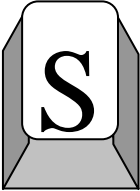


**H**uman



**R**esource



**S**ystem

## **Position Control Manual**

### **Volume 2**



**Los Angeles County Office of Education**

An Official Publication



**Los Angeles County  
Office of Education**

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# HRS POSITION CONTROL

## INTRODUCTION

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The Human Resource System (HRS) operated by the Los Angeles County Office of Education, is an integrated Personnel, Payroll, and Retirement system. The system serves 100-plus educational agencies and school districts. Extensive information is maintained on over 200,000 employees. Data is accessible and changes can be made on-line real-time.

A variety of reports are generated as a result of the nightly processing of payroll, personnel, and retirement transactions. Numerous personnel functions are supported, such as Department Notification Reports showing TB exams due, evaluations due, leaves of absence pending, credential expirations, etc. Employee history is an important feature that records all history sensitive personnel changes, e.g., promotion, reassignments, leaves, and salary changes. Personnel and other employee data can be extracted for special uses through a special Ad-Hoc Report production capability.

Payroll functions are numerous and include time reporting, payroll production, direct deposit, pay adjustments, pay history, W-2 and W-2C automated corrections. Because HRS uses tables extensively, manual input is substantially reduced when salaries or other table-supported data is revised.

**Volume 1:** The System Operation Manual includes all basic system features, screens and descriptions, processing rules, and system access information.

**Volume 2:** The Position Control Manual..

A Help Sheet is included in Volumes 1 and 2 that lists SFS personnel to contact for particular subject information. In the event any district is in need of specialized instruction or training, please feel free to contact School Financial Services staff for assistance.

# HRS POSITION CONTROL

## INTRODUCTION

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### Using this Manual

The manual is in loose-leaf form. SFS anticipates periodic updates offering new material and system enhancements. The loose-leaf format also allows you to insert notebook pages of your own, augmenting the content with your own experience and for noting potential contributions to future HRS updates. In browsing the manual, you will note that there is plenty of white space. The manual has been formatted to provide ample room for your notes and comments. Finally, the manual's format permits you to easily remove a page or set of pages for duplication. **[Permission is granted for non-commercial use.]**

Each index separator begins with an introduction to a specific section. In general, each section addresses a specific feature and includes sample screens and examples for application of subject content. Nine main sections are presented: Overview, CDB Information, PCDB Information, EDB Position Control Screen Processes, PCDB Processes, PCDB Forms and Reports, Run Specifications, and Screen References. A table of contents is organized by what you will see on the screen. In addition, a separate index is provided at the back of the manual.

There are several ways to navigate through the manual. If you are using a hard copy manual, at the top of each page is the index separator header. Along with this header is a caption for each subsection. This feature is particularly useful when you are seeking information about a specific topic but may not be sure where to find it in the table of contents. The index, however, should be the first reference point. If you are using a soft copy manual, simply click on the topic from the Table of Contents, and it will take you directly to that page.

If any district is in need of specialized instruction or training, please feel free to contact the School Financial Services Training Coordinator at [sfshrsops@lacoedu](mailto:sfshrsops@lacoedu) for assistance or you can visit our website at [www.lacoedu/hrs\\_training](http://www.lacoedu/hrs_training).



# **POSITION CONTROL**

## **Overview**

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# HRS POSITION CONTROL

## Overview

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### **What is the 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) 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.

*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.*

# HRS POSITION CONTROL

## Overview

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### **FYTD Hours, Days, and Pay Monitoring**

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

*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, an order to fill a position. Position requisitions allow a district to minimize staff allocation problems by monitoring orders to fill positions prior to assignments being implemented. A requisition is usually generated by a request from a unit manager to fill a position. A Position Control requisition is created by entering information on PCDB, Function 10, and Requisition Information Screen (006). 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.

# HRS POSITION CONTROL

## OVERVIEW

## Information Stored On PCDB Screens

---

### Examples of Information Stored On PCDB Screens

- **Basic Position Information** - Main screen to establish a position and to hold required information for a position. Such as; Job Class with Type and Academic Rank, Control method by FTE, Hours, Days, or Pay; Position Status with control dates; Work Location; and 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 (Update-002 and Inquiry-012).
- **Labor Distribution Information** - Screen to hold the accounting information for the position, such as; Fund, Object, Program, Location and Percentage. A position may be distributed to up to ten accounts. See PCDB, Function 10, Labor Distribution Information Screens (Update-003 and Inquiry-013).
- **Financial Information** - Screen to hold key financial information used to project the cost allocation for the position when it is vacant. The financial information includes: Pay Basis, Work Calendar, Percentage Full-Time, Salary Placement including Periodic Stipends, Retirement coverage, 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 (Update-004 and Inquiry-014).
- **Position Skills Information** - Optional screen to hold information regarding the skills necessary to serve in the position, such as; Position Description, Skill Types, Education Level, and Special Qualifications. See PCDB, Function 10, Position Skills Information Screens (Update-005 and Inquiry-015).
- **Requisition Information** - Optional screen to hold information needed to process a requisition to use the position. Requisition information includes: 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 (Update-006 and Inquiry-016).

# HRS POSITION CONTROL

## Position Control Options

## OVERVIEW

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### District Position Control Options

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

**District Option 1** -- elect 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** -- use 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** -- use 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.

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

# HRS POSITION CONTROL

## OVERVIEW

## Position Control Processing

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### 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 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 an Active Date. See PCDB, Function 10, Basic Position Information Screen (002).
- Closing positions based on a 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.

# HRS POSITION CONTROL

## PC Affect on Other Areas

## OVERVIEW

---

### **Position Level vs. EDB assignment**

On the 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 the PCDB with multiple FTE. This means 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, the 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 the 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).



# HRS POSITION CONTROL

## OVERVIEW

## PC Effect on Other Areas

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### 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, Function 01, 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 the EDB.

### 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 make assignments to the position. The Close Date will close the position to new assignments. These dates directly effect 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 position number and requisition number, may be updated through Mass Change. For information regarding Position Control Mass Changes, contact School Financial Services - Mass Changes via email at sfshrsops@laco.edu.

# HRS POSITION CONTROL

## Year-End Transition

## OVERVIEW

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### 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.

# HRS POSITION CONTROL

## OVERVIEW

## Forms and Reports

---

### Position Control Forms

HRS Position Control provides two system-generated forms to support district Position Control needs. The system automatically produces a form each time information effecting a position is entered on a Position Control screen. See detail pages 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 district Position Control reporting needs. The system automatically produces selected standard reports while other reports are available to the district by special request. See detail pages PC VI - 7 through VI - 24.

### **System Generated Standard Reports**

- Departmental Position Allocation List (POSR010) .....Monthly
- Position Control Position List (POSR020) .....Monthly
- Position Change Register (POSR030) .....Daily
- Position Control Discrepancy Report (POSR060) .....Biweekly
- Position Control Job Class List (POSR070) .....Monthly
- Position Control Account List (POSR080) .....Monthly
- HRS Account Code Override List (POSR085) .....Monthly

### **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 HRS Position Control need access to Position Control information in a wide variety of formats to meet specific needs. Standard reports do not always contain all 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 School Financial Services - Special Reports.

# HRS POSITION CONTROL

## Using the Workstation

## OVERVIEW

---

### Using The Workstation

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

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

# HRS POSITION CONTROL

## OVERVIEW

## Position Control Security

---

### Position Control Security

HRS Position Control has screen level security control. Each employee the district authorizes to use Position Control is set-up with their own security profile specifying the screens they can use. When signing-on to HRS the employee enters a unique user ID and a password to validate the system access. This unique user ID and password is assigned when a security request has been submitted and processed. **Please do not share your security login information with anyone.** Security request forms are posted on our website at [www.lacoe.edu/hrs\\_security](http://www.lacoe.edu/hrs_security) or you can email the HRS Security and Operations Unit at [sfshrsops@lacoe.edu](mailto:sfshrsops@lacoe.edu).

Position Control Function menu 10 provides access to 6 update screens and 12 inquiry screens. District administration must supply School Financial Services - Security with the specific screens each district employee is authorized to use. Position Control reports are sent to the district through the LACOE mail service. It is the responsibility of the district to control access to reports.

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# **POSITION CONTROL DATABASE**

## **CDB Information**

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# HRS POSITION CONTROL

## CDB INFORMATION

## District Profile Table (020)

### Screen II-3 — District Profile Table (020)

\*\* CTL - DISTRICT PROFILE TABLE 1 - INQUIRY \*\* 1620

DIST NAME: L A COUNTY OFFICE OF EDUCATION DISTRICT: 10011  
 ADDRESS: 9300 E IMPERIAL HWY  
 CITY: DOWNEY ST: CA ZIP: 90242  
 PHONE: 310 922 6111 EXT: 9999

LONGEVITY/SENIORITY: R VALID CYCLES: E4 C3 H1 V2 C2  
 SDI COVERAGE: N NUMBER OF COPIES

1 POSITION CONTROL: 3 2 POSITION CONTROL: 1 EIR: 1 CHANGE REG: 1

3 POSTN CNTRL REQ FLAG: N PERS CONTRACT: 0129

FED EMPLOYR IDENT NO: 999000999 PERS OASDI CONTRCT INDICATOR: N  
 STATE EMPLR IDENT NO: 88899966 EFFECTIVE DATE: 00 00 00  
 UNEMPLOYMENT: 99955588 PERS PICKUP OR EMPLOYEE PAID: P  
 SDI REPT-NO: EFFECTIVE DATE: 01/01/86

PBA-HW-PRORATION: A STRS PICK UP OR EMPLOYEE PAID: P  
 LEAVE ACCT USE: N EFFECTIVE DATE: 01/01/86  
 LEAVE IN DAYS/HRS: H STRS OASDI CONTRCT INDICATOR:  
 CSEA UNION DUES : EFFECTIVE DATE: 00 00 00

---

TRANS: 020 KEY 1: 10011 KEY 2:      KEY 3:      DIST: 30033

LACOE staff will record the Position Control option selected by the district on District Profile Table Screen (020), Function 05.

*Screen II-3 shows a district selecting Option 3 to use the full editing capability of the system and to print only one copy of each Position Profile Form and Position Requisition Form.*

### Field Descriptions

- |   |   |                      |  |
|---|---|----------------------|--|
| 1 | ^ | POSITION CONTROL     | Position Control option selected by the district:<br>1 - HRS Position Control Module not used.<br>2 - Position Control Warning Messages.<br>3 - Position Control Editing.  |
| 2 | ^ | POSITION CONTROL     | Number of Copies of Position Control Reports (maximum five copies).  |
| 3 | ^ | POSTN CNTRL REQ FLAG | Position Control Requisition options selected by the district:<br>N - No requisition processing<br>O - Yes requisition but no paperwork<br>1, 2, 3 - Yes requisitions, and the number of requisition copies to be produced<br><br>Number of copies of position control requisition (maximum three copies). If blank, default to N. |
| ^ | = | Required field       |  |

# HRS POSITION CONTROL

## District Codes Table (028 Sub-Table "PC")      CDB INFORMATION

Screen II-4 — District Codes Table (028 Sub-Table "PC")

CODE TYPE:		PC POS CTL BUDGETS	CODE:	
1		DISTRICT:	10011	
CODE	2	3	4	DESCRIPTION
→ CF	CSEA FT	:	561.80	
CP	CSEA PT	:	500.98	
LF	LACEA FT	:	1296.30	
LP	LACEA PT	:	535.50	
MF	M,B,C FT	:	953.20	
MP	M,B,C PT	:	767.30	
→ NA	NO BEN	:	000.00	
SF	SEIU FT	:	1401.50	
SP	SEIU PT	:	659.60	

(075) - LAST SCREEN - NO MORE DATA.

TRANS: 020    KEY 1: PC    KEY 2:       KEY 3:       DIST: 10011

Function 11, District Codes Table Screen (028), Sub-Table "PC" is required to support the calculation of position costs on PCDB Function 10, Financial Information Screen (004). The table allows the development of a series of district-defined two-character "Benefit Package Codes" to identify district contributions for a position. Benefit Package Codes are required in the "Benefits Package" and the "Additional Contributions" fields on PCDB Financial Information Screen (004).

Table 28 Sub-Table "PC" is used to validate the Codes entered on screen 004. The table also provides the name of the package displayed on the screen and the monthly district contribution rates used to project the cost of the position.

*Screen II-4 shows nine package Codes that are samples of the types of packages used by districts. Package "CF" shows a title of "CSEA FT" on the PCDB Financial Information Screen (004) and uses a monthly rate of \$561.80 for screen cost projections. Package "NA" is provided for positions that do not have district contributions to benefits.*

# HRS POSITION CONTROL

## CDB INFORMATION      District Codes Table (028 Sub-Table "PC")

### Field Descriptions

- |   |   |  |  |
|---|---|--|--|
| 1 | ^ | CODE   | District defined two-character Code used on PCDB Financial Information Screen (004) to record Benefit Package and Additional Contribution Package. |
| 2 | ^ | DESCRIPTION<br>(PACKAGE<br>NAME)             | Nine-character name used to describe the package on PCDB screen 004.   |
| 3 | ^ | ":"  | Enter ":" in the tenth position of the description field to separate the package name from the package monthly rate.                               |
| 4 | ^ | DESCRIPTION<br>(PACKAGE<br>MONTHLY<br>RATE ) | Monthly package rate to show on PCDB screen 004. The rate can be up to \$9999.99.  |
| ^ | = | Required field                               |  |



# **POSITION CONTROL DATA BASE**

## **Speed Key/Account Code Table (040)**

# CONTROL DATA BASE

## Speed Key/Account Code Linkup Table (040)

\*\* CTL - SPEED KEY / ACCOUNT CODE LINKUP-UPDATE \*\* 1140

DISTRICT: 10011      SPEED KEY: SUBTEACHER

	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>		
	FUND	RESRCE/PROJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
1	83 9	13100 0	12100	00000	1110	3202000	10.000		
2	83 9	13100 0	13200	00000	1110	3202000	10.000		
3	83 9	13100 0	13200	00000	1110	3907000	10.000		
4	83 9	13100 0	15100	00000	1110	3907000	10.000		
5	83 9	21100 0	02100	00000	1315	3201000	10.000		
6	83 9	21100 0	10000	00000	1315	3901000	10.000		
7	83 9	21100 0	11500	00000	1315	6601000	10.000		
8	83 9	21100 0	11500	00000	1315	6604000	10.000		
9	83 9	21100 0	11700	00000	1210	3705000	10.000		
10	83 9	21100 0	11700	00000	1514	3705000	10.000		
11	---	---	---	---	---	---	---		
12	---	---	---	---	---	---	---	<u>9</u>	<u>10</u>
								100.000	100.000

FISCAL YEAR 15

**(002) - ENTER YOUR CHANGES.**

TRANS: 040      KEY 1: SUBTEACHER      KEY 2:           KEY 3:           DIST: 10011

The Speed Key/Account Code Linkup Table stores account (labor) distributions with percents which are used to facilitate data entry of account information on PCDB Labor Distribution Screen (003). Use of this table is optional.

There can be from 1 to 24 account (labor) distributions with varying percentages totaling 100 percent. The system validates each account in the financial system to the HRS account file. There is a two-day delay between when the account code is entered into the accounting system and when it will be validated in HRS.

### Additions, Changes or Deletions

Districts maintain this table. Additions, changes, or deletions are input on-line, real-time, which means the entry is available for immediate use. Use Function 11, Control Table District Update.

*Note: Any update/change in the Speed Key/Account Code Linkup Table will not automatically update/change the related PCDB screen, 01/003, or the EDB screen, 01/006.*

- Addition - Enter the new Speed Key Code on the Speed Key/Account Code Linkup line or; or on the bottom transaction line, enter TRANS "040" and for KEY 1, enter the Speed Key Code. Enter data in the blank fields using the field descriptions that follow.
- Change - Access the detail screen. Any field, except for the Speed Key, can be changed by overlaying or typing in the data.

# CONTROL DATA BASE

## Speed Key/Account Code Linkup Table (040)

---

### Additions, Changes or Deletions (cont.)

- Deletion - Access the detail screen. Enter “D” in the Action Field when the message “ENTER YOUR CHANGES” appears, and TRANSMIT. When the message line asks for approval, enter an asterisk and TRANSMIT. Use caution when deleting Speed Keys, as it can impact EDB processing. For assistance, see the HELP Sheet in the front of the manual.
- Copy - Access the detail screen. Overlay or type in the new Speed Key Code in the Speed Key field and TRANSMIT. At the prompt, PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED, enter “Y” to update the table.

### Reports Generated

When additions, changes, or deletions are input, a Speed Key Table Report (AIMS040) in EDB is generated. See the Control Data Base Report Section for details on this report.

### Field Descriptions

1	^	SPEED KEY	District alphanumeric code identifying a speed key (ten characters or less).
2	^	FUND	2-digit fund and 1-digit sub fund code.
3	^	RESRCE/PROJYR	5-digit resource and 1-digit project year code.
4	^	GOAL	5-digit goal code.
5	^	FUNC	5-digit function code.
6	^	OBJ	4-digit object code. System edits based on Job Type. <ul style="list-style-type: none"><li>• If Job Type is “C” certificated, the first position of object code must be “1.”</li><li>• If Job Type is other than “C,” the first position of object code must be “2.”</li></ul>
7	^	SCH/LOC	7-digit school/location code.
8	^	PERCENT	Percentage plus 3 decimal places.
9		SCREEN TOTAL	Percentage plus 3 decimal places. Total of all accounts on the current screen.
10		GRAND TOTAL	Percentage plus 3 decimal places. Total of all accounts must equal 100 percent.
11		FISCAL YEAR	Screen defaults to the current Fiscal Year. If needed, enter next Fiscal Year.
^	=	Required field	





# **POSITION CONTROL DATABASE**

## **Menu Introduction**

(Intentionally left blank)

# HRS POSITION CONTROL

## PCDB - Menu Introduction

### Screen III-3 — Function 10 - Menu

```

** PC - POSITION CONTROL - MENU **
1000
-TRANS- - - - - DESCRIPTION - - - - -
  000  MENU
  1
  UPDATE
  2
  INQUIRY
  3 LAST POSITION:
  4 LAST REQUISITION:
  01
  02
  001  BUILD A POSITION
  002  BASIC POSITION INFORMATION
  003  LABOR DISTRIBUTION INFORMATION
  004  FINANCIAL INFORMATION
  005  POSITION SKILLS INFORMATION
  006  REQUISITION INFORMATION
      INCUMBENT INFORMATION
      INCUMBENT SUMMARY
      VACANT POSITION SEARCH
      POS CONTROL REPORT REQUESTS
      COUNTY NAME SEARCH
      DIST NAME SEARCH (ACTIVE ASSIGN)
      DIST NAME SEARCH (ALL ASSIGN)
      NAME:
INTERRUPT:
(058) - WELCOME TO THE HRS ONLINE SYSTEM.
TRANS: 001 POSITION: FISCAL YR: 02 RQSN: DISTRICT: 10011
```

Position Control Menu Function 10 is the menu screen that displays the options available to support the Position Control function. The screen is divided into four areas:

- Area 1 lists the update transactions that may be performed to support Position Control
- Area 2 lists the inquiry transactions that are available
- Area 3 shows the last position number assigned.
- Area 4 shows the last requisition number assigned for both the current and the next fiscal year.

*Screen III-3 displays the Position Control Menu with a sample transaction to build a New Position for fiscal year 2001-2002, Transaction code "001" is entered to build the position, the Fiscal Year "02" is indicated and the position number field is left empty for the system to assign the next available position number to the New Position. This transaction will create position "876355", as indicated on screen III-9.*

### Required Screens/Data

PCDB Basic Position Information Screen (002), Labor Distribution Information Screen (003), and Financial Information Screen (004) are required to establish a complete position on the PCDB. A position is physically created at the time the 002 screen is updated. The Labor Distribution Information on screen 003 and the Financial Information on screen 004 must be entered before the position can support PC Budgets. Screens 002, 003, and 004 have required information that must be entered before the system will allow the user to move forward and the screen to be updated. (See the field description section that follows each screen.)

# HRS POSITION CONTROL

## PCDB - Menu Introduction

---

### Optional Screens/Data

PCDB Function 10 Financial Information Screen (004), Position Skills Information Screen (005), and Requisition Information Screen (006) are optional and not required to use the Position Control module. However, screen 004 is required to use PC Budget. If the district chooses to use optional screens 004 or 006, some of the data fields on the screens are required; screen 005 has no required data fields. (See the field description section that follows each screen.)

### To Build 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. When screen 004 is complete, the system will return to the PCDB menu. It is recommended that the same staff person enters the data on all three screens to ensure that the position has been properly established. If district staff does not use screen 004 they can change the transaction number at the bottom of screen 003 to jump to the next activity.

**Note:** HRS Position Control supports maintaining positions for two fiscal years, the current year and the next fiscal year. The system will automatically assign the position to the current fiscal year unless the user enters the next fiscal year in the FISCAL YR field at the bottom of the menu screen.

### To Access the Position Control Screens

Use Function 10, Position Control Update and Inquiry

### Add a New Position

- Input "001" for the TRANS to build a position
- Leave the position number blank for HRS to assign the next available position number
- Change the Fiscal Year if the position is for "next" year only

The Basic Position Information Screen (002) will appear. Input the data on screen 002 according to the screen description section on the pages that follow. Input the "Y" as directed and transmit. **DO NOT** change the TRANS code on screen 002; the system will automatically page to screen 003 and then to screen 004. Enter the appropriate data and after screen 004 is completed the system will automatically return to the Position Control menu. The position is actually created in the computer when "Y" is transmitted for screen 002. Screen 003 and screen 004 must be entered to complete the position.

### Change position information

- Input screen number of area to be changed; 002, 003, 004, or 005
- Input the position number
- Enter Fiscal Year if position is for "next" year only

The requested screen will appear. Enter your changes on the screen and transmit. Enter "Y" to accept the changes and press transmit again.

# HRS POSITION CONTROL

## PCDB - Menu Introduction

---

### Inquiry Position Information

- Input screen number of area to be viewed; 012, 013, 014, 015, 018, 019, or 020
- Input the position number
- Enter Fiscal Year if position is for "next" year only

The requested inquiry screen will appear.

### Name Search

- Enter name or part of a name
- Enter Transaction number; 097, 098, or 099

The requested Name Search screen will appear.

