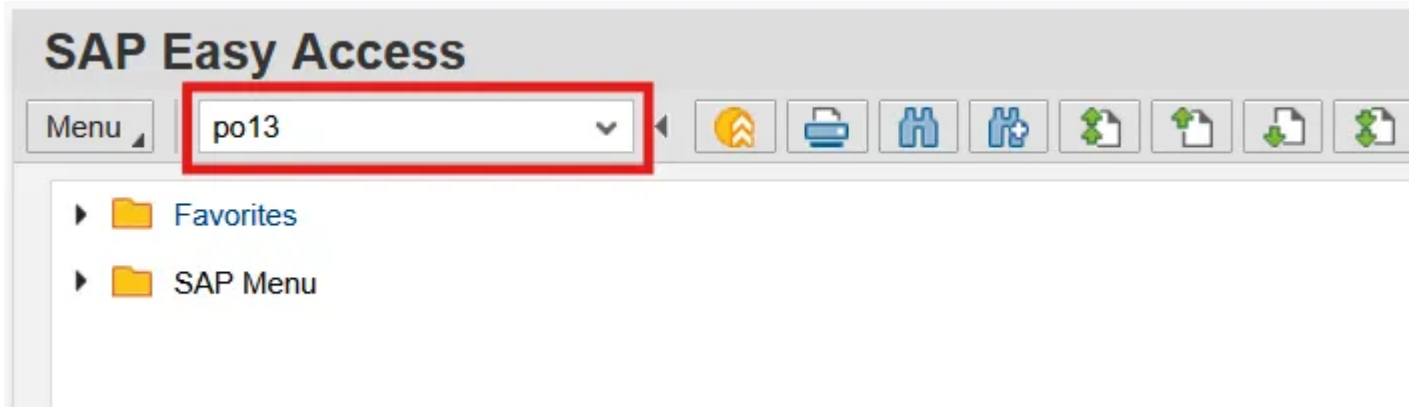
- Sworn Law Enforcement Officer
- State Correctional Officer
- State Probation/Parole Officer
- Local Confinement Personnel
- State Juvenile Justice Officer
- Chief Court/Juvenile Court Counselor

Update Individual Position Using PO13

To update an individual position using PO13, please follow the steps below. There are 6 steps to complete this process.

Step 1. Log into the Integrated HR-Payroll System and type **PO13** in the **Command** field on the SAP Easy Access screen and press Enter on your keyboard.

Image



Step 2. On the Maintain Position screen, enter the **Position ID** for the position you wish to update and press Enter on your keyboard. You will see the position name appear to the right of the field.

Image

Maintain Position

Menu



Obj

Plan version

Current plan



Position

60032450

Engineer III

Abbr.

700000007333

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..



Gap Hrs Comp Eligibility



Display Budget



Reference Position Number



SOC and County Code



Position Types



Certified Position



OM Action History



Time period

☒ Period

From

08/20/2025

to

12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 3. On the **Active** tab, use the scroll bar until you find **Certified Position** near the bottom of the infotypes list.

Image

Maintain Position

Menu ▼ ◀ ▶ ↶ ↷ ✖ ↶ ↷ ↶ ↷ 6a 6a 6a 6a 6a 6a 6a 6a

Obj ▼

Plan version Current plan ▼

Position 60032450 Engineer III

Abbr. 700000007333

Active Planned Submitted Approved Rejected

Infotype Name	St.	Time period
Gap Hrs Comp Eligibility	^	☒ Period
Display Budget	✓	From 08/20/2025 to 12/31/9999
Reference Position Number	✓	☐ Today ☐ Current week
SOC and County Code	✓	☐ All ☐ Current month
Position Types	✓	☐ From curr.date ☐ Last week
Certified Position		☐ To current date ☐ Last month
OM Action History	✓	☐ Current Year

Select.

Step 4. Click in the square to the left of **Certified Position** to select that infotype.

Image

Maintain Position

Menu ▼ ◀ ▶ ↶ ↷ ✖ 📄 📄 📄 📄 60 📄 📄 60 📄 📄 📄

Obj

Plan version Current plan ▼

Position 60032450 Engineer III

Abbr. 700000007333

Active Planned Submitted Approved Rejected

Infotype Name	St.	Grid
Gap Hrs Comp Eligibility		^
Display Budget	✓	
Reference Position Number	✓	
SOC and County Code	✓	
Position Types	✓	
Certified Position		
OM Action History	✓	

Time period

☒ Period

From 08/20/2025 to 12/31/9999

☐ Today ☐ Current week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

Select.

Step 5. In the upper toolbar, select the **Create** icon (that looks like a piece of paper).

Image

Maintain Position

Menu



Obj

Plan version

Current plan



Position

60032450

Engineer III

Abbr.

700000007333

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St...



