

## PS9018 – Position Table

Required table for the Position Control module. Codes maintained by users.

Use this screen to enter or view full-time equivalent information about positions associated with an authorized budget. Position codes are stored in the Position Master (POS-M) data set. The budget is stored in the Budget File in the Financial Management System (FMS).

The information in the Position Table is used to edit (validate) authorized positions and related budgets against job information and to report discrepancies. Position information is also used in Salary Forecasting for vacant positions and positions for which the incumbent is not filling the full, authorized position term.

Before you can add a position on the Position Table, its associated job classification must be entered on the Job Class Table (PS9004). Optional values can be entered in the Department(s) and Position Calendar fields only after they have been entered on the Department Table (PS9006) and Employee Calendar Table (PS9019) respectively.

To obtain a complete listing position codes, run DataExpress procedure PS9018R (from the Group Inform and Account PLIB).

### User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Position Number
KEY2	Leave blank
KEY3	Enter a Fiscal Year

### Displaying Position Information

When you display a position on the Position Table, the employee currently holding the position is identified in the Incumbent Name and ID field if all the following conditions are met:

- The Position Number entry on the Position Table matches the Position Number entry for the employee on the Job Status Screen (PS0002).
- On the Employee Status Screen (PS0001), the Employee Status entry for the employee is active.
- The Job End Date entry associated with the position on the Job Account Screen (PS0003) is not less than the current date.

If more than one employee holds the position, the Incumbent Name field contains **Multiple Assignment** and the ID field is blank.

The Position Table is displayed with the fiscal year budget, permanent budget, and temporary budget (if any) when both of the following conditions are met:

- The fiscal year (YYYY) is entered in KEY3.

- The Position Number entry on the Position Table matches the Position Number entry on the Operating Budget Update Screen (BA1001).

### Data Field List

<a href="#">(Fiscal Year)</a> (Key3)	<a href="#">Position Term</a>
<a href="#">Position Number</a>	<a href="#">Total Pct Full-Time</a>
<a href="#">Position Status</a> (required)	<a href="#">Annual Contract Amount</a>
<a href="#">Position Type</a> (required)	<a href="#">Contract Units</a>
<a href="#">Incumbent Name</a> (display only)	<a href="#">Department(s)</a>
<a href="#">ID</a> (display only)	<a href="#">Position Calendar</a>
<a href="#">Job Class</a> (required)	<a href="#">Comment</a>
<a href="#">Job Class Title</a> (display only)	<a href="#">Position Account</a>
<a href="#">Range</a> (display only)	<a href="#">Acct Pct Full</a>
<a href="#">Min Salary</a> (display only)	<a href="#">Fiscal Year Budget</a> (display only)
<a href="#">Max Salary</a> (display only)	<a href="#">Permanent Budget</a> (display only)
<a href="#">Position Begin Date</a> (required)	<a href="#">Temporary Budget</a> (display only)
<a href="#">Position End Date</a> (required)	

### Fiscal Year (FYR)

<b>Definition</b>	Key3 field. A code identifying the fiscal year period for which budget data is to be retrieved from the FMS Budget File.
<b>Length</b>	4 digits
<b>Format</b>	YYYY (for example, 0102)

### Position Number (POS-NUM)

<b>Definition</b>	Key1 field. A code defined by colleges identifying an employment position to which an employee or employees are assigned.
<b>Length</b>	6 characters
<b>Edits</b>	A position number cannot be deleted if the employees assigned to it are still active.

### Position Status (POS-STAT)

<b>Definition</b>	Entry required. A code defined by the system identifying the status of a position.
<b>Values</b>	Maintained by SBCTC-ITD as follows: <ul style="list-style-type: none"> <li>A Active - authorized, budgeted, occupied position</li> <li>D Deleted - position is no longer authorized</li> <li>I Inactive - authorized but not currently budgeted to be filled</li> <li>L Leave without pay - authorized but the incumbent is on leave without pay and no replacement is in the position</li> <li>S Sabbatical - permanent employee is</li> </ul>

	<p>on sabbatical leave and a temporary replacement may be in the position</p> <p>T Terminated - temporary position to be terminated on the position end date</p> <p>V Vacant - authorized, budgeted position open to be filled</p>
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### Position Type (POS-TYP)

<b>Definition</b>	Entry required. A code defined by the system identifying whether a position is an individual position or group position.
<b>Values</b>	Maintain by SBCTC-ITD as follows: <p>I Individual position</p> <p>G Group position</p>

### Employee Name (EMP-NAME)

<b>Definition</b>	The name of an employee. This field is labeled "Incumbent Name" and contains the name of the employee holding the associated position.
<b>Length</b>	30 characters
<b>Edits</b>	If the Position Type entry is <b>G</b> (group position), the incumbent name must be "Multiple Assignment".

### Employee ID (EMP-ID)

<b>Definition</b>	Display only. An employee's identification number, which is typically the employee's Social Security number.
<b>Length</b>	9 digits

### Job Classification (JOB-CLASS)

<b>Definition</b>	Entry required. A code defined by colleges identifying one or more positions that have similar duties, qualifications, and the same pay schedule.
<b>Length</b>	6 characters
<b>Edits</b>	A job classification code must be on Job Class Table (PS9004) before it can be used on Position Table (PS9018).

