Los Angeles County Office of Education

HRS HUMAN RESOURCE SYSTEM

DISTRICT PERSONNEL INFORMATION SERVICES

DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION J

POSITION CONTROL

2023-2024 TRAINING MANUAL

Table of Contents

Table of Contents (continued)

Agenda

➢ **Welcome and Introductions**

➢ **Position Control PowerPoint Presentation**

➢ **Hands-On Training**

- Discrepancy and Account Override
- Hands-On Reports

➢ **Position Control Overview**

- HRS Position Control and HRS Personnel
- Position Control Screens

➢ **Position Control Reports and printed forms**

➢ **Question and answer session**

➢ **Evaluation and close of session**

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SECTION I.

OVERVIEW

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Position Control Data Base (PCDB)

The Position Control Data Base (PCDB) is a separate area in HRS where information about positions is stored. All position information is stored under the Position Number. Both the current fiscal year positions and the next fiscal year positions can be stored and used in the system.

What is a Position?

A Position is an allocation for staffing authorized in the district's adopted budget. A Position has a specified status, job classification, work location, and labor account distribution. A Position may have multiple incumbents but all incumbents share the same job classification, work location, and labor account distribution. A Position exists completely separate from the employee or employees who occupy it.

How Are Positions Monitored and Controlled

Only the Board can create, modify, or abolish positions. Positions are controlled by monitoring discrepancies between the budget allocation for a position and actual assignments to the position. A district may use either Full-Time Equivalent (FTE) Counting or Fiscal Year-To-Date (FYTD) Hours paid, (FYTD) Days paid, and (FYTD) Dollars paid to measure the position allocation and assignments. For the monitoring to work, continuous coordination/cooperation is required between budget, personnel, and payroll departments.

Full-Time-Equivalent (FTE) Counting

FTE counting is designed to support monthly, hourly, and daily jobs where the Board approves a number of full-time salaries. The district translates the number of full-time salaries into job slots or budget positions that are each allocated a full-time salary equivalency (FTE) value.

Example: A school might have a budget allocation for three monthly instructional assistants. The three instructional assistants may be identified as three full-time employees, six half-time employees, or any combination of employees that will not exceed the three full-time salaries in the budget. HRS Position Control will support allocating three positions, each with a FTE count of 1.0; six positions, each with a FTE count of .5; one position with a FTE count of 3.0; or any combination of positions with FTE allocations that equal the three FTE salaries approved in the budget.

FYTD Hours, Days, and Pay Monitoring

The FYTD hours, days, and pay monitoring methods are designed to support the control of assignments where the position is allocated in the Total Fiscal Year-To-Date Hours, Days, or Pay. Position Control is not concerned with how many people are hired but is interested in their annual pay and the total hours or days they work.

Example: A position created for substitute teachers may be allocated a total dollar amount of $50,000 for the year. HRS Position Control does not care if 25 or 275 employees are hired to serve as substitutes and are assigned to the substitute position list. Position Control is concerned that the actual pay does not exceed the budget. Position Control will allow the district to monitor position activity by accumulating

the Fiscal Year-To-Date Total Pay of each employee paid on the position. The system will provide warning messages on the Position Control Discrepancy Report (POSR060) when the total pay reaches 80 percent of the allocated pay for the position ($40,000) and when the total pay exceeds the position allocation ($50,000). The same process may be used to monitor other positions by hours paid or days paid.

What is a Position Requisition?

A requisition is like a purchase order. It is an order to fill a position. Position requisitions allow a district to minimize staff allocation problems by monitoring the orders to fill the positions prior to assignments being implemented. A requisition to fill a position is usually generated by a request from a unit manager. A Position Control requisition is created by entering information on the Requisition Information Screen (006) in PCDB, Function 10. A future hire on the EDB will also produce a position requisition through the overnight batch processing.

The system supports multiple assignments to a single position and multiple requisitions against the position.

Information Stored On PCDB Screens

Basic Position Information (002/012)

This is the main screen that establishes a position and holds required information for a position such as the job classification with the type and the academic rank, the control method by FTE, hours, days, or pay, the position status with control dates, the work location, and the bargaining unit. Position Control counts are system maintained to show available, filled, acting, reserved, requisitioned, and vacant FTE totals for the position. See PCDB, Function 10, Basic Position Information Screens. The update screen is 002, and the inquiry screen is 012.

Labor Distribution Information (003/013)

This screen holds the accounting information for the position, such as fund, object, program, location and percentage. A position may be distributed up to ten accounts. See PCDB, Function 10, Labor Distribution Information Screens. The update screen is 003, and the inquiry screen is 013.

Financial Information (004/014)

This screen holds key financial information used to project the cost allocation for the position when it is vacant. The financial information includes the pay basis, the work calendar, the percentage full-time, the salary placement including periodic stipends, the retirement coverage, the benefit package eligibility, and additional contributions eligibility code. The system uses the financial information to calculate both monthly and annual budget allocations. See PCDB, Function 10, Basic Position Information Screens. The update screen is 004, and the inquiry screen is 014.

Position Skills Information (005/015)

This optional screen holds information regarding the skills necessary to serve in the position, such as the position description, the skill types, the education level, and any special qualifications. See PCDB, Function 10, Position Skills Information Screens. The update screen is 005, and the inquiry screen is 015.

Requisition Information (006/016)

This optional screen holds information needed to process a requisition to use the position. Requisition information includes the requisition date and status, FTE or dollar allocation for the requisition, requesting manager, person identified to fill the position with a start and end date for the assignment, and requisition comments. See PCDB, Function 10, Requisition Information Screens. The update screen is 006, and the inquiry screen is 016.

District Position Control Options

HRS Position Control provides a district with one of the following three options.

District Option 1

This option elects not to use the HRS Position Control module. With this option, Position Control files are not established and HRS Position Control editing and reporting is not available to the district. The district can continue current HRS operation without a change.

District Option 2

This option uses the HRS Position Control module to monitor employee assignment activity. With this option, the system provides on-screen warning messages and audit reports comparing employee activity to the position control allocation. The system will call attention to situations where the allocation has been or will be exceeded. The Position Control Data Base [PCDB] file is established and position control information is maintained by the district.

District Option 3

This option uses the editing capabilities of the HRS Position Control module to monitor employee assignment activity and prevent active assignments from being entered if the assignment will exceed the Position Control FTE allocation. With this option, the system provides on-screen fatal messages when an assignment cannot be processed. Audit reports comparing employee activity to the position control allocations call attention to situations where the allocation has been or will be exceeded. The Position Control Data Base [PCDB] file is established and position control information is maintained by the district.

NOTE: Districts using options two or three have access to Position Control reports.

Processing On-Line Real-Time vs. Overnight Batch

On-Line Real-Time Processing

HRS allows users to add, change, and delete PCDB information using on-line real-time processing. This means the user can enter information on a screen and that information is immediately used by the computer to update the system. The user can immediately go back and see that the change has been posted to the system.

Overnight Batch Processing

The overnight batch process updates PCDB records based on that day's activity and the automated procedures. The batch computer programs process activity that cannot be processed at the time districts are entering data on-line.

The results of the batch processes are reflected on the next workday's PCDB reports.

Overnight Batch Processing Examples

- Control Data Base (CDB) salary schedule role recalculates the projected salary allocation for the position. See PCDB, Function 10, Financial Information Screen (004).

- Activation of new positions based on the Active Date. See PCDB, Function 10, Basic Position Information Screen (002).

- Closing positions based on the Close Date. See PCDB, Function 10, Basic Position Information Screen (002).

- Copy procedure to create the next fiscal year positions (June activity).

- Year-end roll process to move employee assignments from the current fiscal year positions to the positions allocated for the new fiscal year (July activity).

- Purging PCDB prior incumbent information during the year-end roll process.

Relationship to the Employee Data Base (EDB)

Position Level vs. EDB assignment

On EDB, each person may have from one to nine independent assignments or jobs. EDB editing and payroll processing requires that each job must have a different position number for an employee.

A position can be established on PCDB with multiple FTE. This means that more than one employee may be assigned to a position as long as the total count of FTE assignments does not exceed the maximum FTE allocation for the position.

EDB Changes that affect Position Control

When an employee is assigned to a position on EDB Job Assignment Screen (004), an immediate update occurs linking the EDB assignment to the PCDB position. As employees are terminated or moved to other position numbers, PCDB will show a record that the employee is a prior incumbent of the position. Future-dated EDB entries create position requisitions but are not considered an assignment for position status counting until they are implemented.

Position Control Changes that affect EDB

Changes to Position Control Labor Distribution Screen (003) automatically update the EDB Labor Distribution Screen (006) for all employees assigned to the position unless the previous labor information was overridden. No update will occur if the labor information on EDB, Function 01, Labor Distribution Screen (006) has been manually overridden. See PCDB, Function 10, Labor Distribution Information Screen (003).

If a district selects Position Control Option 3, personnel will not be able to use a position number until the position is available. Position Control staff must build a position before it can be used. The availability of the position is controlled by the position status code and the FTE allocation entered on the Basic Position Information Screen (002). Increasing or decreasing the position allocation will affect the availability of FTE controlled positions. Activating or closing the position by changing the position status code will affect the ability of personnel to use the position. See PCDB, Function 10, Basic Position Information Screen (002).

Other Relationships

Relationship to Payroll

HRS Position Control does not establish any new payroll editing rules. An employee's pay will not be stopped because of a Position Control error condition. However, changes to account codes on PCDB, Function 10, Labor Distribution Information Screen (003), immediately update the EDB Labor Distribution Screen (006) for all assignments tied to the position. The next time the position is paid, the pay will be charged to the new account. The labor distribution for a position should not be changed until the prior-month pay has been processed to avoid charging the prior-month pay to the wrong account.

When a district elects to use Position Control Option 3, the personnel office will not be able to assign a new employee to the system until a sufficient FTE is available. The employee cannot be paid through HRS until an EDB record is established.

Position Control stores the fiscal year-to-date hours, days, and pay processed for each position. Payroll charges the hours, days, and amount of pay processed for each employee to the position control file under the position number being paid.

Relationship to Budget Module

Information maintained on position control screens 002, 003, and 004 will be passed to the HRS Budget module to assist in the budget preparation process. The values from the PCDB screens may be used to project salary and benefit costs when a position is vacant and does not have incumbents. In most cases where a position has current employees, the budget module will base its cost projections on incumbent information from EDB.

Special Features

Date Monitoring

The PCDB has two date-sensitive fields on the Basic Position Information Screen (002) that require monitoring. The Active Date controls the date when a position is activated so that personnel can add assignments to the position. The Close Date will close the position to new assignments. These dates directly affect the ability of personnel to use a position and must be monitored for the efficient operation of the system. Special reports can be provided to list positions that are scheduled to become active or to be closed.

PCDB Mass Change

HRS Position Control is supported by Mass Change. All data fields maintained on PCDB screens 002, 003, 004, 005, and 006, except for the position number and the requisition number, may be updated through Mass Change. For information regarding Position Control Mass Changes, contact the HRS Employee Services Unit at SFSEmployeeServices@lacoe.edu.

PCDB Year-End Transition

The HRS Position Control module supports position information for the current fiscal year and the next fiscal year. The system provides tools to facilitate the transition of position data, including incumbents, from one year to the next. See PCDB Processes - Creating Next Fiscal Year Positions, PC V-37.

Position Control Forms and Reports

Position Control Forms

HRS Position Control provides two system-generated forms to support the district's position control reporting needs. The system automatically produces a form every time information effecting a position is entered on a position control screen. These reports are available in Reports and Data (RAD). See detail pages in the PC VI-1 through VI-6.

- Position Profile Form
- Position Requisition Form

Position Control Reports

HRS Position Control provides both standard reports and special reports to meet the district's position control reporting needs. The system automatically produces selected standard reports while other reports are available to the district by special request. These reports are available in Reports and Data (RAD). See detail pages PC VI - 7 through VI - 24.

- **System-Generated Standard Reports**
  - Departmental Position Allocation List (POSR010) .... As needed / on request only
  - Position Control Position List (POSR020) .... As needed / on request only
  - Position Change Register (POSR030) .... Daily
  - Position Control Discrepancy Report (POSR060) .... Daily
  - Position Control Job Class List (POSR070) .... As needed / on request only
  - Position Control Account List (POSR080) .... As needed / on request only
  - HRS Account Code Override List (POSR085) .... Daily

- **On-Request Standard Reports**
  - Departmental Position Allocation List (POSR010)
  - Position Control Position List (POSR020)
  - Departmental Requisition List (POSR050)
  - Position Control Job Class List (POSR070)
  - Position Control Account List (POSR080)
  - HRS Account Code Override List (POSR085)

- **On-Request Special Reports -** Districts using the HRS Position Control module need access to position control information in a wide variety of formats to meet specific needs. Standard reports do not always contain all the information in a format that meets the district requirements. A district can request special position control reports specifically created to meet district needs. For information regarding Position Control Special Reports, contact the HRS Security Unit at SFSSecurity@lacoe.edu.. .

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PCDB References

Position Control Manual

Using the Workstation

Position Control Security

Position Control Manual

The Position Control Manual referenced throughout this manual is available on these two websites.

- The HRS Training website, www.lacoe.edu/hrs_training, under "Instructional Materials and Workbooks." The manual used in the training class can also be found here.

- The School Financial Services website, www.lacoe.edu/BusinessServices/SchoolFinancialServices.aspx, under "Resources."

Using the Workstation

Districts using the HRS Position Control module should refer to the Beginning User section in the HRS Operations Manual - Volume 1 for information regarding the following.

• Workstation	• Unsuccessful Sign-On
• Security and Selecting a Password	• Screen Abort / Malfunction
• Accessing the System	• Moving From Screen to Screen
• HRS Message Board	• Removing Screen Data
• Selecting a Function and Sign-On	• HRS Sign-Off

Position Control Security

The Operator Authorization Request form is the security form used to request access to the Human Resource System (HRS) and to Reports and Data (RAD). It is available on the following website, www.lacoe.edu/hrs_security.

HRS Security

HRS Position Control (Function 10) has screen-level security control. It provides access to six update screens and 12 inquiry screens. The district security administrator must supply the HRS Operations and Security unit with the specific screens each district employee is authorized to access by completing "Section I. HRS Security Access" of the Operator Authorization Request form.

When a security request has been submitted and processed, the employee is assigned a unique user ID and a password to validate the system access. Once signed-on to HRS and the district authorizes the employee to use Position Control, the employee, using their own security profile, will be able to access those specific screens.

RAD Security

The system automatically produces selected standard position control reports while other position control reports are available to the district by special request. When these reports are produced, they are uploaded to and available for download in Reports and Data (RAD) under HRS Personnel Report and labeled POSR000B – Position Control Bundler Report.

To get access to these reports in RAD, the district security administrator must complete "Section II. RAD Security Access" of the Operator Authorization Request form. It is the responsibility of the district to control access to these reports using this security request form.

IMPORTANT: Do not share your security login information with anyone.

SECTION II.

HANDS-ON TRAINING

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Building a New Position

Building a New Position

Gather all data required for input on the PCDB screens prior to entering a new position. The system automatically scrolls from Screen 002 to 003 and from 003 to 004 to assist with building a new position. It is recommended that the same staff person enters the data on all three screens to ensure that the position has been properly established.

```
File  Edit  View  Communication  Actions  Window  Help

              ** PC - POSITION CONTROL - MENU **                    1000

    -TRANS-   -----DESCRIPTION---                  ....................
     000     MENU                                  . LAST POSITION:
                                                   .    000287
    UPDATE                            INQUIRY      .
                                                   . LAST REQUISITION:
    001    BUILD A POSITION                        .
    002    BASIC POSITION INFORMATION      012     .   14 000001
    003    LABOR DISTRIBUTION INFORMATION  013     .   15 000000
    004    FINANCIAL INFORMATION           014     ....................
    005    POSITION SKILLS INFORMATION     015
    006    REQUISITION INFORMATION         016
           INCUMBENT INFORMATION           018
           INCUMBENT SUMMARY               019
           VACANT POSITION SEARCH          020
           POS CONTROL REPORT REQUESTS     028
           COUNTY NAME SEARCH              097
           DIST NAME SEARCH (ACTIVE ASSIGN) 098
           DIST NAME SEARCH (ALL ASSIGN)   099
               NAME: _____
INTERRUPT: _____
                                                      _
TRANS: 001    POSITION: _____   FISCAL YR: 14  RQSN: _____   DISTRICT: 00001
MA    b                                                                 24/077
```

To build a new position,

1. In the **TRANS field**, type **001**.

2. Leave the POSITION field blank. HRS will assign the next available position number.

3. Optional: If the position is for "next" year only, change the fiscal year in the FISCAL YR field.

4. Hit the **Enter key** on your keyboard.

For more information, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 3.

