

ASCENDER - Position Management: Setup and Processing for Existing Users

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The purpose of this document is to guide you through the necessary steps to begin the next year (forecasting) process in the Position Management application.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Prerequisites

Prerequisites:

Gather Beneficial Data:



This section is strictly for informational purposes.

Before performing the next year payroll process, review the following tables and gather the data that will be beneficial while you are updating this information for the new school year.

Proposed/Approved Next Year Salary Schedule

Personnel > Tables > Salaries

Once a salary table is assigned to an employee on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab, the table can be updated and salary calculations can be run for all affected employees

eliminating the need to update the information for each individual employee.

Proposed/Approved Next Year Workday Calendars

Personnel > Tables > Workday Calendars > School Calendar

After receiving the upcoming approved school year calendars, you can create a calendar(s) to assist with documenting employee workdays and holidays. It is helpful to plan future pay dates and payoff dates for the next school year in advance.

Reference State Minimum Salary Schedule

Review the TEA Minimum Salary Schedules for changes effective with the new school year.

Accrual Calendar Information

Payroll > Tables > Accrual Calendars > Accrual Calendar

❑ Creating and assigning an accrual calendar to employees allows you to maintain the accrual calculations throughout the school year. You can obtain workdays by month information from the workday calendars.

❑ Be sure to keep the same accrual codes for each accrual calendar. This method allows for consistency and eliminates the need to update the information for each individual employee.

❑ Accounting for the August EOY accrued days in the accrual calendar and using the EOY Payroll Accruals process assists in properly accounting for accruals across the fiscal years.

Update Next Year Staffing Changes

When payroll opens for the next year, be sure to keep up with the following staffing updates:

- **Resignations and new hires**: Update the employee status as resignations and new hires are approved to allow the appropriate budget amounts to be created and interfaced.
  - Review TSDS Best Practices for New Employee Records.
  - Review TSDS Best Practices for Terminated Employee Records.

- **Campus level changes**: Update the job table and employment information as jobs move from one campus to another.
- **Distribution changes**: Update employee distributions based on budget changes.
- **Update extra duty/stipend pay**: Update the extra duty table to reflect changes and payments. Also, update the balance on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab. The next year payroll budget calculations use the s-type extra duty remaining amount; therefore, it is important to verify that these amounts have been updated.
- **Update substitute pay**: If substitute pay rates change, update the Personnel > Tables > Salaries > Substitute tab, which is associated with entering employee substitute leave transmittals.

Extract Third Party Administrator (benefits) Information

Payroll > Utilities > Employee Benefits Interface > Extract

Perform an extract to create the files containing deductions and demographic data to be sent to the third-party vendor.

Only deduction codes that have an **Extract Ded Cd** (extract deduction code) on the Payroll > Tables > Tax/Deduction > Deduction Code are extracted.

After the new premiums are updated by the third-party administrator and the file is returned, you can import the updated file making the changes to the next year deductions in one step.

Payroll > Utilities > Employee Benefits Interface > Import Annual File

This utility imports the next year employee benefit choices via a file created by your third-party vendor. Importing data decreases the amount of time it takes to enter individual employee data changes.

Manage Employee Change Requests

❑ Create a form for next year employee change requests. This form assists with data entry and provides documentation.

❑ Set a deadline for employee change requests prior to the end of the current school year to allow time for clarification if needed.

❑ Update employee direct deposit information. Use caution when updating this information in the next year frequency as the system will prompt you to update this information in the current year frequency.

❑ If your LEA has not already done so, set up the EmployeePortal application. EmployeePortal allows employees to submit demographic changes and payroll (W-4 and direct deposit) changes. LEA-defined

options determine what changes can be made by the employee and the necessary approvals.

Set up Next Year Tables

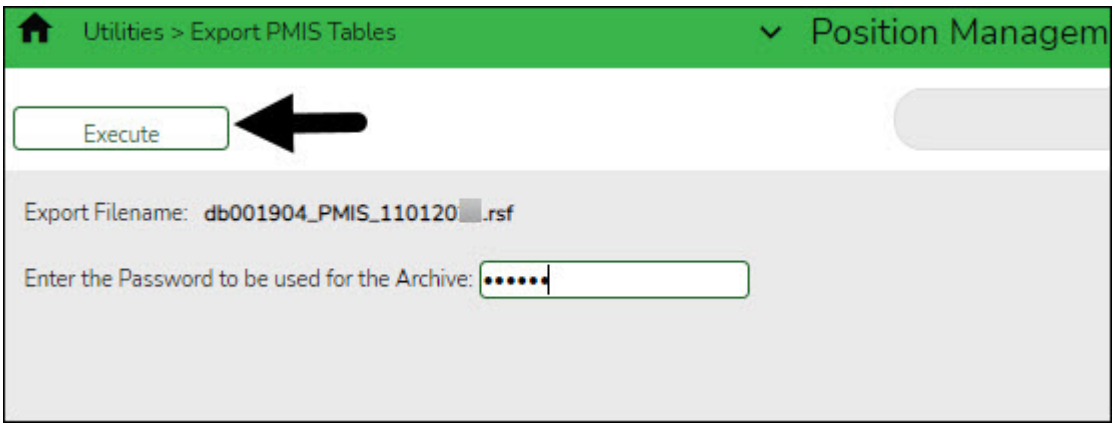
1. Export next year PMIS.

   Position Management > Utilities > Export PMIS Tables

   This utility is used to export current and next year position management tables for all pay frequencies including PMIS District Options. The export includes active/inactive positions and supplemental positions.

   You can use the Position Management > Utilities > Import PMIS Tables page to import the tables.

   Note: If data is changed after the export and then imported, those changes are not included.



Export position management tables:

Field	Description
Export File Name	This field is preset and display only. The export file name has the format dbcccddd_PMIS_mmddyyyy.rsf, where cccddd is the county-district number, PMIS indicates position management, and mmddyyyy is the current date.
Enter the Password to be used for the Archive	Type a password for the exported file.

❑ Click **Execute**. The tables are exported and a message is displayed indicating that the export process was completed successfully.

2. Clear next year payroll tables and copy all tables from current to next year.

Log on to the current year pay frequency.



CAUTION: Before moving forward, keep in mind that this step clears all manual changes that were made to next year salary tables.

Perform the following two processes:

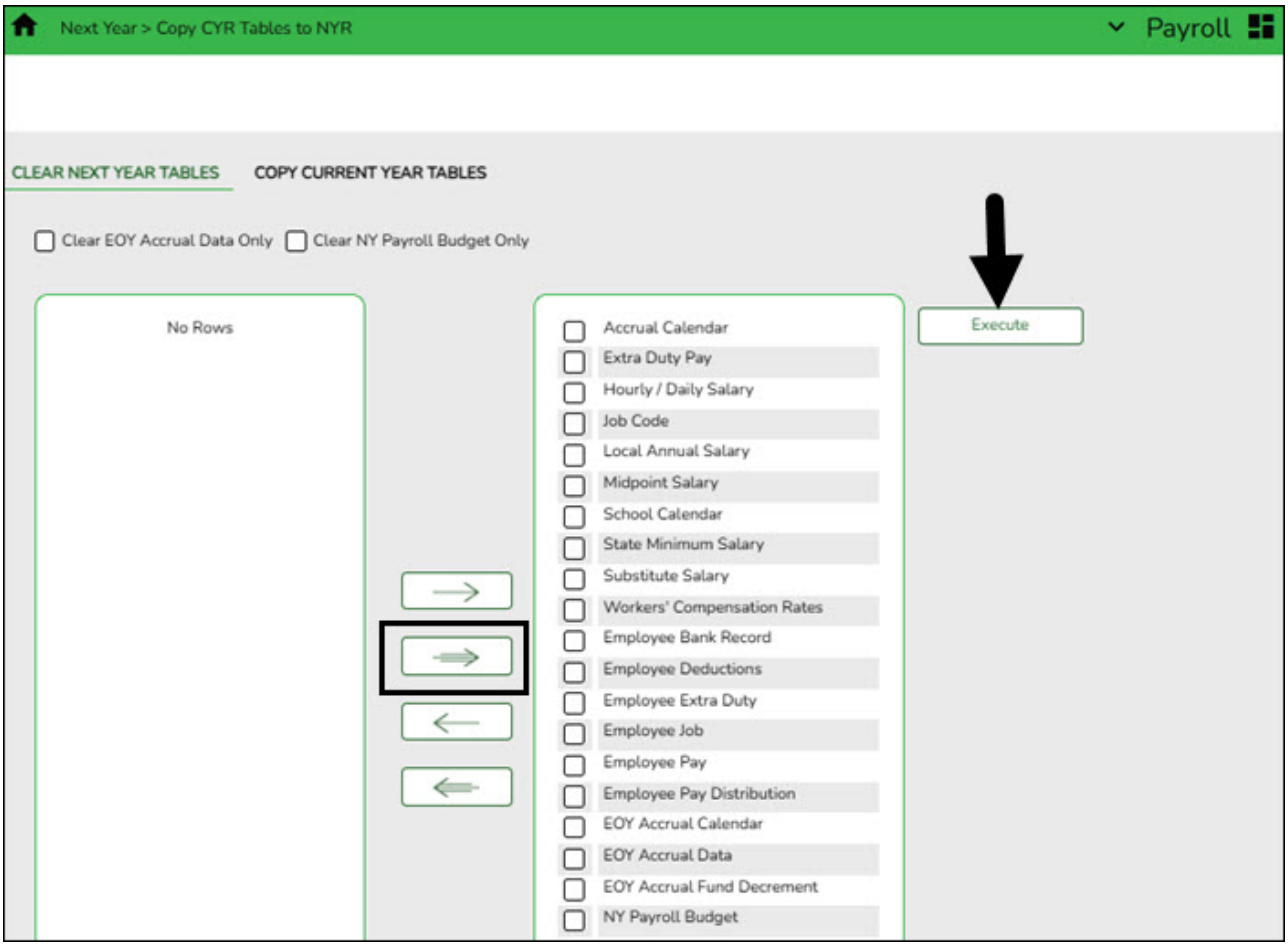
Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

This tab is used to clear:

- All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.
- Only EOY accrual data.
- Only next year payroll budget data.

Individual frequencies cannot be selected for deletion.

Note: EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.



Clear next year tables:

Field	Description
Clear EOY Accrual Data Only	Select to clear the EOY accrual data records only. All other next year data is left intact.
Clear NY Payroll Budget Only	Select to clear the next year payroll budget records only. All other next year data is left intact.

