

DISTRICT PERSONNEL INFORMATION SERVICES DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION J

POSITION CONTROL

2023-2024 TRAINING MANUAL

An Official Publication



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Los Angeles County Office of Education Date Published: June 2019 Last Updated: October 2022

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Agenda

- Welcome and Introductions
- > Position Control PowerPoint Presentation

> Hands-On Training

- Discrepancy and Account Override
- Hands-On Reports

Position Control Overview

- HRS Position Control and HRS Personnel
- Position Control Screens
- > Position Control Reports and printed forms
- Question and answer session
- Evaluation and close of session

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SECTION I.

OVERVIEW

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Position Control Data Base (PCDB)

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

What is a Position?

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

How Are Positions Monitored and Controlled

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

Full-Time-Equivalent (FTE) Counting

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

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

FYTD Hours, Days, and Pay Monitoring

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

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

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

What is a Position Requisition?

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

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

Information Stored On PCDB Screens

Basic Position Information (002/012)

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

Labor Distribution Information (003/013)

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

Financial Information (004/014)

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

Position Skills Information (005/015)

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

Requisition Information (006/016)

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

District Position Control Options

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

District Option 1

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

District Option 2

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

District Option 3

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



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

Processing On-Line Real-Time vs. Overnight Batch

On-Line Real-Time Processing

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

Overnight Batch Processing

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

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

Overnight Batch Processing Examples

- Control Data Base (CDB) salary schedule role recalculates the projected salary allocation for the position. See PCDB, Function 10, Financial Information Screen (004).
- Activation of new positions based on the Active Date. See PCDB, Function 10, Basic Position Information Screen (002).
- Closing positions based on the Close Date. See PCDB, Function 10, Basic Position Information Screen (002).
- Copy procedure to create the next fiscal year positions (June activity).
- Year-end roll process to move employee assignments from the current fiscal year positions to the positions allocated for the new fiscal year (July activity).
- Purging PCDB prior incumbent information during the year-end roll process.

Relationship to the Employee Data Base (EDB)

Position Level vs. EDB assignment

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

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

EDB Changes that affect Position Control

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

Position Control Changes that affect EDB

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

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

Other Relationships

Relationship to Payroll

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

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

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

Relationship to Budget Module

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

Special Features

Date Monitoring

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

PCDB Mass Change

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

PCDB Year-End Transition

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

Position Control Forms and Reports

Position Control Forms

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

- Position Profile Form
- Position Requisition Form

Position Control Reports

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

• System-Generated Standard Reports

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

• On-Request Standard Reports

- Departmental Position Allocation List (POSR010)
- Position Control Position List (POSR020)
- Departmental Requisition List (POSR050)
- Position Control Job Class List (POSR070)
- Position Control Account List (POSR080)
- HRS Account Code Override List (POSR085)
- **On-Request Special Reports** Districts using the HRS Position Control module need access to position control information in a wide variety of formats to meet specific needs. Standard reports do not always contain all the information in a format that meets the district requirements. A district can request special position control reports specifically created to meet district needs. For information regarding Position Control Special Reports, contact the HRS Security Unit at <u>SFSSecurity@lacoe.edu.</u>.

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PCDB References

Position Control Manual Using the Workstation Position Control Security

Position Control Manual

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

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

General	Payroll	Personnel	Retirement	Position Control			
Workbooks	Videos						
nis section is	intended for dis	tricts using the p	osition control modu	le. It has the training manual			
nd the Positio	n Control Opera	itions Manual tha	t are used in class.	-			
System Solar Sport (an Shaal Were I	Revised 2012 - It is designed as a reference to authorized users of the system. It is not intended to cover all contingencies nor is it a step-by-step workbook that will tell districts how to conduct business. It will, however, give users an understanding of how HRS can support district operationsRead more						
Session J	• 2017-2018 S This manual d Payroll, and B existing positi	iession J - Position C iscusses the use of udget (PC Budgets) I ons, and setting up I	Control Training Manual position control and its r Modules. It includes esta Position Control benefit	elationship with the Personnel, blishing positions, making changes to tablesRead more			

• The School Financial Services website, <u>www.lacoe.edu/BusinessServices/SchoolFinancialServices.aspx</u>, under "Resources."



Using the Workstation

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

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

Position Control Security

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

HRS Security

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

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

RAD Security

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

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



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

SECTION II.

HANDS-ON TRAINING

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Building a New Position

Building a New Position

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

File Edit View Co	mmunication Actions Window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST PUSITIUN:
			. 000287
OFDHIL		INQUINI	LAST REQUISITION
001	BUILD A POSITION		
002	BASIC POSITION INFORMATION	012	. 14 000001
003	LABOR DISTRIBUTION INFORMATION	013	. 15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
	INCUMBENT SUMMARY	019	
	VACANT POSITION SEARCH	020	
	PUS CUNTRUL REPORT REQUESTS	028	
	DIST NAME SEARCH	097	
	DIST NAME SEARCH (ALLIVE HSSIGN)	098	
	NOME:	099	
TRANS: 001	POSITION: FISCAL YR: 14	RQSN:	DISTRICT: 00001
MA b			24/077

To build a new position,

- 1. In the **TRANS field**, type **001**.
- 2. Leave the POSITION field blank. HRS will assign the next available position number.
- 3. Optional: If the position is for "next" year only, change the fiscal year in the FISCAL YR field.
- 4. Hit the **Enter key** on your keyboard.

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

Basic Position Information (002)

File Edit View Communication Actions Window Help
回 計画 回 空空 字空 1002 ** PC - BASIC POSITION INFORMATION ** 1002 2014 000288 LAST CHANGE DATE 00 00 00
JOB JOB ACADEMIC CONTROL POSITION CLASS JOB CLASS TITLE TYPE RANK METHOD UNITS DOLLARS 097900 DISTRICT UTILITY CUSTODIAN <u>F</u> 2.0000 0.00
POSITION STATUS ACTIVE CLOSE PREV NEW MASTER STATUS DATE DATE DATE POSITION POSITION POSITION A 09 01 11 09 01 11
<pre>< INCUMBENT STATUSES > < VACANCY STATUSES > AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT 2.0000 0.0000 0.0000 0.0000 0.0000 2.0000</pre>
POS WORK LOC POSITION REPORT GROUP BARGAINING CODE/SUB-SITE WORK LOCATION TITLE UNIT 07000 STAPLES COMPLEX CENTER
COMMENTS FYTD HOURS: DAYS: PAY: \$
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED? Y TRANS: 002 POSITION NUMBER: 000288 FISCAL YEAR: 14 DISTRICT 00001
MA b A 06/002

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

Labor Distribution (003)

File I	Edit View Co	mmunication Actions V	Vindow H	Help					
) 学 密 20 1 1 1 1 1 1 1 1 1 1 1 1 1						1002
201	4 097900	DISTRICT UTILI	TY CU	STODIAN	LAST	CHANGE DA	TE 00 00	00	1003
SP	EED KEY								
	FUND	RESRCE/PROJYR	GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
1	<u>01</u> 0	<u>06405</u> 0 073900	00000	<u>31300</u> 31300	<u>2910</u> 2910	5040000 5040000	9.000		
3 4					_				
567	==				_				
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10 11					\equiv				
12								100.000	100.000
EF	FECTIVE [DATE: <u>11</u> <u>19</u> <u>11</u>							
(001 TRAN) - PLEAS S: 003	SE REVIEW DATA POSITION NUM	ON SC	REEN. OK 000288	TO PR FISCA	OCEED? L YEAR: 14		<u>Y</u> DISTRICT	00001
MA	b				A				04/014

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



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

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

Financial Information (004)

File Edit View Communication	Actions Window Help)			
E E E E ** 2014 097900 DISTRICT	BC - FINANCIA UTILITY CUST	<mark> ∕⊡ ⊘ ⊗ </mark> L INFORMATIO ODIAN LA	N - UPD ** St change date	00 00 00	1004
PAY PROJECT BASIS OPTION <u>M P</u>	WORK Calendar <mark>B_</mark>	PERCENT FULL-TIME 100.00	-VACANT SALARY- SCHED/RANGE/STE <u>C 018</u> 02	PRORATE S P CODE % 2 _ <u>00</u>	TEP INC MONTHS <mark>06</mark>
STIPENDS	c:				
RETIRE PLAN P9 COST PROJECTIONS: SALARY RETIREMENT BENEFIT PACKAGE ADDL. CONTRIB. TOTAL	PKG FT VACANT INC IONTHLY MO	T MONTHS <u>10</u> UMBENT INC NTHLY ACTU	- ADDL CONT PKG UMBENT AL FYTD 	RIBUTION - MONTHS	
(001) - PLEASE REVIEW	DATA ON SCRE	EN. OK TO PR	OCEED?	Y	
TRANS: <u>004</u> POSITION:	000288 FISC	AL YR: <u>14</u>		DISTRICT:	00001
M <u>A</u> b		A			06/004

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

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

Position Skills Information Screen (005)

<u>File Edit View Communication Actions Window Help</u>	
■ E E ■ ■ La La La P E ● P E ● P A A P =	
** PC - POSITION SKILLS INFORMATION - UPD ** 10)05
2014 097900 DISTRICT UTILITY CUSTODIAN LAST CHANGE DATE 00 00 00	
JOB TYPE N	
POSITION DESCRIPTION	
STAPLES COMPLEX CENTER	í I
	-
SKILL TYPES	
EDUCATIONAL LEVEL	
SPECIAL QUALIFICATION	
	-
(001) - PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?	
TRANS: 005 POSITION NUMBER: 000288 FISCAL YEAR: 14 DISTRICT: 0000)1
M <u>A</u> c A 06/	003

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

New Position Established

<u>File Edit View Co</u>	ommunication <u>A</u> ctions <u>W</u> indow <u>H</u> elp		
	📓 🐚 😓 😹 💼 🗎 🧐 🕾 🌒 🖉 🐼 🥔 😋		
	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST POSITION:
			. 000288
UPDATE		INQUIRY	
			. LAST REQUISITION:
001	BUILD H PUSITION		
002	BASIC POSITION INFORMATION	012	. 14 000001
003	LABOR DISTRIBUTION INFORMATION	013	. 15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
	INCUMBENT SUMMARY	019	
	VACANT POSITION SEARCH	020	
	POS CONTROL REPORT REQUESTS	028	
	COUNTY NAME SEARCH	097	
	DIST NAME SEARCH (ACTIVE ASSIGN)	098	
	DIST NAME SEARCH (ALL ASSIGN)	099	
	NAME:		
INTERRUPT: _			
(005) - UPDA	TE FROM PREVIOUS SCREEN SUCCESSFUL		_
TRANS: <u>019</u>	POSITION: <u>000288</u> FISCAL YR: <u>14</u>	RQSN:	DISTRICT: 00001
М <u>А</u> с	NUM		24/025

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

Reports Generated

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

Incumbent Summary (019)

<u>F</u> ile <u>E</u> d	it <u>V</u> iew <u>C</u> o	mmunication	Actions Wine	dow <u>H</u> elp					
		🖬 🐁 👦	1	😤 😰 🌒 🖉 🗞	1				
			** PC -	INCUMBENT	SUMMARY	- INQ **			1019
2014	097900	DISTRICT	UTILIT	CUSTODIA	N	METHOD: F	TE UN	ITS: 2.0	000
FYTD:	HOURS		DAYS	PAY			DOL	LAR:	
	EID			INCUMBENT		WORK	JOB-	INCU	1BENT -
	NUMBER	JOB		NAME		LOCATION	CLASS	ST STAT	JNITS/\$
-									
5	(X)	DETAIL,	(F) ORWARI	D, (B)ACKWI	ARD, (T)	DP, (E)ND,	(M)ENU	_	
TRAN	S: <u>019</u>	POSITION	000288	FS YR <u>14</u>	EID		JOB _	DISTRICT	00001
MA	С								07/001

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

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

Vacant Position Search (020)

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

Before the new position is established.