Basic Position Information (002)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▣▣  ▣▣ ▣ ▣▣ ▣▣ ▣ ▣▣ ▣ ▣▣▣▣▣ ▣
                  ** PC - BASIC POSITION INFORMATION  **                 1002
    2014 000288                          LAST CHANGE DATE 00 00 00

    JOB                          JOB    ACADEMIC  CONTROL   -- POSITION --
   CLASS  JOB CLASS TITLE        TYPE    RANK     METHOD    UNITS     DOLLARS
   097900 DISTRICT UTILITY CUSTODIAN                  F     2.0000       0.00


   POSITION      STATUS      ACTIVE    CLOSE        PREV       NEW      MASTER
    STATUS        DATE        DATE     DATE       POSITION   POSITION  POSITION
     A          09 01 11    09 01 11  __ __ __    _____     _____    _____


 < - - - - - INCUMBENT STATUSES - - - - - - - >  < - - VACANCY STATUSES - - >
 AVAILABLE  FILLED   ACTING  RESERVED  ACT/RSV  REQUISITIONED  TOTAL VACANT
    2.0000   0.0000   0.0000   0.0000   0.0000      0.0000        2.0000


   POS WORK LOC    POSITION                       REPORT GROUP    BARGAINING
   CODE/SUB-SITE   WORK LOCATION TITLE                               UNIT
   07000  ___      STAPLES COMPLEX CENTER          _____           CL

   COMMENTS                FYTD HOURS: _____  DAYS: _____  PAY: $ _____
   _____

   (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?              Y
   TRANS: 002    POSITION NUMBER: 000288    FISCAL YEAR: 14    DISTRICT 00001
 MA   b                                       A                       06/002
```

Basic Position Information Screen (002) is the main screen used to establish a position. For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 9.

Labor Distribution (003)

```
 File  Edit  View  Communication  Actions  Window  Help
┌─────────────────────────────────────────────────────────────────────────┐
│ [icons]                                                                   │
│                        ** PC - LABOR DISTRIBUTION - UPD **           1003 │
│  2014 097900 DISTRICT UTILITY CUSTODIAN   LAST CHANGE DATE 00 00 00       │
│                                                                           │
│   SPEED KEY    _____                                                 │
│                                                                           │
│     FUND     RESRCE/PROJYR  GOAL    FUNC    OBJ   SCH/LOC   PERCENT        │
│                                                                           │
│   1  01 0      06405 0     00000   31300   2910   5040000    9.000        │
│   2  01 0      07390 0     00000   31300   2910   5040000   91.000        │
│   3  __ _      _____ _     _____   _____   ____   _____   _____        │
│   4  __ _      _____ _     _____   _____   ____   _____   _____        │
│   5  __ _      _____ _     _____   _____   ____   _____   _____        │
│   6  __ _      _____ _     _____   _____   ____   _____   _____        │
│   7  __ _      _____ _     _____   _____   ____   _____   _____        │
│   8  __ _      _____ _     _____   _____   ____   _____   _____        │
│   9  __ _      _____ _     _____   _____   ____   _____   _____        │
│  10  __ _      _____ _     _____   _____   ____   _____   _____        │
│  11  __ _      _____ _     _____   _____   ____   _____   _____        │
│  12  __ _      _____ _     _____   _____   ____   _____  100.000 100.000 │
│                                                                           │
│   EFFECTIVE DATE: 11 19 11                                                │
│                                                                           │
│ (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?              Y        │
│ TRANS: 003    POSITION NUMBER: 000288   FISCAL YEAR: 14   DISTRICT 00001   │
│ MA   b                                     A                      04/014   │
└─────────────────────────────────────────────────────────────────────────┘
```

Position Control Labor Distribution Screen (003) is the screen used to enter the Labor Distribution Information for charging salary and benefits to the position. Each position must be charged to at least one account and may be split-funded up to 24 accounts. When a position number is entered on the EDB Job Assignment Screen (004), the system will automatically complete the EDB Labor Distribution Screen (006) with the accounts entered on this screen.

Warning: If an account is not entered on this screen, the EDB Labor Distribution Screen (006) will be set up. It will be charged to the blank error account if the job is paid.

For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 18 n.

Financial Information (004)

```
 File  Edit  View  Communication  Actions  Window  Help
┌──────────────────────────────────────────────────────────────────────┐
│ ▣ ▤▤  ▣▣ ▣ ▚▚ ▚▚  ▚▚ ▣ ⚏⚏●◿◺◪◪                                         │
│              ** PC - FINANCIAL INFORMATION - UPD **               1004 │
│  2014 097900 DISTRICT UTILITY CUSTODIAN     LAST CHANGE DATE 00 00 00  │
│                                                                        │
│   PAY   PROJECT              WORK    PERCENT    -VACANT SALARY-  PRORATE STEP INC │
│   BASIS  OPTION            CALENDAR FULL-TIME   SCHED/RANGE/STEP CODE  %  MONTHS │
│    M      P                   B_     100.00      C    018   02    _   00    06  │
│                                                                        │
│   STIPENDS __ _             __ _       __ _        __ _         __ _    │
│                                                                        │
│                          - - - BENEFIT  - - -       - ADDL CONTRIBUTION - │
│     RETIRE PLAN          PKG          MONTHS       PKG           MONTHS │
│        P9                FT             10          __             __   │
│  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -  │
│  COST PROJECTIONS:   VACANT    INCUMBENT   INCUMBENT                    │
│                      MONTHLY    MONTHLY   ACTUAL FYTD                   │
│  SALARY             _____   _____   _____                     │
│  RETIREMENT         _____   _____   _____                     │
│  BENEFIT PACKAGE    _____   _____   _____                     │
│  ADDL. CONTRIB.     _____   _____   _____                     │
│                                                                        │
│  TOTAL              _____   _____   _____                     │
│                                                                        │
│  (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?           Y      │
│  TRANS:  004  POSITION: 000288  FISCAL YR: 14       DISTRICT: 00001    │
│  MA   b                              A                         06/004  │
└──────────────────────────────────────────────────────────────────────┘
```

Financial Information Screen (004) is a screen that records salary, retirement, and benefit contribution information for the position as if it was vacant. This information is used to project position costs on the screen and is passed to the HRS Budget Module to support budget calculations.

For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 23.

Position Skills Information Screen (005)

```
File  Edit  View  Communication  Actions  Window  Help
🖼 📭📭  🖳🖳  🖳🔜🔜  🔜🔜  🖳 👫👫🌐🗐🗐🖉🖳
                     ** PC - POSITION SKILLS INFORMATION - UPD **                1005
      2014 097900 DISTRICT UTILITY CUSTODIAN    LAST CHANGE DATE 00 00 00
       JOB TYPE N

      POSITION DESCRIPTION
       STAPLES COMPLEX CENTER


      SKILL TYPES
       _____  _____  _____  _____  _____  _____  _____  _____


      EDUCATIONAL LEVEL __


      SPECIAL QUALIFICATION
       _____



      (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?              Y
      TRANS: 005    POSITION NUMBER: 000288    FISCAL YEAR: 14    DISTRICT: 00001
     MA   c                                          A                    06/003
```

Position Skills Information Screen (005) is an optional screen to record information about the basic skills an employee will need to serve in the position. For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCDB Information, beginning on Page 30.

New Position Established

```
 File  Edit  View  Communication  Actions  Window  Help
 ┌──┐ ┌──┐┌──┐  ┌──┐┌──┐  ┌──┐┌──┐┌──┐ ┌──┐┌──┐ ┌──┐ ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐
 └──┘ └──┘└──┘  └──┘└──┘  └──┘└──┘└──┘ └──┘└──┘ └──┘ └──┘└──┘└──┘└──┘└──┘└──┘
                ** PC - POSITION CONTROL - MENU **                   1000


    -TRANS-  -----DESCRIPTION---                       ....................
     000    MENU                                       .  LAST POSITION:
                                                       .     000288
     UPDATE                                  INQUIRY   .
                                                       . LAST REQUISITION:
     001    BUILD A POSITION                            .
     002    BASIC POSITION INFORMATION        012      .  14 000001
     003    LABOR DISTRIBUTION INFORMATION    013      .  15 000000
     004    FINANCIAL INFORMATION             014      ....................
     005    POSITION SKILLS INFORMATION       015
     006    REQUISITION INFORMATION           016
            INCUMBENT INFORMATION             018
            INCUMBENT SUMMARY                 019
            VACANT POSITION SEARCH            020
            POS CONTROL REPORT REQUESTS       028
            COUNTY NAME SEARCH                097
            DIST NAME SEARCH (ACTIVE ASSIGN)  098
            DIST NAME SEARCH (ALL ASSIGN)     099
                 NAME: _____
INTERRUPT: _____
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.              _
TRANS: 019   POSITION: 000288   FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA   c                                   NUM                          24/025
```

When a new position is established, the system will return to the Position Control menu displaying the message, "UPDATE FROM PREVIOUS SCREEN SUCCESSFUL."

Reports Generated

Adding a new position or changing information on an existing position will generate a Position Profile Form and a Position Change Register (POSR030).

Incumbent Summary (019)

```
File  Edit  View  Communication  Actions  Window  Help

 ▣ ▣▣  ▣▣  ▣ ▣▣ ▣▣ ▣ ▣▣ ●▣◁▣◇▣
                      ** PC - INCUMBENT SUMMARY - INQ **                    1019
   2014 097900 DISTRICT UTILITY CUSTODIAN         METHOD: FTE    UNITS: 2.0000
 FYTD: HOURS          DAYS        PAY                          DOLLAR:

      EID                       INCUMBENT          WORK    ---JOB--- -INCUMBENT-
    NUMBER    JOB                NAME            LOCATION  CLASS  ST STAT UNITS/$
_
_
_
_
_
_
_
_
_
_
_
_

      (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU  _
   TRANS: 019  POSITION 000288  FS YR 14   EID _____  JOB _  DISTRICT 00001
 MA    c                                                               07/001
```

Incumbent Summary Screen (019) shows current and prior employees assigned to the position. This screen is system-generated and inquiry only. In this example, this screen is blank since it is a new position and no employees have been hired against this position.

For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCD Information, beginning on Page 23.

Vacant Position Search (020)

The Vacant Position Search Screen provides a list of the current FTE controlled vacant positions. For the description of each field shown on this screen, refer to your Position Control Manual, Section III. PCDB Information, beginning on Page 46.

Before the new position is established.

```
File  Edit  View  Communication  Actions  Window  Help
          **  PC - VACANT POSITION SEARCH  **                        1020

  JOB CLASS KEY:  097900              WORK LOCATION KEY: _____ ___

    ACCOUNT:  __ _ _____ _ _____ _____ ____ _____

POSITION       JOB CLASS TITLE        WORK LOCATION DESC      VACANT
    STATUS                                                    AMOUNT



          END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU   _
TRANS: 020      POSITION: 000288    FISCAL YR: 14   RQSN: _____  DISTRICT 00001
MA    c                                                             03/060
```

After the new position is established.

```
File  Edit  View  Communication  Actions  Window  Help
          **  PC - VACANT POSITION SEARCH  **                        1020

  JOB CLASS KEY:  097900              WORK LOCATION KEY: _____ ___

    ACCOUNT:  __ _ _____ _ _____ _____ ____ _____

POSITION       JOB CLASS TITLE        WORK LOCATION DESC      VACANT
    STATUS                                                    AMOUNT
000288 A 097900-DISTRICT UTILITY CUST  07000-STAPLES COMPLEX CENTER   2.0000



          END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU   _
TRANS: 020      POSITION: 000288    FISCAL YR: 14   RQSN: _____  DISTRICT 00001
MA    c                                                             03/060
```

Intentionally left blank

Hiring Employees against Positions

Hiring Employees against Positions

Once a position is established in PCDB, you can hire an employee against this position. When an employee is assigned to a position on EDB Job Assignment Screen (004), an immediate update occurs linking the EDB assignment to the PCDB position. For more information, refer to your Position Control Manual, Section I. Position Control Overview, beginning on Page 8.

Navigate from Function 10 to Function 01

```
 File  Edit  View  Communication  Actions  Window  Help

           ** PC - POSITION CONTROL - MENU **                    1000

    -TRANS-   -----DESCRIPTION---                  ...................
     000    MENU                                   .  LAST POSITION:
                                                   .      000288
    UPDATE                            INQUIRY      .
                                                   . LAST REQUISITION:
     001    BUILD A POSITION                       .
     002    BASIC POSITION INFORMATION      012    .   14 000001
     003    LABOR DISTRIBUTION INFORMATION  013    .   15 000000
     004    FINANCIAL INFORMATION           014    ...................
     005    POSITION SKILLS INFORMATION     015
     006    REQUISITION INFORMATION         016
            INCUMBENT INFORMATION           018
            INCUMBENT SUMMARY               019
            VACANT POSITION SEARCH          020
            POS CONTROL REPORT REQUESTS     028
            COUNTY NAME SEARCH              097
            DIST NAME SEARCH (ACTIVE ASSIGN) 098
            DIST NAME SEARCH (ALL ASSIGN)   099
                 NAME: _____
INTERRUPT: 01

TRANS: ___    POSITION: 000288   FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA    c                                                             23/067
```

A new assignment will be added against the new position.