- Input screen number of area to be accessed; 002, 003, 004, 005, 012, 013, 014, 015, 018, 019, or 020 (Enter the Transaction field to the left of the name)

The requested update or inquiry screen will appear.

See "Name Search" Section PC III - 49

See "Requisition Processing" Section PC V- 29

See "Special Topics" Creating Next Fiscal Year Positions Section PC V - 35

### Vacant Position Search

- Enter transaction 020

The Vacant Position Search Screen will appear.

### 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. Automated processes such as Fiscal Year-End Copy and Roll processes that change status of a position will produce Position Profile Forms (reports) and Position Change Register, POSR030. (See "PCDB Printed Forms" Section PC VI-1 and "PCDB Reports" Section PC VI-7 for details on these reports.) Creating a requisition or changing information on an existing position requisition will generate a Position Requisition form. (See the PCDB Forms and Reports section for detail on the form.)

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# **POSITION CONTROL DATABASE**

## **Basic Position Information (002)**

(Intentionally left blank)



# HRS POSITION CONTROL

## PCDB - Basic Position Information (002)

### Screen III-9 — Basic Position Information Screen (002)

```

** PC - BASIC POSITION INFORMATION **
2002 876355 ADMIN AIDE LAST CHANGE DATE 07 01 95 1002
1 2 3 4
JOB JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD 5 UNITS 6 DOLLARS
773000 ADM AIDE N E 2.7500 0.00
7 8 9 10 11 12 13
POSITION STATUS ACTIVE CLOSE PREV NEW MASTER
STATUS DATE DATE DATE POSITION POSITION POSITION
A 07 01 01 07 01 01
14
< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - - >
AVAILABLE 16 FILLED 17 ACTING 18 RESERVED 19 ACT/RSV 20 REQUISITIONED 21 TOTAL VACANT
15 0.5000 2.2500 0.0000 0.0000 0.0000 0.0500 0.5000
22
POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
H7200 IBS ACCOUNTING MM
25 26 27 28
COMMENTS FYTD HOURS: DAYS: PAY: $
(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 876355 FISCAL YEAR: 02 DISTRICT: 10011
    
```

Basic Position Information Screen (002) is the main screen used to establish a position. Information entered on this screen identifies:

- Position Number
- Position Job Classification
- Method of Controlling the Position and the allocation (FTE / Hours / Days / Pay)
- Position Status
- Position Work Location
- FYTD Hours / Days / Pay from payroll processing

Screen 012 is the Inquiry version of the 002 screen.

*Screen III-9 shows an Administrative Aide position in IBS Accounting (Work Location H7200) with a Position Control number of 876355. The position has been established for 2.7500 FTE with a current Position Status "A" Active. The Active Date of 7/01/01 allowed personnel to start using the position on July 1, 2001. The position was established for the 2001-2002 Fiscal Year, and continues until closed.*

### Field Descriptions

1 ^ JOB CLASS Code to identify the job classification of the position. The code must be from the CDB Job Class Table (004). The system generates Job Class Title.

^ = Required field

# HRS POSITION CONTROL

## PCDB - Basic Position Information (002)

---

- 2      JOB TYPE                    *System-generated* from Job Class Table (004):
- C = Certificated                    M = Personnel Commission member  
   N = Classified                      X = Non employee  
   U = Unclassified                  S = Student  
   B = Board member
- 3      ACADEMIC                    *System-generated* from Job Class Table (004).  
       RANK                        Code identifies type of position for community college reporting:
- 1 = Professor                      4 = Instructor  
   2 = Associate Professor          5 = Lecturer  
   3 = Assistant Professor
- 4      ^ CONTROL                    Code identifies the method used to monitor the position allocation:  
       METHOD
- F = FTE (Full Time Equivalent Counting)  
   H = Hours Counting  
   P = Pay Counting  
   D = Days Counting
- "Filled", "Vacant", and "Available" FTE counts (displayed under Incumbent Statuses will not be available if Control Method "H", "D", or "P" is selected. However, these fields will be Filled if Control Method "F" is used.
- FTE Counting:
- Monthly EDB assignments use the "% Full-Time" field on EDB screen 005 to calculate the FTE Filled.
- 100% Full-Time = 1.0 FTE
- Hourly and Daily EDB assignments can also be monitored by "F". In that case the system uses work hours from "WORK HRS/DY" field on EDB screen 005 divided by the Standard Hours In A Day from the Job Class Table (004) to calculate the FTE Filled. Three (3) WORK HRS/DY (EDB screen 005) divided by six (6) Standard Hours In A Day (Job Class Table 004) equals .50 FTE.
- Positions using Control Methods "H", "D", or "P" accumulate Hours, Days, and Pay as payrolls are processed for each EDB assignment linked to the position. The position is monitored by comparing the accumulated Hours, Days, and Pay to the control Units and Pay entered for the position on PCDB screen 002.

^ = Required field

# HRS POSITION CONTROL

## PCDB - Basic Position Information (002)

---

- 5 ^ UNITS Maximum allocation of FTE, Hours, or Days for the position:  
  
The maximum allocation for positions controlled by FTE, Hours, and Days is 999.9999. The maximum allocation for Units may be zero for positions controlled by Hours and Days if the position allocation is not monitored. Units must be zero if the Control Method is "P" (Pay).
- 6 ^ DOLLARS The maximum pay allocation for a position is \$9,999,999.99. Dollars **may** be entered to optionally monitor "P" for (Pay), "H" (Hours), or "D" (Days) controlled positions.
- 7 ^ POSITION STATUS Code identifies position is available for personnel assignments:  
  
A = Active - Position is available for EDB use.  
  
C = Closed - Position is closed and no longer available to personnel for assignment. A position with current incumbents cannot be closed. (See Status "S").  
  
F = Frozen - Position is in the adopted budget but has been frozen to restrict EDB use.  
  
H = Hold - A part-year position is in the adopted budget that has not been released for EDB use.  
  
I = Inactive - Position was in prior year's budget and still has incumbents, but is not included as a current year position. Position is not available to the EDB for new assignments.  
  
S = Closing - Position has incumbents and is marked to be automatically closed when incumbents are removed.  
  
See "Position Status" Section PC V-15.
- 8 ^ STATUS DATE Date position is initially established or updated.
- 9 ACTIVE DATE Position is automatically activated on this date if the Position Status is "H". The Position Status is changed to "A" and the Status Date is reset to equal the Active Date. The Position Active Date can be changed to a date prior to the date of the original Active Date, but not to a later date, if there are incumbents attached to the position. **An Active Date is required if the position is active.** See "Position Status" Section PC V-15.

^ = Required field

# HRS POSITION CONTROL

## PCDB - Basic Position Information (002)

---

- 10 CLOSE DATE Position is automatically closed on this date if the current Position Status is "H", "F", or "A". The Position Status code is changed to "C" and the Status Date is reset to equal the Close Date. However, if the position has incumbents the Position Status code is set to "S" until the incumbents are terminated or transferred. **Close Date is required if the position is closed "C"**. The Close Date must be after the Active Date. See Special Topics "Position Status" Section PC V-15.
- 11 PREV POSITIONS User-entered Previous Position number if this position has been renumbered. Incumbent and requisitions still under the old number will be linked to the current number. See Special Topics "Renumbering Positions" Section PC V-38.
- 12 NEW POSITIONS User entered New Position number will document when a position has been renumbered (position should be closed). See Special Topics "Renumbering Positions" Section PC V-38.
- 13 MASTER POSITION Master Position allows splitting positions for "job sharing" where the shared jobs are at separate locations. Multiple subsidiary positions may be linked to one Master Position by entering the word "MASTER" in the Master Position record and the position number of the Master Position in the Master Position field on the subsidiary positions.
- 14 INCUMBENT STATUSES This section of the screen displays system-maintained FTE counts related to employees linked to this position by EDB assignments. The system maintains five counts for each position. FTE Counting Formula:  
  
Total position units allocated in field five (5) = AVAILABLE + FILLED + ACTING + RESERVED + ACTING/RESERVED.  
Also see "Status Counting" Section PC V-1.  
  
NOTE: When multiple EDB jobs are tied to one position, the FTE counting formula will not show which specific job is Filled or which job has an "Acting" incumbent. All jobs for a single position are combined in the status counts. A list of position incumbents is available on PCDB screen 019.
- 15 AVAILABLE *System-generated* FTE count of jobs available for permanent assignments. A job without an incumbent:  
  
AVAILABLE = Empty Jobs  
AVAILABLE = Max FTE **minus** FILLED, RESERVED, ACTING, and ACTING / RESERVED  
Always zero for control methods "H", "D", and "P".

^ = Required field

# HRS POSITION CONTROL

## PCDB - Basic Position Information (002)

---

- 16 FILLED *System-generated* FTE count of paid employees assigned to this position. The count excludes Acting employees and employees on unpaid leave.
- FILLED = Job with paid Incumbent (**NOT** Acting)  
Always zero for control methods "H", "D", and "P".
- 17 ACTING *System-generated* FTE count of Acting employees assigned to the position. An Acting employee has a Job Permanency Indicator code set to "A" on EDB screen 004. The FTE count will show under ACTING/RESERVED if the position also has an incumbent on leave.
- ACTING = Job with Acting Incumbent  
Always zero for control methods "H", "D", and "P".
- 18 RESERVED *System-generated* FTE count of jobs reserved while the regular incumbent is on unpaid leave (coded with an "L" in the Job Status field on EDB screen 004). The job can only be temporarily filled with an Acting employee until the incumbent returns.
- RESERVED = Job with Incumbent on Unpaid Leave  
Always zero for control methods "H", "D", and "P".
- 19 ACT/RSV *System-generated* FTE count of jobs reserved while the regular incumbent is on unpaid leave and the job is currently filled by an Acting employee serving as a temporary replacement. If two full-time people are assigned to a position and one is the regular incumbent who is on unpaid leave with an EDB Job Status code of "L" and the second employee is a temporary replacement that has a job permanency code of "A" on the EDB, then the ACTING / RESERVED count will show a 1.000 FTE.
- ACTING/RESERVED = Job with an incumbent on unpaid leave and an Acting incumbent. Always zero for control methods "H", "D", and "P".

### **VACANCY STATUS:**

- 20 REQUISITIONED *System-generated* FTE count of open requisitions. See Position Control screen 006, Section PC III-34.
- REQUISITIONED = FTE count from screen 006  
Always zero for control methods "H", "D", and "P".

^ = Required field

# HRS POSITION CONTROL

## PCDB - Basic Position Information (002)

---

- 21 TOTAL VACANT *System-generated* FTE count of all open jobs for the position.  
VACANT = Empty Jobs (AVAILABLE)  
  
+ Jobs with incumbents on Unpaid Leave (Reserved).  
Always zero for control methods "H", "D", and "P".
- 22 ^ POS WORK LOC Physical location where an employee assigned to the position will perform his/her duties. Work Location can be used to show both a location and a subsite. Work Location Codes must be in the CDB Work Location Table (011). The *system generates* the location title from the table.
- 23 REPORT GROUP Optional six-character field provided to allow districts to enter their own codes to support analysis and reporting requirements.
- 24 ^ BARGAINING UNIT Code identifying Bargaining Unit from CDB Districts Code Table (028) BU. This code is used for special analysis and reporting. If no entry, the field will default to the Bargaining Unit code identified in the Job Class Table (004) for the classification entered for this position.
- 25 COMMENTS Any comment of up to 75 characters may be entered for the position.
- 26 FYTD HOURS\* Fiscal Year-To-Date Hours paid against the position.
- 27 DAYS\* Fiscal Year-To-Date Days paid against the position.
- 28 PAY\* Fiscal Year-To-Date Pay charged to the position.

\* The FYTD position totals are calculated by accumulating the FYTD amounts stored in each incumbent and prior incumbent record that is listed on PCDB screen 019. The position totals can be adjusted by manually entering a new rate amount on PCDB screen 002. The system will store the calculated adjustment in a special "adjustment record" that will show on PCDB screen 019.

^ = Required field

### Reports Generated

Changing position information will produce a Position Profile Form and a Position Change Register POSR030. See "PCDB Printed Forms" Section PC VI-1 and "PCDB Reports" Section PC VI-7.

# **POSITION CONTROL DATABASE**

## **Labor Distribution Information (003)**

(Intentionally left blank)



# HRS POSITION CONTROL

## PCDB - Labor Distribution Information (003)

### Screen III-17 — Labor Distribution Information Screen (003)

```

** PC - FINANCIAL INFORMATION - UPD **
2001 876355 ADMIN AIDE LAST CHANGE DATE 05 09 01 1003
      1
SPEED KEY
      2
      3
      4
      5
      6
      7
      8
FUND RESRCE/PROJYR GOAL FUNC OBJ SCH/LOC PERCENT
1 83 0 11100 0 10400 00000 2111 3941000 10.000
2 83 0 21100 0 11400 00000 2310 6603000 20.000
3 83 0 21100 0 11500 00000 2210 6604000 20.000
4 83 0 21100 0 11500 00000 2310 6601000 15.000
5 83 0 21100 0 11500 00000 2310 6604000 35.000
6 --- --
7 --- --
8 --- --
9 --- --
10 --- --
11 --- --
12 --- --
      9 10
      100.000 100.000
      11
EFFECTIVE DATE: 05 15 01
(002) - ENTER YOUR CHANGES.
TRANS: 003 POSITION NUMBER: 876355 FISCAL YEAR: 02 DISTRICT: 10011
    
```

### Screen III-17 — Corresponding EDB Labor Distribution Information Screen (006)

```

** PC - LABOR DISTRIBUTION - UPD **
YZ5220175 ANDERSON,BETTY EFFEC DATE: 09 01 01 ACTNS: --- --
      FISCAL YEAR: 02
      PRIMARY JOB: 1
JOB: 1 POSITION: 876355 JOB CLASS : 773000 ADMIN AIDE
      SALARY RATE : 2979.900
      FULL-TIME RATE : 2979.900
SPEED KEY
FUND RESRCE/PROJYR GOAL FUNC OBJ SCH/LOC PERCENT
1 83 0 11100 0 10400 00000 2111 3941000 10.000
2 83 0 21100 0 11400 00000 2310 6603000 20.000
3 83 0 21100 0 11500 00000 2210 6604000 20.000
4 83 0 21100 0 11500 00000 2310 6601000 15.000
5 83 0 21100 0 11500 00000 2310 6604000 35.000
6 --- --
7 --- --
8 --- --
9 --- --
10 --- --
11 --- --
12 --- --
      100.000 100.000
(002) - ENTER YOUR CHANGES.
TRANS 006 EID YZ5220175 JOB 1 DISTRICT 10011
    
```

# HRS POSITION CONTROL

## PCDB - Labor Distribution Information (003)

---

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 EDB Job Assignment Screen (004) the system will automatically complete the EDB Labor Distribution Screen (006) with the accounts entered on PCDB screen 003.

**Warning:** If an account is not entered on PCDB screen 003, EDB screen 006 will be set up. It will be charged to the blank error account if the job is paid. (See EDB screen 006) Labor Distribution Override in EDB Position Control Screen Processes Section PC IV-8.

The following information is entered on screen 003 for each account.

- Fund and Sub Fund
- Resource/Project Year
- Goal
- Function
- Object
- School/Location
- Percent

Screen 013 is the Inquiry version of the 003 screen.

For PBA districts the system validates each account to the PBA file from the **previous** day. An account cannot be entered into PBA and used in Position Control on the same day. There is a one-day delay before the account will be accepted on PCDB screen 003.

Accounts for next year's positions may be entered by entering the proper fiscal year at the bottom of the screen. PBA districts must have the next year accounts loaded in PBA.

*Screen III-17 shows a position charged 100% to five different accounts.*

*Screen III-17 also shows the corresponding EDB Labor Distribution Screen (006) for an employee with a job assigned to the position (876355). When an account code is changed on PCDB screen 003, the system will perform an immediate update of the EDB Labor Distribution data on EDB screen 006 for the incumbents of the position. However, no update will occur if the labor distribution data on the EDB screen has been manually overridden.*

# HRS POSITION CONTROL

## PCDB - Labor Distribution Information (003)

---

### Field Descriptions

The first account line of FUND / OBJECT / PROGRAM / LOCATION / PERCENT must be completed.

1	SPEED KEY	District-defined code. 10-character alphanumeric.
2	^ FUND	2-digit fund and 1-digit sub fund code.
3	^ RESRCE/ PROJYR	5-digit resource and 1-digit project year code.
4	^ GOAL	5-digit goal code.
5	^ FUNC	5-digit function code.
6	^ OBJECT	4-digit object code. System edits based on Job Type - If Job Type for the position is certificated "C", the Object code must begin with "1". If Job Type is not "C" (all other codes), the Object code must begin with "2".
7	^ SCH/LOC	7-digit school/location code.
8	^ PERCENT	Percentage plus 3 decimal places.
9	^ SCREEN TOTAL	Percentage plus 3 decimal places. The total of all accounts on the screen.
10	^ GRAND TOTAL	Percentage plus 3 decimal places. The total of all accounts must equal 100 percent.
11	^ EFFECTIVE DATE	Date the labor account string becomes effective which is always the current date.
^ =		Required field

### Reports Generated

Changing position information will produce a Position Profile Form and a Position Change Register POSR030. See "PCDB Printed Forms" Section PC VI-1 and "PCDB Reports" Section PC VI-7.

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# **POSITION CONTROL DATABASE**

## **Financial Information (004)**

(Intentionally left blank)

# HRS POSITION CONTROL

## PCDB – Financial Information Screen (004)

### Screen III-23 — Financial Information Screen (004)

```

** PC - FINANCIAL INFORMATION - UPD **
2002 876355 ADMIN AIDE LAST CHANGE DATE 06 28 00 1004
1 2 3 4 5 6 7 8 9 10
PAY PROJECT WORK PERCENT - VACANT SALARY - PRORATE STEP INC
BASIS OPTION CALENDAR FULL-TIME SCHED/ RANGE/ STEP CODE % MONTHS
M P A 100.00 X 529 05 - 05 -
11
STIPENDS - - - - -
12
RETIRE PLAN 13 PKG 14 MONTHS 15 PKG 16 MONTHS
P8 00 00
-----
COST PROJECTIONS: 17 VACANT 18 INCUMBENT 19 INCUMBENT
MONTHLY MONTHLY ACTUAL FYTD
20 SALARY
21 RETIREMENT
22 BENEFIT PACKAGE
23 ADDL. CONTRIB.
24 TOTAL
(002) - ENTER YOUR CHANGES.
TRANS: 004 POSITION NUMBER: 876355 FISCAL YEAR: 02 DISTRICT: 10011
    
```

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. Information entered on this screen includes:

- Budgeted salary placement
- STRS/PERS/OASDI/MEDI allocation
- District contribution for benefits

Screen 014 is the Inquiry version of the 004 screen.

For a district that converts to Position Control, screen 004 is established on the night of conversion. The screen 004 data reflects Incumbent Information. When a district builds a new position, screen 004 is an extension of screen 002 and 003, and must be completed as parts of the add position process.

After conversion, the Benefit Package Code must be in the CDB. Before making additions/changes/deletions to this screen the Benefit Package Codes must be developed in the CDB under Function 11, District Codes Table Screen (028), "PC", Position Control. See Section PC II-4.

**Screen 004 needs to reflect information as if position is vacant.**

*Screen III-23 shows a full-time position allocated to salary schedule "X", Range "529" and Step "05" for a total monthly salary of \$2375. The position is allocated to retirement plan "P8" that has PERS, OASDI, and Medicare.*

# HRS POSITION CONTROL

## PCDB – Financial Information Screen (004)

---

### Field Descriptions

- 1 ^ PAY BASIS Standard Pay Basis used to project cost of a vacant position.  
M = Monthly H = Hourly  
D = Daily L = Lump Sum
- 2 ^ PROJECT OPTION Code controls the type of projection calculation performed in PC Budget Module.  
  
P = Project salaries and benefits for control method F (FTE) and benefits only for control method P (Pay) positions.  
F = Project salaries and benefits for FTE positions only.  
N = Never project salary and benefits.
- 3 ^ WORK CALENDAR Standard Work Calendar used to identify the months to project salary and benefit costs for a vacant position. Calendar verified against CDB Calendar Table 029 for the current fiscal year.
- 4 ^ PERCENT FULL-TIME Percentage of a full-time salary used to prorate salary rate of a Vacant Position when the Pay Basis is monthly.
- 5 ^ VACANT SALARY SCHED Salary Schedule used to project cost of a vacant position. Schedule, Range (Column), and Step is verified against CDB Salary Schedule Tables 024 (Column) and 025 (Range).
- 6 ^ VACANT SALARY RANGE Salary Range used to project cost of a vacant position. Schedule, Range (Column), and Step is verified against CDB Salary Tables 024 (Column) and 025 (Range).
- 7 ^ VACANT SALARY STEP Salary Step used to project cost of a vacant position. Schedule, Range (Column), and Step is verified against CDB Salary Tables 024 (Column) and 025 (Range).
- 8 PRORATE CODE F = First month  
L = Last month  
B = Both (First and Last month)
- 9 PRORATE % 01 to 99 percent to prorate monthly salary for the annual projection. Data fields "8" and "9" are used for annual projections.
- 10 STEP INC MONTHS The number of months used to project when a Step increase should be budgeted for a vacant position. ("03" would go to next Step in March, "00" would be no Step increase projected).
- ^ = Required field



# HRS POSITION CONTROL

## PCDB – Financial Information Screen (004)

---

- 11 STIPENDS Standard Periodic Stipends used to project the cost of a vacant position. The two-character Stipend plus the one-digit level code is validated against CDB Stipend Table 026. A position may have up to five Periodic Stipends.
- 12 ^ RETIRE PLAN Standard plan that identifies eligibility for PERS, STRS, OASDI, and Medicare expenses that will be budgeted for a vacant position. Valid codes are:  
PERS = P1 through P9  
STRS = S1 through S5  
CERS = C1 through C5, C8 (LACOE only)
- Refer to the section on Retirement Coding in the Systems Operations Manual - Volume 1 for information on the available plan codes.*
- 13 ^ BENEFIT PKG Code identifies typical eligibility for district contributions to standard benefits such as medical, dental, and life coverage for vacant position. The benefit package code is validated against the CDB District Codes Table 028-PC with the package code. The rate used for the budget allocation is provided by the table.
- 14 ^ BENEFIT MONTHS Number of months used to project the annual cost allocation of benefit package (10 or 12) identified.
- 15 ^ ADDL CONTRIB PKG Code identifies typical eligibility for district contributions to any of the other types or benefits coverage for the vacant position. The additional contribution package code is validated against the CDB District Codes Table 028-PC with the package name, up to nine characters, and the rate used for the budget allocation provided by the table.
- 16 ^ ADDL CONTRIB MONTHS Number of months used to project the annual cost allocation of the additional contribution package (10 or 12).