File Edit View Communication Actions	Window Help	
o Fifi en s 195 285		
** PC -	VACANT POSITION SEARCH **	1020
JOB CLASS KEY: 097900	WORK LOCATION KEY:	
ACCOUNT:		
POSITION JOB CLASS STATUS	TITLE WORK LOCATION DESC	VACANT AMOUNT
END OF DATA, PLEA	SE ENTER (B)ACKWARD. (T)OP OR (M)ENU	
TRANS: 020 POSITION: 0	00288 FISCAL YR: <u>14</u> RQSN: DISTRI	CT <u>00001</u>
MA c		03/060

After the new position is established.

File Edit View Communication Actions	Window Help	
		1000
** PL -	VHCHNI PUSITION SEARCH **	1020
JOB CLASS KEY: 097900	WORK LOCATION KEY:	
ACCOUNT:		
		VACONT
PUSITION JUB CLHSS	WURK LUCHTION DESC	VHCHNT
STATUS		AMOUNT
000288 A 097900-DISTRICT (UTILITY CUST 07000-STAPLES COMPLEX CENTER	2.0000
~		
END OF DATA, PLEAS	SE ENTER (B)ACKWARD, (T)OP OR (M)ENU	
TRANS 020 POSITION OF	10288 EISCAL VR: 14 ROSN: DIST	RICT 00001
11.11.01.020 POSTTION: 00	<u></u>	NICI 00001
MII C		03/060

Intentionally left blank

Hiring Employees against Positions

Hiring Employees against Positions

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

Navigate from Function 10 to Function 01

File Edit View Co	mmunication Actions Window Lloln		
rile Edit View CC	Induction Actions window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST POSITION:
Self Network No			. 000288
UPDATE		INQUIRY	
			. LAST REQUISITION:
001	BUILD A POSITION		•
002	BASIC POSITION INFORMATION	012	. 14 000001
003	LABOR DISTRIBUTION INFORMATION	013	. 15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
INCUMBENT SUMMARY 0		019	
	VACANT POSITION SEARCH		
	POS CONTROL REPORT REQUESTS	028	
	COUNTY NAME SEARCH	097	
	DIST NAME SEARCH (ACTIVE ASSIGN)	098	
	DIST NAME SEARCH (ALL ASSIGN)	099	
_	NAME:		
	1		
<u></u>			
TRANS:	POSITION: 000288 FISCAL YR: 14	RQSN:	DISTRICT: 00001
MA c			23/067
A new assignment will be added against the new position.

File Edit	View Communication Actions Window Help		
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	** PER - PERSONNEL DATA EN	TRY AN	D UPDATE - MENU ** 0100
TRANS	DESCRIPTION	TRANS	DESCRIPTION
000	PERSONNEL UPDATE MENU	019	EMPLOYMENT VERIFICATION
001	INITIAL EMPLOYMENT	020	STANDARD BENEFITS
002	NEW ASSIGNMENTS	021	ADTL. STANDARD BENEFITS
003	PERSONNEL ACTION DATA	022	DEPENDENTS BY NAME
004	JOB ASSIGNMENT (104-FUTURE)	023	VOLUNTARY DEDUCTIONS
005	SALARY/PAY RATE (105-FUTURE)	025	DIRECT DEPOSIT
006	LABOR DISTRIBUTION (106-FUTURE)	027	SSN CHANGE VERIFICATION
007	JOB HISTORY	028	SOCIAL SECURITY NUMBER CHANGE
008	JOB HISTORY - SUMMARY	030	PAYROLL TAX STATUS
010	CREDENTIAL INFORMATION INQUIRY	031	LEAVE ACCOUNT BALANCES
011	SENIORITY STATUS	032	GARNISHMENTS
012	CONTACT DATA	036	RETIREMENT BALANCES
013	CONFIDENTIAL INFORMATION	037	UNION DUES BALANCES
014	MISC PERSONAL DATA	038	REINSTATE ARCHIVED EMPLOYEE
015	EDUCATION	039	RETIREMENT PLANS
016	EXPERIENCE AND ORGANIZATION	097	COUNTY NAME SEARCH
017	SKILLS AND LANGUAGES	098	DIST NAME SEARCH (ACTIVE ASSIGN)
018	LICENSES, HONORS AND COMMENTS	099	DIST NAME SEARCH (ALL ASSIGN)
		NAME:	
INTERRU	JPT:		
(006) ·	- NO DATA BASE RECORD FOR REQUESTED	KEY.	
TRANS:	002 EID: <u>GE3920504</u>		JOB: <u>4</u> DISTRICT: <u>00001</u>
MA	0	A	24/074

- 1. In the **TRANS field**, type **002**.
- 2. In the **EID field**, type the **employee identification number**, e.g. GE3920504.
- 3. In the **JOB field**, type the **job number**, e.g. 4.
- 4. Hit the **Enter key** on your keyboard.

Job Assignment Screen (004)

File Edit View C	ommunication Actions	Window Help				
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		** PER - J	OB ASSIGNMEN	Г - UPD **		0104
GE3920504	MARCUS, ANDREA	A.	EFFEC	DATE: 07 0	<u>1 13</u> ACTN	S: <u>13</u>
100						RIME JUB: 1
JUB	000222	05 05 12	AL CREDEN	TIAL CRED	EXP DHIE	HCHD RHNK
7	000200	05 05 15			— —	
JOB CLASS	JOB TYPE JOB	STS STATU	S DATE JOB I	PERMANENCY	JOB FAM	CLASS ENTRY
097900	N	A <u>07</u> 0	<u>1 13 P</u>	CLASS PE		
DISTRICT UT	TILITY CUSTODI	AN				
WORK LOCAT	UN	WORK	PHONE EXT			
STHFLES CU	IFLEA CENTER					
ANNIV	PASS	EVAL	EVAL	BARG	UNIT	MILEAGE
DATE	PROB DATE	TYPE	DUE DATE	UNIT	MEMBER	ELIG
<u>07 01 14</u>	<u>07 01 14</u>	<u>A</u>	<u>07 01 14</u>	CS		_
DEOCON	LEAVE			IERM		
REHSUN	TTPE	BEGIN E	ND REHSUN		DHIE	REHIKE ELIG
	2 		<u> </u>		1 11	
(001) - PLEA	ASE REVIEW DAT	A ON SCREEN	. OK TO PROCE	EED?	Y	
TRANS: <u>004</u>	EID:	GE3920504		JOB: <u>4</u>	DIST	RICT <u>00001</u>
М <u>А</u> b			NUM			02/056

Salary Pay Rate Screen (005)

File Edit View Communication Actions Window Help
** PER - SALARY/PAY RATE -UPD ** 010
GE3920504 MARCUS,ANDREA A. EFFEC DATE: <u>07 01 13</u> ACTNS: <u>13</u>
PRIME JOB:
JOB POSITION JOB CLASS
4 000288 097900 DISTRICT UTILITY CUSTODIAN
CYCLE BASTS PAY MOS ILL PLAN VAC PLAN BPT LOCH BPT CD FARNINGS TYPES
CONFRIGENCE ACTED FOR SCIENT TIME COLONETH FULL TIME DATE COLONY DAT
STIPENDS:
RETIRE RATE O/RIDE WORK DAYS WORK CAL WORK HRS/DY SESS TYPE
<u>2797.000</u> <u>255.0</u> <u>B</u> 8.00
STRS STRS
RETIREMENT: PLAN STATUS SPL EFF DATE PERS CASE STS CLS CD BASE HRS
P9 M 01 11 07 .00
(001) - PLEASE REVIEW DATA ON SCREEN OK TO PROCEED?
14/0

File Edit	View Communication Actions Window Help		
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	** PER - PERSONNEL DATA B	ENTRY AND) UPDATE - MENU ** 0100
TRANS	DESCRIPTION	TRANS	DESCRIPTION
000	PERSONNEL UPDATE MENU	019	EMPLOYMENT VERIFICATION
001	INITIAL EMPLOYMENT	020	STANDARD BENEFITS
002	NEW ASSIGNMENTS	021	ADTL. STANDARD BENEFITS
003	PERSONNEL ACTION DATA	022	DEPENDENTS BY NAME
004	JOB ASSIGNMENT (104-FUTURE)	023	VOLUNTARY DEDUCTIONS
005	SALARY/PAY RATE (105-FUTURE)	025	DIRECT DEPOSIT
006	LABOR DISTRIBUTION (106-FUTURE)	027	SSN CHANGE VERIFICATION
007	JOB HISTORY	028	SOCIAL SECURITY NUMBER CHANGE
008	JOB HISTORY - SUMMARY	030	PAYROLL TAX STATUS
010	CREDENTIAL INFORMATION INQUIRY	031	LEAVE ACCOUNT BALANCES
011	SENIORITY STATUS	032	GARNISHMENTS
012	CONTACT DATA	036	RETIREMENT BALANCES
013	CONFIDENTIAL INFORMATION	037	UNION DUES BALANCES
014	MISC PERSONAL DATA	038	REINSTATE ARCHIVED EMPLOYEE
015	EDUCATION	039	RETIREMENT PLANS
016	EXPERIENCE AND ORGANIZATION	097	COUNTY NAME SEARCH
017	SKILLS AND LANGUAGES	098	DIST NAME SEARCH (ACTIVE ASSIGN)
018	LICENSES, HONORS AND COMMENTS	099	DIST NAME SEARCH (ALL ASSIGN)
		NAME:	
INTERRU	JPT:		
(012)	- INVALID JOB NUMBER REQUESTED.		—
TRANS:	<u>002</u> EID: <u>GE3920504</u>		JOB: <u>4</u> DISTRICT: <u>00001</u>
MA		A	24/074

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

File Edit	View Communication Actions Window Help		
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	** PER - PERSONNEL DATA E	ENTRY AND) UPDATE - MENU ** 0100
TRANS	DESCRIPTION	TRANS	DESCRIPTION
000	PERSONNEL UPDATE MENU	019	EMPLOYMENT VERIFICATION
001	INITIAL EMPLOYMENT	020	STANDARD BENEFITS
002	NEW ASSIGNMENTS	021	ADTL. STANDARD BENEFITS
003	PERSONNEL ACTION DATA	022	DEPENDENTS BY NAME
004	JOB ASSIGNMENT (104-FUTURE)	023	VOLUNTARY DEDUCTIONS
005	SALARY/PAY RATE (105-FUTURE)	025	DIRECT DEPOSIT
006	LABOR DISTRIBUTION (106-FUTURE)	027	SSN CHANGE VERIFICATION
007	JOB HISTORY	028	SOCIAL SECURITY NUMBER CHANGE
008	JOB HISTORY - SUMMARY	030	PAYROLL TAX STATUS
010	CREDENTIAL INFORMATION INQUIRY	031	LEAVE ACCOUNT BALANCES
011	SENIORITY STATUS	032	GARNISHMENTS
012	CONTACT DATA	036	RETIREMENT BALANCES
013	CONFIDENTIAL INFORMATION	037	UNION DUES BALANCES
014	MISC PERSONAL DATA	038	REINSTATE ARCHIVED EMPLOYEE
015	EDUCATION	039	RETIREMENT PLANS
016	EXPERIENCE AND ORGANIZATION	097	COUNTY NAME SEARCH
017	SKILLS AND LANGUAGES	098	DIST NAME SEARCH (ACTIVE ASSIGN)
018	LICENSES, HONORS AND COMMENTS	099	DIST NAME SEARCH (ALL ASSIGN)
		NAME:	
INTERRU	JPT:		
(012) ·	- INVALID JOB NUMBER REOUESTED.		_
TRANS:	006 EID: <u>GE3920504</u>		JOB: <u>4</u> DISTRICT: <u>00001</u>
MA k		A	24/074

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

File	Edit View	Communication	Actions Window	Help					
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			** PEF	R - LABO	R DIST	FRIBUTION - U	UPD **		0106
GE3	920504	MARCUS, AN	IDREA A.		E	EFFEC DATE: 1	<u>07 01 13</u>	ACTNS:	
					F	FISCAL YEAR:	<u>14</u>		1 19 20477 47
					F	PRIMARY JOB:	3		
	JOB:	4 POSITIO	N: 000288	JOB C	LASS:	097900 DIST	UTILITY	CUSTODIAN	
				SALARY	RATE:	2797.000			
			FUL	L-TIME	RATE:	2797.000			
SP	EED KEY								
	FUND	RESRCE/PROJ	IYR GOAL	FUNC	OBJ	SCH/LOC	PERCENT		
1	$\underline{01}$ $\underline{0}$	06405 0		31300	2910	5040000	10.000		
2	<u>01</u> 0	07390 0	<u>00000</u>	<u>31300</u>	2910	5040000	90.000		
3	<u> </u>								
4							0		
6	<u> </u>								
7							.		
8	<u> </u>					10 (1)			
9			-						
10									
11			1 1 1 1 1						
12								100.000 1	00.000
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(00	2) - EN	ITER YOUR CH	IANGES.					_	
TR	ANS <u>006</u>	3	EID GE392	20504		JOB <u>4</u>		DISTRICT	00001
MA	b				Ĥ				24/077