```
 File  Edit  View  Communication  Actions  Window  Help
┌─────────────────────────────────────────────────────────────────────┐
│          ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **        0100 │
│ TRANS -------- DESCRIPTION ----------   TRANS ---------- DESCRIPTION -------- │
│ 000   PERSONNEL UPDATE MENU             019   EMPLOYMENT VERIFICATION │
│ 001   INITIAL EMPLOYMENT                020   STANDARD BENEFITS │
│ 002   NEW ASSIGNMENTS                   021   ADTL. STANDARD BENEFITS │
│ 003   PERSONNEL ACTION DATA             022   DEPENDENTS BY NAME │
│ 004   JOB ASSIGNMENT     (104-FUTURE)   023   VOLUNTARY DEDUCTIONS │
│ 005   SALARY/PAY RATE    (105-FUTURE)   025   DIRECT DEPOSIT │
│ 006   LABOR DISTRIBUTION (106-FUTURE)   027   SSN CHANGE VERIFICATION │
│ 007   JOB HISTORY                       028   SOCIAL SECURITY NUMBER CHANGE │
│ 008   JOB HISTORY - SUMMARY             030   PAYROLL TAX STATUS │
│ 010   CREDENTIAL INFORMATION INQUIRY    031   LEAVE ACCOUNT BALANCES │
│ 011   SENIORITY STATUS                  032   GARNISHMENTS │
│ 012   CONTACT DATA                      036   RETIREMENT BALANCES │
│ 013   CONFIDENTIAL INFORMATION          037   UNION DUES BALANCES │
│ 014   MISC PERSONAL DATA                038   REINSTATE ARCHIVED EMPLOYEE │
│ 015   EDUCATION                         039   RETIREMENT PLANS │
│ 016   EXPERIENCE AND ORGANIZATION       097   COUNTY NAME SEARCH │
│ 017   SKILLS AND LANGUAGES              098   DIST NAME SEARCH (ACTIVE ASSIGN) │
│ 018   LICENSES, HONORS AND COMMENTS     099   DIST NAME SEARCH (ALL ASSIGN) │
│                                         NAME: _____ │
│ INTERRUPT: _____                                                    │
│ (006) - NO DATA BASE RECORD FOR REQUESTED KEY.                    _  │
│ TRANS: 002         EID: GE3920504           JOB: 4      DISTRICT: 00001 │
│ MA   b                                  A                      24/074 │
└─────────────────────────────────────────────────────────────────────┘
```

1. In the **TRANS field**, type **002**.

2. In the **EID field**, type the **employee identification number**, e.g. GE3920504.

3. In the **JOB field**, type the **job number**, e.g. 4.

4. Hit the **Enter key** on your keyboard.

Job Assignment Screen (004)

```
File  Edit  View  Communication  Actions  Window  Help

[toolbar icons]
                         ** PER - JOB ASSIGNMENT - UPD **                0104
GE3920504    MARCUS,ANDREA A.              EFFEC DATE: 07 01 13 ACTNS: 13 __ __
                                                                PRIME JOB: 1
 JOB        POSITION    BOARD APPROVAL    CREDENTIAL    CRED EXP DATE   ACAD RANK
  4          000288       05 05 13                      __ __ __      _____

 JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
 097900        N         A       07 01 13       P CLASS PE              __ __ __
 DISTRICT UTILITY CUSTODIAN

 WORK LOCATION                  WORK PHONE  EXT
 07000  ___                     __ ___ ____  ___
 STAPLES COMPLEX CENTER

   ANNIV        PASS         EVAL        EVAL        BARG      UNIT      MILEAGE
   DATE      PROB DATE       TYPE      DUE DATE      UNIT     MEMBER      ELIG
 07 01 14    07 01 14         A       07 01 14       CS         _          _

 ------------  LEAVE ------------------ ----------- TERMINATION ------------
 REASON          TYPE  BEGIN    END   REASON            DATE    REHIRE ELIG
 __               _   __ __ __ __ __ __ __ __           __ __ __      _

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?              Y
TRANS: 004          EID: GE3920504            JOB: 4      DISTRICT 00001
MA     b                              NUM                           02/056
```

Salary Pay Rate Screen (005)

```
File  Edit  View  Communication  Actions  Window  Help

[toolbar icons]
                      ** PER - SALARY/PAY RATE -UPD **               0105
GE3920504    MARCUS,ANDREA A.              EFFEC DATE: 07 01 13 ACTNS: 13 __ __
                                                                PRIME JOB: 1
 JOB      POSITION    JOB CLASS
  4        000288     097900 DISTRICT UTILITY CUSTODIAN
                                              TIME      TIME
 CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
  E4      M      10       NA        NA        002       T      REG    __ _  __ _

 SCHED/RANGE/STEP    EFF DATE    %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
   C   018   01      07 01 13     100.00        _         2797.00       2797.000

 STIPENDS:   __ _         __ _        __ _         __ _        __ _
             __ _     __ __ __   __ __ __   __ __ __   __ __ __
             __ _     __ __ __   __ __ __   __ __ __   __ __ __

 RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
   2797.000     _       255.0       B         8.00
                                                        STRS     STRS
 RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
              P9     M      _   01 11 07       _           __       .00

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?              Y
TRANS: 005          EID: GE3920504            JOB: 4     DISTRICT: 00001
MA     b                              NUM                           11/033
```

```
 File  Edit  View  Communication  Actions  Window  Help

 ▣ ▤▤   ▣▣ ▣  ▣  ▣▣▣  ▣▣  ▣▣  ▤  ▣▣●▱◩◪◪
              ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **          0100
       TRANS ------- DESCRIPTION ----------   TRANS --------- DESCRIPTION ---------
       000   PERSONNEL UPDATE MENU            019   EMPLOYMENT VERIFICATION
       001   INITIAL EMPLOYMENT               020   STANDARD BENEFITS
       002   NEW ASSIGNMENTS                  021   ADTL. STANDARD BENEFITS
       003   PERSONNEL ACTION DATA            022   DEPENDENTS BY NAME
       004   JOB ASSIGNMENT     (104-FUTURE)  023   VOLUNTARY DEDUCTIONS
       005   SALARY/PAY RATE    (105-FUTURE)  025   DIRECT DEPOSIT
       006   LABOR DISTRIBUTION (106-FUTURE)  027   SSN CHANGE VERIFICATION
       007   JOB HISTORY                      028   SOCIAL SECURITY NUMBER CHANGE
       008   JOB HISTORY - SUMMARY            030   PAYROLL TAX STATUS
       010   CREDENTIAL INFORMATION INQUIRY   031   LEAVE ACCOUNT BALANCES
       011   SENIORITY STATUS                 032   GARNISHMENTS
       012   CONTACT DATA                     036   RETIREMENT BALANCES
       013   CONFIDENTIAL INFORMATION         037   UNION DUES BALANCES
       014   MISC PERSONAL DATA               038   REINSTATE ARCHIVED EMPLOYEE
       015   EDUCATION                        039   RETIREMENT PLANS
       016   EXPERIENCE AND ORGANIZATION      097   COUNTY NAME SEARCH
       017   SKILLS AND LANGUAGES             098   DIST NAME SEARCH (ACTIVE ASSIGN)
       018   LICENSES, HONORS AND COMMENTS    099   DIST NAME SEARCH (ALL ASSIGN)
                                              NAME: _____

       INTERRUPT: _____
       (012) - INVALID JOB NUMBER REQUESTED.                       _
       TRANS: 002        EID: GE3920504          JOB: 4       DISTRICT: 00001
      MA    b                                  A                        24/074
```

A new assignment has been entered against the new position. Navigate to the EDB Labor Distribution Screen (006) to view the update.

```
 File  Edit  View  Communication  Actions  Window  Help

 ▣ ▤▤   ▣▣ ▣  ▣  ▣▣▣  ▣▣  ▣▣  ▤  ▣▣●▱◩◪◪
              ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **          0100
       TRANS ------- DESCRIPTION ----------   TRANS --------- DESCRIPTION ---------
       000   PERSONNEL UPDATE MENU            019   EMPLOYMENT VERIFICATION
       001   INITIAL EMPLOYMENT               020   STANDARD BENEFITS
       002   NEW ASSIGNMENTS                  021   ADTL. STANDARD BENEFITS
       003   PERSONNEL ACTION DATA            022   DEPENDENTS BY NAME
       004   JOB ASSIGNMENT     (104-FUTURE)  023   VOLUNTARY DEDUCTIONS
       005   SALARY/PAY RATE    (105-FUTURE)  025   DIRECT DEPOSIT
       006   LABOR DISTRIBUTION (106-FUTURE)  027   SSN CHANGE VERIFICATION
       007   JOB HISTORY                      028   SOCIAL SECURITY NUMBER CHANGE
       008   JOB HISTORY - SUMMARY            030   PAYROLL TAX STATUS
       010   CREDENTIAL INFORMATION INQUIRY   031   LEAVE ACCOUNT BALANCES
       011   SENIORITY STATUS                 032   GARNISHMENTS
       012   CONTACT DATA                     036   RETIREMENT BALANCES
       013   CONFIDENTIAL INFORMATION         037   UNION DUES BALANCES
       014   MISC PERSONAL DATA               038   REINSTATE ARCHIVED EMPLOYEE
       015   EDUCATION                        039   RETIREMENT PLANS
       016   EXPERIENCE AND ORGANIZATION      097   COUNTY NAME SEARCH
       017   SKILLS AND LANGUAGES             098   DIST NAME SEARCH (ACTIVE ASSIGN)
       018   LICENSES, HONORS AND COMMENTS    099   DIST NAME SEARCH (ALL ASSIGN)
                                              NAME: _____

       INTERRUPT: _____
       (012) - INVALID JOB NUMBER REQUESTED.                       _
       TRANS: 006        EID: GE3920504          JOB: 4       DISTRICT: 00001
      MA    b                                  A                        24/074
```

The system automatically updates the EDB Labor Distribution Screen (006) for employees assigned to the position.

```
 File  Edit  View  Communication  Actions  Window  Help

                         ** PER - LABOR DISTRIBUTION - UPD **                    0106
GE3920504    MARCUS,ANDREA A.                EFFEC DATE: 07 01 13 ACTNS:  __ __ __
                                             FISCAL YEAR: 14
                                             PRIMARY JOB: 3
      JOB: 4   POSITION: 000288   JOB CLASS: 097900 DIST UTILITY CUSTODIAN
                                   SALARY RATE:    2797.000
                                FULL-TIME RATE:    2797.000

   SPEED KEY _____
     FUND  RESRCE/PROJYR   GOAL    FUNC   OBJ    SCH/LOC    PERCENT
  1  01 0     06405 0      00000   31300  2910   5040000     10.000
  2  01 0     07390 0      00000   31300  2910   5040000     90.000
  3  __ _     _____ _      _____   _____  _____  _____    _____
  4  __ _     _____ _      _____   _____  _____  _____    _____
  5  __ _     _____ _      _____   _____  _____  _____    _____
  6  __ _     _____ _      _____   _____  _____  _____    _____
  7  __ _     _____ _      _____   _____  _____  _____    _____
  8  __ _     _____ _      _____   _____  _____  _____    _____
  9  __ _     _____ _      _____   _____  _____  _____    _____
 10  __ _     _____ _      _____   _____  _____  _____    _____
 11  __ _     _____ _      _____   _____  _____  _____    _____
 12  __ _     _____ _      _____   _____  _____  _____    _____  100.000 100.000

 (002) - ENTER YOUR CHANGES.                                         _
  TRANS 006          EID GE3920504              JOB 4        DISTRICT 00001
MA    b                                  A                            24/077
```

For more information refer to your Position Control Manual, Section IV. EDB Position Control Screen Processes, beginning on Page 9.

Navigate back to Position Control to view the position changes after a new hire has been added.

Navigate from Function 01 to Function 10

```
File  Edit  View  Communication  Actions  Window  Help

         ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **          0100
TRANS -------- DESCRIPTION ----------    TRANS ---------- DESCRIPTION ---------
 000    PERSONNEL UPDATE MENU             019    EMPLOYMENT VERIFICATION
 001    INITIAL EMPLOYMENT                020    STANDARD BENEFITS
 002    NEW ASSIGNMENTS                   021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA             022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)   025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION (106-FUTURE)   027    SSN CHANGE VERIFICATION
 007    JOB HISTORY                       028    SOCIAL SECURITY NUMBER CHANGE
 008    JOB HISTORY - SUMMARY             030    PAYROLL TAX STATUS
 010    CREDENTIAL INFORMATION INQUIRY    031    LEAVE ACCOUNT BALANCES
 011    SENIORITY STATUS                  032    GARNISHMENTS
 012    CONTACT DATA                      036    RETIREMENT BALANCES
 013    CONFIDENTIAL INFORMATION          037    UNION DUES BALANCES
 014    MISC PERSONAL DATA                038    REINSTATE ARCHIVED EMPLOYEE
 015    EDUCATION                         039    RETIREMENT PLANS
 016    EXPERIENCE AND ORGANIZATION       097    COUNTY NAME SEARCH
 017    SKILLS AND LANGUAGES              098    DIST NAME SEARCH (ACTIVE ASSIGN)
 018    LICENSES, HONORS AND COMMENTS     099    DIST NAME SEARCH (ALL ASSIGN)
                                          NAME:  _____

INTERRUPT: 10


TRANS: 002         EID: GE3920504          JOB: 4        DISTRICT: 00001
MA    b                           NUM                            20/053
```

Inquire on the Basic Position Information Screen (012)

```
File  Edit  View  Communication  Actions  Window  Help

                    ** PC - POSITION CONTROL - MENU **                    1000

      -TRANS-    -----DESCRIPTION---                    ....................
        000      MENU                                   .  LAST POSITION:
                                                        .     000288
      UPDATE                                 INQUIRY    .
                                                        .  LAST REQUISITION:
        001      BUILD A POSITION                       .
        002      BASIC POSITION INFORMATION     012     .   14 000001
        003      LABOR DISTRIBUTION INFORMATION 013     .   15 000000
        004      FINANCIAL INFORMATION          014     ....................
        005      POSITION SKILLS INFORMATION    015
        006      REQUISITION INFORMATION        016
                 INCUMBENT INFORMATION          018
                 INCUMBENT SUMMARY              019
                 VACANT POSITION SEARCH         020
                 POS CONTROL REPORT REQUESTS    028
                 COUNTY NAME SEARCH             097
                 DIST NAME SEARCH (ACTIVE ASSIGN)  098
                 DIST NAME SEARCH (ALL ASSIGN)     099
                     NAME: _____
INTERRUPT: _____
                                                                    _
TRANS: 012     POSITION: 000288    FISCAL YR: 14   RQSN: _____   DISTRICT: 00001
MA    c                                                             23/067
```

1. In the **TRANS field**, type **012**.

2. In the **POSITION field**, type the **position number**, e.g. 000288.

3. Optional: If the position is for "next" fiscal year only, change the fiscal year in the FISCAL YR field.

4. Hit the **Enter key** on your keyboard.

Basic Position Information Screen after new hire

```
File  Edit  View  Communication  Actions  Window  Help

              ** PC - BASIC POSITION INFORMATION  **                    1012
   2014 000288                         LAST CHANGE DATE 09 01 11

   JOB                          JOB    ACADEMIC  CONTROL   -- POSITION --
   CLASS  JOB CLASS TITLE       TYPE     RANK    METHOD    UNITS    DOLLARS
   097900 DISTRICT UTILITY CUSTODIAN  N             F     2.0000       0.00

   POSITION    STATUS     ACTIVE    CLOSE       PREV      NEW     MASTER
    STATUS      DATE       DATE     DATE     POSITION  POSITION  POSITION
      A       09 01 11   09 01 11

 < - - - - - - INCUMBENT STATUSES - - - - - - - >  < - - VACANCY STATUSES - - >
 AVAILABLE   FILLED   ACTING  RESERVED  ACT/RSV  REQUISITIONED  TOTAL VACANT
   1.0000    1.0000   0.0000   0.0000    0.0000     0.0000         1.0000

   POS WORK LOC    POSITION                   REPORT GROUP    BARGAINING
   CODE/SUB-SITE   WORK LOCATION TITLE                           UNIT
   07000           STAPLES COMPLEX CENTER                         CL

   COMMENTS             FYTD HOURS:       DAYS:       PAY: $


   ████████████████████████████████████████████████████████  _
   TRANS: 012   POSITION NUMBER: 000288   FISCAL YEAR: 14    DISTRICT 00001
 MA   c                                    A                        06/002
```

For more information, refer to your Position Control Manual, Section V. PCDB Processes, beginning on Page 3.

Incumbent Summary Screen after new hire

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                    ** PC - INCUMBENT SUMMARY - INQ **                    1019
   2014 097900 DISTRICT UTILITY CUSTODIAN        METHOD: FTE    UNITS: 2.0000
FYTD: HOURS          DAYS         PAY                           DOLLAR:

      EID                      INCUMBENT         WORK    ---JOB--- -INCUMBENT-
    NUMBER    JOB               NAME           LOCATION  CLASS  ST STAT UNITS/$
_   GE3920504   4  MARCUS,ANDREA A.             07900    097900  A   F   1.0000
_
_
_
_
_
_
_
_
_
_
_
_
_
_
       (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU   _
    TRANS: 019  POSITION 000288  FS YR 14   EID _____  JOB _  DISTRICT 00001
MA    c                                                              07/001
```

Vacant Position Search after new hire

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▤  ▣▣ ▣ ▣▤ ▣▣ ▣▣ ▣ ▣▣▣▣▣▣▣
                  **  PC - VACANT POSITION SEARCH  **                    1020

 JOB CLASS KEY: 097900               WORK LOCATION KEY: _____  ___

   ACCOUNT: __ _ _____ _ _____ _____ ____ _____

 POSITION      JOB CLASS TITLE            WORK LOCATION DESC        VACANT
      STATUS                                                        AMOUNT
 000288 A 097900-DISTRICT UTILITY CUST   07000-STAPLES COMPLEX CENTER   2.0000




            END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU     _
 TRANS: 020     POSITION: 000288    FISCAL YR: 14    RQSN: _____   DISTRICT 00001
 MA    c                                                              03/060
```

Updates to this screen occur overnight during batch processing and are displayed the following day.

Intentionally left blank

**Building a New Position Number
Out of Sequential Order**

Building a New Position Number Out of Sequential Order