^ = Required field

### **COST PROJECTIONS:**

- 17 VACANT MONTHLY Projected monthly cost allocations for vacant position. Projection is based on information entered on this screen and reflects total number of FTE's vacant for the position.
- 18 INCUMBENT MONTHLY Total monthly costs of employees assigned to position.  
NOTE: System can only total up to 30 incumbents. If more than 30 incumbents are found for a position the screen will display a warning message.

^ = Required field

# HRS POSITION CONTROL

## PCDB – Financial Information Screen (004)

---

19     INCUMBENT     Total fiscal year-to-date costs for incumbents of the position. This  
        ACTUAL FYTD   includes: Salary, Retirement, Benefit Package, and additional  
                           contribution.

### COST PROJECTIONS (continued):

20     SALARY             *System-generated* Projected salary allocation for the position  
                           Projection is based on information entered on this screen.

$$\begin{array}{l} \text{Monthly} \\ \text{Non-} \\ \text{Certificated} \\ \text{(Classified)} \end{array} = \left( \begin{array}{l} \text{Monthly Rate} \\ \text{from SCHED/} \\ \text{RANGE/} \\ \text{STEP} \end{array} + \text{Stipends} \right) \times \begin{array}{l} \text{Percent} \\ \text{Full-Time} \end{array}$$

$$\begin{array}{l} \text{Daily Non-} \\ \text{Certificated} \\ \text{(Classified)} \end{array} = \left( \begin{array}{l} \text{Daily rate} \\ \text{from SCHED/} \\ \text{RANGE/} \\ \text{STEP} \end{array} + \text{Stipends} \right) \times \begin{array}{l} \text{Standard} \\ \text{Days From} \\ \text{District} \\ \text{Profile} \\ \text{Table} \end{array}$$

$$\begin{array}{l} \text{Hourly} \\ \text{Non-} \\ \text{Certificated} \\ \text{(Classified)} \end{array} = \left( \begin{array}{l} \text{Hourly Rate} \\ \text{from SCHED/} \\ \text{RANGE/} \\ \text{STEP} \end{array} + \text{Stipends} \right) \times \begin{array}{l} \text{Standard} \\ \text{Hours from} \\ \text{District} \\ \text{Profile} \\ \text{Table} \end{array}$$

$$\begin{array}{l} \text{Monthly} \\ \text{Certificated} \end{array} = \left( \begin{array}{l} \text{Monthly Rate} \\ \text{from SCHED/} \\ \text{RANGE/} \\ \text{STEP} \end{array} + \text{Stipends} \right) \times \begin{array}{l} \text{Percent} \\ \text{Full-Time} \end{array}$$

$$\begin{array}{l} \text{Daily} \\ \text{Certificated} \end{array} = \left( \begin{array}{l} \text{Daily Rate} \\ \text{from SCHED/} \\ \text{RANGE/} \\ \text{STEP} \end{array} + \text{Stipends} \right) \times \begin{array}{l} \text{Days in} \\ \text{work year} \\ \text{from Work} \\ \text{Calendar} \\ \text{Table} \end{array} \div \begin{array}{l} \text{(Budget} \\ \text{Months} \\ \text{/Months} \\ \text{from Work} \\ \text{Calendar)} \end{array}$$

$$\begin{array}{l} \text{Hourly} \\ \text{Certificated} \end{array} = \left( \begin{array}{l} \text{Hourly Rate} \\ \text{from SCHED/} \\ \text{RANGE/} \\ \text{STEP} \end{array} + \text{Stipends} \right) \times \begin{array}{l} \text{Hours in} \\ \text{day from} \\ \text{Job Class} \\ \text{Table} \end{array} \times \begin{array}{l} \text{Days in} \\ \text{work year} \\ \text{from Work} \\ \text{Calendar} \\ \text{Table} \end{array} \div \begin{array}{l} \text{(Budget} \\ \text{Months} \\ \text{/Months} \\ \text{from Work} \\ \text{Calendar)} \end{array}$$

The calculated monthly salary allocation can be manually overridden by typing a rate in the field. If the rate is manually entered an asterisk "\*" will show to the right of the monthly rate.

^ = Required field

# HRS POSITION CONTROL

## PCDB – Financial Information Screen (004)

---

### COST PROJECTIONS (continued):

- 21 RETIREMENT *System-generated* Projected STRS/PERS allocation for position based on various plan rates times the monthly salary. The STRS/PERS calculated monthly allocation can be manually overridden by typing a rate in the field. If the rate is manually entered an asterisk "\*" will show to the right of the monthly rate.
- 22 BENEFIT PACKAGE *System-generated* Projected Benefit Package allocation for position based on rate obtained from the District Codes table 028, "PC" for the package code. The calculated monthly benefit package allocation can be up to \$999,999.99 and may be manually overridden by typing a rate in the field. If the rate is manually entered an "\*" will show to the right of the monthly rate.
- 23 ADDL CONTRIB *System-generated* Projected monthly Additional Contribution allocation for position based on the rate from the District Codes table 028, "PC" for the package code. The calculated monthly additional contribution package allocation can be up to \$999,999.99 and may be manually overridden by typing a rate in the field. If the rate is manually entered an "\*" will show to the right of the monthly rate.
- 24 TOTAL  
Total Vacant Monthly = sum of Vacant Salary, Retirement, Benefit Package, and Additional Contributions.  
  
Total Incumbent Monthly = sum of Incumbent Salary, Retirement, Benefit Package, and Additional Contributions.  
  
Total Incumbent Actual FYTD = sum of Incumbent, Actual FYTD, Salary, Retirement, Benefit Package, and Additional Contributions.

^ = Required field

### Reports Generated

Changing position information will produce a Position Profile Form and a Position Change Register POSR030. See "PCDB Printed Forms" Section PC VI-1 and "PCDB Reports" Section PC VI-7.

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# **POSITION CONTROL DATABASE**

## **Position Skills Information (005)**

# HRS POSITION CONTROL

## PCDB - Position Skills Information

---

### Screen III-30 — Position Skills Information Screen (005)

2002 876355		ADMIN AIDE	** PC - POSITION SKILLS INFORMATION - UPD **		1005
JOB	TYPEN		LAST CHANGE	DATE	00 00 00
1					
POSITION DESCRIPTION					
DISTRICT ADMINISTRATIVE AIDE					
2					
SKILL TYPES					
TYPING	SPANISH				
3					
EDUCATIONAL LEVEL BA					
4					
SPECIAL QUALIFICATION					
ACCOUNTING, ANALYTICAL EXPERIENCE					
(002) - ENTER YOUR CHANGES.					
TRANS:	004	POSITION NUMBER:	876355	FISCAL YEAR:	02
				DISTRICT:	10011

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. Information entered on this screen includes:

- Position Description
- Position Skills
- Position minimum Education level
- Special Qualifications

Screen 015 is the Inquiry version of the 005 screen.

*Screen III-30 shows Position Skills information for an Administrative Aide with a BA degree, accounting, and analytical experience requirements.*

# HRS POSITION CONTROL

## PCDB - Position Skills Information

---

### Field Descriptions

- |   |                          |  |
|---|--------------------------|--|
| 1 | POSITION<br>DESCRIPTION  | Optional 75-character field to enter a description of the position.  |
| 2 | SKILL TYPES              | Eight 7-character fields to enter district defined types of skills required to serve in the position. (TYPING, SPANISH, ...) |
| 3 | EDUCATION<br>LEVEL       | District defined two-character code to specify minimum Education Level required to serve in the position. (HS, BA, MA ...)   |
| 4 | SPECIAL<br>QUALIFICATION | Optional 75-character field to enter Special Qualifications for the position.  |

### Reports Generated

Changing position information will produce a Position Profile Form and a Position Change Register POSR030. See "PCDB Printed Forms" Section PC VI-1 and "PCDB Reports" Section PC VI-7.

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# **POSITION CONTROL DATABASE**

## **Requisition Information (006)**

# HRS POSITION CONTROL

## PCDB - Requisition Information (006)

### Screen III-34 — Requisition Information Screen (006)

```

** PC - POSITION REQUISITION - UPD **
2002 812345 BUDGET TECH LAST CHANGE DATE 00 00 00 1006
1 REQUISITION NUMBER 02000004

2 REQUISITION DATE FILED 09 14 01
3 REQUISITION STATUS A
4 FULL TIME EQUIVALENT 1.000
5 DOLLAR CONTROL
6 WORK LOCATION CODE/SUB-SITE H7000 IBS ADMIN

7 REQUISITION MANAGER NAME RHODA FISHER
8 REQUISITION CONTACT 310 429 3211 EXT

9 REQUISITION REQUESTED NAME JACK DAVIS
10 START DATE 10 01 01
11 END DATE
12 ACTING/PERMANENT P

13 PERSONNEL REQUISITION COMMENTS
JACK HAS BEEN CALLED TO START WORK

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 006 POSITION: 812345 FISCAL YR: 02 RQSN: 02000004 DISTRICT: 10011
```

Position Requisition Screen (006) is an optional screen used to record and maintain information regarding a requisition against a position. Position requisitions are a tool to support the planning process of assigning employees to positions by providing notification that a position is to be filled. A requisition can be manually generated by a request from a unit manager to fill a position or the system will automatically create a requisition when personnel enters a future dated assignment for a position. A position may have more than one requisition. Information entered on this screen identifies:

- Position Number
- When the Requisition was filed, and is current status
- The FTE allocation for the Requisition
- Manager placing the Requisition
- Who is to fill the position and when they will start
- An end date and a status if the assignment is to be temporary

Screen 016 is the Inquiry version of the screen.

*Screen III-34 shows an active Requisition filed on 9/14/01 for position 812345. The Requisition is for 1 FTE to work at IBS Administration. Rhoda Fisher is the manager responsible for the requisition. Jack Davis is expected to fill the position on a permanent basis starting 10/01/01. Mr. Davis has been notified to start work.*

# HRS POSITION CONTROL

## PCDB - Requisition Information (006)

---

### Field Descriptions

1	REQUISITION NUMBER	<i>System-generated</i> unique number identifying the requisition. The number assigned to the requisition comes from the District Codes Table (028) Sub-Table "PN". Each requisition is unique, but a position may have more than one requisition.
2	^ REQUISITION DATE FILED	Date the requisition was filed with the office.
3	^ REQUISITION STATUS	Letter code indicating the status of a requisition. A = Active - The district is actively attempting to fill the position. C = Closed - The district is no longer attempting to fill the position.
4	^ FULL TIME EQUIVALENT	FTE count for the requisition. Required for FTE controlled positions. The system will not allow the total FTE count for the position to exceed the FTE allocation on PCDB screen 002.
5	DOLLAR CONTROL	Dollar amount for the positions that are controlled by a dollar limit.
6	WORK LOCATION CODE/SUB-SITE	Physical location where the employee assigned to the position will perform their duties. Work Location can be used to show both a location and a Sub-Site. Codes and location title are from the CDB Work Location table (11).
7	REQUISITION MANAGER NAME	Name of the manager making the requisition.
8	REQUISITION CONTACT EXT	Telephone number and extension of the manager filing the requisition
9	REQUISITION REQUESTED NAME	Name of person expected to fill the position.
10	REQUESTED START DATE	Date position is to be filled. The date must be on or after the position activation date on screen 002 and before the position close date.
11	REQUESTED END DATE	End date for a person planned to fill the position on a limited-term basis. If entered, the end date must be after the requested start date.
^	=	Required field

# HRS POSITION CONTROL

## PCDB - Requisition Information (006)

---

- |    |                                      |   |
|----|--------------------------------------|---|
| 12 | ACTING/<br>PERMANENT                 | Identify that the requisition is to fill the position on Acting "A" or Permanent "P" basis. |
| 13 | PERSONNEL<br>REQUISITION<br>COMMENTS | Enter any comment up to 75 characters regarding the requisition.                            |

^ = Required field

### Reports Generated

Changing requisition information will produce a Position Requisition Form. See "PCDB Printed Forms" Section PC VI-1.

# **POSITION CONTROL DATABASE**

## **Incumbent Summary (019)**

# HRS POSITION CONTROL

## PCDB - Incumbent Summary (019)

### Screen III-38— Incumbent Summary Information Screen (019)

** PC - INCUMBENT SUMMARY - INQ **											
										1019	
2002 876355		ADMIN AIDE		1 METHOD: FTE				2 UNITS: 2.7500			
3 FYTD: HOURS			DAYS		PAY		DOLLAR:				
4	5	6	7	8	9	10	11	12			
EID	INCUMBENT	WORK	--- JOB ---	--- INCUMBENT ---							
NUMBER	JOB	LOCATION	CLASS	ST	STAT	UNITS/\$					
X YZ5220175	1 ANDERSON, BETTY	H7200 -	773000	A	F	.7500					
UV4364463	2 JOHNSON, JACK	H7200 -	773000	A	F	.7500					
KA4444444	1 MARX, CARL	H7200 -	773000	R	F	.2500					
HA2223355	1 MARX, RICHARD	H7200 -	773000	F	F	.5000					
13											
---- PRIOR INCUMBENTS ----											
BZ3333333	2 SCHUMANN, BARBARA	H7200 -	773000	T	P						

(X) DETAIL, (F) ORWARD, (B) ACKWARD, (T) OP, (E) ND, (M) ENU  
 TRANS: 019 POSITION 876355 FS YR 02 EID \_\_\_\_\_ JOB \_ DISTRICT 10011

Incumbent Summary Screen (019) shows current and prior employees assigned to the position. Screen 019 is system-generated and inquiry only. The top right portion of the screen shows the control Method and the allocation entered on PCDB screen 002. The second line shows the total FYTD Hours, Days, Pay, and Dollars accumulated for the position. The incumbent records are listed alphabetically within the Incumbent Status codes. "A" Active incumbents appear first, unpaid incumbents show second as "R" Reserved, and paid incumbents list third as "F" Filling the position. "P" Prior Incumbents are listed last in a separate section. At the bottom of the prior incumbent list, a special "Adjustment Record" will show if the FYTD totals have been manually adjusted on PCDB screen 002.

Entering an "X" in the column to the left of the EID Number and pressing Transmit will display detailed EDB information about the assignment on the Incumbent Information Screen (018).

Screen III-38 shows four incumbents on position 876355. Betty Anderson is in the position Job "1" that works at location "H7200" with a Job Class 773000. The assignment has an Incumbent Status of "F" that indicates that the job is filled. She is assigned to the position with a FTE of .75. Richard Marx is also an incumbent and he is filling the job with a .50 FTE. Barbara Schuman once worked in the position and is listed under "Prior Incumbents" with an Incumbent Status of "P". Units/\$ do not show because she is no longer on the position.

# HRS POSITION CONTROL

## PCDB - Incumbent Summary (019)

---

### Field Descriptions

1	METHOD	<i>System-generated Control</i> Method selected for the position on PCDB screen 002.  FTE or HOURS or DAYS or PAY
2	UNITS or DOLLAR	<i>System-generated</i> Units or Dollar maximum Number/Amount entered on PCDB screen 002 for the position.
3	FYTD: HOURS / DAYS / PAY	<i>System-generated Total</i> Fiscal Year-To-Date Hours, Days, and Pay accumulated for the position. The Calculation is done by summing the individual incumbent Hours, Days and, Pay plus "Adjustment" Hours, Days or Pay that may have been manually entered on PCDB screen 002.
4	"__" ( <i>Trans</i> )	<i>Ease of Use Feature</i> Enter "X" (where the cursor defaults) and transmit to access detail Incumbent Information Screen (018) for selected incumbent.
5	EID NUMBER	<i>System-generated</i> Employee Identification Number of the employee assigned to position, (from EDB screen 004).
6	JOB	<i>System-generated</i> number of the incumbent's job assigned to position, (from EDB screen 004).
7	INCUMBENT NAME	<i>System-generated name</i> of employee assigned to position, (from EDB screen 004).
8	WORK LOCATION	<i>System-generated Work</i> Location of incumbent's job assigned to Position, (from EDB screen 004).
9	JOB CLASS	<i>System-generated incumbent's</i> Job Classification, (from EDB screen 004).
10	JOB ST	<i>System-generated</i> incumbent's Job Status  A = Active P = Paid Leave L = Unpaid Leave T = Terminated (from EDB screen 004).





# **POSITION CONTROL DATABASE**

## **Incumbent Information (018)**

# HRS POSITION CONTROL

## PCDB - Incumbent Information (018)

### Screen III-42 — PCDB - Incumbent Information Screen (018)

```

** PC - INCUMBENT INFORMATION - INQ **
2002 876355 ADMIN AIDE LAST CHANGE DATE 06 30 01 1018
1 YZ5220175 ANDERSON,BETTY

2          3          4          5          6          7          8
INCUMBENT  JOB      BARGAINING  PAY      PAY      WORK      PERCENT
STATUS    STS      UNIT        BASIS    MONTHS  CALENDAR  FULL TIME
F         1         MM          M        12       A         100.00

9          10         11         12         13
JOB CLASS  JOB STS   STATUS DATE  JOB PERMANENCY  SALARY RATE
773000    A        10 01 96    P CLASS PERM    2375.000
ADMIN AIDE

14
WORK LOCATION      15
H7200-             WORK PHONE      EXT
IBS ACCOUNTING    310/922-6628

FYTD  HOURS:          DAYS:          PAY:

(749) MORE INFORMATION (F)OWARD, (B)ACK, (T)OP, (E)ND, (R)ETURN
TRANS: 018 POSITION: 876355 FS YR: 02 EID: YZ5220175 JOB: 1 DISTRICT: 10011
    
```

Incumbent Information Screen (018) displays EDB information for an incumbent of the position. Screen 018 is inquiry only. This screen can be entered from the HRS Position Control Name Search screens, (097, 098, and 099) or by entering an "X" in the column to the left of the EID number on the Incumbent Summary Screen (019). The "F" Forward, "B" Back, "T" Top, and "E" End transactions allow you to move forward and backward in incumbent records in the same order as they are displayed on screen 019. The "R" Return transaction allows you to return directly to the Incumbent Summary screen 019.

Screen III-42 shows a current incumbent of position 876355. Betty Anderson is "A" Active on the position job "1" which works at location "H7200" with a Job Class "773000". She is permanent in the job and has a monthly salary of \$ 2,375.00 paid for 12 months.

### Field Descriptions

- |   |                  |   |
|---|------------------|---|
| 1 | EID / NAME       | <i>System-generated</i> EID Number and Name of employees assigned to the position.  |
| 2 | INCUMBENT STATUS | <i>System-generated</i> Incumbent Status in the position, (from EDB Screen 004). See detail on PC III-39, INCUMBENT STAT. |
| 3 | JOB              | <i>System-generated</i> employee's Job Number, assigned to the position. (from EDB screen 004.)                           |

# HRS POSITION CONTROL

## PCDB - Incumbent Information (018)

---

4	BARGAINING UNIT	<i>System-generated employee's</i> Bargaining Unit in the position, (from EDB screen 004.)
5	PAY BASIS	<i>System-generated employee's</i> Pay Basis in the position, (from EDB screen 005.)
6	PAY MONTHS	<i>System-generated</i> employee's Pay Months in the position, (from EDB screen 005.)
7	WORK CALENDAR	<i>System-generated</i> employee's Work Calendar in the position, (from EDB screen 005)
8	PERCENT FULL TIME	<i>System-generated</i> employee's Percent Full-Time in the position, (from EDB screen 005.)
9	JOB CLASS	<i>System-generated employee's</i> Job Classification in the position, (from EDB screen 004.)
10	JOB STS	<i>System-generated employee's</i> Job Status in the position, (from EDB screen 004.)  A = Active P = Paid Leave L = Unpaid Leave
11	STATUS DATE	<i>System-generated</i> employee's job Status Date in the position, (from EDB screen 004.)
12	JOB PERMANENCY	<i>System-generated</i> employee's Job Permanency in the assignment linked to the position, (from EDB screen 004.)
13	SALARY RATE	<i>System-generated</i> employee's Salary Rate in the position, (from EDB screen 005.)
14	WORK LOCATION	<i>System-generated</i> Work Location of the employee's job assigned to the position, (from EDB screen 004.)
15	WORK PHONE EXT	<i>System-generated Work</i> Phone and extension of the employee's job assigned to the position, (from EDB screen 004.)

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# **POSITION CONTROL DATABASE**

## **Vacant Position Search (020)**

# HRS POSITION CONTROL

## PCDB - Vacant Position Search Screen (020)

### Screen III-46 — Vacant Position Search - All Vacant Positions

\*\* PC - VACANT POSITION SEARCH \*\* 1020

JOB CLASS KEY:  WORK LOCATION KEY:

ACCOUNT:

1 POSITION 2	3 JOB CLASS TITLE	4 WORK LOCATION DESC	5 VACANT AMOUNT
000075 A	536000-INTR TYPIST CLK	H7200-IBS ACCOUNTING	.9950
000005 A	213000-ASST ADMIN IBS OPER	H7000-IBS ADMIN	1.0000
000013 A	225000-ASST DIR SCH ACCT	N5300-SFS ACCTG/DSPRMNT	1.0000
010022 A	773000-ADMIN AIDE	H7200-IBS ACCOUNTING	1.0000

END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU

TRANS: 020 POSITION:  FISCAL YR: 02 RQSN:  DISTRICT: 10011

The Vacant Position Search Screen provides a list of the current FTE controlled vacant positions. The screen can list all vacant positions for the district, 13 at a time. The search can be limited to a job classification code, a work location code, an account code or any combination of the three system access keys.

*Screen III-46 shows all the vacant FTE positions on file when the job class key, the work location key and the account code key have all been left blank*

NOTE: Closed positions will not be displayed.