### Job Classification Title (JOB-CLASS-TITLE)

<b>Definition</b>	Display only. The short title associated with a job classification code. To save space on reports, use the short title instead of the long title.
<b>Length</b>	15 characters

### Pay Scale Range (PAY-RANGE)

<b>Definition</b>	Display only. A code defined by colleges identifying the pay scale range on the Pay Scale Range Table (PS9015) related to the job classification. This salary range is displayed from the Job Class Table (PS9004)
<b>Length</b>	4 characters

### Minimum Salary (MIN-SAL)

<b>Definition</b>	Display only. The dollar amount of the minimum annual salary or hourly rate for the position.  A minimum salary is assigned to a position through the job classification for the position. Thus, after a minimum salary has been assigned to a specific job classification on the Job Class Table (PS9004), the minimum salary is assigned to every position to which the job classification is assigned on the Position Table (PS9018).
<b>Length</b>	9 digits, including three decimal places
<b>Format</b>	999999.999

### Maximum Salary (MAX-SAL)

<b>Definition</b>	Display only. The dollar amount of the maximum annual salary or hourly rate for the position.  A maximum salary is assigned to a position through the job classification for the position. Thus, after a maximum salary has been assigned to a specific job classification on the Job Class Table (PS9004), the maximum salary is assigned to every position to which the job classification is assigned on the Position Table (PS9018).
<b>Length</b>	9 digits, including three decimal places
<b>Format</b>	999999.999

### Position Begin Date (POS-BEG)

<b>Definition</b>	Entry required. The first date on which a position is effective.
<b>Length</b>	6 characters
<b>Format</b>	mmddyy
<b>Edits</b>	The Position Begin Date entry cannot be later than the Position End Date entry.

### Position End Date (POS-END)

<b>Definition</b>	Entry required. The last date on which a position is effective. For continuing positions, this field should contain 99/99/99.
<b>Length</b>	6 characters
<b>Format</b>	mmddyy
<b>Edits</b>	The Position End Date entry cannot be earlier than the Position Begin Date entry.

### Position Term (POS-TERM)

<b>Definition</b>	The number of months in the fiscal year for which a position is authorized as active.
<b>Length</b>	4 digits, including two decimal places
<b>Format</b>	99.99
<b>Edits</b>	The value for this field cannot be greater than 12.00.

### Total Position Percentage of Full-Time

<b>Definition</b>	The percentage of full-time for which a position is authorized as active.
<b>Length</b>	5 digits, including two decimal places
<b>Format</b>	999.99
<b>Edits</b>	If the Position Type is I (individual), the Total Pct Full-Time cannot be greater than 100.

### Annual Contract Amount (ANNL-CON)

<b>Definition</b>	The contract amount for a contracted position for the current year.
<b>Length</b>	9-digits, including two decimal places
<b>Format</b>	9999999.99

### Contract Unit (CON-UNIT)

<b>Definition</b>	The number of work days or hours required to fulfill an employment contract for a position. The number of days or hours represented should not include vacation or holiday time. Contract units for days are converted into months as follows:  160-185 days                      9-month contract 186-205 days                      10-month contract 206-224 days                      11-month contract
<b>Length</b>	3 digits

### Position Department (POS-DEPT)

<b>Definition</b>	A code defined by colleges identifying the department to which a position is assigned.
<b>Length</b>	6 characters
<b>Edits</b>	Before a department code can be used on the Position Table (PS9018), it must exist on the Department Table (PS9006).

### Calendar Code (CAL-CD)

<b>Definition</b>	A code defined by colleges identifying an employee work calendar for an employee, a position, or a group of employees.
<b>Length</b>	2 characters
<b>Edits</b>	A work calendar code must exist on the Employee Calendar table (PS9019)

	before it can be used on other PPMS tables and screens.
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### Comment (COMMENT)

<b>Definition</b>	Any annotation defined by colleges that a college wants to add about the position information.
<b>Length</b>	50 characters

### Position Account (POS-ACCT)

<b>Definition</b>	The accounts to which expenses for a position are budgeted. Each account is made up of appropriation index, program index, organization index, and subobject.
<b>Length</b>	Four, 12-character fields
<b>Edits</b>	<p>Each appropriation index/program index combination must be active on the Appropriation/Program Table (GA1061).</p> <p>Each program index/organization index combination must be active on the Program/Organization Table (GA1062).</p> <p>Each subobject must be active on the Subobject Table (GA1011).</p> <p>The value in each Position Account field must be different.</p> <p>If the Position Type entry is I (individual), then at least one position account must be entered.</p>

### Account Percent of Full Time (ACCT-PCT-FULL)

<b>Definition</b>	The percentage of full-time associated with each position account. The sum of these fields should equal the value in the Total Position Percentage of Full-Time field.
<b>Length</b>	Four, 5-digit fields, including two decimal places
<b>Format</b>	999.99
<b>Edits</b>	<p>The sum of the Account Percent of Full-Time fields cannot be greater than 100.</p> <p>If there is no value in any of the Position Account fields, then the Account Percent of Full-Time fields must be blank.</p>

### Fiscal Year Budget Amount (FYR-BDGT-AMT)

<b>Definition</b>	Display only. A set of four fields identifying the amounts (from the FMS Budget File) that have been budgeted for a position for the fiscal year. Each amount is associated with a different position account.
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### Permanent Budget Amount (PERM-BDGT-AMT)

<b>Definition</b>	A set of four fields identifying the proposed budget amount or amounts (from the FMS Budget File) for a position for the fiscal year. Four fields are available, each amount is associated with a different position account.
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### Temporary Budget Amount (TEMP-BDGT-AMT)

<b>Definition</b>	A set of four fields, each identifying an increase or decrease to the original budget amount (in the corresponding Fiscal Year Budget Amount field) to be applied only to the remainder of the fiscal year. Each increase or decrease is associated with a different position account.
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