```
File  Edit  View  Communication  Actions  Window  Help

            ** PC - POSITION CONTROL - MENU **                    1000

   -TRANS-   -----DESCRIPTION---                   .................
     000     MENU                                  . LAST POSITION:
                                                   .    000288
    UPDATE                              INQUIRY    .
                                                   . LAST REQUISITION:
     001    BUILD A POSITION                        .
     002    BASIC POSITION INFORMATION      012    .   14 000001
     003    LABOR DISTRIBUTION INFORMATION  013    .   15 000000
     004    FINANCIAL INFORMATION           014    .................
     005    POSITION SKILLS INFORMATION     015
     006    REQUISITION INFORMATION         016
            INCUMBENT INFORMATION           018
            INCUMBENT SUMMARY               019
            VACANT POSITION SEARCH          020
            POS CONTROL REPORT REQUESTS     028
            COUNTY NAME SEARCH              097
            DIST NAME SEARCH (ACTIVE ASSIGN) 098
            DIST NAME SEARCH (ALL ASSIGN)   099
                  NAME: _____
INTERRUPT: _____

TRANS: 001    POSITION: 009001   FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA   c                                                              24/074
```

1. In the **TRANS field**, type **001**.

2. In the **POSITION field**, type the **new position number**.

3. Optional: If the position is for "next" year only, change the fiscal year in the FISCAL YR field.

4. Hit the **Enter key** on your keyboard.

Basic Position Information (002)

```
File  Edit  View  Communication  Actions  Window  Help

[toolbar icons]

                    ** PC - BASIC POSITION INFORMATION  **                    1002
      2014 009001 TEACHERS HOURLY                 LAST CHANGE DATE 00 00 00

      JOB                                JOB    ACADEMIC  CONTROL   -- POSITION --
     CLASS   JOB CLASS TITLE             TYPE     RANK    METHOD    UNITS    DOLLARS
     080100  TEACHERS HOURLY              C                  P     0.0000      0.00

     POSITION     STATUS      ACTIVE    CLOSE         PREV       NEW      MASTER
      STATUS       DATE        DATE     DATE        POSITION   POSITION  POSITION
        A        07 01 13   07 01 13  06 30 14      _____     _____    _____

    < - - - - - INCUMBENT STATUSES - - - - - - - >  < - - VACANCY STATUSES - - >
    AVAILABLE   FILLED    ACTING   RESERVED   ACT/RSV  REQUISITIONED  TOTAL VACANT
      0.0000    0.0000    0.0000    0.0000     0.0000      0.0000        0.0000

     POS WORK LOC    POSITION                       REPORT GROUP    BARGAINING
     CODE/SUB-SITE   WORK LOCATION TITLE                              UNIT
      09000  ___     DISTRICT OFFICE                  _____           RP

     COMMENTS              FYTD HOURS: _____   DAYS: _____   PAY: $ _____
     _____

     (093) - NEW RECORD - ENTER YOUR DATA                                    _
     TRANS: 002   POSITION NUMBER: 009001   FISCAL YEAR: 14   DISTRICT 00001
    MA    c                                    A                         06/002
```

Labor Distribution (003)

```
File  Edit  View  Communication  Actions  Window  Help

              ** PC - LABOR DISTRIBUTION - UPD **                    1003
   2014 009001 TEACHERS HOURLY              LAST CHANGE DATE 00 00 00

    SPEED KEY  _____

     FUND    RESRCE/PROJYR  GOAL    FUNC    OBJ   SCH/LOC   PERCENT

   1 01 0       96351 0    71100   10000   1130  6090000   100.000
   2 __ _       _____ _    _____   _____   ____  _____   _____
   3 __ _       _____ _    _____   _____   ____  _____   _____
   4 __ _       _____ _    _____   _____   ____  _____   _____
   5 __ _       _____ _    _____   _____   ____  _____   _____
   6 __ _       _____ _    _____   _____   ____  _____   _____
   7 __ _       _____ _    _____   _____   ____  _____   _____
   8 __ _       _____ _    _____   _____   ____  _____   _____
   9 __ _       _____ _    _____   _____   ____  _____   _____
  10 __ _       _____ _    _____   _____   ____  _____   _____
  11 __ _       _____ _    _____   _____   ____  _____   _____
  12 __ _       _____ _    _____   _____   ____  _____   100.000 100.000

   EFFECTIVE DATE: 07 01 13

 (002) - ENTER YOUR CHANGES.                                    _
 TRANS: 003    POSITION NUMBER: 009001   FISCAL YEAR: 14    DISTRICT 00001
 MA    e                                 A                        24/077
```

Financial Information (004)

```
 File  Edit  View  Communication  Actions  Window  Help

            ** PC - FINANCIAL INFORMATION - UPD **                      1004
  2014 009001 TEACHERS HOURLY                 LAST CHANGE DATE 06 23 11

   PAY   PROJECT           WORK    PERCENT    -VACANT SALARY-  PRORATE STEP INC
  BASIS  OPTION          CALENDAR FULL-TIME   SCHED/RANGE/STEP  CODE  %  MONTHS
   H       P                I      100.00       0    007   01    _   00    00

   STIPENDS __ _              __ _         __ _          __ _           __ _

                      - - - BENEFIT  - - -      - ADDL CONTRIBUTION -
        RETIRE PLAN     PKG         MONTHS     PKG           MONTHS
            S5         NA NONE         10       __              00
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 COST PROJECTIONS:    VACANT    INCUMBENT   INCUMBENT
                      MONTHLY    MONTHLY   ACTUAL FYTD
 SALARY             _____  _____  _____
 RETIREMENT         _____  _____  _____
 BENEFIT PACKAGE    _____  _____  _____
 ADDL. CONTRIB.     _____  _____  _____

 TOTAL              _____  _____  _____

 (002) - ENTER YOUR CHANGES.                              _
 TRANS:  004   POSITION:  009001   FISCAL YR:  14              DISTRICT:  00001
 MA     e                                                            24/077
```

Position Skills Information (005)

```
 File  Edit  View  Communication  Actions  Window  Help
 ▣ ▤▥  ▦▨  ▨ ▸▹ ▸▹ ▸▹  ▣  ▤▥▦ ▣ ▨◎▨◎◈▨
                ** PC - POSITION SKILLS INFORMATION - UPD **              1005
      2014 009001 TEACHERS HOURLY              LAST CHANGE DATE 00 00 00
       JOB TYPE C


      POSITION DESCRIPTION
      _____


      SKILL TYPES
       _____  _____  _____  _____  _____  _____  _____  _____


      EDUCATIONAL LEVEL __


      SPECIAL QUALIFICATION
      _____




      (002) - ENTER YOUR CHANGES.                                    _
      TRANS: 005   POSITION NUMBER: 009001   FISCAL YEAR: 14   DISTRICT: 00001
     MA    b                                                        24/077
```

Resetting Automatic Counting System

Resetting Automatic Counting System

Position Numbers can be reset using the District Codes Table (028) in the Control Data Base module. It records the last position number assigned and the last requisition number assigned for a fiscal year. The numbers are used to support the automatic numbering of positions and requisitions on PCDB screens 002 and 006. When either a new position or a new requisition is created the system will automatically add one to the number stored in the table for the appropriate fiscal year.

Navigate from Function 10 to Function 11

```
File  Edit  View  Communication  Actions  Window  Help

               ** PC - POSITION CONTROL - MENU **                       1000

    -TRANS-   -----DESCRIPTION---                      ....................
      000     MENU                                     . LAST POSITION:
                                                       .      009001
     UPDATE                                    INQUIRY .
                                                       . LAST REQUISITION:
      001     BUILD A POSITION                         .
      002     BASIC POSITION INFORMATION       012     .  14 000001
      003     LABOR DISTRIBUTION INFORMATION   013     .  15 000000
      004     FINANCIAL INFORMATION            014     ....................
      005     POSITION SKILLS INFORMATION      015
      006     REQUISITION INFORMATION          016
              INCUMBENT INFORMATION            018
              INCUMBENT SUMMARY                019
              VACANT POSITION SEARCH           020
              POS CONTROL REPORT REQUESTS      028
              COUNTY NAME SEARCH               097
              DIST NAME SEARCH (ACTIVE ASSIGN) 098
              DIST NAME SEARCH (ALL ASSIGN)    099
                  NAME: _____
INTERRUPT: 11___

                                                           _
TRANS: ___    POSITION: 192067   FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA    e                                                            24/077
```

Control Data Base - District Update Menu (1100)

```
File  Edit  View  Communication  Actions  Window  Help
▣ ▤▥  ▣▤ ▣ ▥▤ ▥▤ ▣ ▤▥ ▣ ▜▜ ▣▣ ▣ ▤▥ ▣
                ** CTL - DISTRICT UPDATE - MENU **                    1100

   TRANS    ------- DESCRIPTION --------    ------------- KEY(S) --------------

    000     CTL DISTRICT UPDATE MENU
    004   * JOB CLASSIFICATION TABLE       JOB CLASS: _____
    009   * LEAVE ACCRUAL TABLE            PLAN:  __            TYPE:  _
    011   * WORK LOCATION TABLE            WORK LOC:  ____      SUBSITE: ___
    024   * SALARY SCHEDULE C/S-TEACHER    VERSION   _ SCHEDULE: _ STEP: __
    025   * SALARY SCHEDULE R/S-OTHERS     VERSION   _ SCHEDULE: _ RANGE: ___
    026   * STIPENDS TABLE                 VERSION   _ STIPEND CD: __
    027   * BENEFITS TABLE                 VERSION   _ PLAN CODE:  ___
    028     DISTRICT CODES TABLE           CODE TYPE: __ CODE (OPT): ____
    029   * WORK CALENDAR TABLE            CALENDAR:  __ FS YEAR: __ MASTER: _
    031     ORGANIZATIONAL CHART           SUPV POS:  _____  TRL: ___
    034     SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE:  _
    035     SALARY MASS CHANGE R/S-OTHERS  VERSION:  F SCHEDULE:  _
    036     STIPEND MASS CHANGE            VERSION:  F STIPEND CD: __
    039     REPORT REQUEST
    040   * SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
          * ENTER "S" FOR TABLE SEARCH
 INTERRUPT: _____
 ████████████████████████████████████████████████████████  S
 TRANS: 028    KEY 1: PN_____   KEY 2: ____   KEY 3: ____   DISTRICT: 00001
 MA    e                              NUM                            24/008
```

1. In the **action field**, type **S** to search.

2. In the **TRANS field**, type **028** to go to the District Codes Table.

3. In **KEY 1 field**, type **PN** to view the position number.

4. Hit the **Enter key** on your keyboard.

District Codes Table (028) – Position Numbers (PN)

Before resetting the number, it shows that last sequential number, 009001.

```
File  Edit  View  Communication  Actions  Window  Help

            ** CTL - DISTRICT CODES TABLE - UPDATE **              1128

      CODE TYPE: PN *DIST NAME NOT FOUND          CODE:
                          DISTRICT: 00801


         CODE        DESCRIPTION          CODE       DESCRIPTION


         P00      009001               ____    _____
         R13      13000014             ____    _____
         R14      14000001             ____    _____
         R15      15000000             ____    _____
         R16      16000000             ____    _____
         R17      17000000             ____    _____
         R18      18000000             ____    _____
         R19      19000000             ____    _____
         R20      20000000             ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____

(075) - LAST SCREEN - NO MORE DATA                             _
TRANS: 028    KEY 1: PN         KEY 2: ____   KEY 3: ____   DIST: 00001
MA    e                                  NUM                      24/076
```

Change the description from 009001 to 000288 in the P00 row, and hit the Enter Key.

```
File  Edit  View  Communication  Actions  Window  Help

            ** CTL - DISTRICT CODES TABLE - UPDATE **              1128

      CODE TYPE: PN *DIST NAME NOT FOUND          CODE:
                          DISTRICT: 00801


         CODE        DESCRIPTION          CODE       DESCRIPTION


         P00      000288               ____    _____
         R13      13000014             ____    _____
         R14      14000001             ____    _____
         R15      15000000             ____    _____
         R16      16000000             ____    _____
         R17      17000000             ____    _____
         R18      18000000             ____    _____
         R19      19000000             ____    _____
         R20      20000000             ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____
         ____     _____      ____    _____

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?            Y
TRANS: 028    KEY 1: PN         KEY 2: ____   KEY 3: ____   DIST: 00001
MA    e                                                           08/024
```

Navigate from Function 11 to Function 10

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                  ** CTL - DISTRICT UPDATE - MENU **              1100

   TRANS    ------- DESCRIPTION --------    ------------- KEY(S) --------------

   000     CTL DISTRICT UPDATE MENU
   004   * JOB CLASSIFICATION TABLE      JOB CLASS: _____
   009   * LEAVE ACCRUAL TABLE           PLAN: __           TYPE: _
   011   * WORK LOCATION TABLE           WORK LOC: ____     SUBSITE: ___
   024   * SALARY SCHEDULE C/S-TEACHER   VERSION   _ SCHEDULE: _ STEP: __
   025   * SALARY SCHEDULE R/S-OTHERS    VERSION   _ SCHEDULE: _ RANGE: ___
   026   * STIPENDS TABLE                VERSION   _ STIPEND CD: __
   027   * BENEFITS TABLE                VERSION   _ PLAN CODE: ___
   028     DISTRICT CODES TABLE          CODE TYPE: __ CODE (OPT): ____
   029   * WORK CALENDAR TABLE           CALENDAR: __ FS YEAR: __ MASTER: _
   031     ORGANIZATIONAL CHART          SUPV POS: _____ TRL: ___
   034     SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE: _
   035     SALARY MASS CHANGE R/S-OTHERS  VERSION:  F SCHEDULE: _
   036     STIPEND MASS CHANGE           VERSION:  F STIPEND CD: __
   039     REPORT REQUEST
   040   * SPEED KEY/ACCOUNT CODE LINKUP SPEED KEY: _____
         * ENTER "S" FOR TABLE SEARCH
INTERRUPT: 10___
                                                                    _
TRANS: ___    KEY 1: _____  KEY 2: ____    KEY 3: ____  DISTRICT: 00001
MA    e                                                             22/014
```

The automatic numbering of position numbers has been reset.

