



May 5, 2021

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

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

**Subject:** 2021-22 HRS Position Control Planning

The Los Angeles County Office of Education (LACOE) will establish the 2021-22 Position Control Database (PCDB) during nightly processing using the 2020-21 PCDB. This is a two-step process that will take place on the following dates:

- |               |                                                                                                                                                                                                            |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 10, 2021 | The 2020-21 PCDB is copied. Districts may have the 2020-21 PCDB file copied earlier than June 10, 2021, upon special request to the Division of School Financial Services. No request is otherwise needed. |
| July 09, 2021 | The 2020-21 PCDB copied file is “rolled in” to establish the functional 2021-22 PCDB.                                                                                                                      |
| July 13, 2021 | The 2020-21 PCDB is purged or deleted from the Human Resource System (HRS)                                                                                                                                 |
| July 12, 2021 | Position Control Database is operational                                                                                                                                                                   |

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

- Creating Next Fiscal-Year Positions (Sect. V, pg.37)
- Position Status Codes (Sect. III, pg. 11)
- Adding and Changing Position Numbers (Sect. II I, pg. 4)

2021-22 HRS Position Control Planning

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PC Budget districts planning to utilize the PC File Upload to create their 2021-22 PCDB can contact Tiffany Price at [Price\\_Tiffany@lacoed.edu](mailto:Price_Tiffany@lacoed.edu) by May 29, 2021.

Please see the attached matrix pages for an explanation of the process used to establish the 2021-22 PCDB outlined on this bulletin's cover page and for recommendations to be used in the clean-up of copied information.

Should you have questions regarding this process, please contact me via email at [SFSEmployeeServices@lacoed.edu](mailto:SFSEmployeeServices@lacoed.edu).

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

LG:lt  
Attachment

SFS-A54-2020-21

**Division of School Financial Services  
HRS Position Control Database (PCDB)**

**Creating Next Fiscal-Year Position Control File  
2020-21 PCDB to 2021-22 PCDB**

***Beginning June 10, 2021 ~~~ 2020-21 PCDB Copied to Establish 2021-22 PCDB File***

- Select 2020-21 PCDB information in Function 10 with the Position Status A: Active will be copied to establish the 2021-22 PCDB.
- Any position number that indicates “C” (closed) or “S” (closing) in the Position Status Field Screen 10/002 (through June 30, 2021), **will not** be copied to the **2021-22** PCDB.
- Once the **2021-22** PCDB is established, districts may begin making changes, such as account additions, changes and deletions. Changes that affect both the **2020-21** and the **2021-22** PCDB’s **must be** updated in **both** years.
- The **2020-21** PCDB file will remain in effect until July 09, 2021. Until then, two sets of Discrepancy Reports (**2020-21 and 2021-22**) will be produced by the system.
- Until the “roll” on July 09, 2021, the fiscal year **2020-21 Daily Discrepancy Report** will display the following message for each employee:, “Employee not on PCDB.” **Districts should ignore this message.** This message will go away when the copied file rolls to establish the **2021-22** file.

***June 10, 2021 ~~~ Copied File Rolled In to Establish 2021-22 PCDB File  
July 13, 2021 ~~~ 2020-21 PCDB File Purged/Deleted From HRS***

- The “roll” will bring forward any additions, changes or deletions that have been made to position numbers and establish the **2021-22** PCDB. If an active Employee Database (EDB) assignment does not have a **2021-22** PCDB match, the position number for that assignment will be established in the **2021-22** PCDB file with an “I” (inactive) position status.

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

- If changes have been made in the **2021-22** PCDB to Function 10, Transaction 003 Labor Distribution, the EDB will be updated with the new account number, Function 01, Transaction 006 Labor Distribution, on the night of the “roll.” It will include the EDB Labor accounts that have the following message, “Position Control Distribution is Overridden.” The jobs that have been terminated will have the message, “Job Terminated – No Pos. Ctrl. Check.” A *Change Register* and *Employee Information Report* (EIR) will be produced from the EDB, and a *Change Register* and *Position Profiles* will be produced from the PCDB.
- The districts that have comments in the Comment Field on screen 10/002 on their 2020-21 files, will not see these comments on their 2021-22 files when the files become available. These comments are saved in a separate file until the files are copied over to the new fiscal year. The comments will be loaded back in on July 12, 2021.
- **Districts are advised to carefully review the PeopleSoft/FIN Account File to make sure that all possible labor accounts to be used in the next fiscal year are included in the file before it is sent to LACOE for the upload in PeopleSoft/FIN.** By July 1, 2021, the Account File will be loaded in PeopleSoft/FIN. Until then, the position control process will not be able to validate the accounts. The daily discrepancy report (POSR060) will display a discrepancy message, “Labor account not on file.” **Districts should ignore this message** until the Account File is uploaded in PeopleSoft/FIN. The message will go away after the Account File is uploaded and the system is able to validate the labor accounts.

*July 12, 2021 ~~~2021-22 Position Control Database Functional and ready for use*