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

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

Navigate from Function 01 to Function 10

File Edit	View Communication Actions Window Help		
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	** PER - PERSONNEL DATA EN	TRY AN	D UPDATE - MENU ** 0100
TRANS	DESCRIPTION	TRANS	DESCRIPTION
000	PERSONNEL UPDATE MENU	019	EMPLOYMENT VERIFICATION
001	INITIAL EMPLOYMENT	020	STANDARD BENEFITS
002	NEW ASSIGNMENTS	021	ADTL. STANDARD BENEFITS
003	PERSONNEL ACTION DATA	022	DEPENDENTS BY NAME
004	JOB ASSIGNMENT (104-FUTURE)	023	VOLUNTARY DEDUCTIONS
005	SALARY/PAY RATE (105-FUTURE)	025	DIRECT DEPOSIT
006	LABOR DISTRIBUTION (106-FUTURE)	027	SSN CHANGE VERIFICATION
007	JOB HISTORY	028	SOCIAL SECURITY NUMBER CHANGE
008	JOB HISTORY - SUMMARY	030	PAYROLL TAX STATUS
010	CREDENTIAL INFORMATION INQUIRY	031	LEAVE ACCOUNT BALANCES
011	SENIORITY STATUS	032	GARNISHMENTS
012	CONTACT DATA	036	RETIREMENT BALANCES
013	CONFIDENTIAL INFORMATION	037	UNION DUES BALANCES
014	MISC PERSONAL DATA	038	REINSTATE ARCHIVED EMPLOYEE
015	EDUCATION	039	RETIREMENT PLANS
016	EXPERIENCE AND ORGANIZATION	097	COUNTY NAME SEARCH
017	SKILLS AND LANGUAGES	098	DIST NAME SEARCH (ACTIVE ASSIGN)
018	LICENSES, HONORS AND COMMENTS	099	DIST NAME SEARCH (ALL ASSIGN)
		NAME:	·
INTERRU	JPT: <u>10</u>		
TRANS:	002 EID: <u>GE3920504</u>		JOB: <u>4</u> DISTRICT: <u>00001</u>
M <u>A</u> b		NUM	20/053

Inquire on the Basic Position Information Screen (012)

File Edit View Co	ommunication Actions Window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST PUSITION:
			. 000288
UPDHIE		INQUIRT	LAST REQUISITION:
001	BUILD A POSITION		. Enor Regordinion.
002	BASIC POSITION INFORMATION	012	14 000001
003	LABOR DISTRIBUTION INFORMATION	013	15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
	INCOMBENT SUMMARY	019	
	VHCHNI PUSILIUN SEHKCH	020	
	COUNTY NAME SEARCH	028	
	DIST NAME SEARCH (ACTIVE ASSIGN)	098	
	DIST NAME SEARCH (ALL ASSIGN)	099	
	NAME:		
INTERRUPT:			2
			_
TRANS: <u>012</u>	POSITION: <u>000288</u> FISCAL YR: <u>14</u>	RQSN:	DISTRICT: <u>00001</u>
<u>МН</u> с			23/067

- 1. In the **TRANS field**, type **012**.
- 2. In the **POSITION field**, type the **position number**, e.g. 000288.
- 3. Optional: If the position is for "next" fiscal year only, change the fiscal year in the FISCAL YR field.
- 4. Hit the **Enter key** on your keyboard.

Basic Position Information Screen after new hire

File Edit View Communication Actions Window Help ▣ F1 f1 ▦ ■ **> > > > > = 1** ♥ T1 ● // </ ** PC - BASIC POSITION INFORMATION ** 1012 2014 000288 LAST CHANGE DATE 09 01 11 JOB JOB ACADEMIC CONTROL -- POSITION --CLASS JOB CLASS TITLE TYPE RANK METHOD UNITS DOLLARS 097900 DISTRICT UTILITY CUSTODIAN N F 2.0000 0.00 STATUS CLOSE POSITION ACTIVE PREV NEW MASTER POSITION STATUS DATE DATE DATE POSITION POSITION А 09 01 11 09 01 11 < - - - - - INCUMBENT STATUSES - - - - - - > < - - VACANCY STATUSES - - > AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACANT 1.0000 1.0000 0.0000 0.0000 0.0000 0.0000 1.0000 POS WORK LOC REPORT GROUP BARGAINING POSITION CODE/SUB-SITE WORK LOCATION TITLE UNIT 07000 STAPLES COMPLEX CENTER CL COMMENTS FYTD HOURS: DAYS: PAY: \$ DISTRICT 00001 TRANS: 012 POSITION NUMBER: 000288 FISCAL YEAR: 14 С A 06/002 MА

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

Incumbent Summary Screen after new hire

File Edit View Communication Actions Window Help	
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** PC - INCUMBENT SUMMARY	- INQ ** 1019
2014 097900 DISTRICT UTILITY CUSTODIAN	METHOD: FTE UNITS: 2.0000
FYTD: HOURS DAYS PAY	DOLLAR:
	WURKJUBINCUMBENT-
	07000 007000 0 E 1 0000
	07900 097900 H F 1.0000
_	
-	
-	
-	
-	
-	
-	
(X) DETAIL, (F) ORWARD, (B) <u>ACKWARD, (T)</u>	OP, (E)ND, (M)ENU
TRANS: 019 POSITION 000288 FS YR 14 EID	JOB _ DISTRICT <u>00001</u>
M <u>A</u> c	07/001

Vacant Position Search after new hire

File <u>E</u> dit <u>V</u> iev	v <u>C</u> ommu	nication <u>/</u>	Actions	Window	<u>H</u> elp				
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		**	PC -	VACANT	POSIT	ION SEARCH	**		1020
TOP CLOS	C VEV.	00700	0				ATTON KEV.		
JUB CLHS	J KET.	03730	0			WORK LUC	HIION KEI		
ACCOUNT	:						it.		
POSITION		JOB CL	ASS	TITLE		WORK	LOCATION DESC		VACANT
STAT	US								AMOUNT
000288 A	097900	-DISTR	ICT	UTILITY	CUST	07000-STA	PLES COMPLEX CE	INTER	2.0000
· · · · · · · · · · · · · · · · · · ·									
				OF ENTE					
TRANS: 02		OSITIO	N O	5E ENTE 00288	EISCA	UNWHRD, (I I YR 14	BOSN:		T 00001
MA c	<u> </u>	001110	<u></u>	00200	110011			DIOTRIO	03/060
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Updates to this screen occur overnight during batch processing and are displayed the following day.

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Building a New Position Number Out of Sequential Order

File Edit View Co	mmunication Actions Window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST PUSITION:
UPDOTE			. 000288
OFDHIE		INQUIRI	LAST REQUISITION:
001	BUILD A POSITION		. Ener Regererrien.
002	BASIC POSITION INFORMATION	012	14 000001
003	LABOR DISTRIBUTION INFORMATION	013	15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
	INCUMBENT SUMMARY	019	
	VHCHNI PUSITIUN SEHKCH	020	
	COUNTY NAME SEARCH	028	
	DIST NAME SEARCH (ACTIVE ASSIGN)	098	
	DIST NAME SEARCH (ALL ASSIGN)	099	
	NAME:		
INTERRUPT:			
			_
TRANS: <u>001</u>	POSITION: <u>009001</u> FISCAL YR: <u>14</u>	RQSN:	DISTRICT: 00001
M <u>A</u> c			24/074

Building a New Position Number Out of Sequential Order

- 1. In the **TRANS field**, type **001**.
- 2. In the **POSITION field**, type the **new position number**.
- 3. Optional: If the position is for "next" year only, change the fiscal year in the FISCAL YR field.
- 4. Hit the **Enter key** on your keyboard.

Basic Position Information (002)

<u>File Edit View Communication Actions Window H</u> elp	
■ E E ■ ■ La La La P 22 Q 20 00 00 00 00 00 00 00 00 00 00 00 00	
** PC - BASIC POSITION INFORMATION **	1002
2014 009001 TEACHERS HOURLY LAST CHANGE DATE 00 00 00	
	0.013.00
JOB JOB ACADEMIC CONTROL POSITION	
CLASS JOB CLASS ITLE IYPE RANK METHOD UNITS DOLI	
$\frac{080100}{080100}$ TEHCHERS HOURLY C <u>P</u> <u>0.0000</u>	<u>J.UU</u>
	D
STATUS DATE DATE DATE POSITION POSITION POSIT	
A 07 01 13 07 01 13 06 30 14	
	_
<pre>< INCUMBENT STATUSES > < VACANCY STATUSES - ·</pre>	• >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL VACA	IT.
0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000)
POS WORK LOC POSITION REPORT GROUP BARGAINING	
COMMENTS EVED HOURS' DAYS' DAY'S	
	-
	-
(093) - NEW RECORD - ENTER YOUR DATA	
TRANS: 002 POSITION NUMBER: 009001 FISCAL YEAR: 14 DISTRICT 000	<u>)01</u>
MA c A 01	6/002

Labor Distribution (003)

The East view communication reactions mindow help	
** PC - LABOR DISTRIBUTION - UPD **	1003
2014 009001 TEACHERS HOURLY LAST CHANGE DATE 00 00 00	
SPEED KEY	
FUND RESRUE/PROJER GOAL FUNC OBJ SCH/LUC PERCENT	
1 01 0 96351 0 71100 10000 1130 6090000 100.000	
2	
3	
4	
5	
·	
12 100.000 100	. 000
EFFECTIVE DATE: <u>07</u> 01 13	
TUUE2) - ENTER YOUR CHANGES.	001
IRHNS: 003 POSITION NOMBER: 009001 FISCHE YEHR: 14 DISTRICT 00	4/077

Financial Information (004)

File Edit View Communication Actions Window Help
Image: Second
PAY PROJECT WORK PERCENT -VACANT SALARY- PRORATE STEP INDIA BASIS OPTION CALENDAR FULL-TIME SCHED/RANGE/STEP CODE % MONTHS H P I 100.00 0 007 01 00 00
STIPENDS
BENEFIT ADDL CONTRIBUTION - RETIRE PLAN PKG MONTHS PKG MONTHS <u>S5 NA</u> NONE <u>10</u> <u>00</u>
COST PROJECTIONS: VACANT INCUMBENT INCUMBENT MONTHLY MONTHLY ACTUAL FYTD
SALARY
ТОТАL
(002) - ENTER YOUR CHANGES. TRANS: <u>004</u> POSITION: <u>009001</u> FISCAL YR: <u>14</u> DISTRICT: <u>00001</u>
MA e 24/0

Position Skills Information (005)

File Edit View Communication Actions Window Help	-
▣ £1£ ■ ● ● ● ● ● ● ● ● ● ●	
** PC - POSITION SKILLS INFORMATION - UPD ** 10	05
2014 009001 TEACHERS HOURLY LAST CHANGE DATE 00 00 00	
JOB TYPE C	
POSITION DESCRIPTION	
	2
SKILL TYPES	
EDUCATIONAL LEVEL	
SPECTOL QUOLIEICOTION	
	ŝ
(AA2) - ENTER YOUR CHANGES	
TRANS: 005 POSITION NUMBER: 009001 FISCAL YEAR: 14 DISTRICT: 0000	1
MA b 24/	077

Resetting Automatic Counting System

Resetting Automatic Counting System

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

Navigate from Function 10 to Function 11

File Edit View Co	ommunication Actions Window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST POSITION:
UDDATE		TNOUTDY	. 009001
UPDHIE		INQUIRY	
001			. LHST REQUISITION:
002	BASIC POSITION INFORMATION	012	. 14 000001
003	LABOR DISTRIBUTION INFORMATION	013	. 15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
	INCUMBENT SUMMARY	019	
	VACANT POSITION SEARCH	020	
	POS CONTROL REPORT REQUESTS	028	
	CUUNIY NAME SEARCH	097	
	DIST NAME SEARCH (AUTIVE ASSIGN)	098	
	NOME:	099	
	1		
<u></u>			
TRANS:	POSITION: <u>192067</u> FISCAL YR: <u>14</u>	RQSN:	DISTRICT: 00001
MA e			24/077