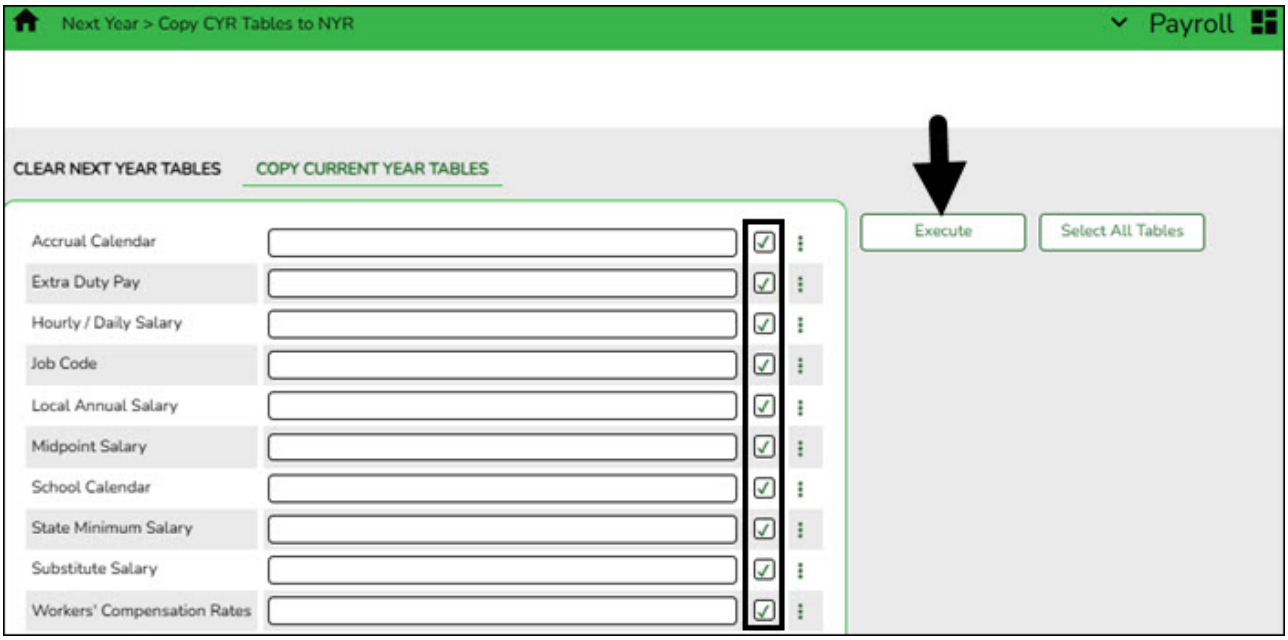
Note: If an option is not selected, all displayed next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

All available next year payroll tables are displayed on the left side of the page. Select the tables to clear. Use the arrow buttons to move the selected tables from the left side to the right side of the page.

❑ Click **Execute**. A message is displayed indicating that the next year records have been cleared. Click **OK**.

Payroll > Next Year > Copy CYR Tables to NYR > Copy Current Year Tables

This tab is used to copy all tables or selected tables as next year records for the corresponding next year frequency (e.g., CYR = 6, NYR = F; CYR = 5, NYR = E; and CYR = 4, NYR = D). The tables are copied from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is only copied for the frequency to which you are logged on. To copy the school calendar for another frequency, log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and calendar description. Type the year in the **Start Year** field and the beginning month in the **Start Month** field to begin the process of building the next year calendar.



Copy current year tables:

All available current year tables are displayed on the left side of the page. Select the tables to copy. Select the corresponding check boxes to select a table. At least one table option must be selected.

- Select ❑ next to the table(s) to copy.
- Select ❑ again to clear the selected check box.

❑ Click ⋮ if you do not want to copy the entire table, but want to include specific data from a table.

Notes:

- Only the selected tables are processed.
- If the tables are copied multiple times and the record in the current year does not exist in the next year, the new record is inserted in the next year.
- If the tables are copied multiple times and a description is changed in the next year but not in the current year, the description is replaced by the description in the current year table.

❑ Click **Select All Tables** to select all current year tables to copy to the next year.

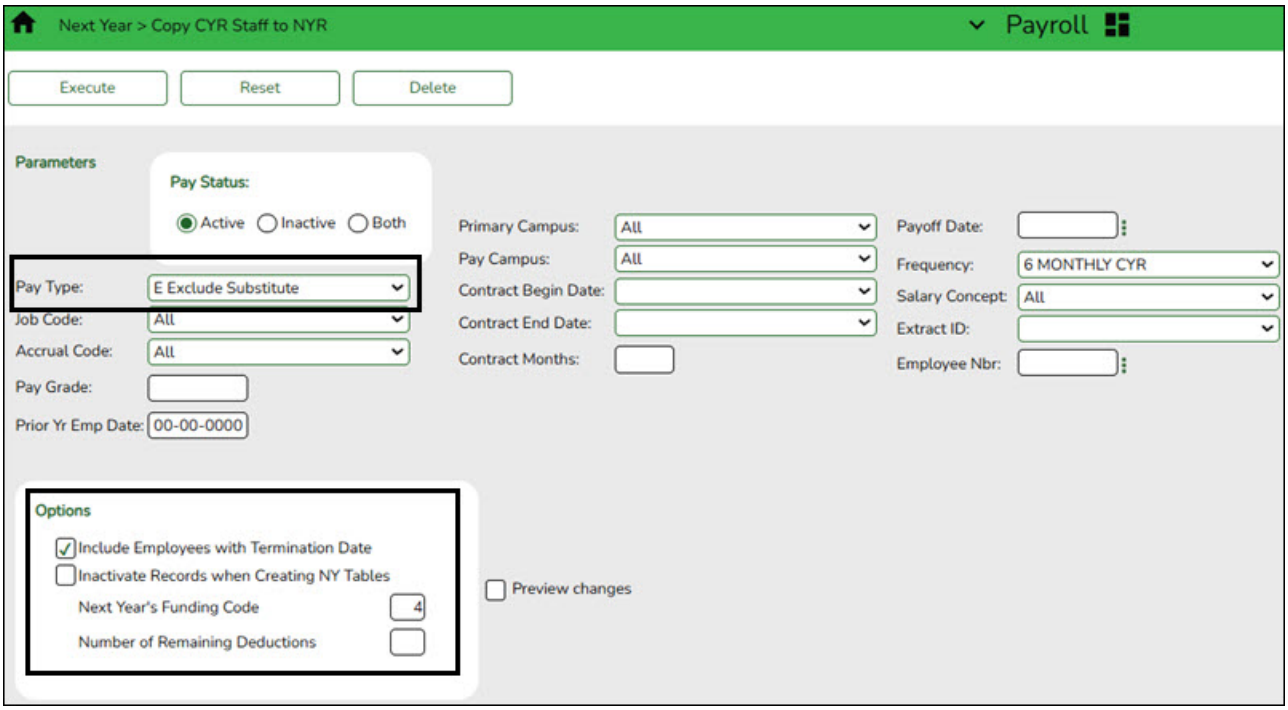
❑ Click **Execute**. A separate preview report is displayed for each selected table.

❑ Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.

3. Copy current year staff to the next year payroll.

   Log on to the current year pay frequency.

   Payroll > Next Year > Copy CYR Staff to NYR



Complete the following:

❑ In the **Pay Type** field, select *E - Exclude Substitute*.

❑ Under **Options**:

- Select **Include Employees with Termination Date**.
- In the **Next Year's Funding Code**, type the fiscal year that exists in Budget.

❑ Click **Execute**. If the process is successful, a preview report is displayed. Review the employee list to verify that the correct data was copied to the next year records. Also, review the total employee count at the end of the report.

❑ Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that were copied is displayed. Click **OK**.

❑ Click **Cancel** to return to the Copy CYR Staff to NYR page without making the changes.

4. Update next year payroll tables.

   Update the following tables as needed:

   ❑ **Salaries**

   - Personnel > Tables > Salaries NYR > Local Annual - Only contracted employees
   - Personnel > Tables > Salaries NYR > Hourly/Daily - All contracted, noncontracted, and hourly employees
   - Personnel > Tables > Salaries NYR > Extra Duty
   - Personnel > Tables > Salaries NYR > State Minimum
   - Personnel > Tables > Salaries NYR > Midpoint

Log on to the next year pay frequency.

❑ **Tax/Deductions** - Verify that you are logged on to the next school or calendar year (2024). The current and next year tables are shared. Any current year changes affect the current year payroll. These fields are updated when calculating employee taxes and benefits for budget purposes; therefore, they must exist in the next school year.

- Payroll > Tables > Tax/Deductions > FICA Tax
- Payroll > Tables > Tax/Deductions > Unemployment
- Payroll > Tables > Tax/Deductions > TRS Rates
- (If applicable) Payroll > Tables > Salaries > Workers' Comp

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❑ **Job/Contract** - Add or update job codes as needed. If any job codes are added or updated, indicate the accrual code and workers' compensation code if applicable.

- Personnel > Tables > Job/Contract NYR > Job Codes

❑ **Calendars** - This step must be completed prior to continuing to the next step.

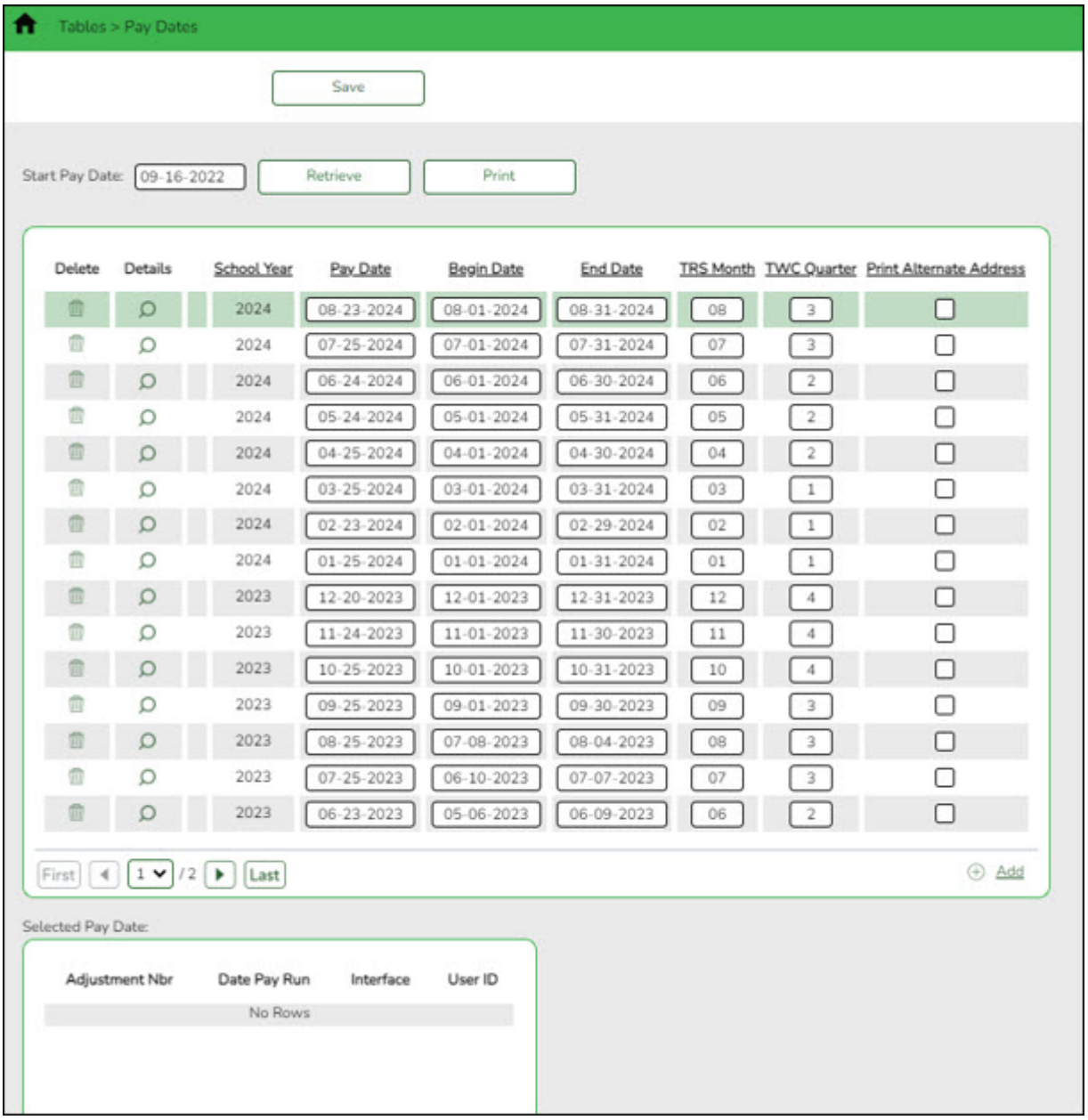
- Personnel > Tables > Workday Calendars > School Calendar – All employees must have a school calendar.