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                  ** PC - POSITION CONTROL - MENU **              1000

   -TRANS-  -----DESCRIPTION---                  .....................
     000    MENU                                 . LAST POSITION:
                                                 .     000288
   UPDATE                               INQUIRY  .
                                                 . LAST REQUISITION:
     001    BUILD A POSITION                      .
     002    BASIC POSITION INFORMATION     012   .   14 000001
     003    LABOR DISTRIBUTION INFORMATION 013   .   15 000000
     004    FINANCIAL INFORMATION          014   .....................
     005    POSITION SKILLS INFORMATION    015
     006    REQUISITION INFORMATION        016
            INCUMBENT INFORMATION          018
            INCUMBENT SUMMARY              019
            VACANT POSITION SEARCH         020
            POS CONTROL REPORT REQUESTS    028
            COUNTY NAME SEARCH             097
            DIST NAME SEARCH (ACTIVE ASSIGN) 098
            DIST NAME SEARCH (ALL ASSIGN)  099
               NAME: _____
INTERRUPT: _____
                                                                    _
TRANS: ___   POSITION: 009001  FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
MA    e                                    A                        24/077
```

Intentionally left blank

Overlaying Position Numbers

Overlaying Position Numbers

This is the status count and incumbent information for position number 000288 before it is overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help

                    ** PC - BASIC POSITION INFORMATION  **                 1002
   2014 000288                              LAST CHANGE DATE 09 01 11

   JOB                               JOB     ACADEMIC  CONTROL   -- POSITION --
  CLASS  JOB CLASS TITLE             TYPE     RANK     METHOD   UNITS     DOLLARS
  097900 DISTRICT UTILITY CUSTODIAN    N                 F     2.0000        0.00


  POSITION      STATUS      ACTIVE    CLOSE         PREV        NEW      MASTER
   STATUS        DATE        DATE      DATE        POSITION   POSITION  POSITION
     A         09 01 11    09 01 11   __ __ __     _____     _____    _____

 < - - - - - - INCUMBENT STATUSES - - - - - - - >  < - - VACANCY STATUSES - - >
  AVAILABLE    FILLED    ACTING   RESERVED   ACT/RSV  REQUISITIONED  TOTAL VACANT
   1.0000      1.0000    0.0000    0.0000    0.0000     0.0000         1.0000

  POS WORK LOC    POSITION                     REPORT GROUP    BARGAINING
  CODE/SUB-SITE   WORK LOCATION TITLE                            UNIT
  07000  ___      STAPLES COMPLEX CENTER        _____           CL

  COMMENTS                FYTD HOURS: _____  DAYS: _____  PAY: $ _____
  _____

  (002) - ENTER YOUR CHANGES.                                       _
  TRANS: 002   POSITION NUMBER: 000288   FISCAL YEAR: 14     DISTRICT 00001
 MA    c                                          A                    06/002
```

```
 File  Edit  View  Communication  Actions  Window  Help

                    ** PC - INCUMBENT SUMMARY - INQ **                     1019
   2014 097900 DISTRICT UTILITY CUSTODIAN      METHOD: FTE    UNITS: 2.0000
  FYTD: HOURS           DAYS        PAY              DOLLAR:


      EID                    INCUMBENT        WORK    ---JOB--- -INCUMBENT-
    NUMBER    JOB              NAME          LOCATION CLASS  ST STAT UNITS/$
  _ GE3920504   4  MARCUS,ANDREA A.           07000   097900 A  F    1.0000
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _

        (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU      _
  TRANS: 019   POSITION 000288   FS YR 14   EID _____  JOB _  DISTRICT 00001
 MA    c                                                              07/001
```
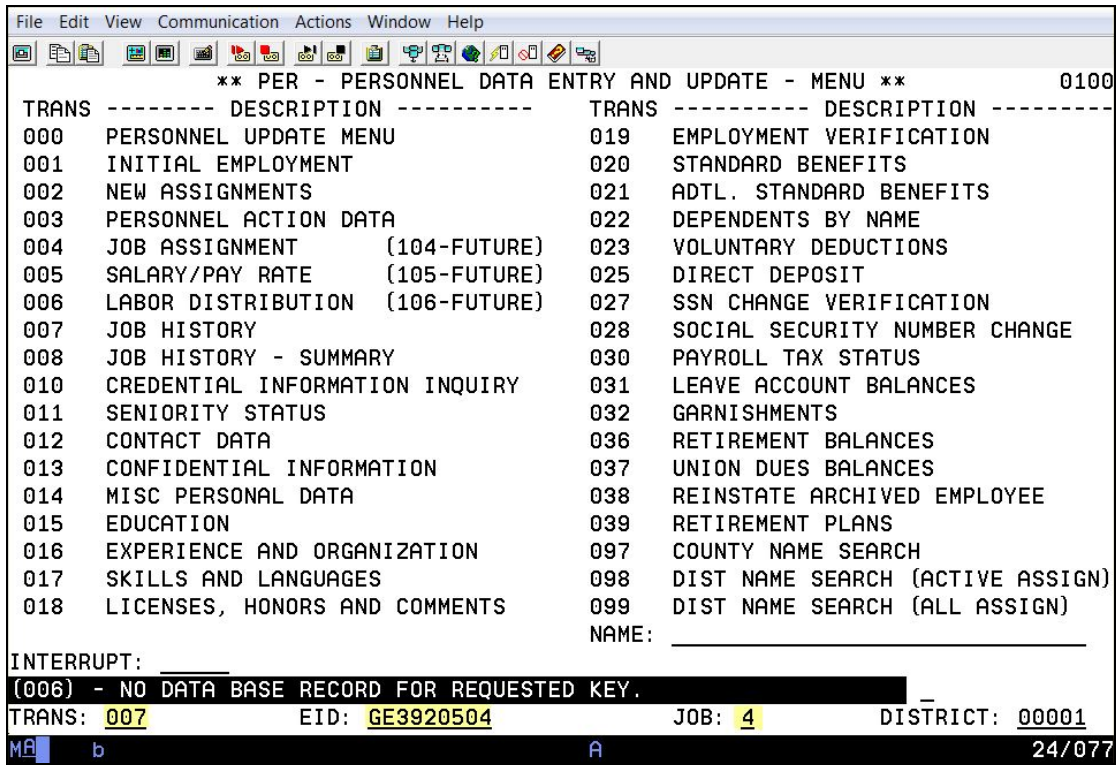
Navigate from Function 10 to Function 01

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                  ** PC - POSITION CONTROL - MENU **                    1000

      -TRANS-  -----DESCRIPTION---                 ....................
        000    MENU                                .  LAST POSITION:
                                                   .     000288
      UPDATE                          INQUIRY      .
                                                   . LAST REQUISITION:
        001    BUILD A POSITION                    .
        002    BASIC POSITION INFORMATION   012    .  14 000001
        003    LABOR DISTRIBUTION INFORMATION 013  .  15 000000
        004    FINANCIAL INFORMATION        014    ....................
        005    POSITION SKILLS INFORMATION  015
        006    REQUISITION INFORMATION      016
               INCUMBENT INFORMATION        018
               INCUMBENT SUMMARY            019
               VACANT POSITION SEARCH       020
               POS CONTROL REPORT REQUESTS  028
               COUNTY NAME SEARCH           097
               DIST NAME SEARCH (ACTIVE ASSIGN)  098
               DIST NAME SEARCH (ALL ASSIGN)     099
                  NAME: _____
 INTERRUPT: 01___
                                                           _
 TRANS: ___     POSITION: 000288   FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
 MA   c                                                            23/067
```

Access the Job History Screen

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
               ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **           0100
TRANS -------- DESCRIPTION ----------     TRANS ---------- DESCRIPTION ---------
000    PERSONNEL UPDATE MENU              019    EMPLOYMENT VERIFICATION
001    INITIAL EMPLOYMENT                 020    STANDARD BENEFITS
002    NEW ASSIGNMENTS                    021    ADTL. STANDARD BENEFITS
003    PERSONNEL ACTION DATA              022    DEPENDENTS BY NAME
004    JOB ASSIGNMENT     (104-FUTURE)    023    VOLUNTARY DEDUCTIONS
005    SALARY/PAY RATE    (105-FUTURE)    025    DIRECT DEPOSIT
006    LABOR DISTRIBUTION (106-FUTURE)    027    SSN CHANGE VERIFICATION
007    JOB HISTORY                        028    SOCIAL SECURITY NUMBER CHANGE
008    JOB HISTORY - SUMMARY              030    PAYROLL TAX STATUS
010    CREDENTIAL INFORMATION INQUIRY     031    LEAVE ACCOUNT BALANCES
011    SENIORITY STATUS                   032    GARNISHMENTS
012    CONTACT DATA                       036    RETIREMENT BALANCES
013    CONFIDENTIAL INFORMATION           037    UNION DUES BALANCES
014    MISC PERSONAL DATA                 038    REINSTATE ARCHIVED EMPLOYEE
015    EDUCATION                          039    RETIREMENT PLANS
016    EXPERIENCE AND ORGANIZATION        097    COUNTY NAME SEARCH
017    SKILLS AND LANGUAGES               098    DIST NAME SEARCH (ACTIVE ASSIGN)
018    LICENSES, HONORS AND COMMENTS      099    DIST NAME SEARCH (ALL ASSIGN)
                                          NAME: _____
INTERRUPT: _____
(006) - NO DATA BASE RECORD FOR REQUESTED KEY.                    _
TRANS: 007          EID: GE3920504            JOB: 4       DISTRICT: 00001
MA    b                                   A                        24/077
```

1. In the **TRANS field**, type"**007**.

2. In the **EID field**, type the **employee identification number**, e.g. GE3920504.

3. In the **JOB field**, type the **job number** that will be overlaid, e.g. 4.

4. Hit the **Enter key** on your keyboard.

This is the Job History Screen (007) before the position is overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help

                        ** PER - JOB HISTORY - UPD **                    0107
GE3920504    MARCUS,ANDREA A.                      EMPL STATUS ACTIVE
S J                                                PRIMARY JOB:  3
E O ACTION/     JOB        -JOB-   WORK       PAY  PCT-FT  SCHD  STEP  SAL-RATE
L B  DATE     CLASS  POSN  ST  PR  LOCATION   BAS  COMMENT  /RANGE/  RET-RATE

_  4 13        097900 000288  A   P 07000      M   100.00   C 018 01   2797.000
    07 01 13 * DISTRICT UTILITIY CU STAPLES COMPLEX                    2797.000
_

_

_

_

_

_

_

   SELECT        [X=DETAIL R=RELIST M=MENU]   [A=ADD "="=COPY D=DELETE U=AUDIT TR]
   OPTIONS:      [F=FORWARD B=BACK T=TOP]     [FILTER J=JOB C=CLASS P=POSITION]
(075) - LAST SCREEN - NO MORE DATA                               _
TRANS: 007          EID: GE3920504          JOB: 4       DISTRICT 00001
MA    c                                A                            07/001
```

Job Assignment (004)

Before position number is overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                         ** PER - JOB ASSIGNMENT - UPD **                0104
 GE3920504    MARCUS,ANDREA A.            EFFEC DATE: 07 01 13 ACTNS: __ __ __
                                                            PRIME JOB: 1
   JOB        POSITION    BOARD APPROVAL   CREDENTIAL   CRED EXP DATE   ACAD RANK
    4          000288       05 05 13        _____       __ __ __

   JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
   097900        N        A       07 01 15     P CLASS PE                __ __ __
   DISTRICT UTILITY CUSTODIAN

   WORK LOCATION                    WORK PHONE   EXT
   07000 ___                        __ __ ____ ____
   STAPLES COMPLEX CENTER

     ANNIV        PASS        EVAL        EVAL       BARG     UNIT     MILEAGE
     DATE      PROB DATE      TYPE      DUE DATE     UNIT    MEMBER      ELIG
   07 01 14    01 01 15        A       01 01 15      CS        _          _

   ------------ LEAVE ----------------- ----------- TERMINATION ------------
   REASON           TYPE  BEGIN    END    REASON              DATE   REHIRE ELIG
    __              _  __ __ __ __ __ __                    __ __ __      _

   (002) - ENTER YOUR CHANGES.                                        _
   TRANS: 004       EID: GE3920504           JOB: 4        DISTRICT 00001
   MA   b                              NUM                           02/056
```

After position number is overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help
 [toolbar icons]
                         ** PER - JOB ASSIGNMENT - UPD **                0104
 GE3920504    MARCUS,ANDREA A.            EFFEC DATE: 07 01 13 ACTNS: 20 __ __
                                                            PRIME JOB: 3
   JOB        POSITION    BOARD APPROVAL   CREDENTIAL   CRED EXP DATE   ACAD RANK
    4          192067       __ __ __        XXXXXX       55 55 55

   JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
   080100        N        A       07 01 13     P CLASS PE                __ __ __
   TEACHERS HOURLY

   WORK LOCATION                    WORK PHONE   EXT
   09000 ___                        __ __ ____ ____
   DISTRICT OFFICE

     ANNIV        PASS        EVAL        EVAL       BARG     UNIT     MILEAGE
     DATE      PROB DATE      TYPE      DUE DATE     UNIT    MEMBER      ELIG
   99 99 99    __ __ __        _       __ __ __      NE        _          _

   ------------ LEAVE ----------------- ----------- TERMINATION ------------
   REASON           TYPE  BEGIN    END    REASON              DATE   REHIRE ELIG
    __              _  __ __ __ __ __ __                    __ __ __      _

   (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?                Y
   TRANS: 005       EID: GE3920504           JOB: 4        DISTRICT 00001
```

Salary Pay Rate (005)

Before position number is overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                         ** PER - SALARY/PAY RATE -UPD **                    0105
 GE3920504    MARCUS,ANDREA A.              EFFEC DATE: 07 01 13 ACTNS: __ __ __
                                                                PRIME JOB: 3
   JOB     POSITION     JOB CLASS
    4       192067      080100 TEACHERS HOURLY
                                               TIME        TIME
 CYCLE   BASIS   PAY MOS   ILL PLAN   VAC PLAN  RPT LOCN    RPT CD   EARNINGS TYPES
  E4       M       10        NA         NA        002         T       REG    __ _ __ _

 SCHED/RANGE/STEP     EFF DATE    %FULL-TIME   CALC METH   FULL-TIME RATE SALARY RATE
    C   018   01      07 01 13     100.00          _           2797.000     2797.000

 STIPENDS:   __ _          __ _          __ _         __ _          __ _
             __ _     __ __ __   __ __ __   __ __ __   __ __ __
             __ _     __ __ __   __ __ __   __ __ __   __ __ __


 RETIRE RATE  O/RIDE   WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
   2797.000     _        261.0       B         8.00         _
                                                ***        STRS       STRS
 RETIREMENT:  PLAN   STATUS   SPL   EFF DATE  PERS CASE STS  CLS CD   BASE HRS
               P9      M       _    01 11 07        _          __         .00

 (002) - ENTER YOUR CHANGES.                                              _
 TRANS: 005          EID: GE3920504           JOB: 4       DISTRICT: 00001
 MA   a                                    A                              24/077
```

After position number is overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                         ** PER - SALARY/PAY RATE -UPD **                    0105
 GE3920504    MARCUS,ANDREA A.              EFFEC DATE: 07 01 13 ACTNS: 17 __ __
                                                                PRIME JOB: 3
   JOB     POSITION     JOB CLASS
    4       192067      080100 TEACHERS HOURLY
                                               TIME        TIME
 CYCLE   BASIS   PAY MOS   ILL PLAN   VAC PLAN  RPT LOCN    RPT CD   EARNINGS TYPES
  H1       H       10        NA         NA        009         P       REG    __ _ __ _

 SCHED/RANGE/STEP     EFF DATE    %FULL-TIME   CALC METH   FULL-TIME RATE SALARY RATE
    E   001   07      07 01 13     100.00          _           40.700        40.700

 STIPENDS:   __ _          __ _          __ _         __ _          __ _
             __ _     __ __ __   __ __ __   __ __ __   __ __ __
             __ _     __ __ __   __ __ __   __ __ __   __ __ __


 RETIRE RATE  O/RIDE   WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
    40.700      _        217.0       P         6.00         S
                                                           STRS       STRS
 RETIREMENT:  PLAN   STATUS   SPL   EFF DATE  PERS CASE STS  CLS CD   BASE HRS
               P9      M       _    01 11 07        _          __         .00

 (001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?                     Y
 TRANS: 007          EID: GE3920504           JOB: 4       DISTRICT: 00001
 MA   a                                    A                              24/008
```
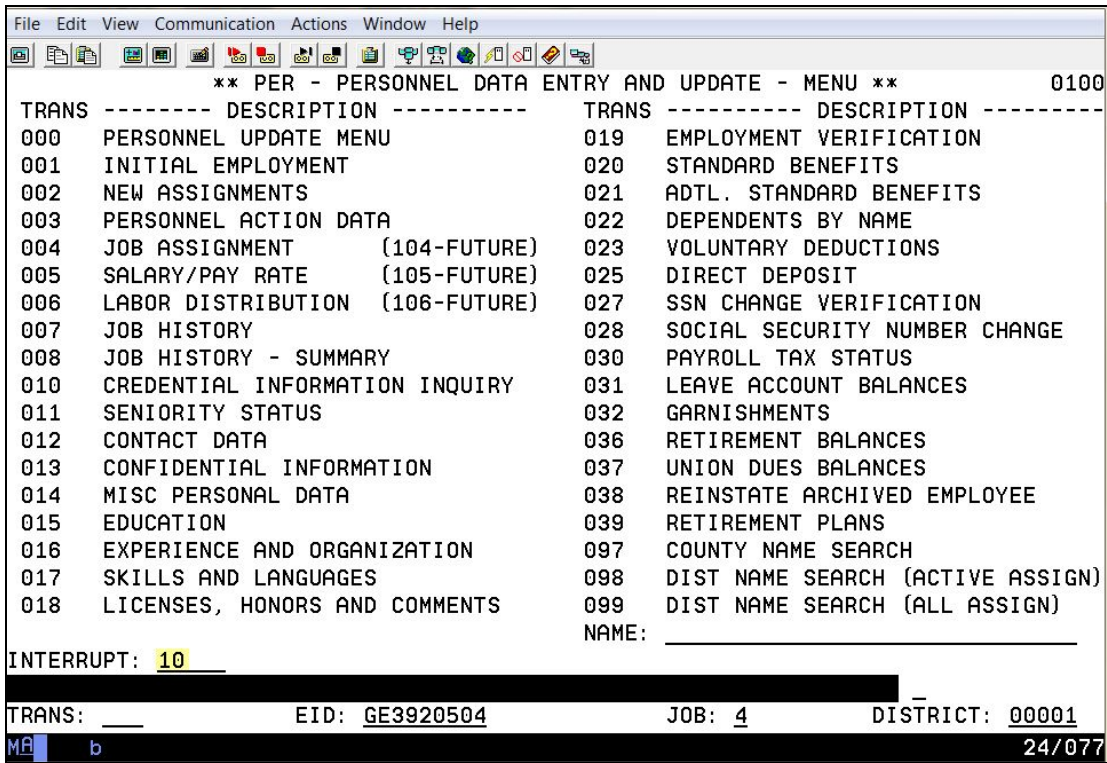
Job History (007)