### Field Descriptions

- |   |                    |  |
|---|--------------------|--|
| 1 | POSITION           | <i>System-generated</i> Position Number from PCDB Screen 002.                    |
| 2 | STATUS             | <i>System-generated Position</i> Status (A = Available) from PCDB Screen 002.    |
| 3 | JOB CLASS TITLE    | <i>System-generated Job</i> Classification Code and Title from PCDB Screen 002.  |
| 4 | WORK LOCATION DESC | <i>System-generated Work</i> Location Code and Description from PCDB Screen 002. |
| 5 | VACANT AMOUNT      | <i>System-generated Ft.'s</i> Vacant from PCDB Screen 002.                       |

# HRS POSITION CONTROL

## PCDB - Vacant Position Search Screen (020)

### Screen III - 47.a — Vacant Position Search - Account Code Search

```

** PC - VACANT POSITION SEARCH **
                                                    1020

JOB CLASS KEY: _____ WORK LOCATION KEY: _____

ACCOUNT:  83 0 11100 0 10400 00000 2111 3941000

POSITION      JOB CLASS TITLE      WORK LOCATION DESC      VACANT
STATUS
000013 A 225000-ASST DIR SCH ACCT      N5300-SFS ACCTG/DSPRMT      1.0000

END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU
TRANS: 020 POSITION: _____ FISCAL YR: 02 RQSN: _____ DISTRICT: 10011
```

### Screen III - 47.b — Vacant Position Search - Job Class & Work Location Search

```

** PC - VACANT POSITION SEARCH **
                                                    1020

JOB CLASS KEY: 213000 WORK LOCATION KEY: H7000 _____

ACCOUNT:  _____

POSITION      JOB CLASS TITLE      WORK LOCATION DESC      VACANT
STATUS
000005 A 213000-ASST ADMIN IBS OPER      H7000-IBS ADMIN      1.0000

END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU
TRANS: 020 POSITION: _____ FISCAL YR: 02 RQSN: _____ DISTRICT: 10011
```

# HRS POSITION CONTROL

## PCDB - Vacant Position Search Screen (020)

### Screen III - 48.a — Vacant Position Search - Job Class Search

```

** PC - VACANT POSITION SEARCH **
                                                    1020

JOB CLASS KEY: 773000          WORK LOCATION KEY: _____

ACCOUNT:  _____

POSITION      JOB CLASS TITLE          WORK LOCATION DESC          VACANT
STATUS
010022 A 773000-ADMIN AIDE          H7200-IBS ACCOUNTING          1.0000
888888 A 773000-ADMIN AIDE          J0000-HUMAN RESOURCES SVC     1.0000

END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU
TRANS: 020   POSITION: _____   FISCAL YR: 02   RQSN: _____   DISTRICT: 10011
```

### Screen III - 48.b — Vacant Position Search - Work Location Search

```

** PC - VACANT POSITION SEARCH **
                                                    1020

JOB CLASS KEY: _____          WORK LOCATION KEY: N5300 _____

ACCOUNT:  _____

POSITION      JOB CLASS TITLE          WORK LOCATION DESC          VACANT
STATUS
000013 A 225000-ASST DIR SCH ACCT   N5300-SFS ACCTG/DSPRMNT      1.0000

END OF DATA. PLEASE ENTER (B)ACKWARD, (T)OP OR (M)ENU
TRANS: 020   POSITION: _____   FISCAL YR: 02   RQSN: _____   DISTRICT: 10011
```



# **POSITION CONTROL DATABASE**

## **Name Search**

**County Name Search (097)**  
**District Name Search (098)**  
**District Name Search (099)**

# HRS POSITION CONTROL

## PCDB - Name Search Screens (097), (098), (099)

---

The Name Search screens provide quick access to selected position data through the use of the name of an incumbent. If you know the name of a person you can easily find their position without going to the EDB or manual files. Name Search can also be used to find the current name for an employee with a name change.

The Position Control area has three Name Search Screens - (097), (098), (099):

- County Name Search (097) - Lists only the Primary Job
- District Name Search (098) - Lists all active job assignments
- District Name Search (099) - Lists all active and terminated assignments

Name Search screens are inquiry only. All data is pulled from the EDB.

### Accessing the Position Control Name Search Screens

Use Position Control Function 10.

- On the Menu Screen under NAME, input the first initial of the last name, partial last name or full name. Full name is entered; last name, first name, (no space between last and first name).
- Under TRANS, input "097", "098" or "099".

### Screen Display Information for Prior Names

If a prior name is entered for a name search, the system will display the current name on the screen. For example, on screen III-51, the prior name is Neal Patricia and the current name is Adams Patricia. The current name, Adams Patricia, displays on the Name Search screen when a name search is conducted for either names beginning with "NEA" or names beginning with "ADA". If the name search had been for the full name, Neal Patricia, the screen would display one name, Adams Patricia.

If you search with a single letter, "B", and the prior name begins with the same letter as the current name, the current name will list twice on the screen because you have two separate matches on the name file and you always see the current name for a match.

### Name search (Ease of Use Feature)

When accessing Name Search Screens 097, 098, and 099 in Position Control Function 10, users can enter a transaction code to the left of the name to access Position Control screens 002, 003, 004, 005, 018, or 019.







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# **POSITION CONTROL DATABASE**

## **EDB Position Control Screen Processes**

(Intentionally left blank)



# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

---

The physical link between the EDB job assignment and the PCDB position is established when EDB screen 004 is updated with the "Y". The name, job number and EID number of employee are stored in PCDB under position incumbent information and can be immediately viewed on PCDB screens 019 and 018. FTE is automatically updated when EDB screen 004 is completed or changed.

Districts using the Position Control Module may see either Position Control warning messages or Position Control fatal error message on EDB screens 004 and 005. The messages are the results of finding discrepancies when the employee assignment information entered on EDB screens 004 and 005 is compared to the position information stored on PCDB screen 002.

Districts that select Position Control Module Option "2" will receive warning messages on EDB screens 004 and 005 when Personnel attempts to process an assignment to a position number that is not available. Positions with an FTE allocation will have a warning message appear if a new assignment will cause the FTE to exceed the allocation. Option "2" districts may enter a special override code to allow the EDB screen to accept the invalid information. The invalid information will cause a warning message to show on the Position Control Discrepancy Report (POSR060) until the condition is corrected.

Districts that select Position Control Module option "3" will see fatal error message on EDB screens 004 and 005 when a new assignment causes the FTE to exceed the allocation. The system will not accept invalid information. The screen **must** be corrected before the system will allow the screen to be updated.

Districts that choose not to use Position Control will have Position Control Option set to "1" on District Profile Table (020). Position Control information will not be validated and Position Control messages will not appear on EDB screens and reports.

# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

### Option "2" Districts

#### EDB screen 004 Warning Messages

When Personnel attempts to assign an employee to a position and the position is not available, one of the following warning messages is displayed on EDB screen 004. The position number will be accepted if an "O" is entered to override the error condition.

- WARNING. POSN # NOT ON PCDB. ENTER "O" FOR OVERRIDE (invalid position #)
- WARNING. POSN HELD. ENTER "O" FOR OVERRIDE (position status "H")
- WARNING. POSN FROZEN. ENTER "O" FOR OVERRIDE (position status "F")
- WARNING. POSN INACTIVE. ENTER "O" FOR OVERRIDE (position status "I")
- WARNING. POSN CLOSING. ENTER "O" FOR OVERRIDE (position status "S")
- WARNING. POSN CLOSED. ENTER "O" FOR OVERRIDE (position status "C")
- WARNING. POSN EXCEEDS FTE LIMIT. ENTER "O" FOR OVERRIDE

Screen IV-4 shows an attempt to assign Bob Lomont to position number "078901". The message "WARNING. POSN # NOT ON PCDB ENTER "O" FOR OVERRIDE", is displayed because the position has not been created by Position Control. The update will be accepted if an "O" is entered in the action field and the transmit key is pressed.

#### Screen IV-4 — Option "2" - EDB screen 004 Warning Message

** PER - JOB ASSIGNMENT - UPD **										0104
ST8778888	LOMONT, BOB	EFFEC DATE: 07 01 01			ACTNS: 20					
JOB	POSITION	BOARD APPROVAL	CREDENTIAL	CRED EXP DATE	ACAD RANK	PRIME JOB: P				
1	078901	---	---	---						
JOB CLASS	JOB TYPE	JOB STS	STATUS DATE	JOB PERMANENCY	JOB FAM	CLASS ENTRY				
773000	N	A	07 01 01	A ACTING	NO	---				
ADMIN AIDE										
WORK LOCATION		WORK PHONE		EXT						
H7000										
IBS ADMIN										
ANNIV DATE	PASS PROB DATE	EVAL TYPE	EVAL DUE DATE	BARG UNIT	UNIT MEMBER	MILEAGE ELIG				
99 99 99	---	-	---	NN	-	-				
----- LEAVE -----										----- TERMINATION -----
REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG			
-----										
(747) - WARNING. POSN # NOT ON PCDB. ENTER "O" FOR OVERRIDE.										
TRANS: 004	EID: ST8778888	JOB: 1	DISTRICT: 20022							

When an override transaction is posted on EDB screen 004, a warning message will show on the Position Control Discrepancy Report (POSR060) until the condition is corrected.

# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

### Option "2" Districts

#### EDB screen 005 Warning Message

When Personnel attempts to enter a percentage full-time assignment that will cause the FTE to exceed the allocation for a position controlled by FTE, the following warning message is displayed on EDB screen 005. The information will be accepted if an "O" is entered to override the error condition.

- WARNING. POSITION EXCEEDS FTE LIMIT. ENTER "O" FOR OVERRIDE

*Screen IV-5 shows an attempt to increase the percentage full-time for Bob Lomont in position number "000001". The message "WARNING. POSITION EXCEEDS FTE LIMIT. ENTER "O" FOR OVERRIDE", is displayed because the percent full-time entered on the screen will exceed the FTE allocation for the position. The update will be accepted if an "O" is entered in the action field and the transmit key is pressed.*

#### Screen IV-5 — Option "2" - EDB screen 005 Warning Message

```

** PER - SALARY/PAY RATE - UPD **
ST8778888  LOMONT,BOB  EFEC DATE: 07 01 01 ACTNS: 20 0105
PRIME JOB:P

JOB      POSITION      JOB CLASS
1       000001      773000 ADMIN AIDE

CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  TIME  TIME  EARNINGS TYPES
E4     M      10      NA        NA        104   T     REG  - - -

SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
X  641  01      07 01 01  75.00      -          2407.000      1805.250

STIPENDS:  - - - - -
           - - - - -
           - - - - -

RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
           -      260.0      A          8.00

RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  STRS  STRS  BASE HRS
           P8     M      -   07 01 96  -          -      -     .00

(730) - WARNING. POSITION EXCEEDS FTE LIMIT. ENTER "O" FOR OVERRIDE.
TRANS: 004      EID: ST8778888      JOB: 1      DISTRICT: 20022
```

When an override transaction is posted on EDB screen 005, a warning message will show on the Position Control Discrepancy Report (POSR060) until the condition is corrected.

# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

### Option "3" - DISTRICTS

#### EDB screen 004 Fatal Error Messages

When Personnel attempts to assign an employee to a position and the position is not available, a fatal error message is displayed on EDB screen 004. Personnel will not be able to complete the transaction with the position number entered on the screen. Fatal error messages are:

- POSITION NUMBER NOT ON PCDB. IT MUST BE CORRECTED (invalid position #)
- POSITION HELD. NOT FOR CURRENT USE (position status "H")
- POSITION FROZEN (position status "F")
- POSITION INACTIVE (position status "I")
- POSITION CLOSING (position status "S")
- POSITION CLOSED (position status "C")
- POSITION EXCEEDS FTE LIMITS

Screen IV-6 shows an attempt to assign Kathleen Schultz to position number "876359". The message "POSITION CLOSED" is displayed because the position status code on PCDB screen 002 is "C" for closed. The assignment cannot be completed with the current position number. If a valid position is not entered, the user must leave EDB screen 004 without updating.

#### Screen IV-6 — Option "3" - EDB screen 004 Fatal Error

** PER - JOB ASSIGNMENT - UPD **										0104
RE3335815	SCHULTZ, KATHLEEN				EFFEC DATE: 07 01 01			ACTNS: 20		
							PRIME JOB: P			
JOB	POSITION	BOARD	APPROVAL	CREDENTIAL	CRED	EXP	DATE	ACAD	RANK	
1	876359	---	---	---	---	---	---	---	---	
JOB CLASS	JOB TYPE	JOB STS	STATUS DATE	JOB PERMANENCY	JOB FAM	CLASS ENTRY				
301000	N	A	07 01 01	A ACTING	NO	---				
AUDITOR										
WORK LOCATION			WORK PHONE		EXT					
H7000			---		---					
IBS ADMIN										
ANNIV	PASS	EVAL	EVAL	BARG	UNIT	MILEAGE				
DATE	PROB DATE	TYPE	DUE DATE	UNIT	MEMBER	ELIG				
99 99 99	---	---	---	MM	Y	---				
----- LEAVE ----- TERMINATION -----										
REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG			
---	---	---	---	---	---	---	---			
<b>(760) - EFFECTIVE DATE IS AFTER POSITION IS CLOSED.</b>										
TRANS: 004	EID: RE3335815			JOB: 1	DISTRICT: 30033					

# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

### Option "3" - DISTRICTS

#### EDB screen 005 Fatal Error Message

When Personnel attempts to enter a percentage full-time that will cause the FTE to exceed the allocation for a position controlled by FTE, the following fatal error message is displayed on EDB screen 005. The percentage full-time must be reduced to a level within the FTE allocation before the system will accept the update.

- POSITION EXCEEDS FTE LIMIT

Screen IV-7 shows an attempt to enter 100% in percentage full-time for Mary Helman in position number "854321". The message "Position Exceeds FTE Limit" is displayed because 100% will try to add 1.000 FTE to the existing allocation for the position and the calculated total FTE will exceed the authorized total FTE for the position. The user will **not** be able to enter the 100%.

#### Screen IV-7 — Option "3" - EDB screen 005 Fatal Error

** PER - SALARY/PAY RATE - UPD **										0105	
CH3335861	HELMAN, MARY				EFFEC DATE: 07 01 01				ACTNS: 20	PRIME	JOB: P
JOB	POSITION	JOB CLASS		TIME		TIME					
1	854321	315000 BUDGET TECH		103		I					
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES				
E4	M	12	NA	NA	103	I	REG	OVT - H	-		
SCHED/RANGE/STEP	EFF DATE		%FULL-TIME	CALC METH	FULL-TIME RATE		SALARY RATE				
L 015 05	07 01 01		100.00	-	3070.000		3070.000				
STIPENDS: - - - - -											
RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE						
3070.000	-	260.0	A	4.00	S						
RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS	STRS					
P8	M	-	08 01 01	-	CLS CD	BASE HRS					
<b>(731) - POSITION EXCEEDS FTE LIMIT.</b>											
TRANS: 004	EID: CH3335861			JOB: 1	DISTRICT: 30033						

# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

### EDB screen 006 - Labor Distribution Override

Districts using HRS Position Control will enter the position Labor Distribution information on PCDB screen 003. The system will automatically update the Labor Distribution information on EDB screen 006 for employees assigned to the position unless a labor account is manually entered on screen 006. The message "\*\*\* - POSITION CONTROL DISTRIBUTION IS OVERRIDDEN - \*\*\*" will show that a Labor Distribution account has been manually entered on EDB screen 006.

When a Labor Distribution has a manual override on EDB screen 006, labor account changes on PCDB screen 003 will not be posted to the EDB screen. If the manual override account on EDB screen 006 is removed by spacing out the old account information, using an appropriate action code (18), the system will automatically enter the account from PCDB screen 003.

Screen IV-8 shows the labor account on EDB screen 006 for Faye Ewing is an overridden account.

### Screen IV-8 — EDB screen 006 - Labor Distribution Override

```

** PER - LABOR DISTRIBUTION - UPD **                                0106
TG99995833  EWING, FAYE                                           EFFEC DATE: 10 29 01  ACTNS: 18  _  _
                                                                FISCAL YEAR: 02
                                                                PRIMARY JOB: 1
JOB: 1  POSITION: 854321  JOB CLASS : 315000 BUDGET TECH
SALARY RATE : 2758.000
FULL-TIME RATE : 2758.000

SPEED KEY
  FUND  RESRCE/PROJYR  GOAL  FUNC  OBJ  SCH/LOC  PERCENT
1  01  0  11300  0  18010  00000  2410  0000000  100.000
2  _  _  _  _  _  _  _  _  _
3  _  _  _  _  _  _  _  _  _
4  _  _  _  _  _  _  _  _  _
5  _  _  _  _  _  _  _  _  _
6  _  _  _  _  _  _  _  _  _
7  _  _  _  _  _  _  _  _  _
8  _  _  _  _  _  _  _  _  _
9  _  _  _  _  _  _  _  _  _
10 _  _  _  _  _  _  _  _  _
11 _  _  _  _  _  _  _  _  _
12 _  _  _  _  _  _  _  _  _  100.000 100.000
*** POSITION CONTROL DISTRIBUTION IS OVERRIDDEN ***
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS  006  EID TG99995833  JOB 1  DISTRICT 10011
  
```

# HRS POSITION CONTROL

## EDB - Position Control Screen Processes

### EDB screen 006 - Missing PCDB Labor Distribution

Districts using HRS Position Control will enter the position Labor Distribution information on PCDB screen 003. The system will automatically update the Labor Distribution information on EDB screen 006 for employees assigned to the position. If the Labor Distribution information has not been entered on PCDB screen 003, the PCDB position record will be incomplete and the EDB screen 006 will show an error account distribution of all "9's". Personnel should notify Position Control and when the correct Labor Distribution is entered on PCDB screen 003, the system will automatically correct the EDB account.

The screen IV-9 below, shows EDB screen 006 for Faye Ewing on position "854321". The labor account shows all "9's" because the labor account information for the position has not been entered on PCDB screen 003. When a valid account is entered on PCDB screen 003, EDB screen 006 will be automatically updated to show the correct account number.

### IV-9 — EDB screen 006 - Missing PCDB Labor Distribution

```

** PER - LABOR DISTRIBUTION - UPD **
TG9995833      EWING, FAYE                      0106
                                           EFEC DATE: 10 29 01  ACTNS: 18
                                           FISCAL YEAR: 02
                                           PRIMARY JOB: 1
JOB: 1   POSITION: 854321   JOB CLASS : 315000 BUDGET TECH
                                           SALARY RATE : 2758.000
                                           FULL-TIME RATE : 2758.000

SPEED KEY
FUND      RESRCE/PROJYR   GOAL   FUNC   OBJ   SCH/LOC   PERCENT
1  99 9      99999 9      99999 99999 9999 99999999 100.000
2  ---
3  ---
4  ---
5  ---
6  ---
7  ---
8  ---
9  ---
10 ---
11 ---
12 ---
*** POSITION CONTROL DISTRIBUTION IS OVERRIDEN ***
(002) - ENTER YOUR CHANGES.
TRANS 006      EID TG9995833      JOB 1      DISTRICT 10011
    
```

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# **POSITION CONTROL DATABASE**

## **Status Counting**

(Intentionally left blank)

# HRS POSITION CONTROL

## STATUS COUNTING

---

### **Incumbent Status**

The Position Control Incumbent Status FTE counts provide information regarding assignments to a position and the FTE available to hire additional staff. If the incumbent of a position has a Job Permanency code of "A" for acting, the PCDB Position Control Incumbent Status will be "A" to indicate the person assigned to the position is "Acting". If an incumbent of a position is placed on unpaid leave, EDB Job Status "L", the Position Control Incumbent Status for the position will be "R" for reserved meaning only a "Acting" assignment may be made to the position. Acting assignments may be made to temporarily fill a position while the regular employee is on unpaid leave or to temporarily fill an "empty" (vacant) position until a regular employee is available. All other incumbents are considered to be filling a position with the Position Control area showing an Incumbent Status of "F". The FTE of the incumbents will be counted in the "Filled" status on Position screen 002. See "Incumbent Statuses" under Basic Position Information Screen (002), description on PC III - 12.

### **Vacancy Status**

Positions with a control method of "F" for FTE will show a vacancy if an employee can be assigned to the position without exceeding the FTE allocation. An employee can be assigned to a position under two conditions: the job is empty and counted as "A" Available; or the job is "R" Reserved where the position can have a temporary replacement while the regular incumbent is on unpaid leave. The Total Vacant count equals the Available FTE (empty jobs) plus the Reserved FTE (incumbents on unpaid leave). Positions with a control method of "H" Hours, "D" Days, or "P" Pay will not show as vacant because an unlimited number of employees may be assigned to the position. In this case Position Control is not concerned with the number of employees hired but monitors the Hours, Days, and Pay the incumbents receive. See "Total Vacant" under Basic Position Information Screen (002), description on PC III - 13.

# HRS POSITION CONTROL

## STATUS COUNTING

---

### Screen V-4 — PCDB screen 002 - Position Status Counting

\*\* PC - BASIC POSITION INFORMATION \*\* 1002

2002 854321 BUDGET TECH LAST CHANGE DATE 07 01 01

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION -- UNITS	DOLLARS
315000	BUDGET TECH	N		E	3.0000	0.00

POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION
A	07 01 01	07 01 01	__ __ __	_____	_____	_____

< - - - - - INCUMBENT STATUSES - - - - - >					< - - VACANCY STATUSES - - - >	
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT
1.5000	1.5000	0.0000	0.0000	0.0000	0.0000	1.5000

POS CODE/SUB-SITE	WORK LOC	POSITION WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT
H7200	_____	IBS ACCOUNTING	_____	MM

COMMENTS FYTD HOURS: \_\_\_\_\_ DAYS: \_\_\_\_\_ PAY: \$ \_\_\_\_\_

---

**(002) - ENTER YOUR CHANGES.**

TRANS: 002 POSITION NUMBER: 876355 FISCAL YEAR: 02 DISTRICT: 10011

### Filled

Screen V-4 shows position "854321" with a multiple FTE allocation of 3.000. The position currently has 1.500 FTE incumbents assigned to the position showing as Filled under Incumbent Statuses. Screens V-5.a and V-5.b show examples of EDB salary screens 005 for the employees assigned to the position. Screen V-5.a shows Carolyn Davis is assigned 100% to the position and is counted as 1.000 FTE. Screen V-5.b shows Mary Relman is assigned 50% to the position and is counted as 0.500 FTE. Together they "fill" the position with 1.500 FTE.