5. Set up next school year pay dates.

Log on to the current year pay frequency.

Payroll > Tables > Pay Dates

Although the current year pay dates are used at this time, the next year pay dates can be created. The next year pay dates must be set up prior to rolling positions to the next year PMIS.

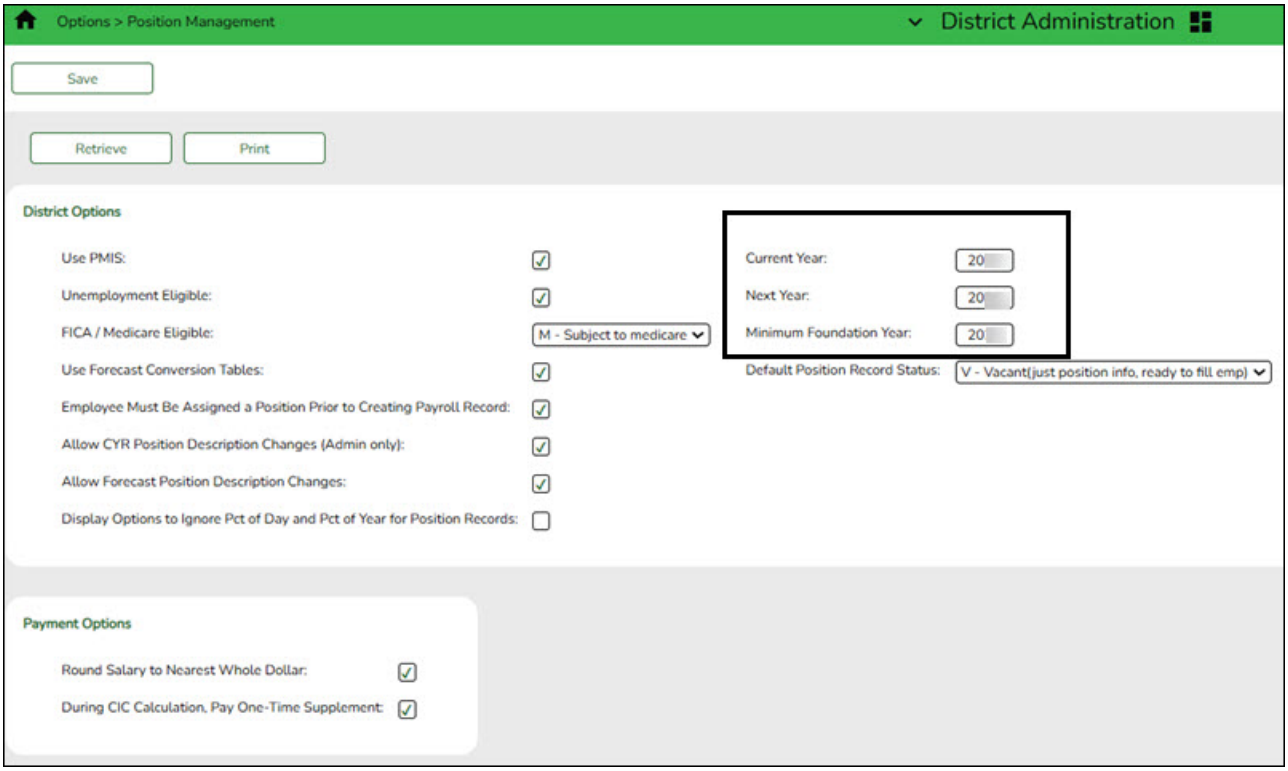


Set up District Administration Options

1. Update Position Management options.

   District Administration > Options > Position Management

   This page is used to create and maintain Position Management options including the types of calculations that should be used in Position Management and the specified default values to be used for certain types of Position Management transactions. These options are not typically changed throughout the school year.



   ❑ Verify that the following fields are completed and accurate:

   - **Current Year**
   - **Next Year**
   - **Minimum Foundation Year** - Type the four-digit current or next school year in the YYYY format to allow the system to select the corresponding tables to calculate the state minimum salary amount. If this year matches the current year value, the current Personnel state minimum table is used. If this year matches the next year value, the next year Personnel state minimum table is used.

2. Update the current and next year first pay date codes.

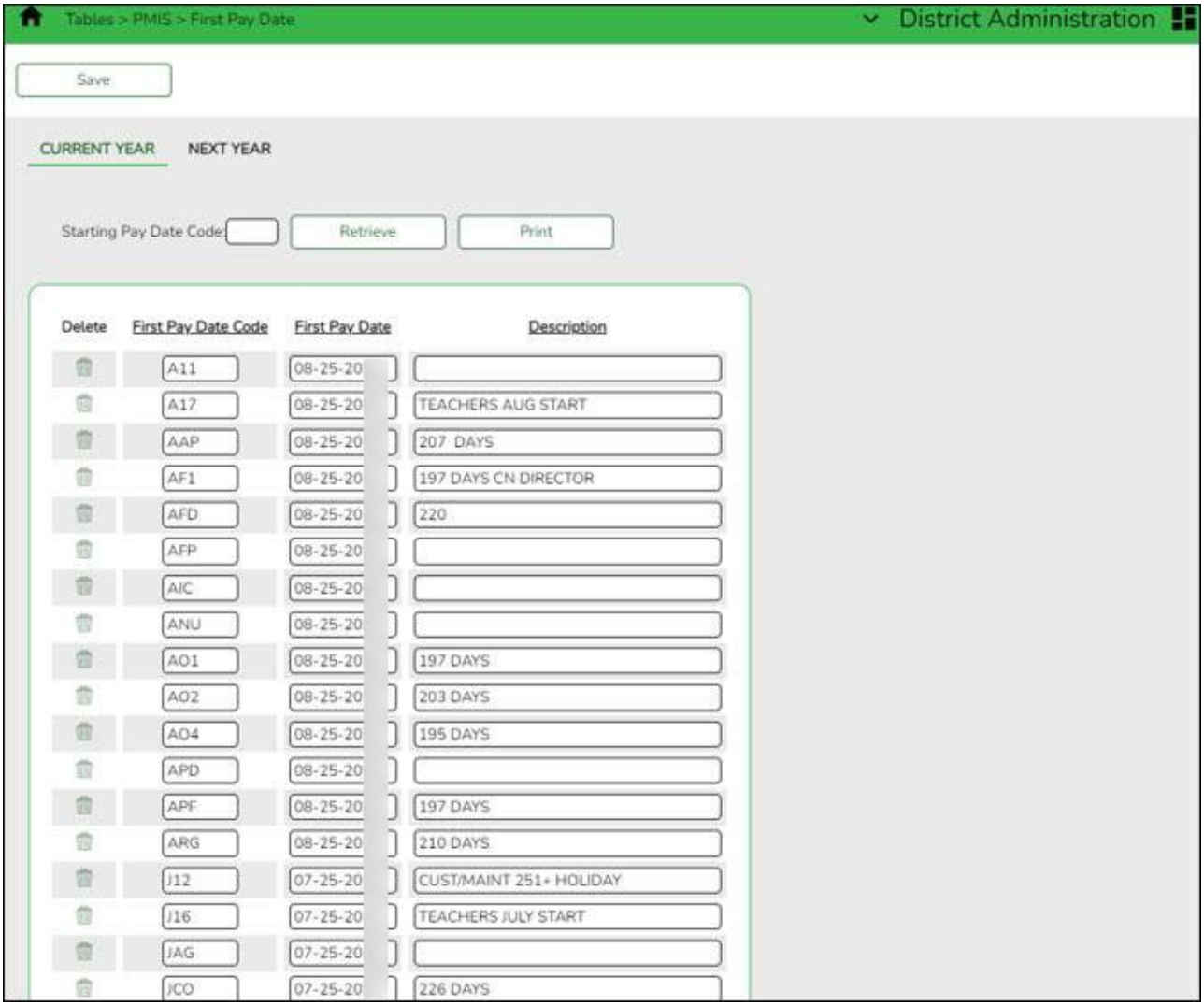
   Use the following pages to establish the current and next year first pay dates and codes.

District Administration > Tables > PMIS > First Pay Date > Current Year

This tab is used to create and maintain a list of codes associated with current year pay dates to be used for Position Management. The codes are used:

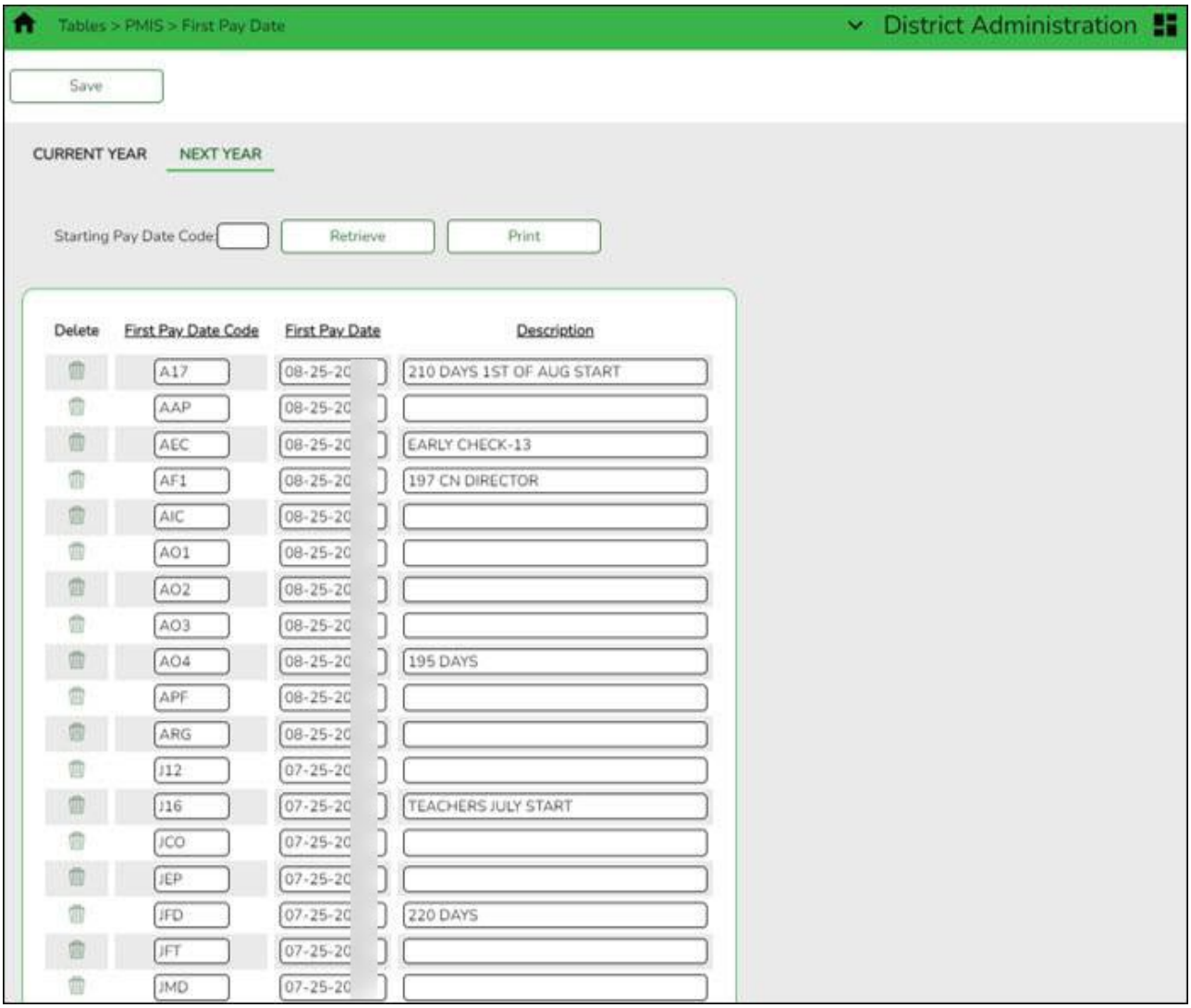
- To establish an association between a table ID and a starting pay date.
- To establish a start date for a new teacher so that a new teacher can be paid over 13 months.
- To determine the first pay date of the new school year when calculating the amounts already paid to an employee.
- To calculate the amount to be paid to an employee during the change-in-compensation processing.
- To update the payroll data with the data in the forecast records, and to move the forecast data into the current position records.

In this example, the first pay date codes begin with J, A, or S to represent the first pay date month (July, August, or September). The subsequent two characters represent the calendar code. Codes can be a maximum of three characters and any letters should be uppercase.



Complete the Current Year and Next Year tabs. The Current Year tab represents the first pay dates for the current school year, and the Next Year tab represents the first pay dates for the next school year.

District Administration > Tables > PMIS > First Pay Date > Next Year



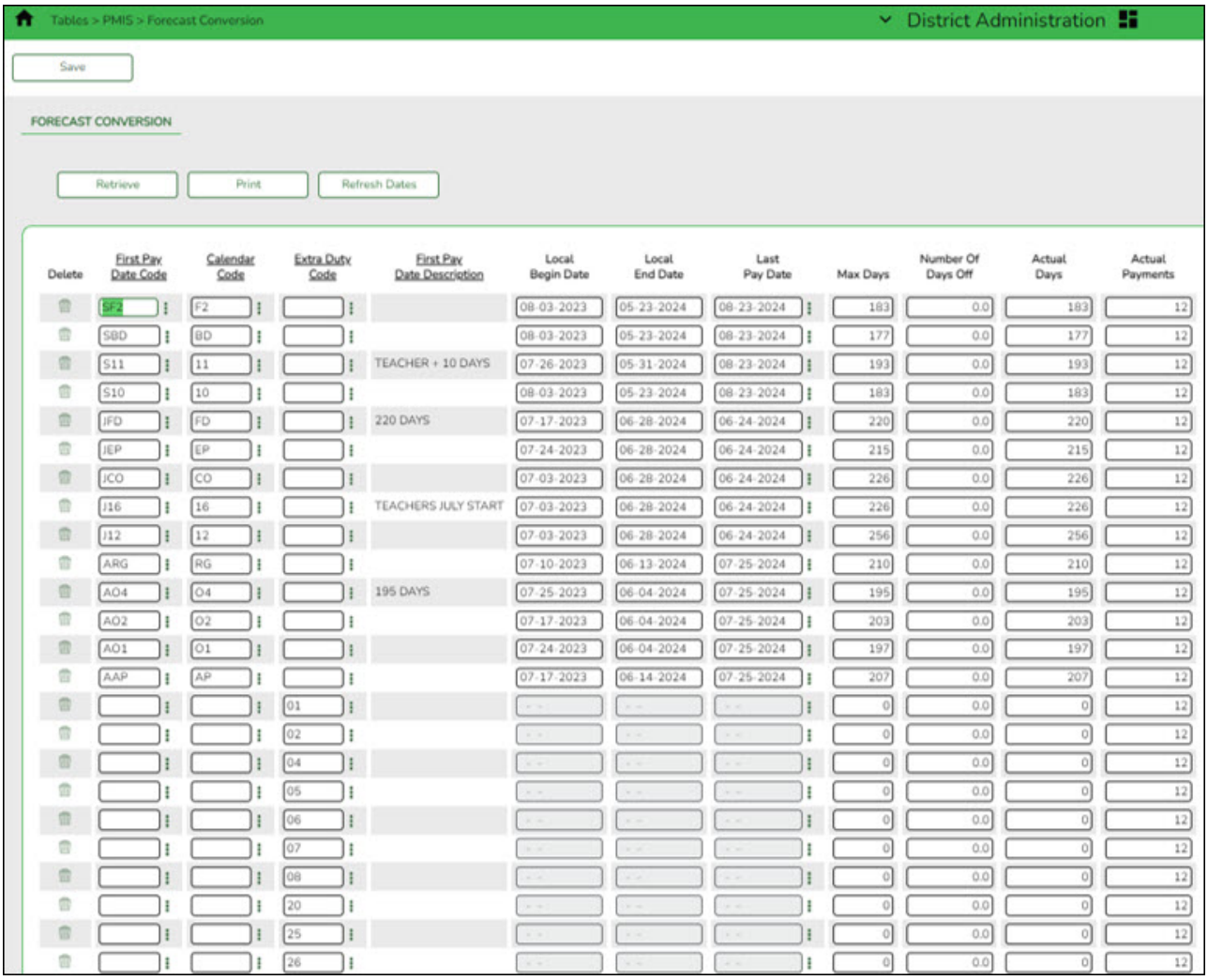
3. Update the forecast conversion data.

Prior to completing this step, the calendars and pay dates must exist in the next year payroll files.

District Administration > Tables > PMIS > Forecast Conversion

This page is used to create forecast data for the next year's records. This table maintains the data conversion information by the **First Pay Date Code** for the **Calendar Code**, **Begin Date**, **End Date**, **Payoff Date**, **Max Days**, **Number Of Days Off** and **Actual Payments**. These fields should be updated with the dates to be used for the next school year. From this data, the appropriate calendar data is located and the following calculation is performed: The **Local Begin Date** is subtracted from the **Local End Date**, and then the **Number of Days**

Off is subtracted resulting in the number of **Actual Days**.



Delete	First Pay Date Code	Calendar Code	Extra Duty Code	First Pay Date Description	Local Begin Date	Local End Date	Last Pay Date	Max Days	Number Of Days Off	Actual Days	Actual Payments
	SF2	F2			08-03-2023	05-23-2024	08-23-2024	183	0.0	183	12
	SBD	BD			08-03-2023	05-23-2024	08-23-2024	177	0.0	177	12
	S11	11		TEACHER + 10 DAYS	07-26-2023	05-31-2024	08-23-2024	193	0.0	193	12
	S10	10			08-03-2023	05-23-2024	08-23-2024	183	0.0	183	12
	JFD	FD		220 DAYS	07-17-2023	06-28-2024	06-24-2024	220	0.0	220	12
	JEP	EP			07-24-2023	06-28-2024	06-24-2024	215	0.0	215	12
	JCO	CO			07-03-2023	06-28-2024	06-24-2024	226	0.0	226	12
	J16	16		TEACHERS JULY START	07-03-2023	06-28-2024	06-24-2024	226	0.0	226	12
	J12	12			07-03-2023	06-28-2024	06-24-2024	256	0.0	256	12
	ARG	RG			07-10-2023	06-13-2024	07-25-2024	210	0.0	210	12
	AO4	O4		195 DAYS	07-25-2023	06-04-2024	07-25-2024	195	0.0	195	12
	AO2	O2			07-17-2023	06-04-2024	07-25-2024	203	0.0	203	12
	AO1	O1			07-24-2023	06-04-2024	07-25-2024	197	0.0	197	12
	AAP	AP			07-17-2023	06-14-2024	07-25-2024	207	0.0	207	12
			01					0	0.0	0	12
			02					0	0.0	0	12
			04					0	0.0	0	12
			05					0	0.0	0	12
			06					0	0.0	0	12
			07					0	0.0	0	12
			08					0	0.0	0	12
			20					0	0.0	0	12
			25					0	0.0	0	12
			26					0	0.0	0	12

For each pay date code, complete the fields on the page. The next year begin and end dates must match the new calendars in the next year payroll files, and the payoff dates must exist in the pay dates table for each first pay date code.

This process updates the table and replaces the mass updating process that is done in the next year payroll.

The **Days Off** field is used to reduce the days worked without tying back to unavailable days on a calendar. For example, a district police officer may work every day (or have the potential to work every day) but may have a certain number of days off per year that can be taken at any time.