Control Data Base - District Update Menu (1100)

File Edit	View	Communication Actions	Window Help		
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		**	CTL - DISTRICT I	UPDATE - MENI	U ** 1100
TRANS		DESCRIP	TION		KEY(S)
					2.120 mil
000		CTL DISTRICT UP	DATE MENU		
004	ж	JOB CLASSIFICAT	ION TABLE	JOB CLASS:	
009	*	LEAVE ACCRUAL T	ABLE	PLAN:	TYPE:
011	ж	WORK LOCATION T	ABLE	WORK LOC:	SUBSITE:
024	*	SALARY SCHEDULE	C/S-TEACHER	VERSION	_ SCHEDULE: _ STEP:
025	*	SALARY SCHEDULE	. R/S-OTHERS	VERSION	_ SCHEDULE: _ RANGE:
026	ж	STIPENDS TABLE		VERSION	_ STIPEND CD:
027	*	BENEFITS TABLE		VERSION	_ PLAN CODE:
028		DISTRICT CODES	TABLE	CODE TYPE:	CODE (OPT):
029	ж	WORK CALENDAR T	ABLE	CALENDAR:	FS_YEAR:MASTER:
031		ORGANIZATIONAL	CHART	SUPV POS:	TRL:
034		SALARY MASS CHA	NGE C/S-TEACHER	VERSION:	F SCHEDULE: _
035		SALARY MASS CHA	NGE R/S-OTHERS	VERSION:	F SCHEDULE: _
036		STIPEND MASS CH	IANGE	VERSION:	F STIPEND CD:
039		REPORT REQUEST			
040	*	SPEED KEY/ACCOU	INT CODE LINKUP	SPEED KEY:	
	* 1	ENTER "S" FOR TA	BLE SEARCH		
INTERRU	PT:	xx			
					<u>S</u>
TRANS:	028	KEY 1: <u>PN</u>	KEY 2: _	KEY	3: DISTRICT: <u>00001</u>
MA			1	NIIM	24/008

- 1. In the **action field**, type **S** to search.
- 2. In the **TRANS field**, type **028** to go to the District Codes Table.
- 3. In **KEY 1 field**, type **PN** to view the position number.
- 4. Hit the **Enter key** on your keyboard.

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

before resetting the number, it shows that has sequential number, 00,001	Before :	resetting	the number.	it shows	that last se	equential	number,	009001
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File Edit V	iew Comm	unication Actions Window H	lelp			
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		** CTL - DIS	TRICT CODES	TABLE -	UPDATE **	1128
	CODE	ΓΥΡΕ: PN ≭DIST NAM	E NOT FOUND	0004	CODE:	
			DISTRICT: 0	0801		
	CODE	DESCRIPTION		CODE	DESCRIPTIO	N
		DECOMINATION		0002	520000111120	
	P00	009001				
	<u>R13</u>	13000014				
	<u>R14</u>	<u>14000001</u>				
	<u>R15</u>	1500000				
	<u>R16</u>	1600000				
	R17 D10	12000000			2	
	R19	<u>19000000</u>	<u> </u>			.8
	R20	20000000			-	
					X.	
					-	
					51 51	
		2			-	
		3				
(075) -		PREN - NO MODE DO	ГΔ			
TRANS: 0	28	XEY 1: PN	KEY 2:	к	EY 3:	
MA e			NUM	_ ``		24/076

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

File Edit View Commun	ication Actions Window Help			
	<u>*************************************</u>	00 00 -		
	** CTL - DISTRIC	T CODES TABLE -	- UPDATE **	1128
CODE TY	PE: PN *DIST NAME NO DIS	T FOUND TRICT: 00801	CODE:	
CODE	DESCRIPTION	CODE	DESCRIPTION	
P00	000288			
R13	13000014		·	
<u>R14</u>	14000001			
<u>R15</u>	15000000			
<u>R16</u>	<u>16000000</u>			
<u>R17</u>	<u>17000000</u>	-		
<u>R18</u>	<u>18000000</u>			
<u>R19</u>	<u>19000000</u>			2.0
<u>R20</u>	2000000	-	8 .	
	A11	-	3 	
	25	-	2	
1	1	-		
		-	1	
	-	-1 1	12	
	DEVIEU DOTO ON CODEEN			
TDONS 028	V 1. DN	V 2.		00001
1 6 103 1020 KE	. I. <u>FN</u> KE		DISI	. <u>30001</u>
е				08/024

Navigate from Function 11 to Function 10

File Edit	View	Communication Actions Window Help		
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		** CTL - DISTRICT U	PDATE - MENU **	1100
TRANS		DESCRIPTION	KEY(S)	
000		CTL DISTRICT UPDATE MENU		
004	*	JOB CLASSIFICATION TABLE	JOB CLASS:	
009	*		PL AN:	TYPE:
011	ж	WORK LOCATION TABLE	WORK LOC: S	UBSITE:
024	*	SALARY SCHEDULE C/S-TEACHER	VERSION SCHEDULE:	STEP:
025	ж	SALARY SCHEDULE R/S-OTHERS	VERSION SCHEDULE:	RANGE:
026	ж	STIPENDS TABLE	VERSION STIPEND CD:	
027	ж	BENEFITS TABLE	VERSION _ PLAN CODE:	_
028		DISTRICT CODES TABLE	CODE TYPE: CODE (OPT):	
029	ж	WORK CALENDAR TABLE	CALENDAR: FS YEAR:	MASTER: _
031		ORGANIZATIONAL CHART	SUPV POS: TRL:	
034		SALARY MASS CHANGE C/S-TEACHER	VERSION: F SCHEDULE:	_
035		SALARY MASS CHANGE R/S-OTHERS	VERSION: F SCHEDULE:	_
036		STIPEND MASS CHANGE	VERSION: F STIPEND CD:	_
039		REPORT REQUEST		
040	ж	SPEED KEY/ACCOUNT CODE LINKUP	SPEED KEY:	
	*	ENTER "S" FOR TABLE SEARCH		
INTERRU	PT:	<u>10</u>		
TRANA				
TRANS:		KEY 1:KEY 2: _	KEY 3: DISTR	ICI: <u>00001</u>
MA e				22/014

The automatic numbering of position numbers has been reset.

File Edit View Co	mmunication Actions Window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST POSITION:
UDDATE			. 000288
UPDATE		INQUIRY	
001			. LHST REQUISITION:
001	BUILD H PUSITION INCODMOTION	010	. 14 000001
002	LAPAD DISTDIBUTION INFORMATION	012	15 000001
003		013	. 15 000000
005	POSITION SKILLS INFORMATION	014	
006		016	
	INCUMBENT INFORMATION	018	
	INCUMBENT SUMMARY	019	
	VACANT POSITION SEARCH	020	
1	POS CONTROL REPORT REQUESTS	028	
(COUNTY NAME SEARCH	097	
	DIST NAME SEARCH (ACTIVE ASSIGN)	098	
	DIST NAME SEARCH (ALL ASSIGN)	099	
	NAME:		
INTERRUPT:			
TRANA		BOOL	
TRHNS:	PUSITION: 009001 FISCAL YR: 14	RUSN:	DISTRICT: 00001
МН е	A		24/077

Intentionally left blank

Overlaying Position Numbers

Overlaying Position Numbers

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

File Edit View Communication Actions Window Help	
2014 000288	LAST CHANGE DATE 09 01 11
JOB JOB CLASS JOB CLASS TITLE TYPE <u>097900</u> DISTRICT UTILITY CUSTODIAN N	ACADEMIC CONTROL POSITION RANK METHOD UNITS DOLLARS <u>F</u> <u>2.0000</u> <u>0.00</u>
POSITION STATUS ACTIVE CLOSE STATUS DATE DATE DATE <u>A</u> 09 01 11	PREV NEW MASTER POSITION POSITION POSITION
<pre>< INCUMBENT STATUSES AVAILABLE FILLED ACTING RESERVED 1.0000 1.0000 0.0000</pre>	> < VACANCY STATUSES> ACT/RSV REQUISITIONED TOTAL VACANT 0.0000 0.0000 1.0000
POS WORK LOC POSITION CODE/SUB-SITE WORK LOCATION TITLE 07000 STAPLES COMPLEX CENTER	REPORT GROUP BARGAINING UNIT <u>CL</u>
COMMENTS FYTD HOURS:	DAYS: PAY: \$
(002) - ENTER YOUR CHANGES.	
TRANS: 002 POSITION NUMBER: 000288	FISCAL YEAR: <u>14</u> DISTRICT <u>00001</u>
	A 06/002
Eile Edit View Communication Actions Window Help	B20
Eile Edit Yiew Communication Actions Window Help Image: State	ung JMMARY - INQ ∗∗ 1019
Eile Edit Yiew Communication Actions Window Help Emilia Emilia Emilia	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR:
Eile Edit View Communication Actions Window Help 이 다는 행위 예 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한 한	JMMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR:
Eile Edit View Communication Actions Window Help Image: Second	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT-
Eile Edit View Communication Actions Window Help Image: State	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$
Eile Edit View Communication Actions Window Help Image: Second	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
Eile Edit View Communication Actions Window Help Image: State	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
Eile Edit View Communication Actions Window Help Image: Second	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help Image: Second	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help Image: Second	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help Image: State	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help Image: State	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help Image: Second	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
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File Edit View Communication Actions Window Help Image: State	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help Image: State	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help File Edit View Communication Actions Window Help ** PC - INCUMBENT SU 2014 097900 DISTRICT UTILITY CUSTODIAN FYTD: HOURS DAYS PAY EID INCUMBENT NUMBER JOB NAME GE3920504 4 MARCUS, ANDREA A.	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help File Edit View Communication Actions Window Help ** PC - INCUMBENT SU 2014 097900 DISTRICT UTILITY CUSTODIAN FYTD: HOURS DAYS PAY EID INCUMBENT NUMBER JOB NAME GE3920504 4 MARCUS, ANDREA A.	MMARY - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: WORKJOBINCUMBENT- LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000
File Edit View Communication Actions Window Help File Edit View Communication Actions Window Help ** PC - INCUMBENT SU 2014 097900 DISTRICT UTILITY CUSTODIAN FYTD: HOURS DAYS PAY EID INCUMBENT NUMBER JOB NAME GE3920504 4 MARCUS, ANDREA A. GE3920504 4 MARCUS, ANDREA A. (X) DETAIL, (F) ORWARD, (B) ACKWARD TRANS: 019 POSITION 000288 FS YR 14	Immary - INQ ** 1019 METHOD: FTE UNITS: 2.0000 DOLLAR: 0000 WORK JOB LOCATION CLASS ST STAT UNITS/\$ 07000 097900 A F 1.0000 07000 097900 A F 1.0000 07000 097900 A F 07000 097900 A F 07000 097900 07000 097900 A F 07000 097900 A F 07000 097900 07000 097900 07000 097900 07000 097900 07000 097900 07000 097900 07000 097900

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Navigate from Function 10 to Function 01

File Edit View Co	ommunication Actions Window Help		
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	** PC - POSITION CONTROL -	MENU **	1000
-TRANS-	DESCRIPTION		
000	MENU		. LAST PUSITION:
			. 000288
OFDHIE		INQUIRI	LAST REQUISITION:
001	BUILD A POSITION		. Enor Regordinion.
002	BASIC POSITION INFORMATION	012	. 14 000001
003	LABOR DISTRIBUTION INFORMATION	013	. 15 000000
004	FINANCIAL INFORMATION	014	
005	POSITION SKILLS INFORMATION	015	
006	REQUISITION INFORMATION	016	
	INCUMBENT INFORMATION	018	
	INCUMBENT SUMMARY	019	
	VHCHNI PUSITIUN SEHKCH	020	
	COUNTY NAME SEADCH	028	
	DIST NAME SEARCH (ACTIVE ASSIGN)	098	
	DIST NAME SEARCH (ALL ASSIGN)	099	
	NAME:		
INTERRUPT: 0	1		7
			_
TRANS:	POSITION: <u>000288</u> FISCAL YR: <u>14</u>	RQSN:	DISTRICT: <u>00001</u>
M <u>A</u> c			23/067

Access the Job History Screen

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

- 1. In the **TRANS field**, type"007.
- 2. In the **EID field**, type the **employee identification number**, e.g. GE3920504.
- 3. In the **JOB field**, type the **job number** that will be overlaid, e.g. 4.
- 4. Hit the **Enter key** on your keyboard.