```
File  Edit  View  Communication  Actions  Window  Help

                         ** PER - JOB HISTORY - UPD **                    0107
GE3920504    MARCUS,ANDREA A.                     EMPL STATUS ACTIVE
S J                                               PRIMARY JOB:  3
E O ACTION/    JOB         -JOB-   WORK       PAY  PCT-FT  SCHD  STEP  SAL-RATE
L B  DATE   CLASS  POSN  ST  PR  LOCATION     BAS  COMMENT  /RANGE/  RET-RATE

_ 4 17      080100 192067  A   P 09000       H   100.00  E 001 07      40.700
   07 01 13 TEACHERS HOURLY      DISTRICT OFFICE                       40.700
_ 4 20      080100 192067  A   P 09000       M   100.00  C 018 01    2797.000
   07 01 13 TEACHERS HOURLY      DISTRICT OFFICE                     2797.000
_ 4 13      097900 000288  A   P 07000       M   100.00  C 018 01    2797.000
   07 01 13*DISTRICT UTILITIY CU STAPLES COMPLEX                     2797.000

_

_

_

_

_


  SELECT      [X=DETAIL R=RELIST M=MENU]   [A=ADD "="=COPY D=DELETE U=AUDIT TR]
  OPTIONS:    [F=FORWARD B=BACK T=TOP]     [FILTER J=JOB C=CLASS P=POSITION]
(075) - LAST SCREEN - NO MORE DATA                               M
TRANS: 007        EID: GE3920504          JOB: 4       DISTRICT 00001
MA   c                                A                              07/001
```
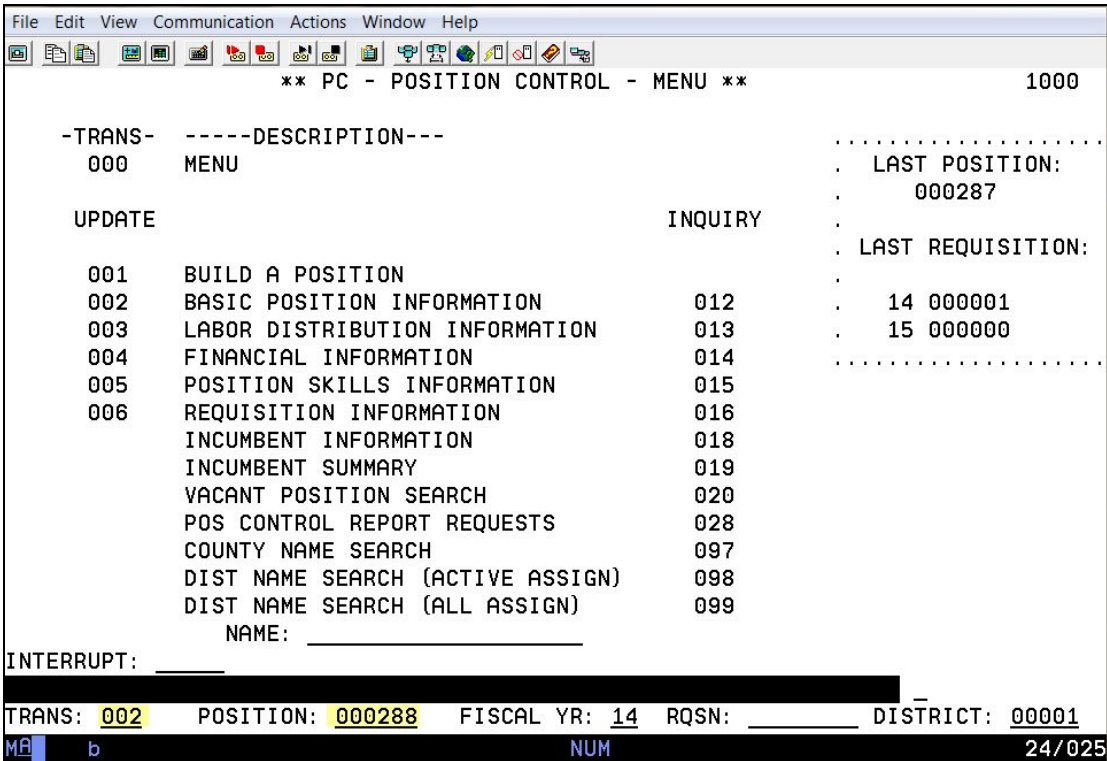
After position is overlaid.

Navigate from Function 01 to Function 10.

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                ** PER - PERSONNEL DATA ENTRY AND UPDATE - MENU **            0100
 TRANS -------- DESCRIPTION ----------    TRANS --------- DESCRIPTION ---------
 000    PERSONNEL UPDATE MENU             019    EMPLOYMENT VERIFICATION
 001    INITIAL EMPLOYMENT                020    STANDARD BENEFITS
 002    NEW ASSIGNMENTS                   021    ADTL. STANDARD BENEFITS
 003    PERSONNEL ACTION DATA             022    DEPENDENTS BY NAME
 004    JOB ASSIGNMENT     (104-FUTURE)   023    VOLUNTARY DEDUCTIONS
 005    SALARY/PAY RATE    (105-FUTURE)   025    DIRECT DEPOSIT
 006    LABOR DISTRIBUTION  (106-FUTURE)  027    SSN CHANGE VERIFICATION
 007    JOB HISTORY                       028    SOCIAL SECURITY NUMBER CHANGE
 008    JOB HISTORY - SUMMARY             030    PAYROLL TAX STATUS
 010    CREDENTIAL INFORMATION INQUIRY    031    LEAVE ACCOUNT BALANCES
 011    SENIORITY STATUS                  032    GARNISHMENTS
 012    CONTACT DATA                      036    RETIREMENT BALANCES
 013    CONFIDENTIAL INFORMATION          037    UNION DUES BALANCES
 014    MISC PERSONAL DATA                038    REINSTATE ARCHIVED EMPLOYEE
 015    EDUCATION                         039    RETIREMENT PLANS
 016    EXPERIENCE AND ORGANIZATION       097    COUNTY NAME SEARCH
 017    SKILLS AND LANGUAGES              098    DIST NAME SEARCH (ACTIVE ASSIGN)
 018    LICENSES, HONORS AND COMMENTS     099    DIST NAME SEARCH (ALL ASSIGN)
                                          NAME: _____
 INTERRUPT: 10

 TRANS: ___        EID: GE3920504        JOB: 4        DISTRICT: 00001
 MA    b                                                          24/077
```

Access the Basic Position Information Screen.

```
 File  Edit  View  Communication  Actions  Window  Help
 [icons]
                    ** PC - POSITION CONTROL - MENU **                  1000

    -TRANS-  -----DESCRIPTION---                   ..................
     000    MENU                                  .  LAST POSITION:
                                                  .     000287
     UPDATE                              INQUIRY  .
                                                  .  LAST REQUISITION:
     001    BUILD A POSITION                      .
     002    BASIC POSITION INFORMATION      012   .   14 000001
     003    LABOR DISTRIBUTION INFORMATION  013   .   15 000000
     004    FINANCIAL INFORMATION           014   ..................
     005    POSITION SKILLS INFORMATION     015
     006    REQUISITION INFORMATION         016
            INCUMBENT INFORMATION           018
            INCUMBENT SUMMARY               019
            VACANT POSITION SEARCH          020
            POS CONTROL REPORT REQUESTS     028
            COUNTY NAME SEARCH              097
            DIST NAME SEARCH (ACTIVE ASSIGN) 098
            DIST NAME SEARCH (ALL ASSIGN)   099
              NAME: _____
 INTERRUPT: _____

 TRANS: 002    POSITION: 000288   FISCAL YR: 14  RQSN: _____  DISTRICT: 00001
 MA    b                                   NUM                    24/025
```

This is the status count and incumbent information for position number 000288 after it has been overlaid.

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                    ** PC - BASIC POSITION INFORMATION  **                 1002
   2014 000288                            LAST CHANGE DATE 07 01 13

   JOB                              JOB     ACADEMIC  CONTROL   -- POSITION --
   CLASS  JOB CLASS TITLE           TYPE    RANK      METHOD  UNITS     DOLLARS
   097900 DISTRICT UTILITY CUSTODIAN  N                 F     2.0000        0.00

   POSITION     STATUS      ACTIVE    CLOSE        PREV       NEW      MASTER
   STATUS       DATE        DATE      DATE       POSITION   POSITION  POSITION
     A        09 01 11    09 01 11   __ __ __     _____     _____    _____

< - - - - - - INCUMBENT STATUSES - - - - - - - >  < - - VACANCY STATUSES - - >
AVAILABLE    FILLED    ACTING   RESERVED   ACT/RSV  REQUISITIONED  TOTAL VACANT
  2.0000     0.0000    0.0000   0.0000     0.0000      0.0000          2.0000

   POS WORK LOC    POSITION                   REPORT GROUP    BARGAINING
   CODE/SUB-SITE   WORK LOCATION TITLE                        UNIT
   07000  ___      STAPLES COMPLEX CENTER       _____          CL

   COMMENTS               FYTD HOURS: _____   DAYS: _____   PAY: $ _____
   _____

   (002) - ENTER YOUR CHANGES.                                _
   TRANS: 002    POSITION NUMBER: 000288    FISCAL YEAR: 14    DISTRICT 00001
MA    c                                      A                           06/002
```

```
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]
                    ** PC - INCUMBENT SUMMARY - INQ **                     1019
   2014 097900 DISTRICT UTILITY SUPERVISOR       METHOD: PAY    UNITS:
 FYTD: HOURS          DAYS          PAY                         DOLLAR:

      EID                      INCUMBENT        WORK    ---JOB---  -INCUMBENT-
     NUMBER   JOB                NAME         LOCATION  CLASS  ST  STAT UNITS/$
                       ----PRIOR INCUMBENTS----
  _  GE3920504   4  MARCUS,ANDREA A.              09000   080100      P

  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _

         (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU     _
   TRANS: 019  POSITION 097900  FS YR 14  EID _____  JOB _  DISTRICT 00001
MA    b                                                                24/077
```

This is the status count and incumbent information for position number 192067 after it has been overlaid.

```
 File  Edit  View  Communication  Actions  Window  Help

              ** PC - BASIC POSITION INFORMATION  **                1002
 2014 192067 TEACHERS HOURLY                 LAST CHANGE DATE 06 23 11

  JOB                          JOB      ACADEMIC  CONTROL   -- POSITION --
 CLASS  JOB CLASS TITLE        TYPE      RANK     METHOD    UNITS      DOLLARS
 080100  TEACHERS HOURLY        C                   P      0.0000        0.00

 POSITION     STATUS     ACTIVE     CLOSE          PREV       NEW      MASTER
  STATUS       DATE       DATE      DATE         POSITION   POSITION  POSITION
   A         09 01 04   09 01 04  06 30 14        _____     _____    _____

< - - - - - INCUMBENT STATUSES - - - - - - - >  < - - VACANCY STATUSES - - >
AVAILABLE    FILLED    ACTING  RESERVED   ACT/RSV  REQUISITIONED  TOTAL VACANT
  0.0000    0.0000   0.0000    0.0000   0.0000      0.0000        0.0000

 POS WORK LOC    POSITION                   REPORT GROUP    BARGAINING
 CODE/SUB-SITE   WORK LOCATION TITLE                          UNIT
 07000  ___      DISTRICT OFFICE              _____          RP

 COMMENTS               FYTD HOURS: _____  DAYS: _____  PAY: $ _____
 _____

 (002) - ENTER YOUR CHANGES.                                      _
 TRANS: 002    POSITION NUMBER: 192067    FISCAL YEAR: 14    DISTRICT 00001
MA   b                                                            24/077
```

```
 File  Edit  View  Communication  Actions  Window  Help

              ** PC - INCUMBENT SUMMARY - INQ **                    1019
 2014 192067 TEACHERS HOURLY              METHOD: PAY    UNITS:
 FYTD: HOURS          DAYS          PAY                DOLLAR:

   EID                     INCUMBENT        WORK   ---JOB--- -INCUMBENT-
   NUMBER    JOB            NAME          LOCATION  CLASS  ST  STAT UNITS/$
 _ GE3920504   4  MARCUS,ANDREA A.        09000   080100   A   F
 _ VK7099864   4  ABRAMS,TINA B.          09000   080100   A   F
 _ EB7605532   1  BARRETT,GLORIA A.       09000   080100   A   F
 _ VN1602981   8  COMBS,SHERRI O.         09000   080100   A   F
 _ PE9854838   4  CONNOLLY,VIRGINIA O.    09000   080100   A   F
 _ SP3464647   1  DICKERSON,TONI I.       09000   080100   A   F
 _ JF0186778   2  EDWARDS,SIDNEY D.       09000   080100   A   F
 _ YQ1057847   3  FORD,CLIFFORD O.        09000   080100   A   F
 _ HM3859393   1  FREDERICK,ELAINE R.     09000   080100   A   F
 _ CP5430794   4  HENSON,PAIGE E.         09000   080100   A   F
 _ DA3323930   6  HICKS,GLENN I.          09000   080100   A   F
 _ TF9571656   6  LIM,ANNIE I.            09000   080100   A   F
 _ ZD6832657   6  MANNING,LEAH A.         09000   080100   A   F
 _ EF1215455   1  MCCARTHY,BERNARD C.     09000   080100   A   F
 _ BM6536660   1  MCLEAN,KARL C.          09000   080100   A   F

      (X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)OP, (E)ND, (M)ENU   _
 TRANS: 019  POSITION 192067  FS YR 14   EID _____   JOB _  DISTRICT 00001
MA   b                                                            24/077
```

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Reports

Discrepancy Report

Account Code Override

```
POSR060/PC506CXX/092891                    HRS POSITION CONTROL DISCREPANCY REPORT                           PAGE NO.      1

RUN TIME 11:58 PM                    DISTRICT 00011-SFS TRAINING DISTRICT          FISCAL YEAR 2012          RUN DATE 11/18/11

            POSITION
POSITION    STATUS/DATE    EXCEPTION CONDITION
--------    -----------    -------------------

JOB TYPE: C

   ACCOUNTING

114020-C    A   07/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010404500000000214001970401000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010404700000000214001970401000" NOT ON LABOR FILE

117210-C    A   07/01/11    0701    INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

124020-C    A   07/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010404500000000214001970401000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010404700000000214001970401000" NOT ON LABOR FILE

127210-C    A   07/01/11    0701    INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

131010-C    A   02/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104030000" NOT ON LABOR FILE

131708-C    A   08/01/07    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104030000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NOT ON LABOR FILE

134020-C    A   07/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010404500000000214001970403000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010404700000000214001970403000" NOT ON LABOR FILE

137210-C    A   07/01/11    0701    INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

144020-C    A   07/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010404500000000214001970504000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010404700000000214001970504000" NOT ON LABOR FILE

151112-C    A   02/01/09    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104050000" NOT ON LABOR FILE

151119-C    A   12/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500000000311001210405000" NOT ON LABOR FILE

151400-C    A   08/01/04    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104050000" NOT ON LABOR FILE

151709-C    A   08/01/08    0702    PCDB LABOR DISTRIBUTION ACOUNT "010582100111001000011304050000" NOT ON LABOR FILE

153059-C    A   03/01/05    0702    PCDB LABOR DISTRIBUTION ACOUNT "010404500000000214001970504000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010404700000000214001970504000" NOT ON LABOR FILE

