**Position vs Non-Position Control**

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| --- | --- | --- |
| Task | Position Controlled | Non-Position Controlled |
| Appointment maintenance | List of fields controlled by position including building and budget code; must be maintained at position level and cannot be changed at employee appointment level. | Manual entry of all appointment fields. |
| Pro- central location; defaults for new employees; consistent data entry for all employees past and future. | Pro - Allows more flexibility for data entry; less steps |
| Con – more steps for employee maintenance | Con – risk of mistakes; less consistency. |
| Buildings | Assigned at position level | Manually attached |
| Seniority record | If area type set as “tenure on position, seniority record auto created. | Seniority record must be manually created. (user must remember to create!) |
| Vacancies | Recommended that vacancy exits in position first before attaching position – system prompts. | No prompts for surpluses or over staffing of positions |
| Reporting | Historical reports of position occupants; FTE counts by depts and buildings | Reporting by employee group only |

**Position Control**

**\*Appointment Fields**

* Earning Method
* EEOC Type
* Tax Method
* Frequency
* ERS Standard Hours
* Area type (Civil Service, Tenure)
* Standard Days
* Standard ours
* Standard Hrs/Yr

**Non-Position Control**

**\*Appointment Fields**

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