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

File Edit View Communication Actions	Window Help		
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na manana ka kananga ka kanga kanga kanan kanana manan	** PER - JOB HI	STORY - UPD **	0107
GE3920504 MARCUS, ANDREA	Α.		EMPL STATUS ACTIVE
S J			PRIMARY JOB: 3
E O ACTION/ JOB	-JOB- WORK	PAY PCT-FT	SCHD STEP SAL-RATE
L B DATE CLASS POSM	SI PR LUCAIIC	IN BAS COMMENT	/RANGE/ REI-RAIE
4 13 097900 0003	99 0 D 07000	M 100 00	
07 01 13 * DISTRICT UTI		COMPLEX	2797 000
			21011000
L			
–			
-			
-			
-			
SELECT [X=DETAIL	R=RELIST M=MENU]	[A=ADD "="=COPY	D=DELETE U=AUDIT TR]
OPTIONS: [F=FORWARD	B=BACK T=TOP]	[FILTER J=JOB C:	=CLASS P=POSITION]
TRANSPORT	MUKE DATA	100. 4	
EID:	<u>GE3920504</u>	JUB: <u>4</u>	DISTRICT 00001

Job Assignment (004)

Before position number is overlaid.

File Edit View C	Communication Actions	Window Help				
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		** PER -	JOB ASSIGNMENT	- UPD **		0104
GE3920504	MARCUS, ANDREA	i A.	EFFEC	DATE: <u>07</u> 0	<u>1 13</u> ACTN	S:
					Р	RIME JOB: 1
JOB	POSITION B	OARD APPRO	DVAL CREDENT	IAL CRED	EXP DATE	ACAD RANK
4	000288	<u>05 05 1</u>	<u> </u>			
JOB CLASS	JOB TYPE JOB	STS STAT	TUS DATE JOB P	ERMANENCY	JOB FAM	CLASS ENTRY
097900	N	<u>A 07</u>	<u>01 15</u> <u>P</u> C	LASS PE		
DISTRICT UT	FILITY CUSTODI	AN				
WURK LUCHT	LUN	WO	RK PHUNE EXI			
STHPLES CUR	MPLEX CENTER					
	PASS	EVAL	EVO	RAPC		MILEAGE
DATE	PROB DATE	TYPE		UNIT	MEMBER	FLIG
07 01 14	01 01 15	A	01 01 15	CS	nenden	2210
<u></u>	<u></u>		<u> </u>			-
	LEAVE			TERM	INATION	
REASON	TYPE	BEGIN	END REASON		DATE	REHIRE ELIG
		and the second				
(002) - ENTE	ER YOUR CHANGE	S.				
TRANS: <u>004</u>	EID:	GE392050	<u>4</u> J	OB: <u>4</u>	DIST	RICT <u>00001</u>
M <u>A</u> b			NUM			02/056

After position number is overlaid.

File Edit View Communication Actions Wind	dow Help		
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**	PER - JOB ASSIGNMENT -	UPD **	0104
GE3920504 MARCUS,ANDREA A.	EFFEC DAT	E: <u>07 01 13</u> ACTN	S: <u>20</u>
		PI	RIME JOB: 3
JOB POSITION BOARD	D APPROVAL CREDENTIAL	CRED EXP DATE	ACAD RANK
4 <u>192067</u> _	_ <u>_ XXXXXX</u>	<u>55 55 55</u>	
	07 01 19 DECLOS	C DE	CLHSS ENTRY
		JFE	
TENOTERO HOOKET			
WORK LOCATION	WORK PHONE EXT		
09000			
DISTRICT OFFICE			
ANNIV PASS E	EVAL EVAL	BARG UNIT	MILEAGE
DATE PROB DATE	TYPE DUE DATE	UNIT MEMBER	ELIG
<u>99 99 99</u>		NE _	—
		DITL	KENIKE EEIG
		<u> </u>	
(001) - PLEASE REVIEW DATA ON	N SCREEN. OK TO PR <u>OCEED?</u>	Y	
TRANS: 005 EID: GE:	<u>3920504</u> JOB:	<u>4</u> DIST	RICT <u>00001</u>

Salary Pay Rate (005)

Before position number is overlaid.

File Edit View	Communication Act	ions Window H	Help				
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	ĸ	* PER - S	ALARY/PAY	RATE -UPD >	кж		0105
GE3920504	MARCUS, AND	REA A.		EFFEC DATE	E: <u>07 01 1</u>	<u>13</u> ACTNS:	
						PRIME	JOB: 3
JOB POS	ITION JOE	CLASS					
4 19	2067 080	DIOU TEACH	ERS HOURL	Y			
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CYCLE BHSI	S PHY MUS	ILL PLHN	VHC PLAN	RPT LUCN	RPT CD E	HRNINGS IYF	'ES
<u>E4 M</u>	10	<u>NH</u>	<u>NH</u>	002	1 L C		
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		. <u> </u>	<u> </u>			<u> </u>	
RETIRE RATE	O/RIDE WO	DRK DAYS	WORK CAL	WORK HRS/D	SESS TY	/PE	
2797.000	-	<u>261.U</u>	<u>B</u>	8.00	CT DC	CTDC	
DETTDEMENT			EE DOTE	DEDS COSE ST	51K5 19 19 19		
BETTREPENT.		,5 3FC C 0	1 11 07	FERS CHSE S			
	<u>10</u> 11		<u>1 11 01</u>				
(002) - ENT	ER YOUR CHAN	IGES.				5	
TRANS: 005	EI	D: <u>GE3920</u>	504	JOB:	4	DISTRICT:	00001
MA a				A			24/077

After position number is overlaid.

File Edit View C	Communication Ac	tions Window H	elp				
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	1	** PER - SA	LARY/PAY	RATE -UPD *	*		0105
GE3920504	MARCUS, AND	REA A.		EFFEC DATE	: <u>07</u> <u>01</u> <u>13</u>	<u>3</u> ACTNS: <u>1</u>	7
700 000						PRIME	JOB: 3
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SCHED/RANGE.	STEP EFF	DATE %FU	LL-TIME	CALC METH I	FULL-TIME	RATE SALAR	RY RATE
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STIPENDS:			-	-20-0			
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RETIRE RATE	0/RIDE W	ORK DAYS W	IORK CAL	WORK HRS/DY	SESS TYP	ΡE	
40.700	_	217.0	P	6.00	S		
		20			STRS	STRS	
RETIREMENT:	PLAN STAT	JS SPL EF	F DATE I	PERS CASE ST	S CLS CD	BASE HRS	
	<u>P9 M</u>	_ 01	<u>11 07</u>	a 		. 00	
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(001) - PLE	ISE REVIEW	DHIH UN SCR	EEN. UK	TOP:	1		00001
1 KHIN3: 007	E	LD: <u>GE39205</u>	004	JUB:	<u>4</u>	DISTRICT:	00001
пша				H			247008

Job History (007)

File Edit View Communi	ication Actions Window Help	p			
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	** PER	- JOB HISTORY -	UPD **		0107
GE3920504 MARC	US,ANDREA A.		EMF	PL STATUS A	ACTIVE
SJ			PRI	IMARY JOB:	3
E O ACTION/ J	OB - JOB-	WORK PAY	PCT-FT SCH	HD STEP S	SAL-RATE
L B DATE CL	ASS POSN ST PR	LOCATION BAS	COMMENT /F	RANGE/ F	RET-RATE
4 17 09	0100 100067 0 0	00000 11	100 00 5	001 07	40 700
	CHERS HOURIN	DISTRICT OFFICE	100.00 E	001 07	40 700
		00000 M	100 00 0	010 01	2797 000
	CHEDS HOUDIV	DISTRICT OFFICE	100.00 C	018 01	2797 000
4 10 00	7000 000088 0 D	07000	100 00 0	010 01	2707 000
	TRICT UTILITIV CU	STODIES COMDIEV	100.00 C	010 01 ~	2797.000
07 01 13 013	TRICI OTILITIT CO	STAFLES COMPLEX		4	
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SELECT [X=DETAIL R=RELIST	M=MENU] [A=ADD	"="=COPY D=D	DELETE U=AL	JDIT TR]
OPTIONS: [F=FORWARD B=BACK T	=TOP] [FILTE	R J=JOB C=CLA	ASS P=POSIT	ION]
(075) - LAST SCR	EEN - NO MORE DATA			M	61275
TRANS: <u>007</u>	EID: <u>GE392050</u>	<u>4</u> J	OB: <u>4</u>	DISTRICT	<u>00001</u>
MA c		A			07/001

After position is overlaid.

Navigate from Function 01 to Function 10.

File Edit	View Communication Actions Window Help		
	** PER - PERSONNEL DATA EN	TRY AN	D UPDATE - MENU ** 0100
TRANS	DESCRIPTION	TRANS	DESCRIPTION
000	PERSONNEL UPDATE MENU	019	EMPLOYMENT VERIFICATION
001	INITIAL EMPLOYMENT	020	STANDARD BENEFITS
002	NEW ASSIGNMENTS	021	ADTL. STANDARD BENEFITS
003	PERSONNEL ACTION DATA	022	DEPENDENTS BY NAME
004	JOB ASSIGNMENT (104-FUTURE)	023	VOLUNTARY DEDUCTIONS
005	SALARY/PAY RATE (105-FUTURE)	025	DIRECT DEPOSIT
006	LABOR DISTRIBUTION (106-FUTURE)	027	SSN CHANGE VERIFICATION
007	JOB HISTORY	028	SOCIAL SECURITY NUMBER CHANGE
008	JOB HISTORY - SUMMARY	030	PAYROLL TAX STATUS
010	CREDENTIAL INFORMATION INQUIRY	031	LEAVE ACCOUNT BALANCES
011	SENIORITY STATUS	032	GARNISHMENTS
012	CONTACT DATA	036	RETIREMENT BALANCES
013	CONFIDENTIAL INFORMATION	037	UNION DUES BALANCES
014	MISC PERSONAL DATA	038	REINSTATE ARCHIVED EMPLOYEE
015	EDUCATION	039	RETIREMENT PLANS
016	EXPERIENCE AND ORGANIZATION	097	COUNTY NAME SEARCH
017	SKILLS AND LANGUAGES	098	DIST NAME SEARCH (ACTIVE ASSIGN)
018	LICENSES, HONORS AND COMMENTS	099	DIST NAME SEARCH (ALL ASSIGN)
		NAME:	
INTERRU	JPT: <u>10</u>		71
TRANG			
IRANS:	EID: <u>GE3920504</u>		JUB: <u>4</u> DISTRICT: <u>00001</u>
MA t			24/077

Access the Basic Position Information Screen.