154020-C    A   07/01/10    0702    PCDB LABOR DISTRIBUTION ACOUNT "010582100111001000011304050000" NOT ON LABOR FILE

157059-C    A   07/01/05    0701    INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

157210-C    A   07/01/11    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NOT ON LABOR FILE

171111-C    A   06/01/06    0702    PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NOT ON LABOR FILE

171304-C    A   09/01/07    0702    PCDB LABOR DISTRIBUTION ACOUNT "010404500000000214001970504000" NOT ON LABOR FILE
                            0702    PCDB LABOR DISTRIBUTION ACOUNT "010404700000000214001970504000" NOT ON LABOR FILE
```

```
POSR085/PC5685XX/122794                                           PAGE NO.      1 h
RUN TIME 12:02 AM                                                 RUN DATE 10/12/05
                        HRS ACCOUNT CODE OVERRIDE LIST
                        FISCAL YEAR 2006
             DISTRICT 00011 - SFS TRAINING DISTRICT
             POS ACCOUNT DISTRIBUTION          EDB ACCOUNT DISTRIBUTION
POSN #    EMPLOYEE NAME
          JOB    JOB TITLE
          FUND RSC/PYR  GOAL  FUNC  OBJ SCH/LOC  PERCENT    FUND RSC/PYR  GOAL  FUNC  OBJ SCH/LOC  PERCENT

000174    DUNBAR,COOKIE
          AA3333333
          1  TEACHER ASSISTANT

          01.9-11300.0-18000-00000-1130-0004000   50.000    03.9-25900.0-60000-00000-1130-0004000   66.000
          03.9-25900.0-60000-00000-1130-0004000   50.000    03.9-25900.0-74000-00000-1130-0004000   34.000

000219    GALLEGOS,HELEEN
          CC5555555
          2  CLERK TYPIST

          01.9-24900.0-53000-00000-2310-0008000  100.000    01.9-11300.0-18000-00000-2120-0003000  100.000

000981    NANCE,DAVID
          WW8888888
          9  TEACHER

          01.9-31900.0-84000-00000-1510-0005000   50.000    01.9-31900.0-84000-00000-1520-0025000   50.000
          03.9-25900.0-60000-00000-1520-0005000   35.000    03.9-25900.0-60000-00000-1520-0005000   35.000
          03.9-25900.0-74000-00000-1520-0005000   15.000    03.9-25900.0-74000-00000-1520-0005000   15.000

000998    CANE,DOLLY
          FR6666666
          6  TECHNOLOGY COORDINATOR

          01.9-40000.0-86900-00000-1910-0029000   50.000
          01.9-40000.0-86900-00000-1910-0029000   50.000
          01.9-40000.0-86900-00000-1910-0029000   50.000
          01.9-40000.0-86900-00000-1910-0029000   50.000

001003    RUIZ,VICTOR KARL
          QQ2222222
          4  CLERK TYPIST

                                                             99.9-99999.9-99999-99999-9999-9999999  100.000

001026    JUAREZ,BENJAMIN
          GG7777777
          3  CASE MANAGER

                                                             99.9-99999.9-99999-99999-9999-9999999  100.000
```

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SECTION III.

PCDB REPORTS

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Position Change Register (POSR030)

The Position Change Register (POSR030) is a system control report designed for the district staff responsible for maintaining the Position Control information. The report lists changes to Position Control information on PCDB screens 002, 003, 004, and 005. It shows the position being updated, the information that was changed and the new information that was entered. The old information lists under the "old value" column in the center of the report and the new information lists on the right side under the "new value" column. The report is uploaded to RAD and available to the districts each day and reflects the Position Control changes posted the prior workday.

Report Organization

The report is organized by job type and position number with each job type starting on a new page.

```
POSR030/PC503CXX/100391                    POSITION CHANGE REPORT                                      PAGE NO.      1
RUN TIME 11:55 PM                  DISTRICT 00011-SFS TRAINING DISTRICT      FISCAL YEAR 2012          RUN DATE 08/18/11
POSITION NUM     ELEM NO    ELEM NAME                    OLD VALUE            NEW VALUE
-------------    -------    ---------                    ---------            ---------

JOB TYPE: N

2012-231017      0007       SEG01 CHG DATE               06/23/2011           08/18/2011
    FS16         0103       CNTL FTE                     0001.0000            0000.5000

JOB TYPE: C

2012-137001      0007       SEG01 CHG DATE               06/23/2011           08/18/2011
    FS16         0104       CNTL DOLLAR                  0000000.00           0004000.00

JOB TYPE: N

2012-211020      0007       SEG01 CHG DATE               06/23/2011           08/18/2011
    FS16         0103       CNTL FTE                     0006.0000            0005.0000

2012-281028      0007       SEG01 CHG DATE               06/23/2011           08/18/2011
    FS16         0104       CNTL DOLLAR                  0000000.00           0002000.00
```

Position Control Discrepancy Report (POSR060)

The Position Control Discrepancy Report (POSR060) is a system control report designed for district staff responsible for maintaining the position control information. The report provides a listing of exception conditions the system finds by comparing PCDB data, EDB data, and CDB data. It lists the following type of discrepancy conditions:

- EDB Jobs exceed the position FTE allocation (FTE POSITIONS ONLY)

- Year-To-Date Pay, Hours or Days is over 80% of the position allocation *

- Year-To-Date Pay, Hours or Days exceeds the position allocation *

- EDB Jobs on "hold", "frozen", or "closed" positions

- Employee not on PCDB

- Position number not on PCDB

- PCDB Labor Distribution not on Labor File

- EDB Labor Distribution "99-99999-99999999-9999" (error account)

- Incomplete PCDB - missing Labor Distribution

- EDB Job Class: PCDB Mismatch

- EDB Work Location, PCDB Work Location Mismatch

- PCDB Labor Distribution Account inactive/deleted on Labor File

Message will not show for positions with a pay/hours/days allocation of zero.

The report is sent to the districts each day and shows error conditions found during the nightly processing. This is the main report that identifies that the personnel assignments are within the position allocation established in the district budget. The staff of both position control and personnel will need to work together to correct discrepancy conditions identified on the report. Discrepancy messages will continue to show until either position control records (PCDB) or personnel records (EDB) are corrected.

Report Organization

The report is separated by job type (certificated, classified). The exception condition messages are organized by Position Number within four discrepancy categories.

- Accounting
- EDB
- Urgent
- Fatal

The report shows the position number, the status of the position, and a message describing the problem. It is uploaded to RAD.

```
POSR060/PC506CXX/092891                    HRS POSITION CONTROL DISCREPANCY REPORT                              PAGE NO.    1
RUN TIME 11:58 PM                   DISTRICT 00011-SFS TRAINING DISTRICT       FISCAL YEAR 2012                 RUN DATE 11/18/11
           POSITION
POSITION   STATUS/DATE     EXCEPTION CONDITION
--------   -----------     -------------------

JOB TYPE: C

   ACCOUNTING

114020-C   A  07/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0104045000000021400197040100000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0104047000000021400197040100000" NOT ON LABOR FILE

117210-C   A  07/01/11     0701   INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

124020-C   A  07/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0104045000000021400197040100000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0104047000000021400197040100000" NOT ON LABOR FILE

127210-C   A  07/01/11     0701   INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

131010-C   A  02/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111040300000" NOT ON LABOR FILE

131708-C   A  08/01/07     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111040300000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111041600000" NOT ON LABOR FILE

134020-C   A  07/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0104045000000021400197040300000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0104047000000021400197040300000" NOT ON LABOR FILE

137210-C   A  07/01/11     0701   INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

144020-C   A  07/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0104045000000021400197050400000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0104047000000021400197050400000" NOT ON LABOR FILE

151112-C   A  02/01/09     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111040500000" NOT ON LABOR FILE

151119-C   A  12/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205000000003110012104050000" NOT ON LABOR FILE

151400-C   A  08/01/04     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111040500000" NOT ON LABOR FILE

151709-C   A  08/01/08     0702   PCDB LABOR DISTRIBUTION ACOUNT "0105821001110010000113040500000" NOT ON LABOR FILE

153059-C   A  03/01/05     0702   PCDB LABOR DISTRIBUTION ACOUNT "0104045000000021400197050400000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0104047000000021400197050400000" NOT ON LABOR FILE

154020-C   A  07/01/10     0702   PCDB LABOR DISTRIBUTION ACOUNT "0105821001110010000113040500000" NOT ON LABOR FILE

157059-C   A  07/01/05     0701   INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING

157210-C   A  07/01/11     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111041600000" NOT ON LABOR FILE

171111-C   A  06/01/06     0702   PCDB LABOR DISTRIBUTION ACOUNT "0103205001110010000111041600000" NOT ON LABOR FILE

171304-C   A  09/01/07     0702   PCDB LABOR DISTRIBUTION ACOUNT "0104045000000021400197050400000" NOT ON LABOR FILE
                           0702   PCDB LABOR DISTRIBUTION ACOUNT "0104047000000021400197050400000" NOT ON LABOR FILE
```

Account Override List Report (POSR085)

The Account Override List Report (POSR085) is a control report designed to list account overrides between PCDB screen 003 and EDB screen 006. The labor distribution information is automatically updated from Position Control when an assignment is filled. When the labor distribution is changed on the PCDB screen 003, this change also updates screen 006 on the EDB. Proper security clearance is required to override labor on EDB screen 006.

Before making any corrections, labor distributions must be reviewed to determine which area has the correct information the EDB or PCDB. Then the change can be made accordingly.

NOTE: Make labor account updates during the "window period" when no time reports are outstanding so that there is no discrepancy between the labor distribution reflected on the time reports and the EDB Labor Distribution Screen (006). Payroll can override labor distribution on the time file.

A labor distribution can be changed on the EDB Labor Distribution Screen (006). However, the system will consider this change on the EDB as an override. The EDB screen 006 will display an on-line message, "LABOR DISTRIBUTION IS OVERRIDDEN." Such conditions can be cleared by spacing-out the labor on EDB Labor Distribution Screen (006) using action code "18". It will automatically be populated by the labor on PCDB screen 003.

Report organization

The report is organized by the position number, employee name, job number, job title, Position control account distribution, and EDB account distribution. The Positions are listed by position number, the incumbents, and the account distribution that Positions are charged to. The district needs to investigate the account discrepancies and make changes accordingly. The report is uploaded to RAD

```
POSR085/PC5685XX/122794              HRS ACCOUNT CODE OVERRIDE LIST                              PAGE NO.     1 h
RUN TIME 12:02 AM                DISTRICT 00011 - SFS TRAINING DISTRICT             RUN DATE 10/12/05
                                       POS ACCOUNT DISTRIBUTION          FISCAL YEAR 2006
                                                                         EDB ACCOUNT DISTRIBUTION
POSN #     EMPLOYEE NAME        JOB    JOB TITLE

                               FUND RSC/PYR  GOAL  FUNC  OBJ SCH/LOC PERCENT    FUND RSC/PYR  GOAL  FUNC  OBJ SCH/LOC PERCENT
000174  DUNBAR,COOKIE            1  TEACHER ASSISTANT
        AA3333333              01.9-11300.0-18300-00000-1130-0004000  50.000    03.9-25900.0-60000-00000-1130-0004000  66.000
                               03.9-25900.0-60000-00000-1130-0004000  50.000    03.9-25900.0-74000-00000-1130-0004000  34.000

000219  GALLEGOS,HELEEN          2  CLERK TYPIST
        CC5555555              01.9-24900.0-53000-00000-2310-0008000 100.000    01.9-11300.0-18000-00000-2120-0003000 100.000

000981  NANCE,DAVID              9  TEACHER
        WW8888888              01.9-31900.0-84000-00000-1510-0005000  50.000    01.9-31900.0-84000-00000-1520-0025000  50.000
                               03.9-25900.0-60000-00000-1520-0005000  35.000    03.9-25900.0-60000-00000-1520-0005000  35.000
                               03.9-25900.0-74000-00000-1520-0005000  15.000    03.9-25900.0-74000-00000-1520-0005000  15.000

000998  CANE,DOLLY               6  TECHNOLOGY COORDINATOR
        FR6666666              01.9-40000.0-86900-00000-1910-0029000  50.000
                               01.9-40000.0-86900-00000-1910-0029000  50.000
                               01.9-40000.0-86900-00000-1910-0029000  50.000
                               01.9-40000.0-86900-00000-1910-0029000  50.000

001003  RUIZ,VICTOR KARL         4  CLERK TYPIST
        QQ2222222                                                              99.9-99999.9-99999-99999-9999-9999999 100.000

