

Position Information

Path: Human Resources/Data Entry/Position Information

Position Information provides the ability to enable complete position control throughout your organization. You can use this feature to track the flow of hiring and firing of employees. One or multiple employees can be assigned to one position. You can also link a position to a specific building or department.

Position Information							
Search ▾							
Drag a column header here to group by that column.							
Position ID	Position Name	Department	Position Group	Employee Group	Earning Method	Position FTE	Position Vacancy
1	Math Teacher	MATH	TCH	TCH	Contractual	1.00	0.00
2	Food Svc Helper	FS	CSEA	FOOD	Hourly	1.00	0.00
4	District Superintendent	ADMIN	ADMIN	ADMIN	Contractual	1.00	0.00
5	Bus Driver	TRANS	CSEA	BUSDR	Annualized	1.00	0.00
6	Social Studies Teacher	SOC	TCH	TCH	Contractual	1.00	0.00
7	Asst Supt of Business	ADMIN	ADMIN	ADMIN	Contractual	1.00	0.00
8	Payroll Clerk	BUSOF	ADMIN	CONF	Contractual	1.00	0.00
9	English Teacher	ENG	TCH	TCH	Contractual	1.00	0.00
10	English Teacher	ENG	TCH	TCH	Contractual	1.00	0.00

To add a new position

- Click **New Record**.
- Enter following information into top portion:
 - **Position ID** - This system-generated number identifies the position. Upon save of a new record, the position ID number is assigned.
 - **Position Name** - Enter the name (up to 100 characters) of this position.
 - **Position Group** - Select position group or press the Add button to add a new position group record.
 - **Department** - Select departments or press the Add button to add a new department.
 - **Employee Group** - Select employee group or press the Add button to add a new employee group record.
 - **EEOC Type** - Select the appropriate EEOC type for this position.
 - **Earning Method** - Select the earning method (Contractual, Annualized, Daily, Hourly, Supplemental).
 - **Board Start Date** - Enter the board start date for this position.
 - **Board End Date** - Enter the board end date for this position.
 - **Position FTE** - Enter the FTE percentage for this position. Every position record represents one FTE.
 - **Hours per Day** - Enter the standard number of hours per day worked by individuals in this position. This amount defaults in the Standard Hours field when entering an appointment.
 - **Days per Year** - Enter the length of the contract year in days. This amount is the total normal number of working days for this employee type in the fiscal year. This amount defaults in the Standard Days field when entering an appointment type.
 - **Hours per Year** - This field defaults to the amount of Hours per Day times the Days per Year.
 - **Vacancy Salary** - If nobody is currently filling a position, enter a salary in order to budget for this position.
 - **Vacancy** - This display-only field indicates whether somebody is actually filling this position.
- **Budget Account Tab**
 - Click in the Account field and select the appropriate account code(s). Enter the Percentage and the allocation for the budget code. Type in any memo or notes. Continue to add more budget account codes until the total allocation is 100%.
- **Buildings**
 - Enter building codes which should be attached to position. Then indicate the percentage allocation for this position in each building. Type in any memo or notes. Flag the default building for the position. Continue to add more building codes until the total allocation is 100%.

- **Position Description**
 - Enter a description of this position. Customize the look of the text as needed by using the formatting and editing options provided in the toolbar.
- **Position Requirements**
 - Enter any specific requirements for the position. Customize the look of the text as needed by using the formatting and editing options provided in the toolbar.
- **Occupants**
 - Used to display a listing of the employee(s) who currently holds this position. The information on this folder is for review purposes only.
- **Occupant History**
 - Used to display a listing of the employee(s) who are currently hold this position, as well as those employees who have held this position in the past. The information on this folder is for review purposes only.
- **Civil Service Requirements**
 - Enter in the Civil Service Code field. The Civil Service Title defaults based on the code selected. Type in any memo or notes.
- **Certification Requirements**
 - Enter in the Certification Code field. The Certification Description defaults based on the code selected. Type in any memo or notes.
- **Degree Requirements**
 - Enter in the Degree Code field. The Degree Description defaults based on the code selected. Type in any memo or notes.
- **License Requirements**
 - Enter in the License Name field. The License Description defaults based on the code selected. Type in any memo or notes.
- **Health Requirements**
 - Enter in the Health Event Code field. The Health Event Name defaults based on the code selected. Type in any memo or notes. Check the box if this event is required. If the event is required by a specific date, enter the next due date.
- **Save** the record.