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** PC - POSITION CONTROL - MENU **	1000
-TRANSDESCRIPTION	
000 MENU . LAST POSIT	ION:
. 000287	
UPDATE INQUIRY .	
. LAST REQUIS	SITION:
001 BUILD A POSITION	
002 BASIC POSITION INFORMATION 012 . 14 000000	
003 LABOR DISTRIBUTION INFORMATION 013 . 15 000000	,
005 POSITION SKILLS INFORMATION 015	
006 REQUISITION INFORMATION 016	
INCUMBENT SUMMARY 019	
VACANT POSITION SEARCH 020	
POS CONTROL REPORT REQUESTS 028	
COUNTY NAME SEARCH 097	
DIST NAME SEARCH (ACTIVE ASSIGN) 098	
DIST NAME SEARCH (ALL ASSIGN) 099	
	00001
NO C. NUM	00001

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

File Edit View Communication Actions Window Help	
■ E E E E E E E E E E E E E E E E E E E	
** PC - BASIC POSITION INFORMATION **	1002
2014 000288 LAST CHANGE DATE 07 01 13	
JOB JOB ACADEMIC CONTROL POSI	LTION
CLASS JOB CLASS TITLE TYPE RANK METHOD UNITS	DULLARS
$\begin{bmatrix} 097900 \\ DISTRICT UTILITY CUSTODIAN \\ N \\ E \\ 2.0000 \\ -$	0.00
POSITION STATUS ACTIVE CLOSE PREV NEW	MASTER
STATUS DATE DATE DATE POSITION POSITION	POSITION
A 09 01 11 09 01 11	
	-
<pre>< INCUMBENT STATUSES > < VACANCY STATUS</pre>	SES >
AVAILABLE FILLED ACTING RESERVED ACT/RSV REQUISITIONED TOTAL	VACANT
2.0000 0.0000 0.0000 0.0000 0.0000 0.0000	2.0000
POS WORK LOC POSITION REPORT GROUP BARGE	AINING
<u>07000</u>	<u>.</u>
(002) - ENTER YOUR CHANGES.	
TRANS: 002 POSITION NUMBER: 000288 FISCAL YEAR: 14 DISTRI	ICT <u>00001</u>
MA c A	06/002

File Edit View Communication Actions Window Help	
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** PC - INCUMBENT SUMMARY	- INQ ** 1019
2014 097900 DISTRICT UTILITY SUPERVISOR	METHOD: PAY UNITS:
FYTD: HOURS DAYS PAY	DOLLAR:
	WURKJUBINCUMBENI-
NUMBER JUB NHME	LUCHIIUN CLASS SI SIAI UNIIS/\$
	00000 000100 P
GE3920504 4 MHRCUS, HNDREH H.	09000 080100 P
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(X)DETAIL, (F)ORWARD, (B)ACKWARD, (T)	OP. (E)ND. (M)ENU
TRANS: 019 POSITION 097900 FS YR 14 EID	JOB _ DISTRICT 00001
MA b	24/077

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

File Edit View Communication Actions Window He	elp				
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** PC - BASIC	POSITION	INFORMATION	V **		1002
2014 192067 TEACHERS HOURLY		LAST CHAN	NGE DATE	06 23 11	
JOB	JOB	ACADEMIC	CONTROL	POS	ITION
CLASS JOB CLASS TITLE	TYPE	RANK	METHOD	UNITS	DOLLARS
080100 TEACHERS HOURLY	C		<u>P</u>	0.0000	0.00
		DDI	- 9	NELI	MOSTED
STATUS DATE DATE	DATE	POST			POSITION
	06 30 14	1 1 1		0011101	10011101
	<u></u>	12 S			8
<pre>< INCUMBENT STATUSES</pre>		> < -	VACA	NCY STATU	SES >
AVAILABLE FILLED ACTING RES	ERVED P	ACT/RSV REC	QUISITIO	NED TOTA	L VACANT
0.0000 0.0000 0.0000	0.0000	0.0000	0.0000		0.0000
POS WORK LOC POSITION		REPO	ORT GROU	P BARG	AINING
CODE/SUB-SITE WORK LOCATION TIT	LE			U	NIT
07000 DISTRICT OFFICE		-			<u>RP</u>
	c.	DOVE	1	DOV. 6	
COMMENTS FTD HOOR	s:	DHTS:		РНТ: Ф	
0					12
(002) - ENTER YOUR CHANGES.				58. 	
TRANS: 002 POSITION NUMBER: 1	92067	FISCAL YEAR	R: <u>14</u>	DISTR	ICT <u>00001</u>
MA b	147		V2 - 11		24/077

File Edit View Communic	cation Actions Window Help			
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	** PC - INCUMBENT SUMMARY	- INQ **		1019
2014 192067 TEAC	CHERS HOURLY	METHOD: PAY	UNITS:	
FYTD: HOURS	DAYS PAY		DOLLAR:	
EID	INCUMBENT	WORKJ	OBINC	UMBENT-
NUMBER JOE	3 NAME	LOCATION CLAS	S ST STAT	UNITS/\$
GE3920504 4	MARCUS, ANDREA A.	09000 0801	00 A F	
_ VK7099864 4	ABRAMS,TINA B.	09000 0801	00 A F	
EB7605532 1	BARRETT,GLORIA A.	09000 0801	00 A F	
VN1602981 8	COMBS,SHERRI O.	09000 0801	00 A F	
PE9854838 4	CONNOLLY, VIRGINIA O.	09000 0801	00 A F	
_ SP3464647 1	DICKERSON, TONI I.	09000 0801	00 A F	
JF0186778 2	EDWARDS,SIDNEY D.	09000 0801	00 A F	
_ YQ1057847 3	FORD,CLIFFORD 0.	09000 0801	00 A F	
_ HM3859393 1	FREDERICK, ELAINE R.	09000 0801	00 A F	
_ CP5430794 4	HENSON, PAIGE E.	09000 0801	00 A F	
DA3323930 6	HICKS,GLENN I.	09000 0801	00 A F	
_ TF9571656 6	LIM,ANNIE I.	09000 0801	00 A F	
ZD6832657 6	MANNING,LEAH A.	09000 0801	00 A F	
_ EF1215455 1	MCCARTHY, BERNARD C.	09000 0801	00 A F	
_ BM6536660 1	MCLEAN,KARL C.	09000 0801	00 A F	
(X) DETAI	<pre>[L, (F)ORWARD, (B)ACKWARD, (T)</pre>	OP, (E)ND, (M)E	NU	
TRANS: 019 POSI	ITION <u>192067</u> FS YR <u>14</u> EID	JOB	_ DISTRIC	T <u>00001</u>
M <mark>A</mark> b				24/077

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Reports

Discrepancy Report Account Code Override

POSR060/PC50	6CXX/(92891		HRS POSITION CONTROL DISCREPANCY REPORT	PAGE NO. 1
RUN TIME 11:	58 PM			DISTRICT 00011-SFS TRAINING DISTRICT FISCAL YEAR 2012	RUN DATE 11/18/11
POSITION	POS STATU	[TION JS/DATE	EXCEPTI	ION CONDITION	
JOB TYPE: C	 		 		
ACCOUNTIN	ŋ				
114020-C	Ą	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019704010000" NO PCDB LABOR DISTRIBUTION ACOUNT "01040470000002140019704010000" NO	r on labor file f on labor file
117210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
124020-C	A	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019704010000" NC PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019704010000" NO	r on labor file f on labor file
127210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
131010-C	A	02/01/10	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104030000" NO	r on labor file
131708-C	A	08/01/07	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104030000" NO PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NO	r on labor file r on labor file
134020-C	A	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019704030000" NO PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019704030000" NO	r on labor file f on labor file
137210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
144020-C	R	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019705040000" NO PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019705040000" NO	r on labor file r on labor file
151112-C	A	02/01/09	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104050000" NO	r on labor file
151119-C	A	12/01/10	0702	PCDB LABOR DISTRIBUTION ACOUNT "01032050000003110012104050000" NO	r on labor file
151400-C	A	08/01/04	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104050000" NO	T ON LABOR FILE
151709-C	A	08/01/08	0702	PCDB LABOR DISTRIBUTION ACOUNT "010582100111001000011304050000" NO	T ON LABOR FILE
153059-C	A	03/01/05	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019705040000" NO PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019705040000" NO	r on labor file r on labor file
154020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACOUNT "010582100111001000011304050000" NO	T ON LABOR FILE
157059-C	A	07/01/05	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
157210-C	A	07/01/11	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NO	r on labor file
171111-C	A	06/01/06	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NO	r on labor file
171304-C	Ą	09/01/02	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "01040450000002140019705040000" NO PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019705040000" NO	r on labor file f on labor file
POSR085	/PC5685XX/122794	HRS ACCOUNT CODE OVERRIDI	DE LIST	PAG	I NO. 1 h
---------	---	---	----------------------------	---	-------------------------------------
RUN TIM	E 12:02 AM	DISTRICT 00011 - SFS TRAINING DISTRI	LCT	FISCAL YEAR 2006 RUN	DATE 10/12/05
FOSN #	EMPLOYEE NAME	FOS ACCOUNT DISTRIBUTION JOB JOB TITLE		FUB ACCOUNT DISTRIBUTION	
000174	DUNBAR, COOKIE	FUND RSC/PYR GOAL FUNC OBJ SCH/LOC I 1 TEACHER ASSISTANT	PERCENT	FUND RSC/PYR GOAL FUNC OBJ SCH/L	OC PERCENT
	AA3333333	01.9-11300.0-18300-00000-1130-0004000 03.9-25900.0-60000-00000-1130-0004000	50.000 50.000	03.9-25900.0-60000-00000-1130-00040 03.9-25900.0-74000-00000-1130-00040)0 66.000)0 34.000
000219	GALLEGOS, HELEEN	2 CLERK TYPIST			
	(())	01.9-24900.0-53000-00000-2310-0008000	100.000	01.9-11300.0-18000-00000-2120-00030	00 100.000
000981	NANCE, DAVID	9 TEACHER			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	01.9-31900.0-84000-00000-1510-0005000 03.9-25900.0-60000-00000-1520-0005000 03.9-25900.0-74000-00000-1520-0005000	50.000 35.000 15.000	01.9-31900.0-84000-00000-1520-00250 03.9-25900.0-60000-00000-1520-00050 03.9-25900.0-74000-00000-1520-00050	00 50.000 00 35.000 00 15.000
866000	CANE, DOLLY FR666666	6 TECHNOLOGY COORDINATOR 01.9-40000.0-86900-00000-1910-0029000	50.000		
		01.9-40000.0-86900-00000-1910-0029000 01.9-40000.0-86900-00000-1910-0029000 01.9-40000.0-86900-00000-1910-0029000	50.000 50.000 50.000		
001003	RUIZ,VICTOR KARL QQ222222	4 CLERK TYPIST		66666-66666-66666-66666-666666-66666666	99 100.000
001026	JUAREZ, BENJAMIN GG777777	3 CASE MANAGER		66666-6666-66666-6-66666-6-6-66666-6-6-6	99 100.000

10/11/2022

SECTION III.

PCDB REPORTS

Position Change Register (POSR030)

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

Report Organization

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

POSR030/PC503CXX/100	391	POSITI	ON CHANGE REPORT		PAGE NO. 1
RUN TIME 11:55 PM POSITION NUM 	ELEM NO	DISTRICT 00011-SFS TRAINI ELEM NAME	NG DISTRICT FISCAL Y OLD VALUE	EAR 2012 NEW VALUE 	RUN DATE 08/18/11
JOB TYPE: N					
2012-231017 FS16	0007 0103	SEG01 CHG DATE CNTL FTE	06/23/2011 0001.0000	08/18/2011 0000.5000	
JOB TYPE: C					
2012-137001 FS16	00070104	SEG01 CHG DATE CNTL DOLLAR	06/23/2011 0000000.00	08/18/2011 0004000.00	
JOB TYPE: N					
2012-211020 FS16	0007 0103	SEG01 CHG DÀTE CNTL FTE	06/23/2011 0006.0000	08/18/2011 0005.0000	
2012-281028 FS16	0007 0104	SEG01 CHG DATE CNTL DOLLAR	06/23/2011 0000000.00	08/18/2011 0002000.00	

Position Control Discrepancy Report (POSR060)

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

- EDB Jobs exceed the position FTE allocation (FTE POSITIONS ONLY)
- Year-To-Date Pay, Hours or Days is over 80% of the position allocation *
- Year-To-Date Pay, Hours or Days exceeds the position allocation *
- EDB Jobs on "hold", "frozen", or "closed" positions
- Employee not on PCDB
- Position number not on PCDB
- PCDB Labor Distribution not on Labor File
- EDB Labor Distribution "99-99999-99999999999999999" (error account)
- Incomplete PCDB missing Labor Distribution
- EDB Job Class: PCDB Mismatch
- EDB Work Location, PCDB Work Location Mismatch
- PCDB Labor Distribution Account inactive/deleted on Labor File