### Available

Screen V-4 shows 1.500 FTE Available for the position. FTE Available is calculated by the system subtracting the 1.500 currently Filled from the 3.000 FTE position allocation.

Note: Positions with a control method of "H" Hours, "D" Days, or "P" Pay will show ZERO available positions.

### Total Vacant

Screen V-4 shows a Total Vacant count of 1.500 FTE. The Total Vacant count is calculated by the system adding the Available 1.500 FTE to the Reserved 0.000 FTE count. NOTE: Positions with a control method of "H" Hours, "D" Days, or "P" Pay will show ZERO vacant positions.

# HRS POSITION CONTROL

## STATUS COUNTING

### Screen V-5.a — EDB screen 005 - Filled Position - 1.000 FTE

CH9995851		DAVIS,CAROLYN S		** PER - SALARY/PAY RATE - UPD **				0405	
				EFFEC DATE: 07 01 01				ACTNS: 20	
								PRIME JOB: P	
JOB	POSITION	JOB CLASS							
1	854321	315000 BUDGET TECH							
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	TIME RPT LOCN	TIME RPT CD	EARNINGS TYPES		
E4	M	12	NA	NA	103	T	REG	OVT -H	-
SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE				
L 015 05	08 01 01	100.00		2979.900	2979.900				
STIPENDS:									
RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE				
2979.900		260.0	A	8.00	S				
RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS	STRS			
P8	M		08 01 01		CLS CD	BASE HRS			
						.00			
<b>(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.</b>									
TRANS: 004	EID: CH9995851	JOB: 1	DISTRICT: 10011						

### Screen V-5.b — EDB screen 005 - Filled Position - 0.500 FTE

EH9995861		RELMAN,MARY		** PER - SALARY/PAY RATE - UPD **				0405	
				EFFEC DATE: 07 01 01				ACTNS: 20	
								PRIME JOB: P	
JOB	POSITION	JOB CLASS							
1	854321	315000 BUDGET TECH							
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	TIME RPT LOCN	TIME RPT CD	EARNINGS TYPES		
E4	M	12	NA	NA	103	T	REG	OVT -H	-
SCHED/RANGE/STEP	EFF DATE	%FULL-TIME	CALC METH	FULL-TIME RATE	SALARY RATE				
L 015 05	08 01 01	50.00		3316.950	1658.475				
STIPENDS: RS -1 RESP									
RETIRE RATE	O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY	SESS TYPE				
3316.950		260.0	A	4.00	S				
RETIREMENT: PLAN	STATUS	SPL	EFF DATE	PERS CASE STS	STRS	STRS			
P8	M		08 01 01		CLS CD	BASE HRS			
						.00			
<b>(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.</b>									
TRANS: 004	EID: EH9995861	JOB: 1	DISTRICT: 10011						

# HRS POSITION CONTROL

## Requisitions

## STATUS COUNTING

### Screen V-6.a — PCDB screen 006 - Requisition - 0.500 FTE

```

                ** PC - POSITION REQUISITION - UPD **
2002 854321 BUDGET TECH                LAST CHANGE DATE 00 00 00      1006
REQUISITION NUMBER 02000008

REQUISITION REQUISITION FULL TIME DOLLAR WORK LOCATION
DATE FILED STATUS EQUIVALENT CONTROL CODE/SUB-SITE
07 01 01 - 0.500

REQUISITION MANAGER NAME REQUISITION CONTACT EXT
GEORGE BAKER

REQUISITION REQUESTED NAME - - - REQUESTED - - - ACTING/
START DATE END DATE PERMANENT
- - - - -

PERSONNEL REQUISITION COMMENTS

(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y
TRANS: 006 POSITION: 854321 FISCAL YR: 02 RQSN: 02000008 DISTRICT: 10011
    
```

Screen V-6.a shows 0.500 FTE requisitioned. The requisition example, requisition number "02000008", is active for 0.500 FTE. The Requisitioned counts showing on screen 002, (screen V-6.b) is the total of all requisitions for the position. The total requisitioned for position "854321" equals 0.500 FTE because screen V-6.b has only one requisition.

### Screen V-6.b — PCDB screen 002 – Vacancy Requisitioned - 0.500 FTE

```

                ** PC - BASIC POSITION INFORMATION **
2002 854321 BUDGET TECH                LAST CHANGE DATE 07 01 01      1002

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD -- POSITION --
315000 BUDGET TECH N E 3.0000 0.00

POSITION STATUS ACTIVE CLOSE PREV NEW MASTER
STATUS DATE DATE DATE POSITION POSITION POSITION
A 07 01 01 07 01 01

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - - >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT
1.5000 1.5000 0.0000 0.0000 0.0000 0.0500 1.5000

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
H7200 IBS ACCOUNTING MM

COMMENTS FYTD HOURS: DAYS: PAY: $

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 876355 FISCAL YEAR: 02 DISTRICT: 10011
    
```

# HRS POSITION CONTROL

## STATUS COUNTING

## Terminated Jobs

### Screen V-7 — EDB screen 004 - Terminated Job Is Not Counted In PC Status

** PER - JOB ASSIGNMENT - UPD **							0104
PD9995823	SCHUMANN, BARBARA			EFFEC DATE: 07 15 01		ACTNS: 13	
							PRIME JOB: P
JOB 2	POSITION 854321	BOARD	APPROVAL	CREDENTIAL	CRED	EXP DATE	ACAD RANK
JOB CLASS 315000		JOB TYPE N	JOB STS T	STATUS DATE 07 15 01	JOB PERMANENCY P CLASS PE	JOB FAM GO	CLASS ENTRY
BUDGET TECH							
WORK LOCATION H7000			WORK PHONE		EXT		
IBS ADMIN							
ANNIV DATE 99 99 99	PASS PROB DATE	EVAL TYPE	EVAL DUE DATE	BARG UNIT MM	UNIT MEMBER Y	MILEAGE ELIG	
----- LEAVE -----			----- TERMINATION -----				
REASON	TYPE	BEGIN	END	REASON RT RETIREMENT	DATE 07 15 01	REHIRE Y	ELIG
-----							
<b>(002) - ENTER YOUR CHANGES.</b>							
TRANS: 004	EID: PD9995823			JOB: 2		DISTRICT: 10011	

Screen V-7 shows a terminated assignment that had been active on the screen V-4 position "854321". The terminated assignment shows on screen 019 as a "prior incumbent" but the job is not included in any of the status counts displayed on PCDB screen 002. A termination will create a vacancy and will be displayed under Incumbents status "Available" and "Total Vacant" as displayed on PCDB screen 002.

# HRS POSITION CONTROL

## Acting Assignment - EDB

## STATUS COUNTING

An Acting assignment is created when the Job Permanency code on EDB screen 004 is coded with an "A" indicating that the employee has an acting status in this job. The employee assigned to the position is not expected to stay in the job and is considered temporary. The FTE count on Screen 002 is displayed under Acting.

### V-8—EDB screen 004-Acting Assignment "A" (EDB screen 005 is 0.900 % Full-Time)

```

** PER - JOB ASSIGNMENT - UPD **
CK9995815  RUMFELD,KATHLEEN  EFFEC DATE: 07 01 01  ACTNS: 13 0104
PRIME JOB: P
JOB 1  POSITION 826102  BOARD APPROVAL  CREDENTIAL  CRED EXP DATE  ACAD RANK
JOB CLASS 318000  JOB TYPE N  JOB STS A  STATUS DATE 07 01 01  JOB PERMANENCY A ACTING  JOB FAM NO  CLASS ENTRY
AUDITOR
WORK LOCATION H7000  WORK PHONE  EXT
IBS ADMIN
ANNIV DATE 99 99 99  PASS PROB DATE  EVAL TYPE  EVAL DUE DATE  BARG UNIT MM  UNIT MEMBER Y  MILEAGE ELIG
----- LEAVE ----- TERMINATION -----
REASON TYPE BEGIN END REASON DATE REHIRE ELIG
(002) - ENTER YOUR CHANGES.
TRANS: 004  EID: CK9995815  JOB: 1  DISTRICT: 10011
    
```

Screen V-8 shows Kathleen Rumfeld assigned to position "826102" with a Job Permanency code of "A" on EDB screen 004. On EDB screen 005 (not displayed) she is assigned with a percentage full-time at 0.900.



# HRS POSITION CONTROL

## STATUS COUNTING

Acting/Reserved

### Screen V-9 — PCDB screen 002 - Acting Count

** PC - BASIC POSITION INFORMATION **										1002	
2002	<b>826102</b>	AUDITOR								LAST CHANGE DATE	07 01 01
JOB CLASS	JOB CLASS	TITLE		JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION --				
318000	AUDITOR			N		E	UNITS	DOLLARS			
							<b>4.0000</b>	<b>0.00</b>			
POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION					
<u>A</u>	<u>07 01 01</u>	<u>07 01 01</u>	<u>  </u> <u>  </u> <u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>					
< - - - - - INCUMBENT STATUSES - - - - - >											
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT					
<b>1.1000</b>	2.0000	<b>0.9000</b>	0.0000	0.0000	0.000	<b>1.1000</b>					
POS CODE/SUB-SITE	WORK LOC	POSITION WORK LOCATION	TITLE	REPORT GROUP	BARGAINING UNIT						
<u>H7000</u>	<u>  </u>	<u>IBS ADMIN</u>	<u>  </u>	<u>  </u>	<u>MM</u>						
COMMENTS	FYTD HOURS:		DAYS:		PAY: \$						
(002) - ENTER YOUR CHANGES.											
TRANS:	<u>002</u>	POSITION NUMBER:	<u>826102</u>	FISCAL YEAR:	<u>02</u>	DISTRICT:	<u>10011</u>				

Screen V-9 shows the PCDB screen 002 for position "826102" and reflects the 0.900 acting assignment under the Acting count as 0.900 FTE. The 1.100 Available FTE is calculated by the system subtracting the 0.900 FTE Acting (and the 2.00 FTE Filled) from the Position FTE count of 4.00. The Total Vacant count is calculated by adding the 1.100 FTE Available to the 0.000 FTE Reserved. If the sample position had an incumbent on unpaid leave the FTE count would show under Reserved and the Total Vacant count would be 0.10. (See Status Count - Acting / Reserved).

# HRS POSITION CONTROL

## Reserved for Unpaid Leave

## STATUS COUNTING

A reserved status is created when an incumbent of a position is placed on unpaid leave. When personnel enters a Job Status "L" for unpaid leave on EDB screen 004 the percentage full-time from EDB screen 005 is used to calculate the FTE created under the Reserved count on PCDB screen 002. A temporary replacement may be assigned to the position because the incumbent is not currently working.

The status count will show under Acting / Reserved if an Acting employee is assigned to replace the employee on leave. (See Status Count - Acting / Reserved).

### Screen V-10 — EDB screen 004 - Unpaid Leave

```

** PER - JOB ASSIGNMENT - UPD **
YA9995854  ROBINSON,PEGGY  EFEC DATE: 10 01 01  ACTNS: 0104
PRIME JOB: P
JOB 1  POSITION 826102  BOARD APPROVAL  CREDENTIAL  CRED EXP DATE  ACAD RANK
JOB CLASS 318000  JOB TYPE N  JOB STS L  STATUS DATE 10 01 01  JOB PERMANENCY P CLASS PE  JOB FAM NO  CLASS ENTRY
AUDITOR
WORK LOCATION H7000  WORK PHONE  EXT
IBS ADMIN
ANNIV DATE 99 99 99  PASS PROB DATE  EVAL TYPE  EVAL DUE DATE  BARG UNIT MM  UNIT MEMBER Y  MILEAGE ELIG
----- LEAVE ----- TERMINATION -----
REASON 10 PERSONAL  TYPE L  BEGIN 10 01 01  END 12 31 01  REASON  DATE  REHIRE  ELIG
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS: 004  EID: YA9995854  JOB: 1  DISTRICT: 10011
    
```

Screen V-10 shows Peggy Robinson assigned to position "826102" and on an unpaid leave from 10/01/01 to 12/31/01 on EDB screen 004. On EDB screen 005 (not displayed) she is assigned with a percentage full-time at 100.00.

# HRS POSITION CONTROL

## STATUS COUNTING

Reserved for Leave

Screen V-11 — PCDB screen 002- Reserved Count

\*\* PC - BASIC POSITION INFORMATION \*\* 1002

2002 826102 AUDITOR LAST CHANGE DATE 07 01 01

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS
318000	AUDITOR	N		E	4.0000	0.00

POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION
A	04 01 01	05 01 01	__ __ __	__	__	MASTER

< - - - - - INCUMBENT STATUSES - - - - - >					< - - VACANCY STATUSES - - >	
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT
<span style="background-color: yellow;">1.1000</span>	1.0000	0.0000	<span style="background-color: yellow;">1.0000</span>	0.0000	0.0000	<span style="background-color: yellow;">2.1000</span>

POS WORK LOC	POSITION WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT
H7000	IBS ADMIN	__	MM

COMMENTS FYTD HOURS: \_\_\_\_\_ DAYS: \_\_\_\_\_ PAY: \$ \_\_\_\_\_

---

**(002) - ENTER YOUR CHANGES.**

TRANS: 002 POSITION NUMBER: 826102 FISCAL YEAR: 02 DISTRICT: 10011

Screen V-11 shows the Reserved count of 1.000 FTE for position "826102" on PCDB screen 002.

Note: The Available FTE is 1.100. The system does not count Reserved FTE as Available for permanent replacements. The Total Vacant count is calculated by adding the 1.100 FTE Available to the 1.000 FTE Reserved.

# HRS POSITION CONTROL

## Acting/Reserved Unpaid Leave

## STATUS COUNTING

A reserved status is created on PCDB when personnel enters a Job Status "L" for unpaid leave on EDB screen 004. The employee assigned to the position is not currently working and a temporary replacement may be assigned.

### Screen V-12 — EDB screen 004 - Reserved On Unpaid Leave

** PER - JOB ASSIGNMENT - UPD **							0104
TG9995833	EWING, FAYE		EFFEC DATE: <u>11</u> <u>01</u> <u>01</u>			ACTNS: <u>03</u>	
JOB	POSITION	BOARD APPROVAL	CREDENTIAL	CRED EXP DATE	PRIME JOB: <u>P</u>		
1	<u>826102</u>	---	---	---			
JOB CLASS	JOB TYPE	JOB STS	STATUS DATE	JOB PERMANENCY	JOB FAM	CLASS ENTRY	
<u>318000</u>	N	<u>L</u>	<u>11</u> <u>01</u> <u>01</u>	<u>P</u> CLASS PE	NO	---	
AUDITOR							
WORK LOCATION		WORK PHONE		EXT			
<u>H7000</u>		---		---			
IBS ADMIN							
ANNIV	PASS	EVAL	EVAL	BARG	UNIT	MILEAGE	
DATE	PROB DATE	TYPE	DUE DATE	UNIT	MEMBER	ELIG	
<u>99</u> <u>99</u> <u>99</u>	---	-	---	<u>MN</u>	<u>Y</u>	-	
----- LEAVE -----				----- TERMINATION -----			
REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG
<u>10</u> PERSONAL	<u>L</u>	<u>11</u> <u>01</u> <u>01</u>	<u>02</u> <u>15</u> <u>02</u>	---	---	---	---
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.							
TRANS: <u>004</u>	EID: <u>TG9995833</u>		JOB: <u>1</u>		DISTRICT: <u>10011</u>		

Screen V-12 shows Faye Ewing assigned to position "826102" and on an unpaid leave from 11/01/01 to 2/15/02. She is assigned with a percentage full-time of 100.00.

\*Note: The following job statuses on EDB screen 01 / 004 are counted on PCDB screen 10 / 002:

- |                  |                       |
|------------------|-----------------------|
| A = ACTIVE       | (counted as filled)   |
| P = PAID LEAVE   | (counted as filled)   |
| L = UNPAID LEAVE | (counted as reserved) |
| T = TERMINATED   | (counted as vacant)   |
| F = FUTURE       | (Does not count)      |

# HRS POSITION CONTROL

## STATUS COUNTING

## Acting/Reserved on Unpaid Leave

An Acting assignment is created when the Job Permanency code on EDB screen 004 is coded as "A" for acting. The employee assigned to the position is not expected to stay in the job and is considered temporary.

### Screen V-13 — EDB screen 004 Acting

** PER - JOB ASSIGNMENT - UPD **										0104
RF9995833	FOX, IRENE		EFFEC DATE: 11 01 01				ACTNS: 20			
										PRIME JOB: P
JOB	POSITION	BOARD	APPROVAL	CREDENTIAL	CRED	EXP	DATE	ACAD	RANK	
1	826102	---	---	---	---	---	---	---	---	
JOB CLASS	JOB TYPE	JOB STS	STATUS	DATE	JOB PERMANENCY	JOB FAM	CLASS	ENTRY		
318000	N	A	11	01	01	A ACTING	NO	---	---	---
AUDITOR										
WORK LOCATION			WORK	PHONE	EXT					
H7000			---	---	---					
IBS ADMIN										
ANNIV	PASS	EVAL	EVAL	BARG	UNIT	MILEAGE				
DATE	PROB	TYPE	DUE	UNIT	MEMBER	ELIG				
99 99 99	---	---	---	NN	---	---				
----- LEAVE ----- TERMINATION -----										
REASON	TYPE	BEGIN	END	REASON	DATE	REHIRE	ELIG			
---	---	---	---	---	---	---	---			
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.										
TRANS: 004	EID: RF9995833	JOB: 1	DISTRICT: 10011							

Screen V-13 shows Irene Fox assigned to position "826102" with a Job Permanency code of "A" for acting, against Faye Ewing who is on Unpaid Leave on EDB screen 005 (not displayed). She is assigned with a percentage full-time of 100.00.

# HRS POSITION CONTROL

## Acting/Reserved Count (PCDB)

## STATUS COUNTING

If an Acting replacement is assigned to a position with the incumbent on unpaid leave, the FTE count on screen 002 is displayed under Acting / Reserved.

Note: The Available FTE is 1.1000 and the Vacant FTE is 1.1000; the system does not count Acting/Reserved FTE as either Available or Vacant.

### Screen V-14 — PCDB screen 002 Acting / Reserved Count

\*\* PC - BASIC POSITION INFORMATION \*\* 1002

2002 **826102** AUDITOR LAST CHANGE DATE 07 01 01

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS
318000	AUDITOR	N		E	4.0000	0.00

POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION
A	04 01 01	05 01 01				MASTER

< - - - - - INCUMBENT STATUSES - - - - - >					< - - VACANCY STATUSES - - - >		
AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL	VACANT
1.1000	0.0000	0.0000	0.0000	1.0000	0.0000	1.1000	

POS WORK LOC	POSITION WORK LOCATION	TITLE	REPORT GROUP	BARGAINING UNIT
H7000	IBS ADMIN			MM

COMMENTS FYTD HOURS: \_\_\_\_\_ DAYS: \_\_\_\_\_ PAY: \$ \_\_\_\_\_

FAY STARTS MAT LV 08/15/01

---

**(002) - ENTER YOUR CHANGES.**

TRANS: 002 POSITION NUMBER: 826102 FISCAL YEAR: 02 DISTRICT: 10011

Screen V-14 shows the PCDB screen 002 for position "826102" with a FTE count of 1.000 under Acting/Reserved.

# **POSITION CONTROL DATABASE**

## **Position Status**

# HRS POSITION CONTROL

## Position Status

---

### Using Position Status

The Position Status code on PCDB screen 002 determines the availability of the position for personnel assignments. When a position is entered, it can be established with a Position Status of "H" for hold or "F" for frozen. An error message will show on EDB screen 004 if an attempt is made to assign an employee to the position. The Position Status code must be set to "A" for Active before it can be used for assignments.

A position can be activated at any time by changing the status code to "A" and entering today's date or a past date in the Active Date. The user can have the system activate the position on a specified date by leaving the Position Status code at "H" and entering a future active date. When the date is reached the system will activate the position by changing the Position Status to "A" and copying the Active Date to the Status Date. A position with a Position Status code "F" must be manually changed to "A" to be activated.

A position can be closed by changing the Position Status code to "C" and entering today's date or a past date in the Close Date. The user can have the system close the position on a specified date by leaving the Position Status code "A" "H" or "F" and entering a future close date. When the date is reached the system will automatically close the position by changing the Position Status to "C" and copying the Close Date to the Status Date.

A position with incumbents cannot be set to "C". PCDB screen 002 edit will not allow a user to change a Position Status to "C" if the position has incumbents. When a future close date is reached and the position still has incumbents, the system will set the Position Status code to "S" to indicate the position is closed to new assignments. The Position Status "S" indicates the position is closed to new assignments but currently has incumbents that should be removed. The position will show on the Position Control Discrepancy Report (POSR060) until the incumbents are removed. The system will change the Position Status from "S" to "C" in the nightly process after the last incumbent is removed from the position by termination or by transfer to another position.

Position Status code "I" indicates an inactive position. "I" is a *system-generated* code created during the year-end roll process, where the Position Control file is adjusted for the new fiscal year. If a position from the old fiscal year has incumbents but has not been created in the new fiscal year, during the year-end roll the system will add the position to the new fiscal year with the "I" status code. New assignments cannot be made to the position with an "I" status. The system will automatically close the position when the last incumbent is removed from the position by termination or by transfer and change the status from "I" to "C" through the nightly process.



# HRS POSITION CONTROL

## Position Status

### Screen V-17.a — PCDB screen 002 - Future Active Date

```

** PC - BASIC POSITION INFORMATION **
2002 615329 SENIOR BUDGET TECH LAST CHANGE DATE 06 15 01 1002

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD -- POSITION --
313000 SENIOR BUDGET TECH N F 1.0000 0.00

POSITION STATUS ACTIVE DATE CLOSE DATE PREV POSITION NEW POSITION MASTER POSITION
H 06 15 01 08 15 01

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

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
H7200 IBS ADMIN MM

COMMENTS FYTD HOURS: DAYS: PAY: $

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 615329 FISCAL YEAR: 02 DISTRICT: 10011
    
```

Screen V-17.a shows a position with a current Position Status of "H" that the system will automatically activate on 08/15/01. The system will change the Position Status code to "A" and set the Status Date to 08/15/01 in the overnight batch process.