Gap Hrs Comp Eligibility



Display Budget



Reference Position Number



SOC and County Code



Position Types



Certified Position



OM Action History



Time period

☒ Period

From

08/20/2025

to

12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 6. On the Create Certified Position screen (Infotype 9050), select the checkbox for the appropriate Certified Position from the list and click the **Save** icon (that looks like a computer disc) in the toolbar at the top of the screen.

Example: State Correctional Officer

Image

Create Certified Position (9050)

Menu [dropdown] [Save] [Back] [Forward] [Cancel] [Print] [Info] [Help]

Position: 700000007333 Engineer III

Planning Status: Active

Obj: Validity: 08/20/2025 to 12/31/9999 [Display change infor]

Certi 01 S 60032450 1

- ☐ Sworn Law Enforcement Officer
- ☒ State Correctional Officer
- ☐ State Probation/Parole Officer
- ☐ Local Confinement Personnel
- ☐ State Juvenile Justice Officer
- ☐ Chief Court/Juvenile Court Counselor

of

Mass Processing 100+ Position IDs per Category

If 100 or more position IDs **within the same position category** from the list at the top of this document need to be updated, OSC can complete that mass processing action for any of the agencies listed at the top of this document.

The eligible agency must use this [Certified Position IT9050 Excel template \(spreadsheet download\)](#) and follow the directions below to correctly complete each spreadsheet. The agency may submit one or multiple completed spreadsheet(s) in an email to best@ncosc.gov. Please copy OSC.BEACON.OM@NCOSC.GOV on the CC line. The email subject line **must** reference “Certified Position Mass Update”.

Spreadsheet Requirements

- There must be a separate spreadsheet with the same effective date for each position category.
- The agency must enter at least 100 position IDs for **a single position category** per spreadsheet and submit as a separate Excel file. (Do not submit multiple position categories in the same spreadsheet.)
- The agency may submit multiple Excel spreadsheet files in one email – one file per position category. (Do not use multiple tabs/sheets in the same Excel file.)

Spreadsheet Instructions

1. List a position ID in each row for column 1.

Note: There must be 100 or more position IDs to qualify for mass processing.

2. List the same effective date in each row for column 2. Use MM/DD/YYYY format.

Example: 9/1/2025

3. Place a lower case ‘x’ in each row under the correct position category column. You can only mark in a single position category column per spreadsheet.

Example: Local Confinement Personnel

Spreadsheet Examples

Example 1: Note that the Effective Date for all Position IDs is 9/1/2025 and the only position category column marked is Local Confinement Personnel.

Image

	A	B	C	D	E	F	G	H	
	Position ID	Effective Date	Sworn Law Enforcement Officer	State Correctional Officer	State Probation/Parole Officer	Local Confinement Personnel	State Juvenile Justice Officer	Chief Court/Juvenile Court Counselor	
1									
2	6XXXXXXX	9/1/2025				x			
3	6XXXXXXX	9/1/2025				x			
4	6XXXXXXX	9/1/2025				x			
5	6XXXXXXX	9/1/2025				x			
6	6XXXXXXX	9/1/2025				x			
7	6XXXXXXX	9/1/2025				x			
8	6XXXXXXX	9/1/2025				x			
9	6XXXXXXX	9/1/2025				x			
10	6XXXXXXX	9/1/2025				x			
11	6XXXXXXX	9/1/2025				x			
12	6XXXXXXX	9/1/2025				x			
13	6XXXXXXX	9/1/2025				x			
14	6XXXXXXX	9/1/2025				x			
15	6XXXXXXX	9/1/2025				x			
16	6XXXXXXX	9/1/2025				x			
17	6XXXXXXX	9/1/2025				x			

Example 2: Note that the Effective Date for all Position IDs is 9/1/2025 and the only position category column marked is State Correctional Officer.

Image

	A	B	C	D	E	F	G	H
1	Position ID	Effective Date	Sworn Law Enforcement Officer	State Correctional Officer	State Probation/Parole Officer	Local Confinement Personnel	State Juvenile Justice Officer	Chief Court/Juvenile Court Counselor
2	6XXXXXXX	9/1/2025		x				
3	6XXXXXXX	9/1/2025		x				
4	6XXXXXXX	9/1/2025		x				
5	6XXXXXXX	9/1/2025		x				
6	6XXXXXXX	9/1/2025		x				
7	6XXXXXXX	9/1/2025		x				
8	6XXXXXXX	9/1/2025		x				
9	6XXXXXXX	9/1/2025		x				
10	6XXXXXXX	9/1/2025		x				
11	6XXXXXXX	9/1/2025		x				
12	6XXXXXXX	9/1/2025		x				
13	6XXXXXXX	9/1/2025		x				
14	6XXXXXXX	9/1/2025		x				
15	6XXXXXXX	9/1/2025		x				
16	6XXXXXXX	9/1/2025		x				
17	6XXXXXXX	9/1/2025		x				

If you have questions or need assistance, please contact best@ncosc.gov or use the [Contact Us](#) page on the OSC website.

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