001026  JUAREZ,BENJAMIN          3  CASE MANAGER
        GG7777777                                                              99.9-99999.9-99999-99999-9999-9999999 100.000
```

P O S I T I O N   R E Q U I S I T I O N   F O R M

HRS
INPUT
OUTPUT

DATE PRINTED

1. POSITION NUMBER	2. REQUISITION NUMBER	3. DISTRICT NO DISTRICT NAME

4. REQUISITION DATE FILED	5. REQUISITION STATUS	6. FULL TIME EQUIVALENT	7. DOLLAR CONTROL	8. WORK LOCATION WORK LOCATION TITLE

9. REQUISITION MANAGER NAME

10. REQUESITION CONTACT NUMBER

( ) __ EXT

11. REQUISITION REQUESTED NAME	12 REQUESTED STAT DATE	13. REQUESTED END DATE	14. ACTING/PERMANENT

15. PERSONNEL REQUISITION COMMENTS

BASIC POSITION DATA

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	POSITION TYPE	POSITION DOLLARS

	STATUS DATE		CLOSE DATE			NEW POSITION

WORK LOCATION CODE SUB-SITE	WORK LOCATION TILE	REPORT GROUP -A- -B-	BARGAINING UNIT

COMMENTS (75 CHARACTERS MAX)

POSITION LABOR DISTRIBUTION DATA

FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT	FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT
35.	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.
42.	43.	44.	45.	46.	47	48	126.	127.	128.	129.	130.	131.	132.
49.	50.	51.	52.	53.	54.	55.	133.	134.	135.	136.	137.	138.	139.
56.	57.	58.	59.	60.	61.	62.	140.	141.	142.	143.	144.	145.	146.
63.	64.	65.	66.	67.	68.	69.	147.	148.	149.	150.	151.	152.	153.
70.	71.	72.	73.	74.	75.	76.	154.	155.	156.	157.	158.	159.	160.
77.	78.	79.	80.	81.	82.	83.	161.	162.	163.	164.	165.	166.	167.
84.	85.	86.	87.	88.	89.	90.	168.	169.	170.	171.	172.	173.	174.
91.	92.	93.	94.	95.	96.	97.	161.	162.	163.	164.	165.	166.	167.
98.	99.	100.	101.	102.	103.	104.	182.	183.	184.	185.	186.	187.	188.
105.	106.	107.	108.	109.	110.	111.	189.	190.	191.	192.	193.	194.	195.
112.	113.	114.	115.	116.	117.	118.	196.	197.	198.	199.	200.	201.	202.

FORM REQU (REV. 02-19-2001)

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SECTION IV.

BULLETIN – POSITION CONTROL PLANNING

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Los Angeles County Office of Education

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

May 4, 2017

To: Business, Payroll and Personnel Administrators
HRS District Coordinators
Selected Los Angeles County School and Community College Districts

From: Laura Gutierrez, HRS Coordinator
Employee Services Section
District Personnel Information Services
Division of School Financial Services

Subject: 2017-2018 Position Control Planning

The Los Angeles County Office of Education (LACOE) will establish the 2017-2018 Position Control Database (PCDB) during nightly processing using the 2016-2017 PCDB. This is a two-step process that will take place on the following dates:

June 16, 2017	The 2016-2017 PCDB is copied. Districts may have the 2016-2017 PCDB file copies earlier than June 16, 2017, upon special request to the Division of School Financial Services. No request is otherwise needed.
July 7, 2017	The 2016-2017 PCDB copied file is "rolled in" to establish the functional 2017-2018 PCDB.
July 7, 2017	The 2016-2017 PDCB is purged or deleted from the Human Resource System (HRS)
July 10, 2017	Position Control Database is functional

Detailed information on the following functions can be found in the Position Control Manual:

- Creating New Fiscal-Year Positions (Sect. V, pg.37)
- Position Status Codes (Sect. V, pg. 7)
- Adding, Changing and Deleting Position Numbers (Sect. III, pg. 4)

Serving Students ▪ Supporting Communities ▪ Leading Educators

2017-2018 Position Control Planning
May 4, 2017
Page 2

PC Budget districts planning to utilize the PC File Upload to create their 2017-2018 PCDB need to contact Gemma Cofield at (562) 922-6784 by June 8, 2017.

Please see the attached matrix pages for an explanation of the process used to establish the 2017-2018 PCDB outlined on this bulletin's cover page and for recommendations to be used in the clean-up of copied information.

Should you have questions regarding this process, please call me at (562) 922-6471 or via email at Gutierrez_Laura@lacoe.edu.

Approved:
Sean Lewis, Assistant Director
School Financial Systems and Services

LG:rh
Attachment

SFS-A50-2016-2017

Division of School Financial Services
Position Control Database (PCDB)

Creating Next Fiscal-Year Position Control File
2016-2017 PCDB to 2017-2018 PCDB

Beginning June 16, 2017 ~~~ 2016-2017 PCDB Copied to Establish 2017-2018 PCDB File

---

• Select 2016-2017 PCDB information in Function 10 with the Position Status A: Active will be copied to establish the 2017-2018 PCDB.

• Any position number that indicates "**C**" Closed or "**S**" Closing in the Position Status Field Screen 10/002 (through June 30, 2017) **will not** be copied to the **2017-2018** PCDB.

• Once the **2017-2018** PCDB is established, districts may begin making changes, such as account additions, changes and deletions. Changes that affect both the **2016-2017** and the **2017-2018** PCDB's **must be** updated in **both** years.

• The **2016-2017** PCDB file will remain in effect until July 7, 2017. Until then, two sets of Discrepancy Reports (**2016-2017 and 2017-2018**) will be produced by the system.

• Until the "roll" on July 7, 2017, the fiscal year **2016-2017** *Daily Discrepancy Report* will display for each employee the message, "Employee not on PCDB." **Districts should ignore this message**. This message will go away when the copied file rolls in to establish the **2017-2018** file.

July 7, 2017 ~~~ Copied File Rolled In to Establish 2017-2018 PCDB File
July 7, 2017 ~~~ 2016-2017 PCDB File Purged/Deleted From HRS

• The "roll" will bring forward any additions, changes or deletions that have been made to position numbers and establish the **2017-2018** PCDB. If an active Employee Database (EDB) assignment does not have a **2017-2018** PCDB match, the position number for that assignment will be established in the **2017-2018** PCDB file with an "**I**" Inactive position status.

Note: Special handling by the district is necessary for all **"I"** Inactive position statuses; either terminate the EDB assignment or transfer the employee to another **"A"** Active position number. When the employee is no longer active in the EDB, the system will automatically change the position status to **"C"** Closed.

Attachment to:
Inf. Bul. No. 4572
SFS-A50-2016-2017

- If changes have been made in the **2017-2018** PCDB to Func 10, Trans 003 Labor Distribution, the EDB will be updated with the new account number, Func 01, Trans 006 Labor Distribution, on the night of the "roll." It will include the EDB Labor accounts that have the following message, "Position Control Distribution is Overridden." The jobs that have been terminated will have the message, "Job Terminated – No Pos. Ctrl. Check." A *Change Register* and *Employee Information Report* (EIR) will be produced from the EDB, and a *Change Register* and *Position Profiles* will be produced from the PCDB.

- The districts that have comments in the Comment Field on screen 10/002 on their 2016-2017 files will not see these comments on their 2017-2018 files when the files become available. These comments are saved in a separate file until the files are copied over to the new fiscal year. The comments will be loaded back in on July 8, 2017.

- **Districts are advised to carefully review the PeopleSoft Account File to make sure that all possible labor accounts to be used in the next fiscal year are included in the file before it is sent to LACOE for the upload in PeopleSoft**. By July 1, 2017, the Account File will be loaded in PeopleSoft. Until that happens, the position control process will not be able to validate the accounts. The daily discrepancy report (POSR060) will display a discrepancy message, "Labor account not on file." **Districts should ignore this message** until the Account File is uploaded in PeopleSoft. The message will go away after the Account File is uploaded and the system is able to validate the labor accounts.

> *July 10, 2017 ~~~2017-2018 Position Control Database Functional and ready for use*

SECTION V.

PCDB PRINTED FORMS

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Position Profile Form

PCDB Position Profile Form provides the districts with a printed copy of the information stored in the system for each position. As a new position is created or when changes are posted to position information on Position Control screens 002, 003, 004, or 005. The system automatically prints a Position Profile Form for the district during the overnight processing.

The purpose of the form is similar to the "EDB-EIR form" and has been designed to be used as a turnaround document where changes to position information can be recorded and stored in a district position file. A district may use a copy of the form to notify a unit manager of the position information. The unit manager can use the form as a turnaround document to submit position information changes back to the Position Control area.

The Position Profile Form is divided into three sections with each section showing information from one of the PCDB position information screens:

- (002) Basic Position Information

- (003) Labor Distribution

- (004) Position Financial Information

The screen number for each section on the form is printed in a box on the left side of the form. Space has been provided to record changes above each of the Position Control data fields. Refer to the screen descriptions, in the PCDB Information section, for information regarding the data showing on the form.

A district can choose the number of copies, 0 to 5, of the Position Profile Forms that are printed by the system. A district will be set up automatically to receive one copy. If a district wants a different number of copies, they must notify School Financial Services. The number of copies printed for the district is stored in the District Profile Table (020). This report is available in Reports and Data (RAD).

POSITION PROFILE FORM

HRS INPUT	DIST PRINTED: 10 10 2005
OUTPUT	DISTRICT NO / DISTRICT NAME: 00001 SFS TRAINING DISTRICT

002 BASIC POSITION INFO

1. POSITION NUMBER		
2005	000026	

2. JOB CLASS	3. JOB CLASS TITLE	4. JOB TYPE	5. ACADEMIC RANK	6. CONTROL METHOD	7. POSITION FTE	8. POSITION DOLLARS
001000	TEACHER	C		FTE	29.000	

9. POSITION STATUS	10. STATUS DATE	11. ACTIVE DATE	12. CLOSE DATE	14. PREV POSITION	15. NOE POSITION
ACTIVE	04 10 1996	04 10 1996			

16. WORK LOCATION CODE	SUB-SITE	17. WORK LOCATION TITLE	18. REPORT GROUP		19. BARGAINING UNIT
00005		FELTON	-A-	-B-	LT

20. COMMENTS (75 CHARACTERS MAX)

003 LABOR DISTRIBUTION

FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
21. 01.9	22. 11300.0	23. 18000	24. 00000	25. 1110	26. 0005000	27. 100.000	105.	106.	107.	108.	109.	110.	111.
28.	29.	30.	31.	32.	33.	34.	112.	113.	114.	115.	116.	117.	118.
35.	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.
42.	43.	44.	45.	46.	47.	48.	126.	127.	128.	129.	130.	131.	132.
49.	50.	51.	52.	53.	54.	55.	133.	134.	135.	136.	137.	138.	139.
56.	57.	58.	59.	60.	61.	62.	140.	141.	142.	143.	144.	145.	146.
63.	64.	65.	66.	67.	68.	69.	147.	148.	149.	150.	151.	152.	153.
70.	71.	72.	73.	74.	75.	76.	154.	155.	156.	157.	158.	159.	160.
77.	78.	79.	80.	81.	82.	83.	161.	162.	163.	164.	165.	166.	167.
84.	85.	86.	87.	88.	89.	90.	168.	169.	170.	171.	172.	173.	174.
91.	92.	93.	94.	95.	96.	97.	175.	176.	177.	178.	179.	180.	181.
98.	99.	100.	101.	102.	103.	104.	182.	183.	184.	185.	186.	187.	188.

004 POSITION FINANCIAL INFORMATION

190. PAY BASIS	191. ENCUMB OPTION	192. BUDGET MONTHS	193. WORK CALENDAR	194. PERCENT FULL-TIME	195. SCHED/RANGE/STEP	196. BUDGET STEP INCREASE DATE
M	P	11.000	A	100.00	C 002 03	01 01 0001

STIPENDS

197.	198.	200.	201.	202.

203. MILEAGE PLAN	204. RETIREMENT PLAN	205. BENEFIT PACKAGE	206. BENEFIT MONTHS	207. ADDL CONTRIBUTION PDG.	208. ADDL CONTRIBUTION MONTHS
	S5	LT	10.000		

TOTAL BUDGET ALLOCATION BREAKDOWN

	MONTHLY	ANNUAL
SALARY		
STRS/PERS/OASDI/MEDI		
BENEFIT PACKAGE		
ADDITIONAL CONTRIBUTION PACKAGE		
TOTAL		

FORM PROFILE (04-09-01)

POSITION PROFILE FORM

HRS INPUT	DIST PRINTED 10 10 2005
OUTPUT	DISTRICT NO DISTRICT NAME 00001 SFS TRAINING DISTRICT

002 BASIC POSITION INFO

1. POSITION NUMBER	
2005	000688

2. JOB CLASS	3. JOB CLASS TITLE	4. JOB TYPE	5. ACADEMIC RANK	6. CONTROL METHOD	7. POSITION FTE	8. POSITION DOLLARS
001000	TEACHER	C		FTE	40.000	

9. POSITION STATUS	10. STATUS DATE	11. ACTIVE DATE	12. CLOSE DATE	14. PREV POSITION	15. NOE POSITION
ACTIVE	05 01 1997	05 01 1997			

16. WORK LOCATION CODE	SUB-SITE	17. WORK LOCATION TITLE	18. REPORT GROUP		19. BARGAINING UNIT
00003		MOFFETT	-A-	-B-	LT

20. COMMENTS (75 CHARACTERS MAX)

003 LABOR DISTRIBUTION

FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT
21. 01.9	22. 11400.0	23. 10000	24. 00000	25. 1110	26. 0009000	27. 100.000	105.	106.	107.	108.	109.	110.	111.
28.	29.	30.	31.	32.	33.	34.	112.	113.	114.	115.	116.	117.	118.
35.	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.
42.	43.	44.	45.	46.	47.	48.	126.	127.	128.	129.	130.	131.	132.
49.	50.	51.	52.	53.	54.	55.	133.	134.	135.	136.	137.	138.	139.
56.	57.	58.	59.	60.	61.	62.	140.	141.	142.	143.	144.	145.	146.
63.	64.	65.	66.	67.	68.	69.	147.	148.	149.	150.	151.	152.	153.
70.	71.	72.	73.	74.	75.	76.	154.	155.	156.	157.	158.	159.	160.
77.	78.	79.	80.	81.	82.	83.	161.	162.	163.	164.	165.	166.	167.
84.	85.	86.	87.	88.	89.	90.	168.	169.	170.	171.	172.	173.	174.
91.	92.	93.	94.	95.	96.	97.	175.	176.	177.	178.	179.	180.	181.
98.	99.	100.	101.	102.	103.	104.	182.	183.	184.	185.	186.	187.	188.

004 POSITION FINANCIAL INFORMATION

190. PAY BASIS	191. ENCUMB OPTION	192. BUDGET MONTHS	193. WORK CALENDAR	194. PERCENT FULL-TIME	195. SCHED/RANGE/STEP	196. BUDGET STEP INCREASE DATE
M	P		A	100.00	C 001 01	01 01 0201

STIPENDS

197.	198.	200.	201.	202.

203. MILEAGE PLAN	204. RETIREMENT PLAN	205. BENEFIT PACKAGE	206. BENEFIT MONTHS	207. ADDL CONTRIBUTION PDG.	208. ADDL CONTRIBUTION MONTHS
	S5	LT	10.000		

TOTAL BUDGET ALLOCATION BREAKDOWN

	MONTHLY	ANNUAL
SALARY		
STRS/PERS/OASDI/MEDI		
BENEFIT PACKAGE		
ADDITIONAL CONTRIBUTION PACKAGE		
TOTAL		

FORM PROFILE (04-09-01)

Position Requisition Form

PCDB Position Requisition Form provides the districts with a printed copy of the information stored in the system for each position requisition. As a new position requisition is created or when changes are posted to the requisition information on Position Control screen 006, the system automatically prints a Position Requisition Form for the district during the overnight processing.

The purpose of the requisition form is similar to the "EDB - EIR form" and has been designed to be used as a turnaround document. Where changes to requisition information can be recorded and stored in a district position requisition file. A district may use a copy of the requisition form to notify a unit manager of requisition information. The unit manager can use the form as a turnaround document to submit requisition information back to the Position Control area.

The Position Requisition Form is divided into three sections with each section showing information from a PCDB position information screen:

- (006) Position Requisition Information

- (002) Basic Position Information

- (003) Labor Distribution

Space has been provided to record changes, above each of the position requisition data fields, on the form. Refer to the screen descriptions in the PCDB Information section for information regarding the data showing on the form.

A district can choose the number of copies, 0 to 5, of the Position Requisition Forms that are printed by the system. A district will be set up automatically to receive one copy. If a district wants a different number of copies, they must notify School Financial Services. The number of copies printed for the district is stored in the District Profile Table (020). This report is available in Reports and Data (RAD).

POSITION REQUISITION FORM

HRS
INPUT
OUTPUT

DATE PRINTED: 04 20 2005

1. POSITION NUMBER	2. REQUISITION NUMBER
2005　　000317	2005 - 01000361

3. DISTRICT NO DISTRICT NAME
00001 SFS TRAINING DISTRICT

4. REQUISITION DATE FILED	5. REQUISITION STATUS	6. FULL TIME EQUIVALENT	7. DOLLAR CONTROL	8. WORK LOCATION	WORK LOCATION TITLE
04/20/05	ACTIVE	0.500		00010	DISTRICT OFFICE

9. REQUISITION MANAGER NAME	10. REQUESITION CONTACT NUMBER
	(　　　)　__　　EXT

11. REQUISITION REQUESTED NAME	12 REQUESTED STAT DATE	13. REQUESTED END DATE	14. ACTING/PERMANENT
GALLEGO,JANELLE	04 24 2005		P

15. PERSONNEL REQUISITION COMMENTS

BASIC POSITION DATA

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	POSITION TYPE	POSITION DOLLARS
200430	CUSTODIAN-12 MO.	N		FTE	4.000	

	STATUS DATE		CLOSE DATE			NEW POSITION
ACTIVE	08 07 1996	08 07 1996				

WORK LOCATION CODE	SUB-SITE	WORK LOCATION TILE	REPORT GROUP -A-	-B-	BARGAINING UNIT
00010		DISTRICT OFFICE			03

COMMENTS (75 CHARACTERS MAX)

POSITION LABOR DISTRIBUTION DATA

FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT	FUND	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT
35.	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.
42.	43.	44.	45.	46.	47	48	126.	127.	128.	129.	130.	131.	132.
49.	50.	51.	52.	53.	54.	55.	133.	134.	135.	136.	137.	138.	139.
56.	57.	58.	59.	60.	61.	62.	140.	141.	142.	143.	144.	145.	146.
63.	64.	65.	66.	67.	68.	69.	147.	148.	149.	150.	151.	152.	153.
70.	71.	72.	73.	74.	75.	76.	154.	155.	156.	157.	158.	159.	160.
77.	78.	79.	80.	81.	82.	83.	161.	162.	163.	164.	165.	166.	167.
84.	85.	86.	87.	88.	89.	90.	168.	169.	170.	171.	172.	173.	174.
91.	92.	93.	94.	95.	96.	97.	161.	162.	163.	164.	165.	166.	167.
98.	99.	100.	101.	102.	103.	104.	182.	183.	184.	185.	186.	187.	188.
105.	106.	107.	108.	109.	110.	111.	189.	190.	191.	192.	193.	194.	195.
112.	113.	114.	115.	116.	117.	118.	196.	197.	198.	199.	200.	201.	202.

FORM REQU (REV. 02-19-2001)

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