### Screen V-17.b — PCDB screen 002 - Future Close Date

```

** PC - BASIC POSITION INFORMATION **
2002 615329 SENIOR BUDGET TECH LAST CHANGE DATE 08 15 01 1002

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD -- POSITION --
313000 SENIOR BUDGET TECH N F 1.5000 0.00

POSITION STATUS ACTIVE DATE CLOSE DATE PREV POSITION NEW POSITION MASTER POSITION
A 08 15 01 08 15 01 08 01 02

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT
1.5000 0.0000 0.0000 0.0000 1.0000 0.0000 1.5000

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
H7000 IBS ADMIN MM

COMMENTS FYTD HOURS: DAYS: PAY: $
FUNDING ENDS 08/01/02

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 615329 FISCAL YEAR: 02 DISTRICT: 10011
    
```

Screen V-17.b shows a position with a current Position Status of "A" that the system will automatically close on 08/01/02, provided the position does not have incumbents. The system will change the Position Status code to "C" and set the Status Date to 08/01/02 in the overnight batch process.

(Intentionally left blank)

# **POSITION CONTROL DATABASE**

## **Deleting A Position**

# HRS POSITION CONTROL

## Deleting a Position

## POSITION STATUS

A position might be deleted for the following reasons:

- The position was entered in error and must be removed.
- The position was carried over from the prior year and is not authorized in the current fiscal year budget.

Deleting a position is a two-step process. First, the position must be closed and show a Position Status of "C" on the Basic Position Information Screen (002). Second, the closed position is deleted.

### **Step 1 - Closing the Position** (If the position is not already closed)

Change the Position Status to "C" on PCDB screen 002 and enter today's date or a past date in the close date. The position can be closed at a future time by leaving the current Position Status code and entering a future date in the close date.

Note: The system will not allow a position with incumbents to be closed. When a future close date is reached and the position has incumbents, the system will change the Position Status code to "S" for "closing". New assignments cannot be made to the position and when the incumbents are removed the system will automatically close the position. A position cannot be deleted while the Position Status code is "S". The district must wait for the system to change the Position Status code to "C" before step 2 can be performed.

### **Step 2 - Deleting the Position**

Enter a "D" in the Action field above District and Transmit. *See screen V-21.a*

The screen will respond with a message "Please Review Data On Screen - OK to Delete!" Enter an asterisk "\*" to confirm the delete. If any other code is entered, the delete will not be processed. *See screen V-21.b*

### **Reports Generated**

Deleting a position will produce a Position Profile Form and Position Change Report POSR030.

# HRS POSITION CONTROL

## POSITION STATUS

## Deleting a Position

Screen V-21.a — PCDB screen 002 - Enter "D" to Delete Position

\*\* PC - BASIC POSITION INFORMATION \*\* 1002

2002 615329 SENIOR BUDGET TECH LAST CHANGE DATE 08 15 02

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS
313000	SENIOR BUDGET TECH	N		E	1.5000	0.00

POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION
C	08 15 01	08 15 01	08 01 02			

< - - - - - INCUMBENT STATUSES - - - - - >      < - - VACANCY STATUSES - - - >

AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT
1.5000	0.0000	0.0000	0.0000	1.0000	0.0000	1.5000

POS WORK LOC	POSITION WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT
H7000	IBS ADMIN		MM

COMMENTS FYTD HOURS: \_\_\_\_\_ DAYS: \_\_\_\_\_ PAY: \$ \_\_\_\_\_

POSITION CLOSED FOR BUDGET REDUCTIONS

(002) - ENTER YOUR CHANGES. D

TRANS: 002      POSITION NUMBER: 615329      FISCAL YEAR: 02      DISTRICT: 10011

Screen V-21.b — PCDB screen 002 - Enter "\*" to Confirm the Delete

\*\* PC - BASIC POSITION INFORMATION \*\* 1002

2002 615329 SENIOR BUDGET TECH LAST CHANGE DATE 08 15 02

JOB CLASS	JOB CLASS TITLE	JOB TYPE	ACADEMIC RANK	CONTROL METHOD	-- POSITION UNITS	-- DOLLARS
315000	SENIOR BUDGET TECH	N		E	1.5000	0.00

POSITION STATUS	STATUS DATE	ACTIVE DATE	CLOSE DATE	PREV POSITION	NEW POSITION	MASTER POSITION
C	08 15 01	08 15 01	08 01 02			

< - - - - - INCUMBENT STATUSES - - - - - >      < - - VACANCY STATUSES - - - >

AVAILABLE	FILLED	ACTING	RESERVED	ACT/RSV	REQUISITIONED	TOTAL VACANT
1.5000	0.0000	0.0000	0.0000	1.0000	0.0000	1.5000

POS WORK LOC	POSITION WORK LOCATION TITLE	REPORT GROUP	BARGAINING UNIT
H7000	HUMAN RESOURCES		MM

COMMENTS FYTD HOURS: \_\_\_\_\_ DAYS: \_\_\_\_\_ PAY: \$ \_\_\_\_\_

POSITION CLOSED FOR BUDGET REDUCTIONS

(002) - PLEASE REVIEW DATA ON SCREEN. OK TO DELETE? \*

TRANS: 002      POSITION NUMBER: 615329      FISCAL YEAR: 02      DISTRICT: 10011

(Intentionally left blank)

# **POSITION CONTROL DATABASE**

## **Job Sharing**

# HRS POSITION CONTROL

## Partial FTE

## JOB SHARING

Some districts offer job-sharing programs where two or more part-time employees share a single job. Each employee receives a part-time salary but both employees are eligible for benefits. Typically a current employee wishing to reduce their work hours finds someone willing to work the remainder of their time if they both can receive benefits. The system provides two methods to support job sharing, (1) Partial FTE and (2) job splitting.

**1 - Partial FTE** - Each employee assignment is allocated a fraction of the FTE so that the total FTE for the position equals one job. Employee A is assigned .5 FTE and employee B is assigned .5 FTE.

NOTE: The allocation for the position benefits may have to increase because the district provides benefits to both employees. This method will work only if both employees will have the same job classification, work location, and labor accounts for their part time jobs.

### Screen V-24 — PCDB screen 002 - Partial FTE - 1.00 FTE

** PC - BASIC POSITION INFORMATION **							1002
2002	876431	ACCOUNT SPECIALIST		LAST CHANGE DATE			07 01 01
<u>JOB CLASS</u>	<u>JOB CLASS TITLE</u>	<u>JOB TYPE</u>	<u>ACADEMIC RANK</u>	<u>CONTROL METHOD</u>	<u>UNITS</u>	<u>POSITION DOLLARS</u>	
777000	ACCOUNT SPECIALIST	N		E	1.0000	0.00	
<u>POSITION STATUS</u>	<u>STATUS DATE</u>	<u>ACTIVE DATE</u>	<u>CLOSE DATE</u>	<u>PREV POSITION</u>	<u>NEW POSITION</u>	<u>MASTER POSITION</u>	
A	07 01 01	07 01 01				MASTER	
< - - - - - INCUMBENT STATUSES - - - - - >				< - - VACANCY STATUSES - - - >			
<u>AVAILABLE</u>	<u>FILLED</u>	<u>ACTING</u>	<u>RESERVED</u>	<u>ACT/RSV</u>	<u>REQUISITIONED</u>	<u>TOTAL VACANT</u>	
0.0000	1.0000	0.0000	0.0000	1.0000	0.0000	0.0000	
<u>POS WORK LOC</u>	<u>POSITION WORK LOCATION TITLE</u>	<u>REPORT GROUP</u>		<u>BARGAINING UNIT</u>			
H7000	IBS ADMIN			MM			
<u>COMMENTS</u>		<u>FYTD HOURS:</u>	<u>DAYS:</u>	<u>PAY: \$</u>			
(002) - ENTER YOUR CHANGES.							
<u>TRANS:</u>	<u>002</u>	<u>POSITION NUMBER:</u>	<u>876431</u>	<u>FISCAL YEAR:</u>	<u>02</u>	<u>DISTRICT:</u>	<u>10011</u>

Screen V-24 shows a PCDB screen 002 for an Account Specialist position with a FTE allocation of 1.000. Two employees have been allowed to "job share" the position. Screen V-25.a shows Faye Ewing is assigned to the position at 50 percent full-time. Screen V-25.b shows Irene Fox is assigned to the position at 50 percent full-time. For our sample, both employees receive full time benefits. The district cost allocation for the position is one full salary and two benefit packages.



# HRS POSITION CONTROL

**JOB SHARING**

**Partial FTE**

Screen V-25.a — EDB screen 005 Share Position "876431" - .50 FTE

** PER - SALARY/PAY RATE - UPD **										0105
TG9995833	EWING, FAYE				EFFEC DATE: 07 01 01				ACTNS: PRIME JOB: P	
JOB 3	POSITION 876431	JOB CLASS 777000 ACCOUNT SPECIALIST								
CYCLE E4	BASIS M	PAY MOS 12	ILL PLAN NA	VAC PLAN NA	TIME RPT LOCN 103	TIME RPT CD I	EARNINGS TYPES REG			
SCHED/RANGE/STEP L 015 05	EFF DATE 07 01 01	%FULL-TIME 50.00	CALC METH -	FULL-TIME RATE 2838.000	SALARY RATE 1419.000					
STIPENDS: - - - - -										
RETIRE RATE 2838.000	O/RIDE -	WORK DAYS 260.0	WORK CAL A	WORK HRS/DY 4.00	SESS TYPE S					
RETIREMENT: PLAN P8	STATUS M	SPL -	EFF DATE 07 01 01	PERS CASE STS -	STRS -	STRS BASE HRS .00				
<b>(002) - ENTER YOUR CHANGES.</b>										
TRANS: 004	EID: TG9995833			JOB: 3	DISTRICT: 10011					

Screen V-25.b — EDB screen 005 Share Position "876431" - .50 FTE

** PER - SALARY/PAY RATE - UPD **										0105
RF9995833	FOX, IRENE				EFFEC DATE: 07 01 01				ACTNS: PRIME JOB: P	
JOB 2	POSITION 876431	JOB CLASS 777000 ACCOUNT SPECIALIST								
CYCLE E4	BASIS M	PAY MOS 12	ILL PLAN NA	VAC PLAN NA	TIME RPT LOCN 103	TIME RPT CD I	EARNINGS TYPES REG			
SCHED/RANGE/STEP L 015 03	EFF DATE 07 01 01	%FULL-TIME 50.00	CALC METH -	FULL-TIME RATE 2550.000	SALARY RATE 1275.000					
STIPENDS: - - - - -										
RETIRE RATE 2550.000	O/RIDE -	WORK DAYS 262.0	WORK CAL A	WORK HRS/DY 4.00	SESS TYPE S					
RETIREMENT: PLAN P9	STATUS M	SPL -	EFF DATE 07 01 01	PERS CASE STS -	STRS -	STRS BASE HRS .00				
<b>(002) - ENTER YOUR CHANGES.</b>										
TRANS: 004	EID: RF9995833			JOB: 2	DISTRICT: 10011					

# HRS POSITION CONTROL

## Splitting A Position

## JOB SHARING

---

**2 - Splitting a Position** - The original full-time position is split into two or more part-time positions. The original position is identified as the "master" position and the other part-time positions are coded as "subsidiary" positions linked to the master position.

The FTE count in the original position is lowered and the word "MASTER" is entered in the Master Position field on screen 002. The new subsidiary positions are created with a portion of a FTE. The total of all the split positions must equal the FTE total of the original position. The position number of the master position is entered in the Master Position field on each subsidiary position. A benefit package is allocated to each position.

The Position Splitting method is valuable if the split jobs do not work at the same location or the jobs are charged to different labor accounts.

*An example of a split position is displayed on the following page:*

- *Screen V-27.a shows position "876355" is the master position. The word "Master" is entered in the master position field.*
- *Screen V-27.b shows position, "876356" is the subsidiary position. The position number of the master position is entered in the master position field, "876355".*

*Each position has an FTE allocation of .50. The total FTE of both positions equals the 1.0 FTE allocation of the original job. Both positions have a benefit package allocation. The "master" position is assigned to H7200 work location while the "subsidiary" position is assigned to H7100. The two positions may be assigned to different labor accounts.*

# HRS POSITION CONTROL

## JOB SHARING

## Splitting A Position

Screen V-27.a — PCDB screen 002 - Master Position

```

** PC - BASIC POSITION INFORMATION **
2002 876355 ADMIN AIDE LAST CHANGE DATE 06 15 01 1002

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD -- POSITION --
773000 ADMIN AIDE N E 0.5000 0.00

POSITION STATUS ACTIVE CLOSE PREV NEW MASTER
STATUS DATE DATE DATE DATE POSITION POSITION
A 07 01 01 07 01 01  MASTER

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT
0.5000 0.0000 0.0000 0.0000 0.0000 0.0000 0.5000

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
H7200 IBS ACCOUNTING MM

COMMENTS FYTD HOURS: DAYS: PAY: $

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 876355 FISCAL YEAR: 02 DISTRICT: 10011
    
```

Screen V-27.b — PCDB screen 002 - Subsidiary Position

```

** PC - BASIC POSITION INFORMATION **
2002 876356 ADMIN AIDE LAST CHANGE DATE 06 15 01 1002

JOB CLASS JOB CLASS TITLE JOB TYPE ACADEMIC RANK CONTROL METHOD -- POSITION --
773000 INT CLERK N E 0.5000 0.00

POSITION STATUS ACTIVE CLOSE PREV NEW MASTER
STATUS DATE DATE DATE DATE POSITION POSITION
A 07 01 01 07 01 01 876355

< - - - - - INCUMBENT STATUSES - - - - - > < - - VACANCY STATUSES - - >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT
0.5000 0.0000 0.0000 0.0000 0.0000 0.0000 0.5000

POS WORK LOC POSITION REPORT GROUP BARGAINING
CODE/SUB-SITE WORK LOCATION TITLE UNIT
H7100 DISTRICT OFFICE MM

COMMENTS FYTD HOURS: DAYS: PAY: $

(002) - ENTER YOUR CHANGES.
TRANS: 002 POSITION NUMBER: 876356 FISCAL YEAR: 02 DISTRICT: 10011
    
```

(Intentionally left blank)

# **POSITION CONTROL DATABASE**

## **Requisition Processing**

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# HRS POSITION CONTROL

## REQUISITION PROCESSING

## Creating A Requisition (PCDB)

The system provides two ways to create position requisitions:

- Entered manually on PCDB screen 006
- *System-generated* by future EDB assignments on EDB screens 004 and 104

A requisition for a position can be manually created by entering the requisition information on PCDB screen 006 or the system will automatically create a requisition when a future assignment is entered on EDB screen 004 or EDB screen 104.

A Position Requisition Form is automatically produced by the system when a requisition is created or when requisition information is updated. See Position Requisition Form Section VI-1.

*Screen V-31 shows requisition "02000008" manually created. Screen V-32.a shows the EDB screen 004 future assignment that created the requisition. Art Garcia is assigned to position "876356" with a job status "F" and a status effective of 08/01/01.*

*Screen V-32.b shows a future position number change for Faye Ewing. The system automatically created a requisition [not shown] for position "854321" when the EDB screen 104 was entered.*

### Screen V-31—PCDB 006 - Requisition Manually Created

```

** PC - POSITION REQUISITION - UPD **
2002 876356 ADMIN AIDE LAST CHANGE DATE 00 00 00 1006
REQUISITION NUMBER 02000008

REQUISITION REQUISITION FULL TIME DOLLAR WORK LOCATION
DATE FILED STATUS EQUIVALENT CONTROL CODE/SUB-SITE
06 01 01 A 1.000 H7100
DISTRICT OFFICE

REQUISITION MANAGER NAME REQUISITION CONTACT EXT
DONNA FLANAGAN 310 922 3321

REQUISITION REQUESTED NAME START DATE END DATE REQUESTED - - - ACTING/
ART GARCIA 08 01 01 PERMANENT
P

PERSONNEL REQUISITION COMMENTS
LATERAL TRANSFER

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS: 006 POSITION: 876356 FISCAL YR: 02 RQSN: 02000008 DISTRICT: 10011
```

# HRS POSITION CONTROL

## Creating A Requisition (EDB)

## REQUISITION PROCESSING

Screen V-32.a — EDB screen 004 - "F" Future Assignment Creates a Requisition

```

** PER - JOB ASSIGNMENT - UPD **                                0104
TX9995846  GARCIA,ART                      EFFEC DATE: 08 01 01  ACTNS: 0104
                                         PRIME JOB: P
JOB        POSITION    BOARD APPROVAL  CREDENTIAL  CRED EXP DATE  ACAD RANK
1          876356    _ _ _ _ _      _ _ _ _ _      _ _ _ _ _
JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
773000    N         F         08 01 01    0 CLASS PR      NO      _ _ _ _ _
ADMIN AIDE

WORK LOCATION                WORK PHONE  EXT
H7100                        _ _ _ _ _  _ _ _
DISTRICT OFFICE

ANNIV      PASS      EVAL      EVAL      BARG      UNIT      MILEAGE
DATE      PROB DATE  TYPE      DUE DATE  UNIT      MEMBER    ELIG
08 01 02  _ _ _ _ _  -         _ _ _ _ _  MM      -         -
----- LEAVE -----
REASON      TYPE  BEGIN  END    REASON      TERMINATION  REHIRE  ELIG
----- DATE -----
_ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS: 004          EID: TX9995846          JOB: 1          DISTRICT: 10011
    
```

Screen V-32.b — EDB screen 104 - Future Change Creates a Requisition

```

** PER - FUTURE JOB ASSIGNMENT - UPD **                          0184
TG9995833  EWING,FAYE                      EFFEC DATE: 07 01 01  ACTNS: 91
                                         IMPL DATE: 07 01 01
FUTURE
SCREEN 003: PRIMARY JOB:  PAY LOC:  PRIME JOB: P
JOB SET  POSITION    BOARD APPROVAL  CREDENTIAL  CRED EXP DATE  ACAD RANK
1      A      876356    _ _ _ _ _      _ _ _ _ _      _ _ _ _ _
JOB CLASS  JOB TYPE  JOB STS  STATUS DATE  JOB PERMANENCY  JOB FAM  CLASS ENTRY
315000    N         F         07 01 01    0 CLASS PR      GO      _ _ _ _ _
ADMIN AIDE

WORK LOCATION                WORK PHONE  EXT
H7200                        _ _ _ _ _  _ _ _
IBS ACCOUNTING

ANNIV      PASS      EVAL      EVAL      BARG      UNIT      MILEAGE
DATE      PROB DATE  TYPE      DUE DATE  UNIT      MEMBER    ELIG
07 01 02  _ _ _ _ _  -         _ _ _ _ _  MM      -         -
----- LEAVE -----
REASON      TYPE  BEGIN  END    REASON      TERMINATION  REHIRE  ELIG
----- DATE -----
_ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _

(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.
TRANS: 104          EID: TG9995833          JOB: 1          DISTRICT: 10011
    
```



# HRS POSITION CONTROL

---

## REQUISITION PROCESSING Deleting A Requisition

---

Position requisitions can be deleted or purged from the system two ways:

- Automatically deleted by the system
- Manually deleted on PCDB screen 006

If a requisition has been created for a position, it will be purged automatically when an employee is assigned to the position on EDB screen 004. Future position number changes on the EDB will delete a requisition when they are implemented. Requisitions linked to positions being deleted will be deleted with the position.

Requisitions can be manually deleted by a two-step process:

- Step 1** - Enter "**D**" in the action field above district on the PCDB Requisition Screen (006) Press Transmit and the system will respond with "Please Review Data On Screen - OK To Delete?"
- Step 2** - Enter an asterisk "\*" in the action field and transmit to complete the deletion. If any other response is entered the requisition will not be deleted.

# HRS POSITION CONTROL

## Deleting a Requisition

## REQUISITION PROCESSING

Screen V-34.a — PCDB screen 006 - DELETE REQUISITION Step 1 Enter "D"

```

** PC - POSITION REQUISITION - UPD **
2002 876356 ADMIN AIDE LAST CHANGE DATE 07 01 01 1006
REQUISITION NUMBER 02000008

REQUISITION REQUISITION FULL TIME DOLLAR WORK LOCATION
DATE FILED STATUS EQUIVALENT CONTROL CODE/SUB-SITE
06 01 01 A 1.000 H7100
DISTRICT OFFICE

REQUISITION
REQUISITION MANAGER NAME CONTACT EXT
DONNA FLANAGAN 310 922 3321

REQUISITION REQUESTED NAME REQUESTED START DATE END DATE ACTING/
ART GARCIA 08 01 01 PERMANENT
P

PERSONNEL REQUISITION COMMENTS
LATERAL TRANSFER

(002) - ENTER YOUR CHANGES. D
TRANS: 006 POSITION: 876356 FISCAL YR: 02 RQSN: 02000008 DISTRICT: 10011
```

Screen V-34.a shows the "D" entered on PCDB screen 006 to delete the requisition.

Screen V-34.b — PCDB screen 006 - DELETE REQUISITION Step 2 Enter "\*"

```

** PC - POSITION REQUISITION - UPD **
2002 876356 ADMIN AIDE LAST CHANGE DATE 07 01 01 1006
REQUISITION NUMBER 02000008

REQUISITION REQUISITION FULL TIME DOLLAR WORK LOCATION
DATE FILED STATUS EQUIVALENT CONTROL CODE/SUB-SITE
06 01 01 A 1.000 H7100
DISTRICT OFFICE

REQUISITION
REQUISITION MANAGER NAME CONTACT EXT
DONNA FLANAGAN 310 922 3321

REQUISITION REQUESTED NAME REQUESTED START DATE END DATE ACTING/
ART GARCIA 08 01 01 PERMANENT
P

PERSONNEL REQUISITION COMMENTS
LATERAL TRANSFER

(002) - PLEASE REVIEW DATA ON SCREEN. OK TO DELETE? *
TRANS: 006 POSITION: 876356 FISCAL YR: 02 RQSN: 02000008 DISTRICT: 10011
```

Screen V-34.b shows the "\*" entered to confirm the deletion.

# **POSITION CONTROL DATABASE**

## **Special Topics**

(Intentionally left blank)

# HRS POSITION CONTROL

## Special Topics

---

### Creating Next Fiscal Year Positions / Files

The system has a two step process to create positions for the next fiscal year:

- **Step 1 - Copy** current positions to start next fiscal year. At the district's request, usually May or June, current positions are copied to the next fiscal year. Positions that are closed or have an upcoming Close Date are **not** copied.