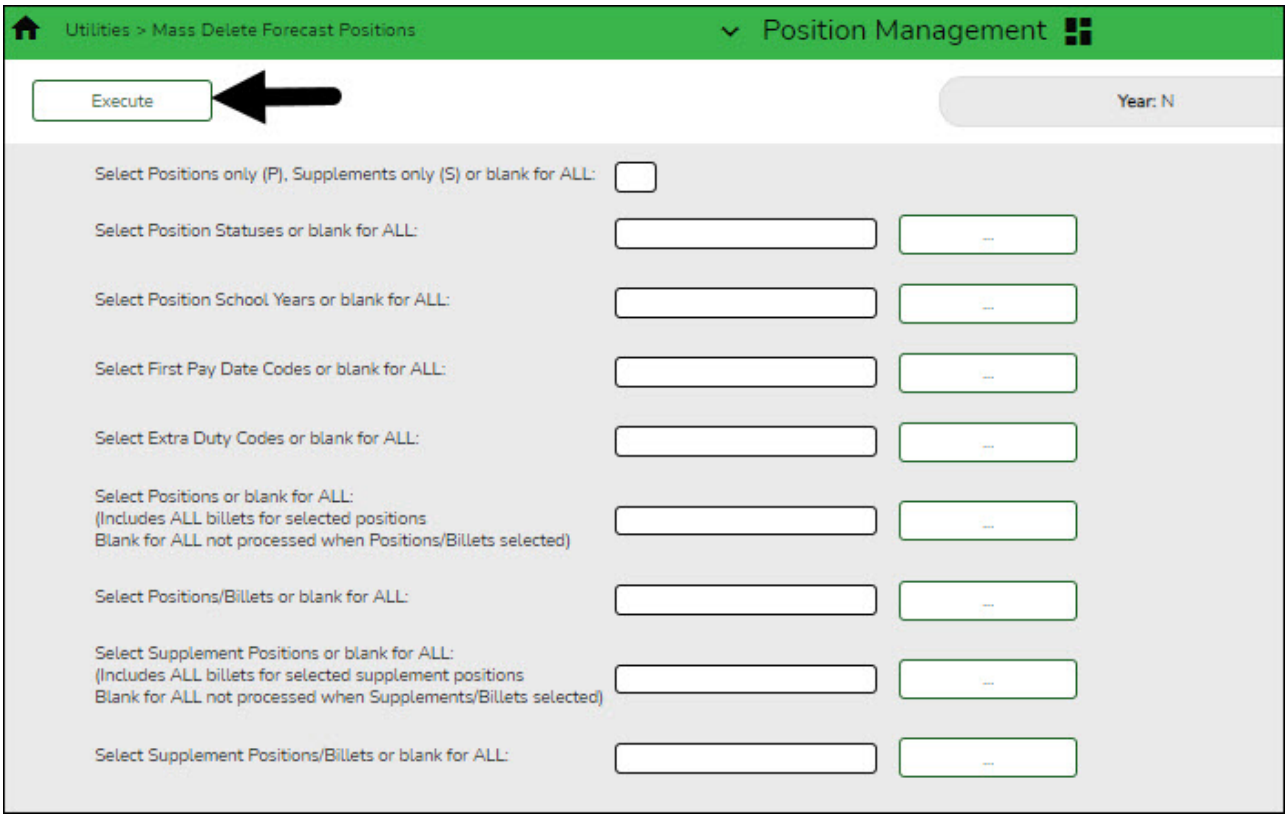
Reminder: If you set up a new calendar code in Position Management at any point during the year, be sure to set up a new first pay date code using that calendar code and add that information to this table.

Perform Position Management Maintenance

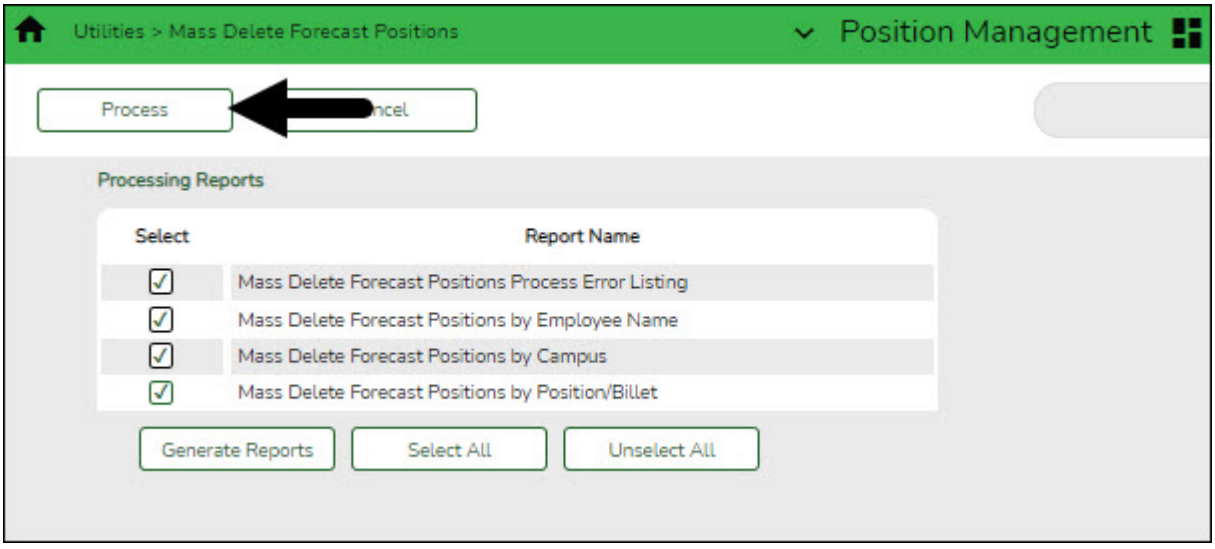
Log on to the next year.

1. Delete next year PMIS.

   Position Management > Utilities > Mass Delete Forecast Positions



   ❑ Leave all fields blank and click **Execute**. A list of processing reports is displayed.

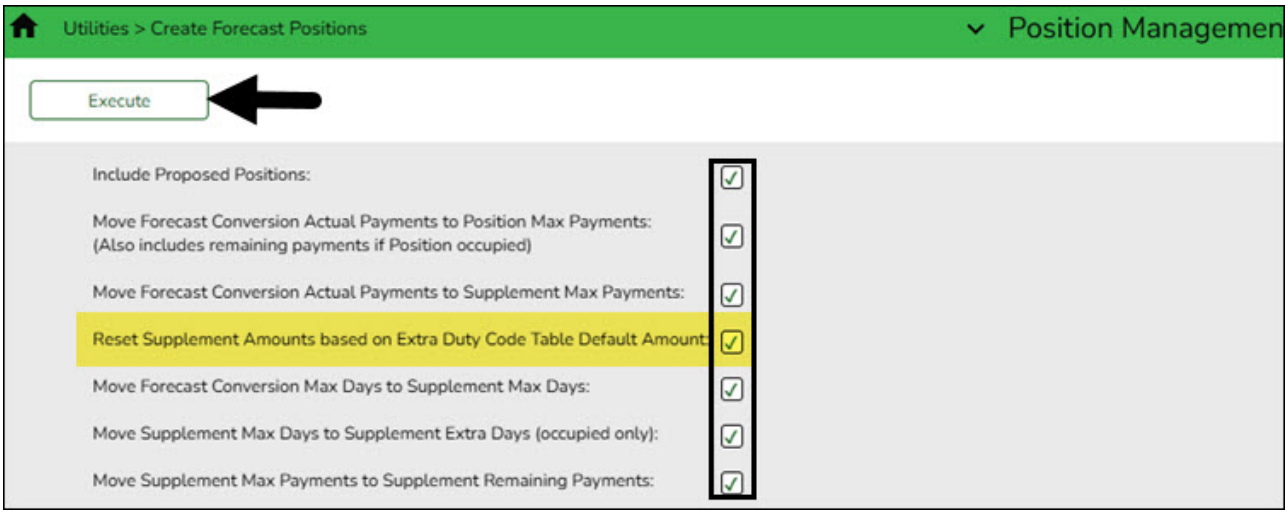


   ❑ Select the reports to generate, and print or save the reports.

❑ Click **Process** to delete the forecast records. You are prompted to create a backup.

2. Copy current year positions to the next year.

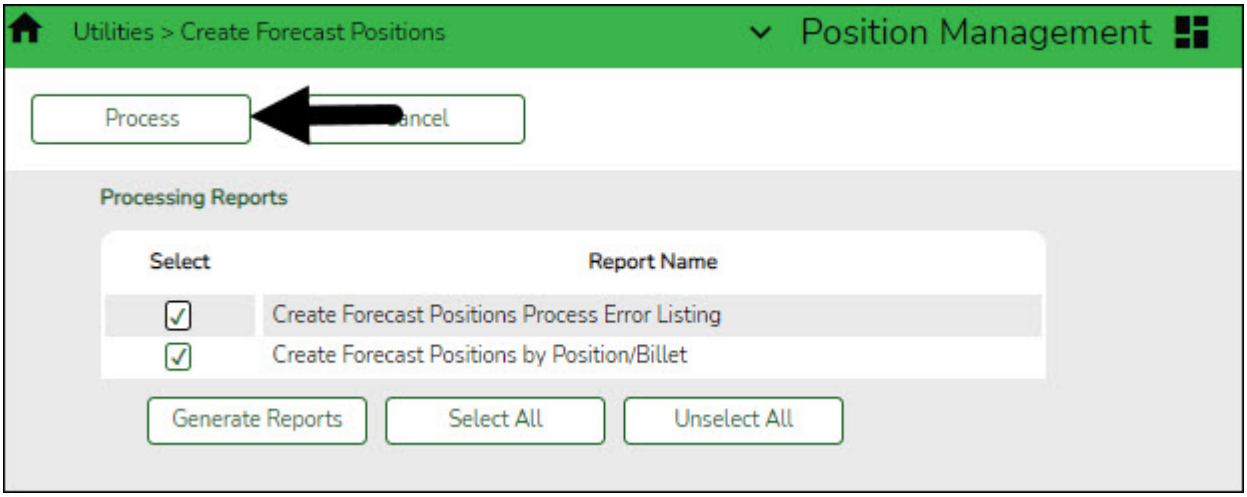
   Position Management > Utilities > Create Forecast Positions



If an LEA has the **Percent of Year** field set to less than 100% of the stipend amount on the Position Management > Maintenance > PMIS Supplement Modify > Position Record tab, they should consider whether or not to select the **Reset Supplement Amounts based on Extra Duty Code Table Default Amount** field.

If the **Reset Supplement Amounts based on Extra Duty Code Table Default Amount** field is selected, the amount on the supplement position record is reset to match the amount on the extra duty table.

❑ Select all fields and click **Execute**. A list of processing reports is displayed.



❑ Select the reports to generate and print or save the reports. Verify any errors and make corrections as needed.

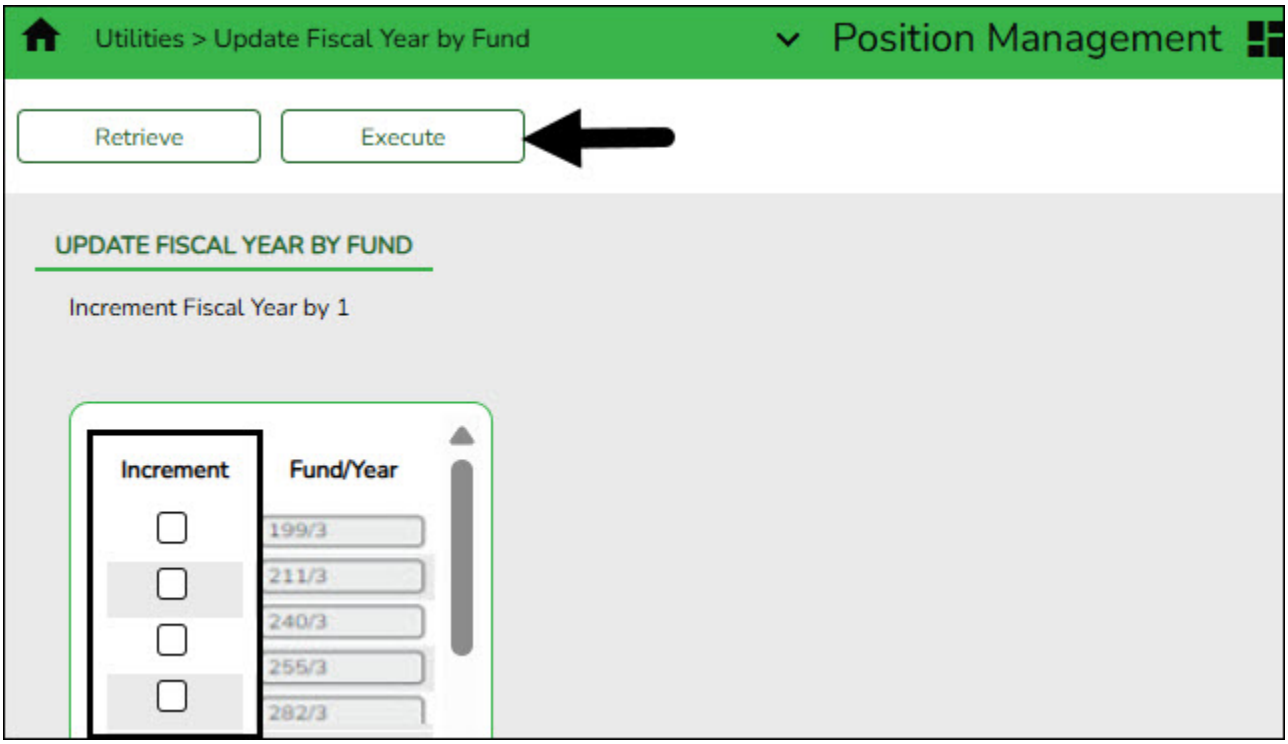
❑ Click **Process**. You are prompted to create a backup.

