

## IQCS How to Add/Remove an Employee to FS-FPM

### **To Add an FS-FPM Position to a Responder in IQCS:**

Administration, Job Data

Search for Employee

Click on “**IFPM Job Information**” Tab (*same tab used to add IFPM positions*).

Click on the search icon next to “**Position**”

Click on the header titled “**FS-FPM Position?**” to sort IFPM and FS-FPM separately.

Choose FS-FPM Position

\*Note the IQCS FS-FPM position pneumonics have been added to the FS-FPM crosswalk.

Click on the search icon next to “**Job Task**”

Select what values come up for that position complexity on your unit. It will either be:

**Complexity: H, M or L**      -or-      **Professional or Technical**

Save.

### **To Change a Responder from an IFPM Position to an FS-FPM Position:**

From the “**IFPM Job Information**” tab,

+ Add Record

Click on search icon next to “**Position**”

Click on the header titled “**FS-FPM Position?**” to sort IFPM and FS-FPM separately.

Choose FS-FPM Position

Click on the search icon next to “**Job Task**”

\*Note: this code will default to the original IFPM code. This must be changed to an FS-FPM code.

Save.

### **To Remove a Responder from a FS-FPM Position:**

Administration, Job Data

Search for Employee

Click on “**IFPM Job Information**” Tab (*same tab used to add IFPM positions*).

+ Add Record

Click on the search icon next to “**Position**”

Choose “**XIFPM**” –Non IFPM Position (*this is the same process to remove an IFPM position*).

### **Helpful Hint:**

Once you enter an employee to an FS-FPM position, or change their status from an IFPM to an FS-FPM position, any reports run may not be accurate until the next day.

For Example: the IFPM Status Screens:

Workforce Development, IFPM, IFPM Requirements (*this covers FS-FPM as well*)

On the “**IFPM Job**” tab, the FS-FPM required training and qualifications “lights” may not be accurate until the next day after the IQCS nightly process is complete. If it does not look correct, at first, try again in the morning. The “**Competencies Summary**” tab will show all competencies in IQCS and is correct.