All information is copied to the new positions except incumbent records, requisitions, the previous position, and new position fields on the Basic Information Screen (002). The new positions have the same position numbers but are identified for the next fiscal year. After the copy is completed the district may begin adding, changing position information, and deleting positions to start building the next fiscal year position file.

Once this file is created a district must remember to update position information in the current and next fiscal year. (Both files)

- **Step 2 - Roll** the future fiscal year to current. At the beginning of July, current positions (old year) are matched against the future positions (new year). All incumbents and requisition information is transferred to the future position. If a current position does not have a future match but has incumbents, the position will be copied to the future and set up with a special position status code of "I" indicating INACTIVE. The position is not authorized in the new fiscal year, but it cannot be eliminated until all incumbents are reassigned.

Any future positions (new year) that have been closed are eliminated from the PCDB. If the future position has a new labor account, incumbents of the position will have their EDB jobs updated to the new account. The jobs that have the "Labor Distribution Overridden" message on EDB 01/006 screen will also be updated with PCDB 10/003. The "Labor Distribution Overridden" message will disappear. The salary and district contribution rates on the Financial Information Screen (004) are updated to the current CDB table rates.

The final step of the process is to roll all the future positions to the new **current** fiscal year. The old fiscal year PCDB position records are purged from the system.

# HRS POSITION CONTROL

## Special Topics

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### Renumbering Positions

The major reasons for renumbering a position are to correct an erroneous position number or update the number because the position has changed. If a district chooses to embed special information into the position number, such as job classification code or program number, and the special information changes when the job is reclassified or moved to new funding, the district will need to renumber the position to maintain the coding structure.

POSITION NUMBERS CANNOT BE CHANGED. A FOUR-STEP PROCESS IS REQUIRED TO RENUMBER A POSITION:

- **Step 1      Position Control**      Build a new position with the correct number and manually reenter the appropriate information from the current position.
- **Step 2      Personnel**                Rehire all incumbents under the new job and the new position created above (step 1) by entering information from the old job EDB screen 004. This will create an EDB job history line for the new number. If the position has a large number of incumbents (over 50) contact School Financial Services to perform an EDB mass change.
- **Step 3      Personnel**                Terminate the old jobs.
- **Step 4      Position Control**      Close the old position.

EDB job history records of position incumbents will show information under both the old and the new position numbers. The district should not delete the old position from the system if the position had incumbents during the year. The next year-end process will automatically purge the closed position from the system. (See Deleting A Position).

### Using Job Classifications with Position Control

A common method of managing assignments is to establish a fixed allocation of positions for each job classification. The district can monitor the assignment process by using control reports that list positions for each job classification. The reports show incumbents FTE allocation for the classification, FTE currently assigned, and FTE available for new assignments.

A district must have a well-planned job classification coding system to effectively use job classifications to manage assignments. The efficient maintenance of the CDB Job Classification Table (004) is critical to the successful operation of Position Control.

# HRS POSITION CONTROL

## Special Topics

---

### Using Work Locations with Position Control

A method of managing assignments is to establish a fixed allocation of positions for each work location. The district can monitor the assignment process by using control reports that list positions assigned to each work location. The report lists the positions by job classifications, show incumbents, FTE allocation for the classifications, FTE currently assigned, and FTE available for new assignments.

Where a district is managing positions by work location the efficient maintenance of the CDB Work Location Table (011) is important for the successful operation of Position Control.

### "Pool" Positions

Typically, at the beginning of the year personnel will hire a large pool of employees to serve as substitute teachers or classified temporary office workers. At the time of employment the district will not know where an individual will be assigned or how many days or hours they will work during the year. Some employees on a list may never work. Daily and hourly assignments will be recorded through time reporting as each employee works and the proper accounts will be charged for the services as they are provided.

### Substitute Teacher Positions

Districts using HRS Position Control will need to establish "pool" positions to support personnel hiring employees to serve on the substitute lists. The pool position can be established with special information:

- Job Classification: "Substitute Teacher List"
- Work Location: "Substitute List"
- Labor Distribution: generic holding account for substitutes
- "P" Pay Allocation: maximum pay for position if applicable

Several substitute pool positions may be created if the district practice is to establish a list of eligible substitutes to work in specific areas, either by location or funding, within the district.

When a long-term substitute assignment is identified, the district can establish a unique FTE position for the service and assign an employee to the position for the duration of the assignment.

### Temporary Office Worker Positions

A district that uses classified temporary office workers can establish a pool position to support the personnel list. The pool position can be established with special information:

- Job Classification: "Temporary Office Worker List"
- Work Location: "TOW List"
- Labor Distribution: generic holding account for TOWs
- "P" Pay Allocation: maximum pay for position if applicable

Temporary office worker short-term day-to-day assignments can be processed through time reporting in payroll. Longer-term assignments can be supported by creating limited term positions with a FTE allocation for the duration of the job.

# HRS POSITION CONTROL

## Special Topics

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### Student Worker Positions

A district that uses student workers can establish a pool position to support the personnel list. The pool position can be established with special information:

- Job Classification: "Student Worker"
- Work Location: "Student Worker List"
- Labor Distribution: generic holding account for student workers
- "P" Pay Allocation: maximum pay for position if applicable

Student worker short-term day-to-day assignments can be processed through time reporting in payroll. Longer-term assignments can be supported by creating limited term positions with a FTE allocation for the duration of the job.

### Summer Session Positions

Districts using HRS Position Control will need to create positions to support summer session assignments. Summer session pool positions can be established with special information:

- Job Classification: "Summer Session" (classification name)
- Work Location: school/program
- Labor Distribution: summer school account
- FTE Allocation: multiple FTE for the pool assignment
- Active Date: date summer school begins
- Close Date: date summer school ends

### Limited Term Positions

EDB editing requires that an employee has a different position number for each job. Districts using HRS Position Control will need to establish limited term positions to support limited term personnel assignments. Personnel must have a valid position number to place an employee in a limited term job. The limited term position can be established with special information:

- Job Classification: "LT (classification name)"
- Work Location: location where service is provided
- Labor Distribution: proper account for assignment
- FTE Allocation: "1.0" for each assignment or multiple FTE for "pool" assignments
- Active Date: date assignment begins
- Close Date: date assignment ends



# HRS POSITION CONTROL

## Special Topics

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### Work Out Of Class Positions

Districts that create temporary assignments when an employee works out of classification will need to establish special positions to support the extra assignment. A limited-term position can be established with special information:

- Job Classification: "OC [classification name]"
- Work Location: location where service is provided
- Labor Distribution: proper account for assignment
- FTE Allocation: "1.0" for each assignment or multiple FTE for "pool" assignments
- Active Date: date assignment begins
- Close Date: date assignment ends

### Non-Employee Positions

Special non-employee positions must be created for districts using the EDB to maintain information on retirees, employee dependents or other types of non-employees. Pool positions for non-employees can be established with special information:

- Job Classification: "Retiree" / "Dependent" / "Non-Employee"
- Work Location: descriptive "Retirees" / "Dependents" / "Non-Employees"
- Labor Distribution: special account (benefits but no salary)
- "P" Pay Allocation: allocate \$ 1.00 to monitor that no pay is processed

### Special Assignment Positions

HRS Position Control requires a position number for each job created on the EDB. Districts using HRS Position Control will need to develop positions to support assignments that are created on the EDB to provide for special situations:

- Automobile Allowance
- Coaching - Certificated
- Coaching - Classified
- Mentor Teacher
- Student Worker
- Salary stipends established as EDB assignments

# HRS POSITION CONTROL

## Special Topics

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### Unpaid Position Leaves

When a position is monitored by FTE count and an incumbent is on unpaid leave, it creates a vacancy that is identified as "Reserved" on PCDB screen 002. This "Reserved" vacancy can only be filled by a temporary replacement on acting basis, EDB screen 003 job Permanency Indicator "A" Acting. This procedure is very useful to monitor for replacements for employees assigned to work on short-term special projects.

When an employee is temporarily assigned to another position, place the employee on an unpaid leave, to the regular assignment for the duration of the temporary job. Enter the beginning date of the temporary assignment as the beginning date of the unpaid leave and the end date of the temporary assignment as the end date of the leave on EDB screen 004. Create a second position for the temporary assignment with a PCDB screen 002 active date and close date matching the beginning and ending of the limited term assignment.

If a temporary replacement is needed for the regular employee's assignment, on EDB screen 004 assign the replacement to the regular position number with a future termination date matching the end of the regular employee's temporary job and with a Job Permanency code of "A" to indicate the assignment is acting.

On the night of the termination date of the regular employee's temporary second job, the system will automatically:

- terminate the second EDB assignment,
- close the temporary Position on Position Control,
- return the employee from unpaid leave on the regular EDB assignment and
- terminate the temporary replacement on the EDB.

### Tracking Replacements (Long Term Substitutes)

The Master Position field on PCDB screen 002 may be used to show a relationship between an absent employee and a temporary replacement. Enter the word "MASTER" in the Master Position field on the position of the employee absent from the job. Enter the position number of the Master Position in the Master Position field on the replacement position. This will link the replacement to the position they are replacing:

- absent employee on position "007890"      Enter: "**MASTER**"
- replacement on position "087651"      Enter: "**007890**"

# **POSITION CONTROL DATABASE**

## **PCDB Printed Forms**

# HRS POSITION CONTROL

## VI-2 — PCDB - Position Profile Form

### POSITION PROFILE FORM

HRS

DATE PRINTED

04    20    2001

002 BASIC POSITION INFO	1. POSITION NUMBER 2001    000919		HRS INPUT		DISTRICT NO 10011		DISTRICT NAME L A COUNTY OFC OF ED		
	2. JOB CLASS 203445		3. JOB CLASS TITLE PAINTER		4. JOB TYPE N		5. ACADEMIC RANK		
	6. CONTROL METHOD FTE		7. POSITION FTE 6.000		8. POSITION DOLLARS				
	9. POSITION STATUS ACTIVE		10. STATUS DATE 08    07    2000		11. ACTIVE DATE 08    07    2000		12. CLOSE DATE		
	16. WORK LOCATION CODE 00910		17. WORK LOCATION TITLE SUB-SITE MAINTENANCE DEPARTMENT		18. REPORT GROUP -A-    -B-		19. BARGAINING UNIT 03		
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.	22.	23.	24.	25.	26.	27.	105.	106.	107.	108.	109.	110.	111.
	01.0	01500.0	58600	00000	2210	0910000	100.000							
	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 M		191. ENCUMB OPTION P		192. BUDGET MONTHS 12.000		193. WORK CALENDAR N		194. PERCENT FULL-TIME 100.00		195. SCHED/RANGE/STEP N    260    02		196. BUDGET STEP INCREASE DATE		
	STIPENDS														
	197.		198.		199.		200.		201.						
	202. MILEAGE PLAN			203. RETIREMENT PLAN P8			204. BENEFIT PACKAGE HW			205. BENEFIT MONTHS 10.000			206. ADDL CONTRIBUTION PKG.		207. ADDL CONTRIBUTION MONTHS

**TOTAL BUDGET ALLOCATION BREAKDOWN**

	MONTHLY	ANNUAL
SALARY	208.	
STRS/PERS/OASDI/MEDI		
BENEFITS PACKAGE	209.	
ADDITIONAL CONTRIBUTION PACKAGE	210.	
TOTAL		

# HRS POSITION CONTROL

## Position Profile Form

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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).

*Sample form VI-2 shows a 2000-01 position for a PAINTER with 6.000 FTE assigned to work in the MAINTENANCE DEPARTMENT.*

# HRS POSITION CONTROL

## VI-4 — PCDB - Position Requisition Form

<b>POSITION REQUISITION FORM</b>				<b>HRS</b>	DATE PRINTED	04	20	2001
1. POSITION NUMBER 2001 ..... 000317		1. POSITION NUMBER 2001 - 01000361		INPUT ----- OUTPUT	DISTRICT NO 10011	DISTRICT NAME L A COUNTY OFC OF ED		
4. REQUISITION DATE FILED 04/20/01	5. REQUISITION STATUS ACTIVE	6. FULL TIME EQUIVALENT 0.5000	7. DOLLAR CONTROL	8. WORK LOCATION 00130	WORK LOCATION TITLE LA SEDA ELEMENTARY			
9. REQUISITION MANAGER NAME				10. REQUISITION CONTACT NUMBER ( ) -- EXT				
11. REQUISITION REQUESTED NAME GALLEGO, JANELLE			12. REQUESTED START DATE 04 24 2001	13. REQUESTED END DATE	14. ACTING/PERMANENT P			
15. PERSONNEL REQUISITION COMMENTS								

BASIC POSITION DATA						
JOB CLASS 200430	JOB CLASS TITLE CUSTODIAN-12 MO.	JOB TYPE N	ACADEMIC RANK	CONTROL METHOD FTE	POSITION FTE 4.000	POSITION DOLLARS
POSITION STATUS ACTIVE	STATUS DATE 08 07 1996	ACTIVE DATE 08 07 1996	CLOSE DATE	RELATED POSITION	PREV POSITION	NEW POSITION
WORK LOCATION CODE 00130	SUB-SITE	WORK LOCATION TITLE LA SEDA ELEMENTARY		REPORT GROUP -A -B-	BARGAINING UNIT 03	
COMMENTS (75 CHARACTERS MAX)						

POSITION LABOR DISTRIBUTION DATA													
FUND	RESRCE/PRYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUND	RESRCE/PRYR	GOAL	FUNC	OBJ	SCH/LOC	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.	175.	176.	177.	178.	179.	180.	181.
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. 04-09-01)

# HRS POSITION CONTROL

## Position Requisition Form

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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).

*Sample form VI-4 shows a Position Requisition, # 2001-01000361, for a CUSTODIAN-12 MO. with 0.5000 FTE.*

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# **POSITION CONTROL DATABASE**

## **PCDB Reports**



# HRS POSITION CONTROL

## Position Change Report (POSR030)

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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. The report 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 sent 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.

*Report sample VI-8 shows 2001-02 position "999991" with a change from "2.0" CNTL FTE to "200.000" FTE.*

# HRS POSITION CONTROL

## VI-10\_\_Position Control Discrepancy Report (POSR060)

*Report Description*

**REPORT:** POSR060 - HRS Position Control Discrepancy Report  
**DISTRIBUTION:** District - 1 Copy  
**FREQUENCY:** Daily  
**RETENTION:** Keep current only  
**USE:** To identify and correct errors/discrepancies between PCDB & EDB

### Position Control Discrepancy Report (POSR060)

POSR060/ PC506CXX/ 070101	HRS POSITION CONTROL DISCREPANCY REPORT	PAGE NO.	1
RUN TIME 6:23 AM	DISTRICT 10001 - TRAINING DISTRICT FISCAL YEAR 2002	RUN DATE	07/01/01
POSITION	POSITION STATUS / DATE	EXCEPTION	CONDITION
JOB TYPE: CLASSIFIED			
ACCOUNTING			
000003-N	A 07/01/98	0702	PCDB LABOR DISTRIBUTION ACCOUNT "99999999999999999999" NOT FOUND ON LABOR FILE
000007-N	A 07/01/98	0702	PCDB LABOR DISTRIBUTION ACCOUNT "010-113000-50000-00000-1130-0622000" NOT FOUND ON LABOR FILE
000393-N	A 07/01/98	0001	JOB CLASS "000241" NOT FOUND ON JOB CLASS CONTROL TABLE
		0702	PCDB LABOR DISTRIBUTION ACCOUNT "010-115000-13900-00000-2937-0030000" NOT FOUND ON LABOR FILE
00435-N	A 07/01/98	0001	JOB CLASS "000241" NOT FOUND ON JOB CLASS CONTROL TABLE
000661-N	A 07/01/98	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING
EDB			
000041-N	A 03/06/98	1004	EDB WORK LOC:00001 PCDB:00005 MISMATCH (SSN XXXXX1212 JOB 2) AUGUST,ROBERT
000164-N	A 03/06/98	1003	EDB JOB CLASS:001000 PCDB:002049 MISMATCH (SSN XXXXX5121 JOB 3) RILEY,SPURGEON
105001-N		1002	POSITION NUMBER NOT ON PCDB (SSN XXXXX1242 JOB 1) CLIFTON,ANDY
010677		0901	EDB LABOR DISTRIBUTION ACCOUNT ALL 99999'S (SSN XXXXX1112 JOB 2) STRINE,JOHN
WARNING			
000004-N	A 09/01/98	2009	PAY OVER 80% OF LIMIT 290000.00 ACCOUNTS:SLATER,KELLY
003059-N	A 03/31/97	2007	HOURS OVER 80% OF LIMIT 65.00 ACCOUNTS:FOSTER,STEVE
URGENT			
000356-N	A 03/06/98	3018	EDB JOBS EXCEED FTE ALLOCATION (SSN XXXXX2220 JOB 1) JOHNSON,CHUCK
000210-N	S 09/01/96	3016	CLOSING POSITION ASSIGNED (SSN XXXXX1110 JOB 2) ROOKS,CLARA
		3018	EDB JOBS EXCEED FTE ALLOCATION (SSN XXXXX1110 JOB 2) ROOKS,CLARA
000502-N	A 09/01/97	3022	PAY EXCEEDS LIMIT 150.00
000706-N	A 09/03/97	3020	HOURS EXCEED LIMIT 1184.00

# HRS POSITION CONTROL

## Position Control Discrepancy Report (POSR060)

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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. The report 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 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 1) Accounting, 2) EDB, 3) Urgent, and 4) Fatal. The report shows the position number, the status of the position, and a message describing the problem.

*Report VI-10 shows discrepancies for fiscal year 2002 Job Type "N". Many types of discrepancy conditions are listed in the sample report. Note the message under the "Accounting section for position "000003": "EDB Labor Distribution Account All 99999's". The message describes a condition where either the Labor Distribution information has not been entered on PCDB screen 003 in Position Control or the employee assignment has not been properly tied to Position Control. The message should receive immediate attention by the Position Control staff. The error is corrected by entering the Labor Distribution for the position or by updating EDB screen 004 that should properly link the assignment to Position Control. Employees assigned to the position will have pay charged to the error account "9999..." if the error is not corrected before the next payroll.*

# HRS POSITION CONTROL

## VI-12 — Position Control Position List (POSR020)

*Report Description*

**REPORT:** POSR020 - HRS Position Control - Position List  
**DISTRIBUTION:** District - 1 Copy  
**FREQUENCY:** Monthly and upon request  
**RETENTION:** Keep current only  
**USE:** To keep track of positions by Position Number sequentially

### Position Control Position List (POSR020)

POSR020/PC5620XX/062691	HRS POSITION CONTROL POSITION LIST	PAGE NO.	1
RUN TIME 12:56 AM	DISTRICT 10001 - L A COUNTY OFFICE OF EDUCATION FISCAL YEAR 2002	RUN DATE	07/01/01
JOB TYPE: CERTIFICATED			
POSN #: 000003    COUNSELOR RESVD (LV): 1.0000 OCCUP PREP DIV LABOR DISTRIBUTIONS: 010-11500-38000-00000-1110-0000000-100.000% RIGGINS, ANN                    "UPD LV"	METHOD: FTE    1.0000  METHOD: FTE    1.0000 FTE	VACANT: 1.0000	
POSN #: 000007    081000-COORD PROF REL FILLED: 1.0000 PERSONNEL SERVICES LABOR DISTRIBUTIONS: 010-115000-38000-00000-1110-0000000-100.000% STALLINGS, JOHN	METHOD: FTE    1.0000  METHOD: FTE    1.0000 FTE		
POSN #: 000011    031000-DIR II CURR&INSTR STRA FILLED: 1.0000 DIVISION CIS LABOR DISTRIBUTIONS: 010-115000-30100-00000-2914-0000000-100.000% MCKEE, MAY	METHOD: FTE    1.0000  METHOD: FTE    1.0000 FTE		
POSN #: 000019    190000-COORD IN CHG OCC PREP FILLED: 1.0000 OCCUP PREP DIV LABOR DISTRIBUTIONS: 010-115000-04200-00000-2931-0033000-100.000% GOTHOLD, STU	METHOD: FTE    1.0000  METHOD: FTE    1.0000 FTE		
POSN #: 000020    913000-D/D SUB TEACHER CERT SUB SP ED LABOR DISTRIBUTIONS: 010-114000-23100-00000-1181-0000000-100.000% DORSEY, SUSAN                    CORONEL, ANTONIO CAHNDLER, WILLIAM                CLOWES, RICHARD SUPJOHN, HUBERT                    TRILLINGTON, CAROL KEPPEL, MARK                        CLIFTON, ANN	METHOD: PAY    0.00 FYTD HOURS:    DAYS:            PAY:  "UPD LV"	MERLOT, JUNE SEAMAN, WYLE SPURGEON, RILEY STRINE, JOHN H	
POSN #: 000021 CERT SUB JUV CRT SCH LABOR DISTRIBUTIONS: 010-114000-55100-00000-1131-0000000-100.000% DORSEY, SUSAN                        CORONEL, ANTONIO	METHOD: PAY    0.00 FYTD HOURS:    DAYS:            PAY:  "UPD LV"	MERLOT, JUNE	

# HRS POSITION CONTROL

## Position Control Position List (POSR020)

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Position Control Position List (POSR020) is a control report designed for the Position Control area. The report provides a listing of position information by position number within Job Type (certificated, classified, Board, etc.). The report shows position status information and lists position incumbents. The report is sent to the district once a month and is available by special request.

### Report Organization

The report is organized by Job Type and Position Number. Each Job Type begins on a new page.

The report shows: the position number; the control method used to monitor the position with the position allocation; the status of each position; the location; the position's labor distribution; and an alphabetical list of employees assigned to the position. Filled, Available, (etc.) FTE counts are provided if the position is monitored by FTE and the position is active. Hold, Frozen, Inactive, Closing and Closed positions do not show FTE counts. Positions monitored by Hours, Days, or Pay do not show counts. A comment entered on PCDB screen 002 will print on the report.