3. Update the fiscal year for distributions.

   Prior to completing this step, verify that the new year budget is initialized in ASCENDER.

   Position Management > Utilities > Update Fiscal Year by Fund

   ❑ Select the fund/years to be incremented. This process increments the position distribution fiscal year by 1.



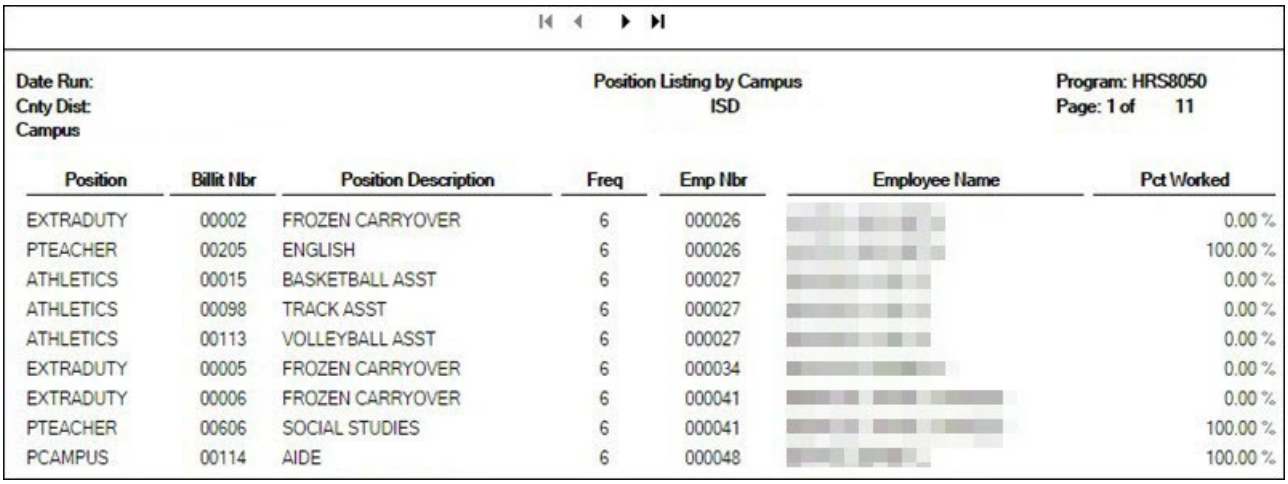
   ❑ Click **Execute**.

4. Generate the Position Listing by Campus Report.

   Position Management > Reports > PMIS Reports > HRS8050 - Position Listing by Campus

   Generate the Position Listing by Campus Report from next year Position Management to determine the following:

   - If any employees need to be moved to a different position.
   - If you have vacant positions you need to update with employee information.
   - If you have any supplemental positions that need to be updated for stipends.



Date Run:
Cnty Dist:
Campus

Position Listing by Campus
ISD

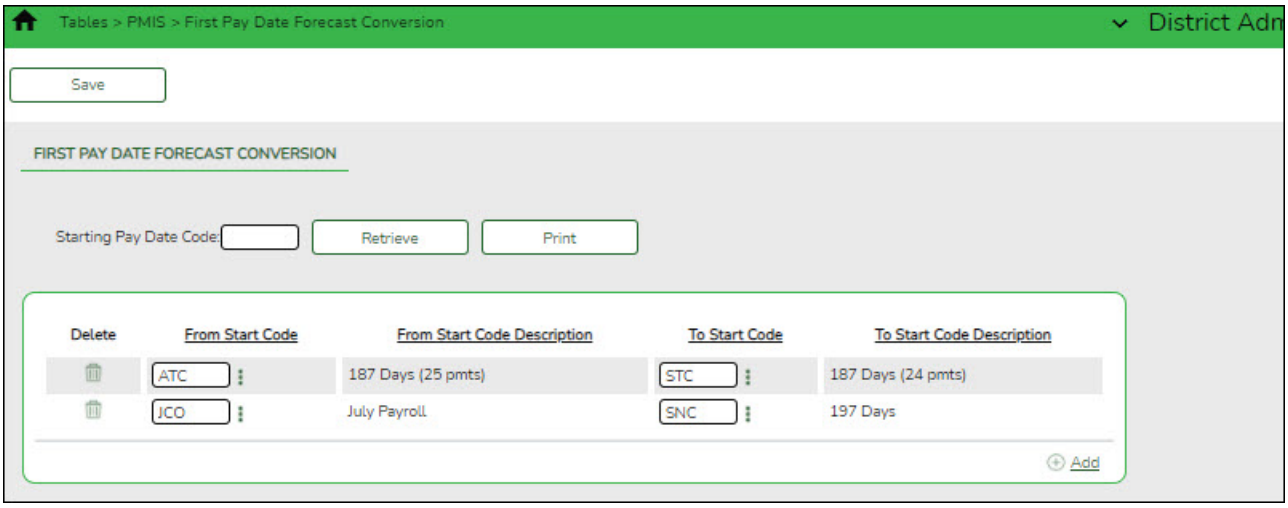
Program: HRS8050
Page: 1 of 11

Position	Billit Nbr	Position Description	Freq	Emp Nbr	Employee Name	Pct Worked
EXTRADUTY	00002	FROZEN CARRYOVER	6	000026		0.00 %
PTEACHER	00205	ENGLISH	6	000026		100.00 %
ATHLETICS	00015	BASKETBALL ASST	6	000027		0.00 %
ATHLETICS	00098	TRACK ASST	6	000027		0.00 %
ATHLETICS	00113	VOLLEYBALL ASST	6	000027		0.00 %
EXTRADUTY	00005	FROZEN CARRYOVER	6	000034		0.00 %
EXTRADUTY	00006	FROZEN CARRYOVER	6	000041		0.00 %
PTEACHER	00606	SOCIAL STUDIES	6	000041		100.00 %
PCAMPUS	00114	AIDE	6	000048		100.00 %

5. (If necessary) Transfer positions from one first pay date code to another.

   District Administration > Tables > PMIS > First Pay Date Forecast Conversion

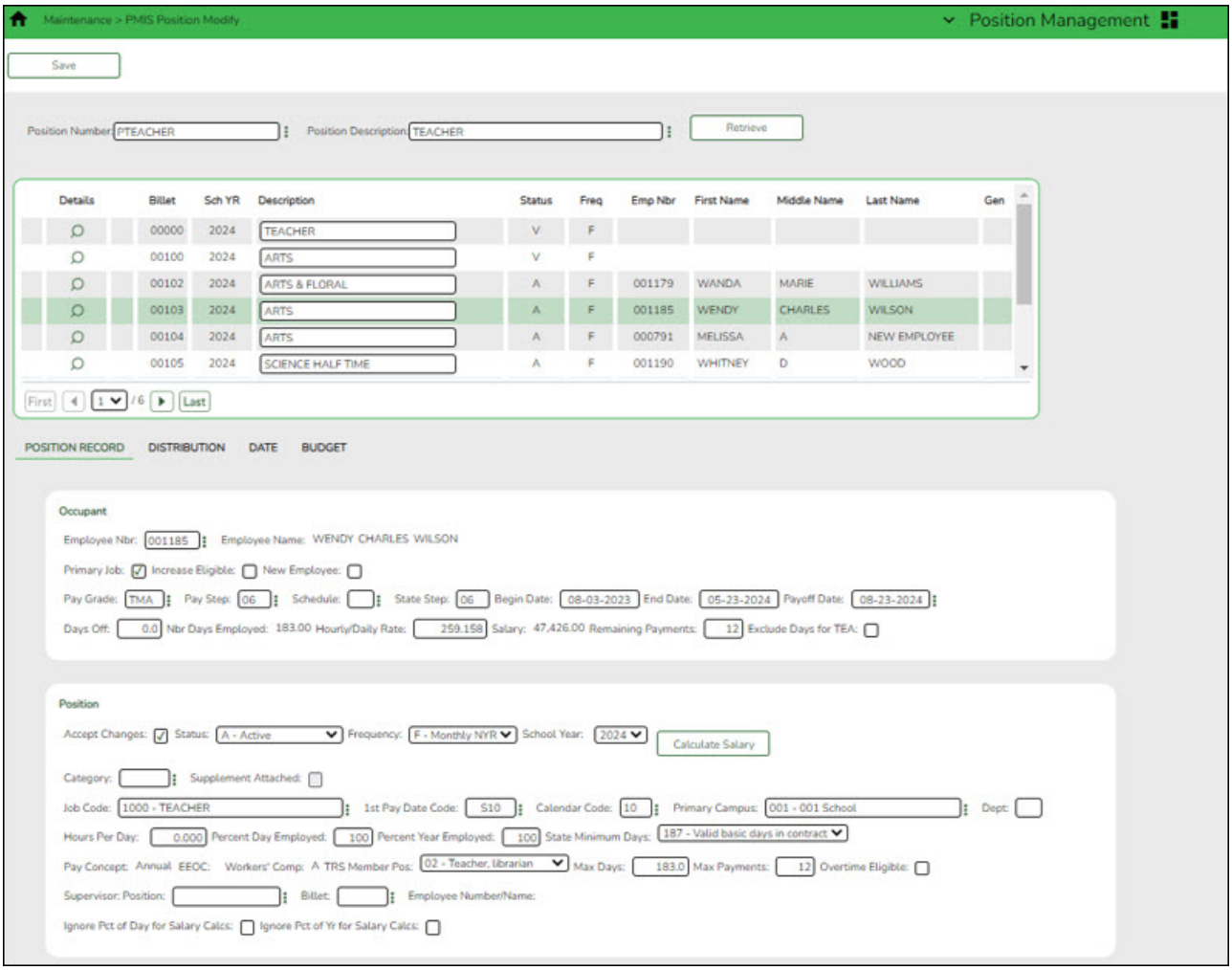
   This page is used to change a start date code to another for forecast conversion, and should only be used if you need to transfer all positions from one **First Pay Date Code** to a different **First Pay Date Code**. All positions tied to the **From Start Code** will be added to the **To Start Code**. For example, the program could be used to update the first pay date code when a new hire employee on a 13-month pay date cycle needs to convert to a regular 12-month pay date cycle.