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

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

Report Organization

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

- Accounting
- EDB
- Urgent
- Fatal

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

POSR060/PC50	6CXX/(92891		HRS POSITION CONTROL DISCREPANCY REPORT	PAGE NO. 1
RUN TIME 11:	58 PM			DISTRICT 00011-SFS TRAINING DISTRICT FISCAL YEAR 2012	RUN DATE 11/18/11
POSITION	POS. STATU	TION JS/DATE	EXCEPTI	ION CONDITION	
JOB TYPE: C	 		 		
ACCOUNTIN	IJ				
114020-C	A	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019704010000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019704010000" NOT ON LAE	OR FILE OR FILE
117210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
124020-C	A	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019704010000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019704010000" NOT ON LAE	OR FILE OR FILE
127210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
131010-C	A	02/01/10	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104030000" NOT ON LAE	OR FILE
131708-C	A	08/01/07	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104030000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NOT ON LAE	OR FILE OR FILE
134020-C	A	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019704030000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019704030000" NOT ON LAE	OR FILE OR FILE
137210-C	A	07/01/11	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
144020-C	A	07/01/10	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019705040000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019705040000" NOT ON LAE	OR FILE OR FILE
151112-C	A	02/01/09	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104050000" NOT ON LAE	OR FILE
151119-C	A	12/01/10	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500000003110012104050000" NOT ON LAE	OR FILE
151400-C	A	08/01/04	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104050000" NOT ON LAE	OR FILE
151709-C	A	08/01/08	0702	PCDB LABOR DISTRIBUTION ACOUNT "010582100111001000011304050000" NOT ON LAE	OR FILE
153059-C	A	03/01/05	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019705040000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019705040000" NOT ON LAE	OR FILE OR FILE
154020-C	A	07/01/10	0702	PCDB LABOR DISTRIBUTION ACOUNT "010582100111001000011304050000" NOT ON LAE	OR FILE
157059-C	A	07/01/05	0701	INCOMPLETE PCDB; LABOR DISTRIBUTION MISSING	
157210-C	A	07/01/11	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NOT ON LAE	OR FILE
171111-C	A	06/01/06	0702	PCDB LABOR DISTRIBUTION ACOUNT "010320500111001000011104160000" NOT ON LAE	OR FILE
171304-C	A	09/01/02	0702 0702	PCDB LABOR DISTRIBUTION ACOUNT "010404500000002140019705040000" NOT ON LAE PCDB LABOR DISTRIBUTION ACOUNT "010404700000002140019705040000" NOT ON LAB	OR FILE OR FILE

Account Override List Report (POSR085)

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

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

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

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

Report organization

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

POSR085	/PC5685XX/122794	HRS ACCOUNT CODE OVERRIDE	E LIST	PAG	E NO. 1 1	д
RUN TIM	E 12:02 AM	DISTRICT 00011 - SFS TRAINING DISTRI	ICT	FISCAL YEAR 2006 RUN	DATE 10/12/05	
FOSN #	EMPLOYEE NAME	FOS ACCOUNT DISTRIBUTION Job Job Title		EDB ACCOUNT DISTRIBUTION		
000174	DUNBAR, COOKIE	FUND RSC/PYR GOAL FUNC OBJ SCH/LOC F 1 TEACHER ASSISTANT	PERCENT	FUND RSC/FYR GOAL FUNC OBJ SCH/I	OC PERCENT	
	AA000000	01.9-11300.0-18300-00000-1130-0004000 03.9-25900.0-60000-00000-1130-0004000	50.000 50.000	03.9-25900.0-60000-00000-1130-0004C 03.9-25900.0-74000-00000-1130-0004C	00 66.000 00 34.000	
000219	GALLEGOS, HELEEN	2 CLERK TYPIST				
	666666000	01.9-24900.0-53000-00000-2310-0008000 1	100.000	01.9-11300.0-18000-00000-2120-00030	00 100.000	
000981	NANCE, DAVID	9 TEACHER				
	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	01.9-31900.0-84000-00000-1510-0005000 03.9-25900.0-60000-00000-1520-0005000 03.9-25900.0-74000-00000-1520-0005000	50.000 35.000 15.000	01.9-31900.0-84000-00000-1520-00250 03.9-25900.0-60000-00000-1520-00050 03.9-25900.0-74000-00000-1520-00050	00 50.000 00 35.000 00 15.000	
866000	CANE, DOLLY FR666666	6 TECHNOLOGY COORDINATOR 01.9-40000.0-86900-00000-1910-0029000	50.000			
		01.9-40000.0-86900-00000-1910-0029000 01.9-40000.0-86900-00000-1910-0029000 01.9-40000.0-86900-00000-1910-0029000	50.000 50.000 50.000			
001003	RUIZ,VICTOR KARL QQ2222222	4 CLERK TYPIST				
				366666666666666666666666666666666666666	99 100 . 000	
001026	JUAREZ, BENJAMIN GG777777	3 CASE MANAGER		999999.9-99999-99999-99999-99999	99 100.000	

10/11/2022

	1. POSITION N	UMBER		2. REQUISIT	ION NUMBER			11	VPUT B	DISTRICT NO E	ISTRIC	T NAME		
									JTPUT					
	4. REQUISITION E	DATE FILED	5. REQUISITI	ON STATUS	6. FULL TIME EQ	UIVALENT	7. DOLLAR	CONTROL	8. WORI	K LOCATION	WO	RK LOCATION	TITLE	
). REQUISITION N	IANAGER NA	ME				10. F	REQUESITION CO	NTACT NU	MBER				
	11 REQUISITION	REQUESTED	NAME				12 REQUES	STED STAT DATE) 13 REQ		TE 1		MANENT	
	15. PERSONNEL I	REQUISITION	COMMENTS	;										
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-		STATUS D	ATE			CLOSE DA	ATE					NE	EW POSITION	
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-	OMMENTO /25 O		MAX											
	OWINE N 15 (75 CI	IANAG IERS	WPV()											
					POS	SITION LAB	OR DISTR		TA					
D	RESOURCE	GOAL	FUNC	OBJ	LOCATION	PERCENT	FUN	O RESOURCE	GOAL	FUNC	OB.	J LOCAT	ION PE	RCEN
110	36.	37.	38.	39.	40.	41.	119.	120.	121.	122.	123.	124.	125.	
	42	44	45	46	47	48	106							
	43.	44.	45.	40.		40	11/0	127	128	129	130	131	132	
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		51.	52.	53.	54.	55.	133.	127.	128. 135.	129. 136.	130.	131.	132.	
	57.	51. 58.	52.	53. 60.	54. 61.	55. 62.	133.	127. 134. 141.	128. 135. 142.	129. 136. 143.	130. 137. 144.	131. 138. 145.	132. 139. 146.	
	57.	51.	52. 59.	53. 60.	54. 61.	55. 62.	120.	127. 134. 141.	128. 135. 142.	129. 136. 143.	130. 137. 144.	131. 138. 145.	132. 139. 146.	
	57. 64.	51. 58. 65.	52. 59. 66.	53. 60. 67.	54. 61. 68.	55.62.69.	128. 133. 140. 147.	127. 134. 141. 148.	128. 135. 142. 149.	129. 136. 143. 150.	130. 137. 144. 151.	131. 138. 145. 152.	132. 139. 146. 153.	
	57. 64. 71.	51. 58. 65. 72.	52. 59. 66. 73.	60. 67. 74.	54.61.68.75.	55.62.69.76.	128. 133. 140. 147. 154.	127. 134. 141. 148. 155.	128. 135. 142. 149.	129. 136. 143. 150. 157.	130.137.144.151.158.	131. 138. 145. 152. 159.	132. 139. 146. 153. 160.	
	57. 64. 71.	51. 58. 65. 72.	52. 59. 66. 73.	53. 60. 67. 74.	54. 61. 68. 75.	55. 62. 69. 76.	128. 133. 140. 147. 154.	127. 134. 141. 148. 155.	128. 135. 142. 149.	129. 136. 143. 150. 157.	130.137.144.151.158.	131. 138. 145. 152. 159.	132. 139. 146. 153. 160.	
	57. 64. 71. 78.	 51. 58. 65. 72. 79. 	52. 59. 66. 73. 80.	53. 60. 67. 74. 81. 81.	54. 61. 68. 75. 82.	 55. 62. 69. 76. 83. 	120. 133. 140. 147. 154. 161.	127. 134. 141. 148. 155. 182.	128. 135. 142. 149. 156.	129. 136. 143. 150. 157. 164.	 130. 137. 144. 151. 158. 165. 	131. 138. 145. 152. 159. 166.	132. 139. 146. 153. 160. 167.	
	57. 64. 71. 78.	51. 58. 65. 72. 79.	52. 59. 66. 73. 80. 87.	60. 67. 74. 81.	54. 61. 68. 75. 82. 89.	55. 62. 69. 76. 83.	120. 133. 140. 147. 154. 154. 161. 168.	127. 134. 141. 148. 155. 162. 169.	128. 135. 142. 149. 156. 163. 170.	129. 136. 143. 150. 157. 164. 171.	 130. 137. 144. 151. 158. 165. 172. 	131. 138. 145. 152. 159. 166. 173.	132. 139. 146. 153. 160. 167. 174.	
	57. 64. 71. 78. 85.	51. 58. 65. 72. 79. 86.	52. 59. 66. 73. 80. 87.	53. 60. 67. 74. 81. 88.	54. 61. 68. 75. 82. 89.	55. 62. 69. 76. 83. 90.	120. 133. 140. 147. 154. 161. 168.	127. 134. 141. 148. 155. 162. 169.	128. 135. 142. 149. 156. 163. 170.	129. 136. 143. 150. 157. 164. 171.	130. 137. 144. 151. 158. 165. 172.	131. 138. 145. 152. 159. 166. 173.	132. 139. 146. 153. 160. 167. 174.	
	57. 64. 71. 78. 85. 92.	51. 58. 65. 72. 79. 86. 93.	52. 59. 66. 73. 80. 87. 94.	53. 60. 67. 74. 81. 88. 95.	54. 61. 68. 75. 82. 89. 96.	55. 62. 69. 76. 83. 90. 97.	120. 133. 140. 147. 154. 161. 168. 161.	127. 134. 141. 148. 155. 162. 169. 162.	128. 135. 142. 149. 156. 163. 170. 163.	129. 136. 143. 150. 157. 164. 171. 164.	130. 137. 144. 151. 158. 165. 172. 165.	131. 138. 145. 152. 159. 166. 173. 166.	132. 139. 146. 153. 160. 167. 174. 167.	
	57. 64. 71. 78. 85. 92.	51. 58. 65. 72. 79. 86. 93.	52. 59. 66. 73. 80. 87. 94.	53. 60. 67. 74. 81. 88. 95.	54. 61. 68. 75. 82. 89. 96.	55. 62. 69. 76. 83. 90. 97.	120. 133. 140. 147. 154. 161. 168. 161.	127. 134. 141. 148. 155. 162. 169. 162.	128. 135. 142. 149. 156. 163. 163. 163.	129, 136. 143, 150, 157, 164, 171, 164,	130. 137. 144. 151. 158. 165. 172. 165.	131. 138. 145. 152. 159. 166. 173. 166.	132. 139. 146. 153. 160. 167. 174. 167.	
	57. 64. 71. 78. 85. 92. 99.	51. 58. 65. 72. 86. 93. 100.	52. 59. 66. 73. 80. 94. 101.	53. 60. 67. 74. 81. 88. 95. 102.	54. 61. 68. 75. 82. 89. 96. 103.	55. 62. 69. 76. 83. 90. 97. 104.	120. 133. 140. 147. 154. 161. 168. 161. 182.	127. 134. 141. 148. 155. 162. 169. 162. 163.	128. 135. 142. 149. 156. 163. 163. 184.	129. 136. 143. 150. 157. 164. 171. 164. 185.	130. 137. 144. 151. 158. 165. 172. 165. 186.	131. 138. 145. 152. 159. 166. 173. 166. 187.	132. 139. 146. 153. 160. 167. 174. 167. 188.	
	57. 64. 71. 78. 85. 92. 99. 106.	51. 58. 65. 72. 79. 86. 93. 100. 107.	52. 59. 66. 73. 80. 87. 94. 101.	53. 60. 67. 74. 81. 95. 102.	54. 61. 68. 75. 82. 89. 96. 103. 110.	55. 62. 69. 76. 83. 90. 97. 104.	120. 133; 140. 147. 147. 154. 161. 168. 166. 161. 182. 189.	127. 134. 141. 148. 155. 162. 169. 162. 162. 183. 190.	128. 135. 142. 149. 156. 163. 163. 184. 191.	129. 136. 143. 150. 157. 164. 171. 164. 185. 192.	130. 137. 144. 151. 158. 165. 172. 165. 186. 193.	131. 138. 145. 152. 159. 166. 173. 166. 187. 194.	132. 139. 146. 153. 160. 167. 174. 167. 188. 195.	
	57. 64. 71. 78. 85. 92. 99. 106.	51. 58. 65. 72. 79. 86. 93. 100. 107.	52. 59. 66. 73. 80. 87. 94. 101. 108.	53. 60. 67. 74. 81. 95. 102. 109.	54. 61. 68. 75. 82. 89. 96. 103. 110.	55. 62. 69. 76. 83. 90. 97. 104. 111.	120. 133. 140. 147. 154. 161. 168. 161. 182. 189.	127. 134. 141. 148. 155. 162. 169. 162. 183. 190.	128. 135. 142. 149. 156. 163. 163. 163. 184. 191.	129, 136. 143, 150, 157, 164, 171, 164, 185, 192,	130. 137. 144. 151. 158. 165. 172. 165. 186. 193.	131. 138. 145. 152. 159. 166. 173. 166. 187. 194.	132. 139. 146. 153. 160. 167. 174. 167. 188. 195.	
	57. 64. 71. 78. 85. 92. 99. 106. 113.	51. 58. 65. 72. 79. 86. 93. 100. 1114.	52. 59. 66. 73. 80. 94. 101. 108. 115.	53. 60. 67. 74. 81. 95. 102. 109. 116.	54. 61. 68. 75. 82. 89. 96. 103. 110. 117.	 55. 62. 69. 76. 83. 90. 97. 104. 111. 118. 	120. 133. 140. 147. 154. 154. 161. 168. 161. 182. 189. 196.	127. 134. 141. 148. 155. 162. 169. 162. 183. 190. 197.	128. 135. 142. 149. 156. 163. 163. 163. 184. 191. 198.	129. 136. 143. 150. 157. 164. 171. 164. 185. 192. 199.	130. 137. 144. 151. 158. 165. 172. 165. 186. 193. 200.	131. 138. 145. 152. 159. 166. 173. 166. 187. 194. 201.	132. 139. 146. 153. 160. 167. 174. 167. 188. 195. 202.	