*Report VI-12 shows a listing of Certificated positions in position number order. The report has position 000003 with an allocation of 1 FTE. The active position has one incumbent ANA RIGGINS and has an allocation for one FTE that is vacant because the Incumbent is on unpaid leave. The position is assigned to the OCCUP PREP DIV and has an account "010-115000-38000-00000-1110-0000000-100.000%".*

# HRS POSITION CONTROL

## VI-14— PCDB Report - Position Control Account List (POSR080)

### Report Description

**REPORT:** POSR080 - HRS Position Control - Account List  
**DISTRIBUTION:** District - 1 Copy  
**FREQUENCY:** Monthly and upon request  
**RETENTION:** Keep current only  
**USE:** To keep track of positions by Labor Distribution Account

### Position Control Account List (POSR080)

POSR080/PC5680XX/062696 HRS POSITION CONTROL ACCOUNT LIST PAGE NO. 1  
RUN TIME 1:03 AM DISTRICT 22222 - L A COUNTY OFFICE OF EDUCATION FISCAL YEAR 2002 RUN DATE 07/01/01

JOB TYPE: CLASSIFIED

010-113000-50000-00000-2130-0022000

180000-COORD EMP REL POSN #: 000128 METHOD: FTE 1.0000  
FILLED: 0.6500  
PERSONNEL SERVICES  
MCKITTEN, MAY "PD LV"

\*\*ACTIVE FTE POSITIONS 010-113000-50000-00000-2130-0022000 : 1  
FILLED: 0.6500

010-113000-50000-00000-2130-0522000

046000-ASST ADMIN PERS SVCS POSN #: 000036 METHOD: FTE 1.0000  
FILLED: 1.0000  
PERSONNEL SERVICES  
STALLINGS, JOHN "PD LV"

\*\*ACTIVE FTE POSITIONS 010-113000-50000-00000-2130-0522000 : 1  
FILLED: 1.0000

010-115000-07000-00000-2931-0030000

180000-COORD EMP REL POSN #: 000036 METHOD: FTE 1.0000  
FILLED: 1.0000  
PERSONNEL SERVICES  
COLEMAN, JESSIE "PD LV"

183000-COORD HUMAN RES POSN #: 000137 METHOD: FTE 1.0000  
FILLED: 1.0000  
PERSONNEL SERVICES  
LARKER, GEORGE "PD LV"

181000-COORD PROF REL POSN #: 000007 METHOD: FTE 1.0000  
FILLED: 1.0000  
PERSONNEL SERVICES  
PEYTON, WALTER "PD LV"



# HRS POSITION CONTROL

## Position Control Account List (POSR080)

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The Position Control Account List (POSR080) is a control report designed for the Position Control area. The report provides a listing of position information by account (Fund, Resource/Project Year, Goal, Function, Object, School/Location and Percent). The report shows position status information and lists position incumbents. The report is sent to the district once a month and is available by special request.

### **Report Organization**

The report is organized by the Labor Distribution account code (Fund, Resource/Project Year, Goal, Function, Object, School/Location and Percent) entered in Position Control for each position. Within each account, positions are listed by Job Classification Title and Position Number.

The report shows: the Labor Distribution, Job Class, Position Number, Control Method, Incumbent Status, The Work Location, and an alphabetical list of employees assigned to the position. Filled, Available, (etc.) FTE counts are provided if the position is monitored by FTE and the position is active. Hold, Frozen, Inactive, Closing and Closed positions do not show FTE counts. Positions monitored by Hours, Days, or Pay do not show FTE counts. A comment entered on PCDB screen 002 will print on the report.

*Report VI-14 shows a listing of Classified positions by account code. Account 010-113000-50000-00000-2130-0622000 lists one active position, 000128, with an allocation of one FTE. The position is filled and the incumbent is on "PD" LEAVE.*

# HRS POSITION CONTROL

## VI - 16 — PCDB Reports - Position Control Job Class List (POSR070)

### Report Description

**REPORT:** POSR070 - HRS Position Control Job Class List  
**DISTRIBUTION:** District - 1 Copy  
**FREQUENCY:** Monthly and upon request  
**RETENTION:** Keep current only  
**USE:** To keep track of positions by Job Class

### Position Control Job Class List (POSR070)

POSR070/ PC5870XX/ 062691	HRS POSITION CONTROL JOB CLASS LIST	PAGE NO.	1
RUN TIME 11:15 AM	DISTRICT 10001 - L A COUNTY OFFICE OF EDUCATION	FISCAL YEAR 2002	RUN DATE 07/ 01/ 01
JOB TYPE: CLASSIFIED			
020000-ACCOUNTING TECHNICIAN	POSN #: 000145	METHOD: FTE	1.0000
FILLED: 1.0000			
ACCOUNTING DEPARTMENT			
LABOR DISTRIBUTIONS: 010-115000-07000-00000-2931-0033000-100.000%		1.0000 FTE	
RIGGINS,ANA			
046000-ASST ADMIN PERS SVCS	POSN #: 000036	METHOD: FTE	1.0000
FILLED: 1.0000			
PERSONNEL SERVICES			
LABOR DISTRIBUTIONS: 010-115000-07000-00000-2931-0033000-100.000%		1.0000 FTE	
STALLINGS,JOHN "PD LV"			
016000-ASST SUPT EDUC SVCS	POSN #: 000035	METHOD: FTE	1.0000
FILLED: 1.0000			
ASST SUPT EDUC SVCS			
LABOR DISTRIBUTIONS: 010-115000-04200-00000-1110-0000000-100.000%		1.0000 FTE	
CORONEL,ANTONIO			
180000-COORD EMP REL	POSN #: 000132	METHOD: FTE	1.0000
FILLED: 1.0000			
PERSONNEL SERVICES			
LABOR DISTRIBUTIONS: 010-114000-23100-00000-2320-0000000-100.000%		1.0000 FTE	
BURNS,JEFF "PD LV"			
183000-COORD HUMAN RES	POSN #: 000137	METHOD: FTE	1.0000
FILLED: 1.0000			
PERSONNEL SERVICES			
LABOR DISTRIBUTIONS: 010-114000-23100-00000-2330-0000000-100.000%		1.0000 FTE	
LARKER,GEORGE "PD LV"			
190000-COORD IN CHG OCC PREP	POSN #: 000019	METHOD: FTE	1.0000
FILLED: 1.0000			
PERSONNEL SERVICES			
LABOR DISTRIBUTIONS: 010-115000-30100-00000-2914-0000000-100.000%		1.0000 FTE	
SAMSON,DALIA "PD LV"			

# HRS POSITION CONTROL

## Position Control Job Class List (POSR070)

---

The Position Control Job Class List (POSR070) is a control report designed for staff in both Position Control and Personnel. The report provides a listing of position information by position number within Job Classification Title. The report separates Job classifications by Job Type (certificated, classified, board, etc.). The report shows position status information and lists position incumbents. The report is sent to the district once a month and is available by special request.

### **Report Organization**

The report is organized by Job Classification Titles within Job Types. Within each Job Classification Title, positions are listed by Position Number. Each Job Type begins on a new page.

The report shows: the position number; the Position Control method used to monitor the position with the position allocation; the status of each position; the location; the position's Labor Distribution; and an alphabetical list of employees assigned to the position. Filled, Available, (etc.) FTE counts are provided if the position is monitored by FTE and the position is active. Positions monitored by Hours, Days, or Pay do not show FTE counts. A comment entered on PCDB screen 002 will print on the report.

*Report VI-16 shows a listing of classified positions by Job Classification Title. The job classification Accounting Technician lists one active position, 000145, with an allocation of one FTE. The position is assigned to the Accounting Department and is filled by Ana Riggins.*

# HRS POSITION CONTROL

## VI-18 — PCDB Reports - Departmental Position Allocation List (POSR010)

### Report Description

**REPORT:** POSR010 - HRS Departmental Position Allocation List  
**DISTRIBUTION:** District - 1 Copy  
**FREQUENCY:** Monthly and upon request  
**RETENTION:** Keep current only  
**USE:** To keep track of positions by department/sites

### Departmental Position Allocation List (POSR010)

POSR010/ PC5810XX/ 062691	HRS POSITION CONTROL JOB CLASS LIST		PAGE NO.	1
RUN TIME 11:15 AM	DISTRICT 10001 - L A COUNTY OFFICE OF EDUCATION	FISCAL YEAR 2002	RUN DATE	07/01/01
WORK LOCATION: B1400- -AUDITING OFFICE		JOB TYPE: CLASSIFIED		
020000-DIR 11 SECRETARY	POSN #: 000053	METHOD: FTE	1.0000	
FILLED: 1.0000	LABOR DISTRIBUTIONS: 010-115000-30100-00000-2310-0000000-100.000% 1.0000 FTE			
THURSTON,EMMA				
**ACTIVE FTE POSITIONS		CLASSIFIED	: 1	
FILLED: 1.0000				
269000-ACCTNG SPECIALIST	POSN #: 000068	METHOD: FTE	1.0000	
FILLED: 1.0000	LABOR DISTRIBUTIONS: 030-115000-30100-00001-2420-1524000-100.000% 1.0000 FTE			
FRENCH,WILLIAM B				
559000-SR DIV SECY	POSN #: 000035	METHOD: FTE	1.0000	
FILLED: 1.0000	LABOR DISTRIBUTIONS: 030-115000-42100-20000-2820-2524111-100.000% 1.0000 FTE			
MCKEE,MAY				
559000-SR TYPIST CLK	POSN #: 000059	METHOD: FTE	1.0000	
		RESVD (LV):	1.0000	VACANT: 1.0000
LABOR DISTRIBUTIONS: 010-114000-23100-00000-2320-0000000-100.000% 1.0000 FTE				
BURNS,JEFF "PD LV"				
**ACTIVE FTE POSITIONS		CLASSIFIED	: 3	
FILLED: 2.0000	RESVD (LV):		1.0000	VACANT: 1.0000
***ACTIVE FTE POSITIONS		BUSINESS OFFICE	: 4	
FILLED: 3.0000	RESVD (LV):		1.0000	VACANT: 1.0000

# HRS POSITION CONTROL

## Departmental Position Allocation List (POSR010)

---

The Departmental Position Allocation List (POSR010) is a control report designed to be distributed to department administrators as well as used by staff in both Position Control and Personnel. The report provides a listing of positions allocated to each department (Work Location) and shows the allocations by Job Classification Titles separated by Job Types (certificated, classified, board, etc.). The report shows position status information and lists position incumbents. The report is sent to the district once a month and is available by special request.

### Report Organization

The report is organized by Job Types (certificated, classified, board, etc.) within Work Location Titles. Job Classification Titles are listed alphabetically under each Job Type and positions are listed by Position Number within each Job Classification Title. The Work Location Title and Job Type show at the top of each page and a change in Work Location Title or Job Type will begin on a new page.

The report shows: the position number; the control method used to monitor the position with the position allocation; the status of each position; the position's labor distribution; and an alphabetical list of employees assigned to the position. Filled, Available, (etc.) FTE counts are provided if the position is monitored by FTE and the position is active. Hold, Frozen, Inactive, Closing and Closed positions do not show FTE counts. Positions monitored by Hours, Days or Pay do not show FTE counts. A comment entered on PCDB screen 002 will print on the report.

*Report VI-18 shows a listing of Classified positions assigned to the Auditing Office. The positions are listed by Job Classification title. The job classification Secretary lists one position, 000053, with an allocation of one FTE. The active position has a labor account "010-115000-30100-00000-2310-0000000-100.000%" and is filled by Emma Thurston.*



# HRS POSITION CONTROL

## Department Position Requisition List (POSR050)

---

The Departmental Requisition List (POSR050) is a control report designed to be distributed to department administrators as well as used by staff in both Position Control and Personnel. The report provides a listing of position requisitions allocated to each department (Work Location) and shows the allocations by Job Classification Titles separated by Job Types (certificated, classified, board, etc.). The report shows position requisition information. The report is available by special request.

### **Report Organization**

The report is organized by Job Types (certificated, classified, Board, etc.) within Work Location Titles. Job Classification Titles are listed alphabetically under each Job Type and requisitions are listed by Requisition Number within each Job Classification Title. The Work Location Title shows at the top of each page and a change in Work Location Title will begin on a new page.

The report shows: the requisition number; the status of each requisition; the FTE allocation for the requisition; and, if entered, the name of a person requested to fill the position with a start and stop date for the assignment. A comment entered on PCDB screen 006 will print on the report. The report shows Requisition FTE Summary counts for Job Classifications, Job Types, and the Work Location.

*Report VI-20 shows two requisitions for the Human Resource Services. The requisitions are listed alphabetically by Job Title. The classification "ADMIN AIDE" has one requisition. Requisition 96000003 is for position 010022 with an FTE allocation of 1.0000. Susan Dorsey is being requested to fill the position beginning 08/01/01. She is only going to fill the position on an acting basis to 12/31/01. The comment explains that she will be filling the position until the end of the school year.*

# HRS POSITION CONTROL

## VI-22 — PCDB - Account Override List Report (POSR085)

### Report Description

**REPORT:** POSR085 - Account Code Override List Report  
**DISTRIBUTION:** District - 1 Copy  
**FREQUENCY:** Monthly and upon request  
**RETENTION:** Keep current only  
**USE:** To identify and correct the Labor Distribution discrepancies between EDB and PCDB

### Account Code Override List Report (POSR085)

POSR085/ PC5885XX/ 122794		HRS ACCOUNT CODE OVERRIDE LIST										PAGE NO. 1					
RUN TIME 8:12 AM		DISTRICT 10001 - TRAINING DISTRICT					FISCAL YEAR 2002					RUN DATE 06/ 27/ 01					
POSN #	EMPLOYEE NAME	POS ACCOUNT DISTRIBUTION						EDB ACCOUNT DISTRIBUTION									
		JOB	JOB TITLE														
160443	AARON,BRENT XXX-XX-7773	3 TEACHER															
		FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
		01.0 -	11100.0 -	10700 -	00000 -	1110 -	3925000	60.000	01.0 -	11100.0 -	10700 -	00000 -	1110 -	3925000	40.000		
		01.0 -	00000.0 -	31800 -	00000 -	1110 -	0480000	40.000	01.0 -	00000.0 -	31800 -	00000 -	1110 -	0480000	60.000		
171817	AARON,JOHN XXX-XX-1117	3 PARAEDUCATOR															
		FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
		01.0 -	21100.0 -	80000 -	00000 -	2210 -	6225000	100.000	01.0 -	21100.0 -	80000 -	00000 -	2210 -	6225000	75.000		
		01.0 -	21100.0 -	80000 -	00000 -	2230 -	6225000	25.000									
20045	ANDERSON,MARIA XXX-XX-3338	7 PSYCHOLOGIST															
		FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
		01.0 -	32100.0 -	03200 -	00000 -	1514 -	3695000	30.000	01.0 -	32100.0 -	13400 -	00000 -	1514 -	3695000	60.000		
		01.0 -	32100.0 -	13400 -	00000 -	1514 -	3695000	70.000	01.0 -	32100.0 -	03200 -	00000 -	1514 -	3695000	40.000		
343003	BEEL,FERNAND XXX-XX-6669	6 DEVELOPER															
		FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
		01.0 -	21100.0 -	39201 -	00000 -	2110 -	6926000	100.000	01.0 -	23100.0 -	11100 -	00000 -	2310 -	3704000	25.000		
				01.0 -	25000.0 -	75300 -	00000 -	2920 -	0913000	25.000	01.0 -	25000.0 -	75300 -	00000 -	2920 -	0913000	25.000
				01.0 -	81000.0 -	00000 -	00000 -	2920 -	0045000	25.000	01.0 -	21100.0 -	80004 -	00000 -	2111 -	6228000	25.000
		01.0 -	21100.0 -	80004 -	00000 -	2111 -	6228000	25.000									
343004	CAMPOS,ANGELO XXX-XX-4448	3 DEVELOPER															
		FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT	FUNDS	RSC/PYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
		01.0 -	21100.0 -	56801 -	00000 -	2210 -	6926000	100.000	01.0 -	23100.0 -	11100 -	00000 -	2310 -	3704000	50.000		
		01.0 -	25000.0 -	75300 -	00000 -	2920 -	0913000	50.000									



# HRS POSITION CONTROL

## 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 EDB screen 006. Payroll can override labor distribution on the time file.

A labor distribution can be changed on the EDB 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 screen 006 with action code "18". EDB screen 006 will automatically be populated by the labor on PCDB screen 003.

### **Report organization**

The report is organized by the Position Number, Employee Name, Job, Job Title, Position Control Account Distribution, and EDB Account Distribution. Report VI-22 shows five positions. 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.

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# **POSITION CONTROL DATABASE**

## **Run Specifications**

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# HRS POSITION CONTROL

## RUN SPECIFICATION SCREENS

### Screen VII-3 — Function 15 - Run Specification - Menu

```

** RS - RUN SPECIFICATION MAINTENANCE - MENU **
1500

** PERSONNEL **
001 MAILING LIST REQUEST
002 PERSONNEL REPORTS
003 LONGEVITY/SENIORITY REPORTS
004 RUN SPEC - PERSONNEL REQUEST
007 RUN SPEC - PERSONNEL RPT INQ
008 RUN SPEC - LONG/SEN RPT INQ

** PAYROLL REPORT REQUESTS ***
010 PAYROLL DEDUCTION REPORT
011 PAYROLL HISTORY REPORT
012 LABOR DISTRIBUTION REPORT
013 QUARTERLY STATE TAX REPORT
014 ANNUAL TAX REPORT
015 STOP PAYROLL REPORT
016 WARRANT REPLACEMENT

** FILE TRANSFER REQUESTS **
026 PC BUDGET FILE TRANSFER

** RETIREMENT **
005 UNIVERSAL RETIREMENT REQUEST

** MISC PROCESSING REQUESTS **
019 MASS RETRO SPECS INQUIRY
020 MASS RETRO GENERATION
021 EDB MAINTENANCE AND VALIDATION
022 MAGNA REPORT VIEW REQUEST
024 EDB MASS CHANGE - SELECT
025 EDB MASS CHANGE - CHANGE

** POSITION CONTROL **
028 POS CONTROL REPORT REQUESTS
029 YEAR END PROCESSING REQUEST
030 POS CNTRL MASS CHANGE - SEL
031 POS CNTRL MASS CHANGE - CHG
032 POS CNTRL BUILD

INTERRUPT: _____
TRANS: _____
DISTRICT: 10011
```

Screen VII-3 displays the Function 15 Menu, Run Specification Maintenance. The items listed on this menu are to execute batch activities. Position Control has five options supported on the Function 15 menu:

- 028 POS Control Report Requests
- 029 Year End Processing Request
- 030 POS CNTRL Mass Change - SEL
- 031 POS CNTRL Mass Change - CHG
- 032 POS CNTRL Build

Transaction 028 produces district reports. Transaction 029 is for LACOE to perform the fiscal year-end computer file procedures to create the next fiscal year positions. Transactions 030 - 031 are for LACOE to do the Mass Change and 032 to Build/Create a new district on PCDB.

# HRS POSITION CONTROL

## Position Control Report Request RUN SPECIFICATION SCREENS

### Screen VII-4 — Run Specification - Departmental Report Request (028)

```
1          ** PC -POSITION CONTROL REPORT REQUEST - UPD **          1528
SELECT  REPORT
  [ _ ] 'W' : "10"  ALLOCATION LIST
  [ _ ] 'P' : "20"  POSITION NUMBER
  [ _ ] 'R' : "50"  REQUISITION LISTING
  [ _ ] 'C' : "70"  POSITION JOB CLASS
  [ _ ] 'A' : "80"  ACCOUNT LIST
  [ _ ] 'O' : "85"  ACCOUNT CODE OVERRIDE
2
SELECT A FISCAL YEAR:
  [ _ ] 'C' : CURRENT YEAR, 'N' : NEXT YEAR
3
SELECT DISTRICT: (ENTER 'ALL' FOR ALL DISTRICTS)
  [ _____ ] DISTRICT
4
SELECT NUMBER OF COPIES (1 OR 2)
  [ _ ] COPIES
(093) - NEW RECORD - ENTER YOUR DATA.
TRANS: 028                                DISTRICT: 10011
```

Position Control Report Requests Screen (028) can be accessed through Position Control Menu Function 10-transaction 028 or Function 15-transaction 028. The screen 028 allows a user to select one or all of the following reports listed on the screen by typing in the appropriate letter and pressing the transmit key.

- Position listing by Work Location with Incumbents (POSR010)
- Position listing by Position Number with Incumbents (POSR020)
- Requisition listing by Work Location (POSR050)
- Position listing by Job Class with Incumbents (POSR070)
- Position listing by Labor Distribution Account with Incumbents (POSR080)
- Position listing by Accounts Override with Incumbents (POSR085)

Each report may be requested for either the current or the next fiscal year. The report is executed by entering the district number and pressing transmit. The computer programs that will produce the report will begin immediately. See PCDB Reports Section VI-7.

*Screen VII-4 shows a request to produce all the reports listed on the screen for district "001" using the current fiscal year data.*



# HRS POSITION CONTROL

## Year End Processing Request

## RUN SPECIFICATION SCREENS

### Screen VII-6 — Run Specification - Year End Processing Request (029)

```

** PC - YEAR END PROCESSING REQUEST **
1529

SELECT JOB(S) FOR YEAR END PROCESSING:

1 [ X ] COPY CURRENT YEAR POSITION RECORDS TO NEXT YEAR POSITION RECORDS
2 [ _ ] ROLL NEXT YEAR POSITION RECORDS TO CURRENT YEAR POSITION RECORDS

SELECT A DISTRICT: (ENTER 'ALL' FOR ALL DISTRICTS)
3 DISTRICT 10011

(093) - NEW RECORD - ENTER YOUR DATA.
TRANS: 029 DISTRICT: 10011
```

The Year End Processing Request Screen (029) allows LACOE staff to execute the "Copy" and "Roll" procedures that create the Position Control file for the next fiscal year. See PCDB Year End Transition, PC 1-10.

*Screen VII-6 shows a request to execute the "Copy" step for district "001".*

### Field Descriptions

- |   |            |   |
|---|------------|---|
| 1 | ~ COPY     | Enter "X" to execute the "Copy" procedures.   |
| 2 | ~ ROLL     | Enter "X" to execute the "Roll" procedures.   |
| 3 | ^ DISTRICT | Enter a district number to select a specific district or "ALL" to execute the procedures for any districts that have <u>not</u> been previously copied or rolled. |

~ = "X" must be entered in either Copy or Roll

^ = Required field



# **POSITION CONTROL DATABASE**

## **Screen Reference List**

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# HRS POSITION CONTROL

## SCREEN REFERENCE LIST

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# HRS POSITION CONTROL

## SCREEN REFERENCE LIST

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# HRS POSITION CONTROL

## SCREEN REFERENCE LIST

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# **POSITION CONTROL DATABASE**

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