6. (If necessary) Update regular and supplemental positions.

   Note: If your LEA comes across a situation where teachers are not being captured in the ASCENDER Student system for grade reporting or scheduling, contact your regional ESC consultant for guidance.

Position Management > Maintenance > PMIS Position Modify or PMIS Supplement Modify

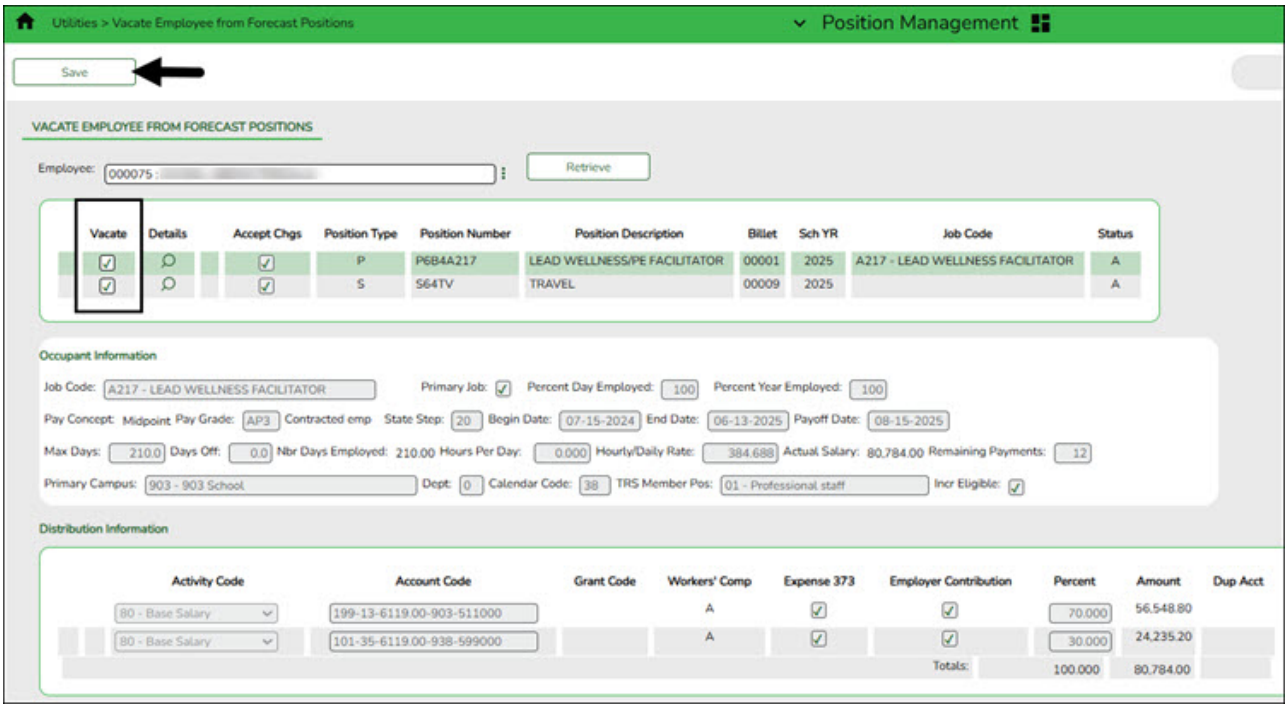


If working on the Distribution tab, you must select an account code from the autosuggest drop down in the **Account Code** field versus typing in the full account code in order to validate against the grant code table.

If necessary, use one of the following options to vacate an employee from a position:

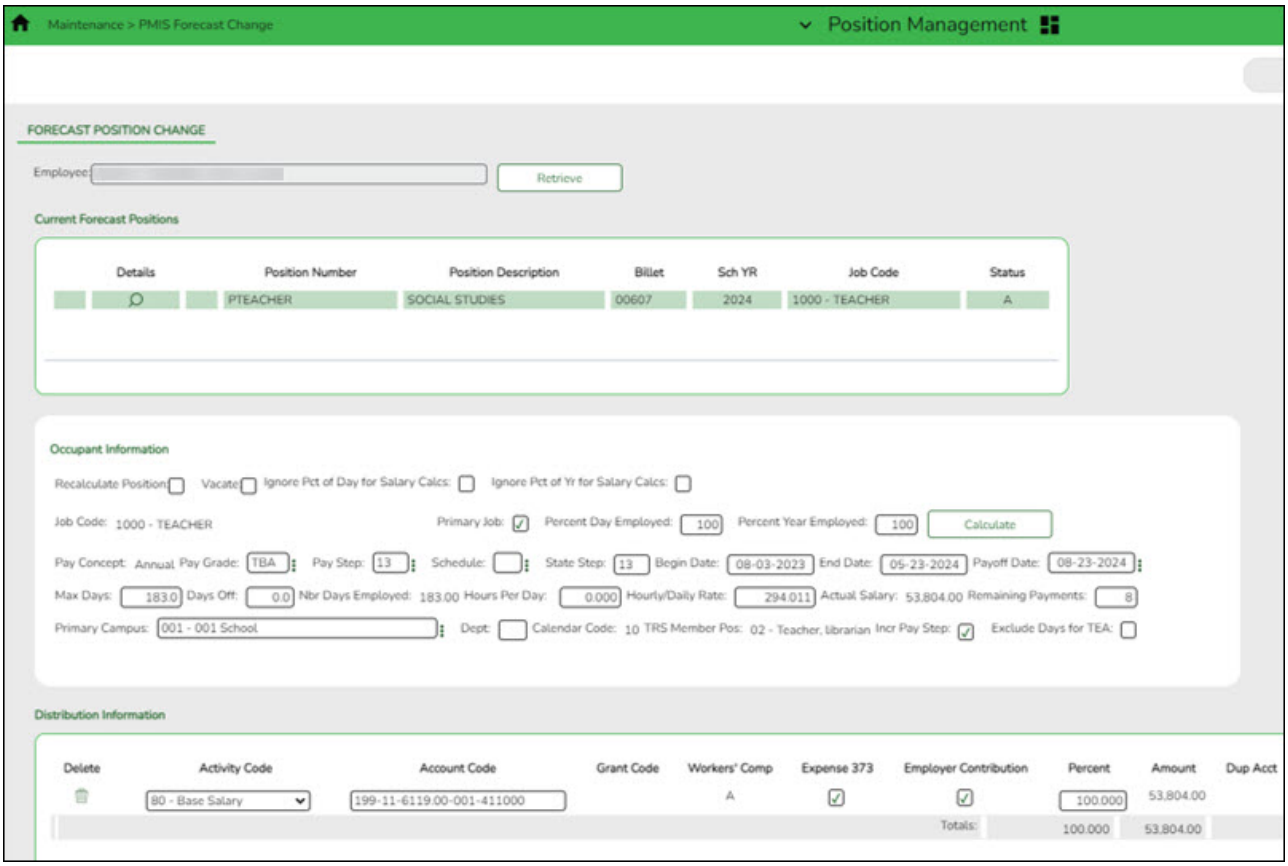
❑ **Option 1**: It is best practice to use the Position Management > Utilities > Vacate Employee from Forecast Positions page to vacate a position.

Typically, when an employee decides to leave the LEA at the end of the year, the employee is paid off in payroll at the end of their contract; therefore, no additional action is necessary for the current year. However, in the forecast records, the employee must be removed from all existing positions.



- Retrieve the employee's position record.
- Select the **Vacate** check box for each position.
- Click **Save**.

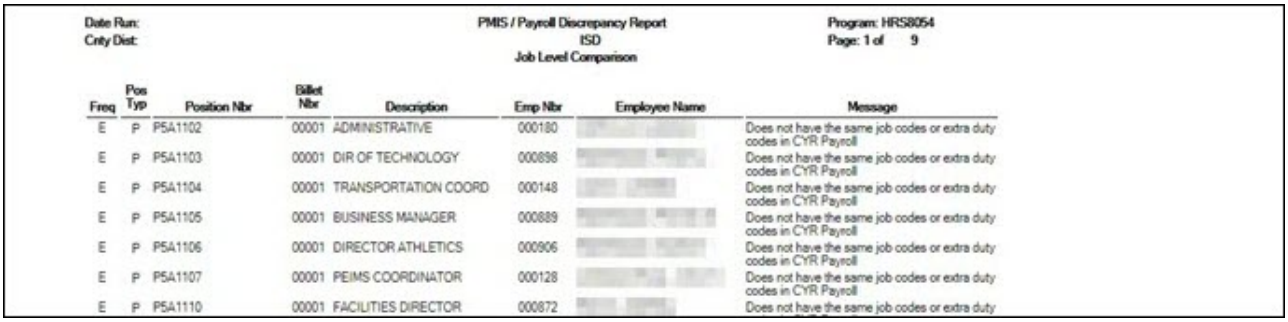
❑ **Option 2**: Use the Position Management > Maintenance > PMIS Forecast Change page (only available in the next year payroll) to change an employee from one position to another. A list of the employee's existing positions is displayed with a section to either enter a new position or vacate a position.



7. Generate the PMIS/Payroll Discrepancy Report.

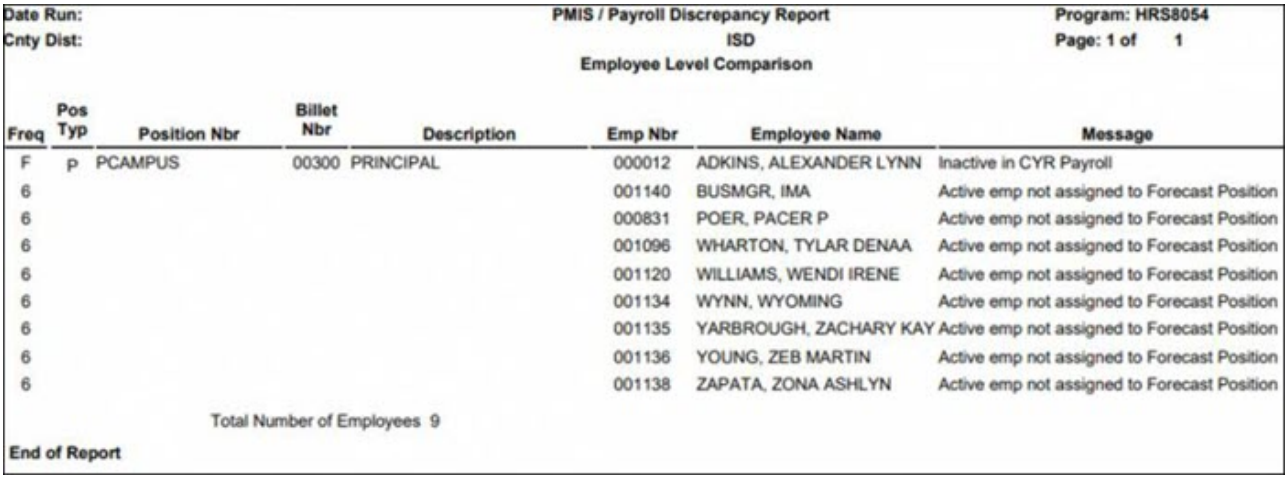
   Position Management > Reports > PMIS Reports > HRS8054 - PMIS/Payroll Discrepancy Report