FORM REQU (REV. 02-19-2001)

SECTION IV.

BULLETIN – POSITION CONTROL PLANNING



INFORMATIONAL BULLETIN # 4572

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

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

May 4, 2017

- To: Business, Payroll and Personnel Administrators HRS District Coordinators Selected Los Angeles County School and Community College Districts
- From: Laura Gutierrez, HRS Coordinator Employee Services Section District Personnel Information Services Division of School Financial Services
- Subject: 2017-2018 Position Control Planning

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

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

July 10, 2017Position Control Database is functional

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

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

Serving Students - Supporting Communities - Leading Educators

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

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

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

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

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

LG:rh Attachment

SFS-A50-2016-2017



Division of School Financial Services Position Control Database (PCDB)

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

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

- Select 2016-2017 PCDB information in Function 10 with the Position Status A: Active will be copied to establish the 2017-2018 PCDB.
- Any position number that indicates "C" Closed or "S" Closing in the Position Status Field Screen 10/002 (through June 30, 2017) will not be copied to the 2017-2018 PCDB.
- Once the **2017-2018** PCDB is established, districts may begin making changes, such as account additions, changes and deletions. Changes that affect both the **2016-2017** and the **2017-2018** PCDB's **must be** updated in **both** years.
- The **2016-2017** PCDB file will remain in effect until July 7, 2017. Until then, two sets of Discrepancy Reports (**2016-2017 and 2017-2018**) will be produced by the system.
- Until the "roll" on July 7, 2017, the fiscal year **2016-2017** *Daily Discrepancy Report* will display for each employee the message, "Employee not on PCDB." **Districts should ignore this message**. This message will go away when the copied file rolls in to establish the **2017-2018** file.

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

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

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

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

- If changes have been made in the **2017-2018** PCDB to Func 10, Trans 003 Labor Distribution, the EDB will be updated with the new account number, Func 01, Trans 006 Labor Distribution, on the night of the "roll." It will include the EDB Labor accounts that have the following message, "Position Control Distribution is Overridden." The jobs that have been terminated will have the message, "Job Terminated No Pos. Ctrl. Check." A *Change Register* and *Employee Information Report* (EIR) will be produced from the EDB, and a *Change Register* and *Position Profiles* will be produced from the PCDB.
- The districts that have comments in the Comment Field on screen 10/002 on their 2016-2017 files will not see these comments on their 2017-2018 files when the files become available. These comments are saved in a separate file until the files are copied over to the new fiscal year. The comments will be loaded back in on July 8, 2017.
- Districts are advised to carefully review the PeopleSoft Account File to make sure that all possible labor accounts to be used in the next fiscal year are included in the file before it is sent to LACOE for the upload in PeopleSoft. By July 1, 2017, the Account File will be loaded in PeopleSoft. Until that happens, the position control process will not be able to validate the accounts. The daily discrepancy report (POSR060) will display a discrepancy message, "Labor account not on file." Districts should ignore this message until the Account File is uploaded in PeopleSoft. The message will go away after the Account File is uploaded and the system is able to validate the labor accounts.

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

SECTION V.

PCDB PRINTED FORMS

Position Profile Form

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

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

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

- (002) Basic Position Information
- (003) Labor Distribution
- (004) Position Financial Information

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

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

_	1. POSITION NUME	BER										STRICT NO	DISTR	RICT NAME		
FO	2005	000	026							OUT	PUT	00001	SFS	TRAIN	NING D	ISTRICT
	2. JOB CLASS	3. JOB CLA	SS TITLE			4. J	OB TYPE	5. ACADEMIC	RANK	6. CONTROI	L METHOD	7. POSITIC	N FTE		8. POSITIC	N DOLLARS
0	001000	TEAC	HER				С			FT	Е	2	9.00	0		
SIT	9. POSITION STATUS	10. STATU	S DATE		1	1. ACTIVE	DATE		12. CLC	DSE DATE		1	4. PREV	POSITION	15. NC	E POSITION
PO	ACTIVE	04 1	0 1996	5		04 1	0 1996									
ASIC	16. WORK LOCATI CODE 00005	ON SUB-SIT	E 17. WOF FE	RK LOCATIO	N TITLE					18. REPORT -A	GROUP	-	3-	19. BA	ARGAINING LT	UNIT
002 B	20. COMMENTS (7	5 CHARACTE	RS MAX)													
ND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH	H/LOC	PERCENT	FUNE	RES	RCE/PRJYR	GOAL	FUNC	OB	IJ	SCH/LOC	PERCI
1.9	22. 11300.0	^{23.} 18000	24.	^{25.} 1110	26.	5000	100.0	105.	106.		107.	108.	109	. 11	0.	111.
_	29.	30.	31.	32.	33.		34.	112.	113.		114.	115.	116	. 11	7.	118.
	36.	37.	38.	39.	40.		41.	119.	120.		121.	122.	123	. 12	4.	125.
	43.	44.	45.	46.	47.		48.	126.	127.		128.	129.	130	. 13	1.	132.
	50.	51.	52.	53.	54.		55.	133.	134.		135.	136.	137.	. 13	8.	139.
	57.	58.	59.	60.	61.		62.	140.	141.		142.	143.	144.	. 14	5.	146.
	64.	65.	66.	67.	68.		69.	147.	148.		149.	150.	151.	. 15	2.	153.
	71.	72.	73.	74.	75.		76.	154.	155.		156.	157.	158	. 15	9.	160.
	78.	79.	80.	81.	82.		83.	161.	162.		163.	164.	165	. 16	6.	167.
	85.	86.	87.	88.	89.		90.	168.	169.		170.	171.	172.	. 17	3.	174.
	92.	93.	94.	95.	96.		97.	175.	176.		177.	178.	179.	. 18	0.	181.
	99.	100.	101.	102.	103.		104.	182.	183.		184.	185.	186.	18	<i>(</i> .	188.
	190. PAY BASIS	191. ENCUM	B OPTION	192. BUDGE	ET MONT	HS 19	3. WORK CALEN	IDAR 194. P		T FULL-TIME	195. SCHEE)/RANGE/ST	EP	196. BUDG		CREASE DATE
z	141		P	11	.000		A	STIPENDS	100.	00	C 00	2 03		01 (JI 000.	<u> </u>
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INFO	203. MILEAGE PLAI	N	204. RETI	REMENT PL S 5	AN	205. BEN	LT	206. BENEFI	0 0 0	THS	207. AD	DL CONTRI	BUTION	PDG. 208	ADDL CONT	RIBUTION MONT
IAL						тот	AL BUDGET	ALLOCATIC	N BR	EAKDOWI	N					
ANC									MON	THLY				AN	NUAL	
FIN		SA	ALARY													
TION		ST	RS/PER	S/OASDI/I	MEDI											
OSI		BE	ENEFIT P	ACKAGE												
04 P		A		AL CONTR	RIBUTIC	ON PAC	KAGE									
0																

FORM PROFILE (04-09-01)

_	1. POSITION NUME	BER									DIS	TRICT NC	DISTRIC	T NAME		
FO	2005	000	688							OUT	PUT	00001	SFS T	RAINI	NG DI	STRICT
Ę	2. JOB CLASS	3. JOB CLA	ASS TITLE			4. JOB TYPE	5. ACA	DEMIC	RANK	6. CONTROL	METHOD	7. POSIT	ION FTE	8	. POSITION	DOLLARS
õ	001000	TEAC	HER			С				FT	E		40.000			
SIT	9. POSITION STATUS	10. STATU	S DATE		11. A	CTIVE DATE		2	12. CLC	DSE DATE			14. PREV PC	DSITION	15. NOE	POSITION
Ö	ACTIVE	05 0	1 1997	1	0	5 01 1997										
ASIC	16. WORK LOCATI CODE 00003	ON SUB-SI	TE 17. WOR	K LOCATIO	N TITLE					18. REPORT -A	GROUP		-В-	19. BAR	GAINING U	NIT
002 B/	20. COMMENTS (7	5 CHARACTE	ERS MAX)													
ND	RESRCE/PRJYR	GOAL	FUNC	OBJ	SCH/LC	C PERCE	INT	FUND	RES	RCE/PRJYR	GOAL	FUNC	OBJ	SC	CH/LOC	PERC
1.9	22. 11400.0	^{23.} 10000	24. 00000	^{25.} 1110	^{26.}	27. 00 100	.000	105.	106.		107.	108.	109.	110.		111.
	29.	30.	31.	32.	33.	34.		112.	113.		114.	115.	116.	117.		118.
	36.	37.	38.	39.	40.	41.		119.	120.		121.	122.	123.	124.		125.
	43.	44.	45.	46.	47.	48.	1	126.	127.		128.	129.	130.	131.		132.
	50.	51.	52.	53.	54.	55.	1	133.	134.		135.	136.	137.	138.		139.
	57.	58.	59.	60.	61.	62.	1	140.	141.		142.	143.	144.	145.		146.
	64.	65.	66.	67.	68.	69.	1	147.	148.		149.	150.	151.	152.		153.
	71.	72.	73.	74.	75.	76.	1	154.	155.		156.	157.	158.	159.		160.
	78.	79.	80.	81.	82.	83.	1	161.	162.		163.	164.	165.	166.		167.
	85.	86.	87.	88.	89.	90.	1	168.	169.		170.	171.	172.	173.		174.
	92.	93.	94.	95.	96.	97.	1	175.	176.		177.	178.	179.	180.		181.
	99.	100.	101.	102.	103.	104.	1	182.	183.		184.	185.	186.	187.		188.
	190. PAY BASIS	191. ENCUM	IB OPTION	192. BUDGE	ET MONTHS	193. WORK CAL	ENDAR	194. PI	ERCENT	FULL-TIME	95. SCHED	/RANGE/S	TEP 196	BUDGET	STEP INC	REASE DATE
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FORM PROFILE (04-09-01)

Position Requisition Form

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

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

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

- (006) Position Requisition Information
- (002) Basic Position Information
- (003) Labor Distribution

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

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

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FORM REQU (REV. 02-19-2001)