   Generate the PMIS/Payroll Discrepancy report to determine if there are any active employees not assigned to a forecast position. Below are some examples of the PMIS/Payroll Discrepancy report:



Date Run: PMIS / Payroll Discrepancy Report Program: HRS8054
Cnty Dist: ISD Page: 1 of 9
Job Level Comparison

Freq	Pos Typ	Position Nbr	Billet Nbr	Description	Emp Nbr	Employee Name	Message
E	P	P5A1102	00001	ADMINISTRATIVE	000180		Does not have the same job codes or extra duty codes in CYR Payroll
E	P	P5A1103	00001	DIR OF TECHNOLOGY	000898		Does not have the same job codes or extra duty codes in CYR Payroll
E	P	P5A1104	00001	TRANSPORTATION COORD	000148		Does not have the same job codes or extra duty codes in CYR Payroll
E	P	P5A1105	00001	BUSINESS MANAGER	000889		Does not have the same job codes or extra duty codes in CYR Payroll
E	P	P5A1106	00001	DIRECTOR ATHLETICS	000906		Does not have the same job codes or extra duty codes in CYR Payroll
E	P	P5A1107	00001	PEIMS COORDINATOR	000128		Does not have the same job codes or extra duty codes in CYR Payroll
E	P	P5A1110	00001	FACILITIES DIRECTOR	000872		Does not have the same job codes or extra duty



Date Run: PMIS / Payroll Discrepancy Report Program: HRS8054
Cnty Dist: ISD Page: 1 of 1
Employee Level Comparison

Freq	Pos Typ	Position Nbr	Billet Nbr	Description	Emp Nbr	Employee Name	Message
F	P	PCAMPUS	00300	PRINCIPAL	000012	ADKINS, ALEXANDER LYNN	Inactive in CYR Payroll
6					001140	BUSMGR, IMA	Active emp not assigned to Forecast Position
6					000831	POER, PACER P	Active emp not assigned to Forecast Position
6					001096	WHARTON, TYLAR DENAA	Active emp not assigned to Forecast Position
6					001120	WILLIAMS, WENDI IRENE	Active emp not assigned to Forecast Position
6					001134	WYNN, WYOMING	Active emp not assigned to Forecast Position
6					001135	YARBROUGH, ZACHARY KAY	Active emp not assigned to Forecast Position
6					001136	YOUNG, ZEB MARTIN	Active emp not assigned to Forecast Position
6					001138	ZAPATA, ZONA ASHLYN	Active emp not assigned to Forecast Position

Total Number of Employees 9

End of Report

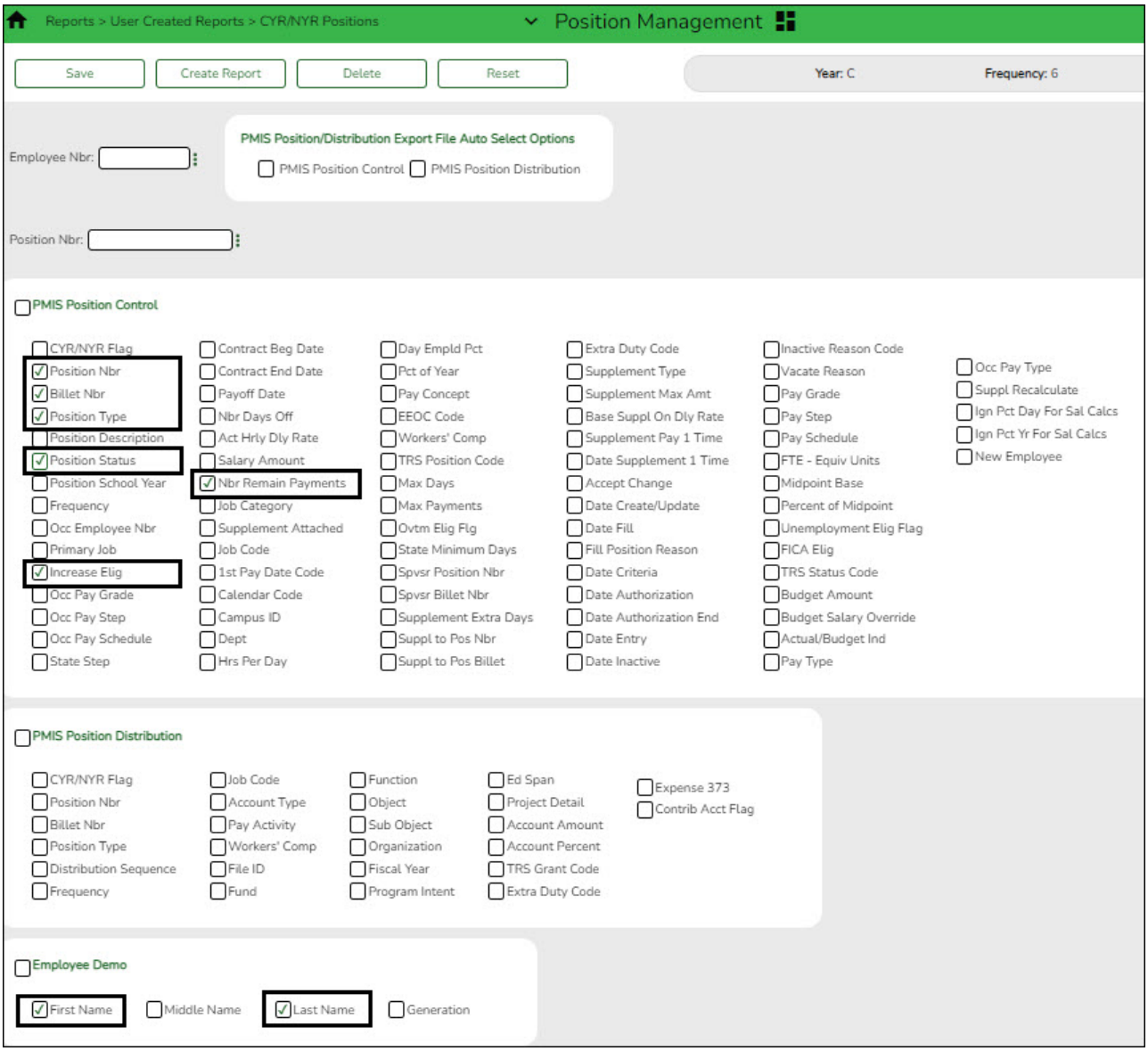
8. Generate a user-created report.

   Position Management > Reports > User Created Reports > CYR/NYR Positions

   Generate a PMIS user-created report to verify that the **Increase Eligible** field is selected for applicable positions. It is possible that the field is not selected for new LEA employees from last year.

   ❑ **It is recommended** to verify the **Nbr Remain Payments** field prior to calculating salaries.

   ❑ Select the following fields on the user-created report:



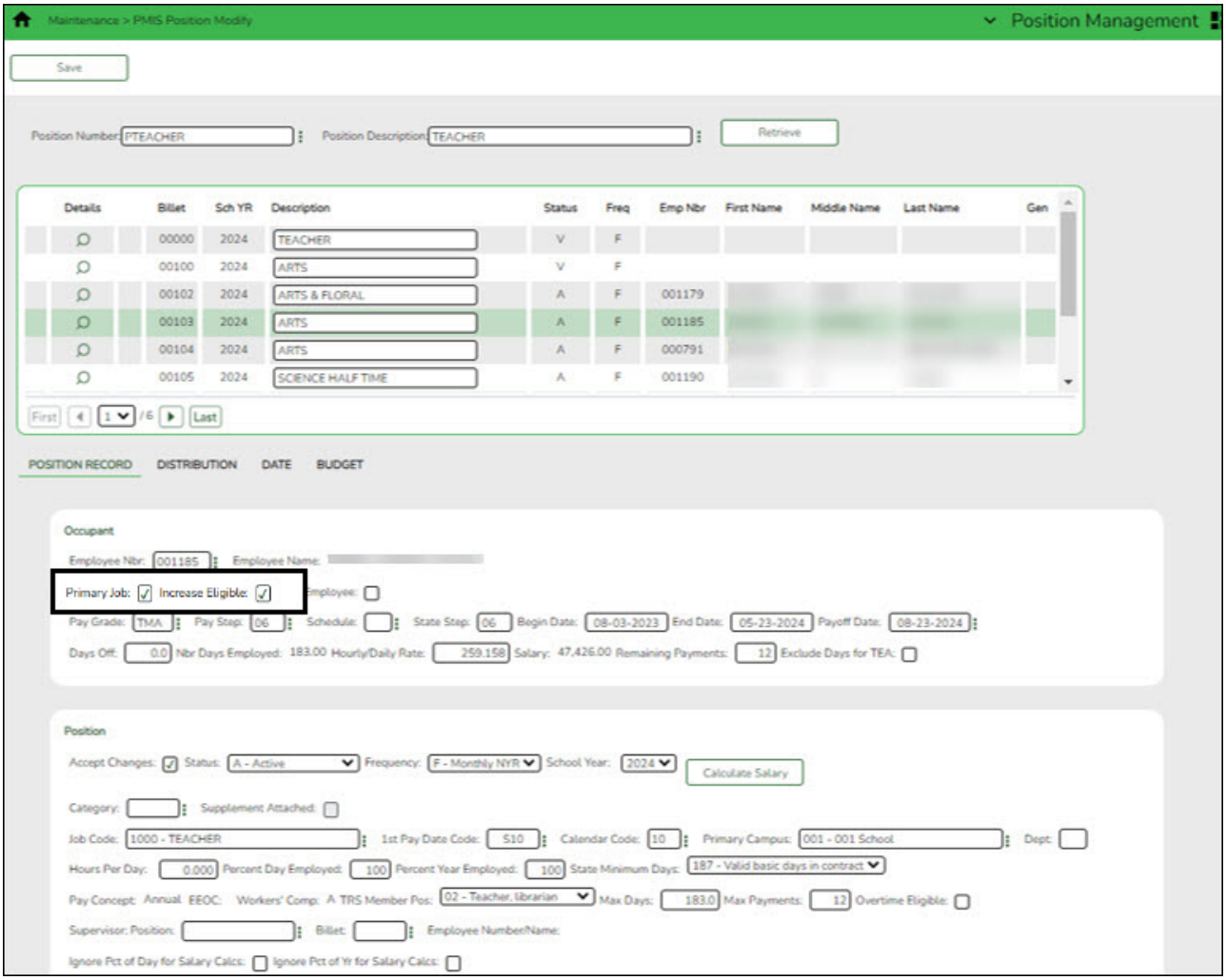
❑ Click **Create Report**. The report is displayed. Use the sort/filter functionality to group the applicable data.

> **Note**: The number of remaining payments reflected on the report is displayed on the Job Info tab as the number of annual payments and the number of remaining payments for the employee for any P position type. If the LEA uses S acct types or business allowances for extra duties, S position types on this report should reflect the correct number of remaining payments. Prior to continuing, make the necessary position corrections.

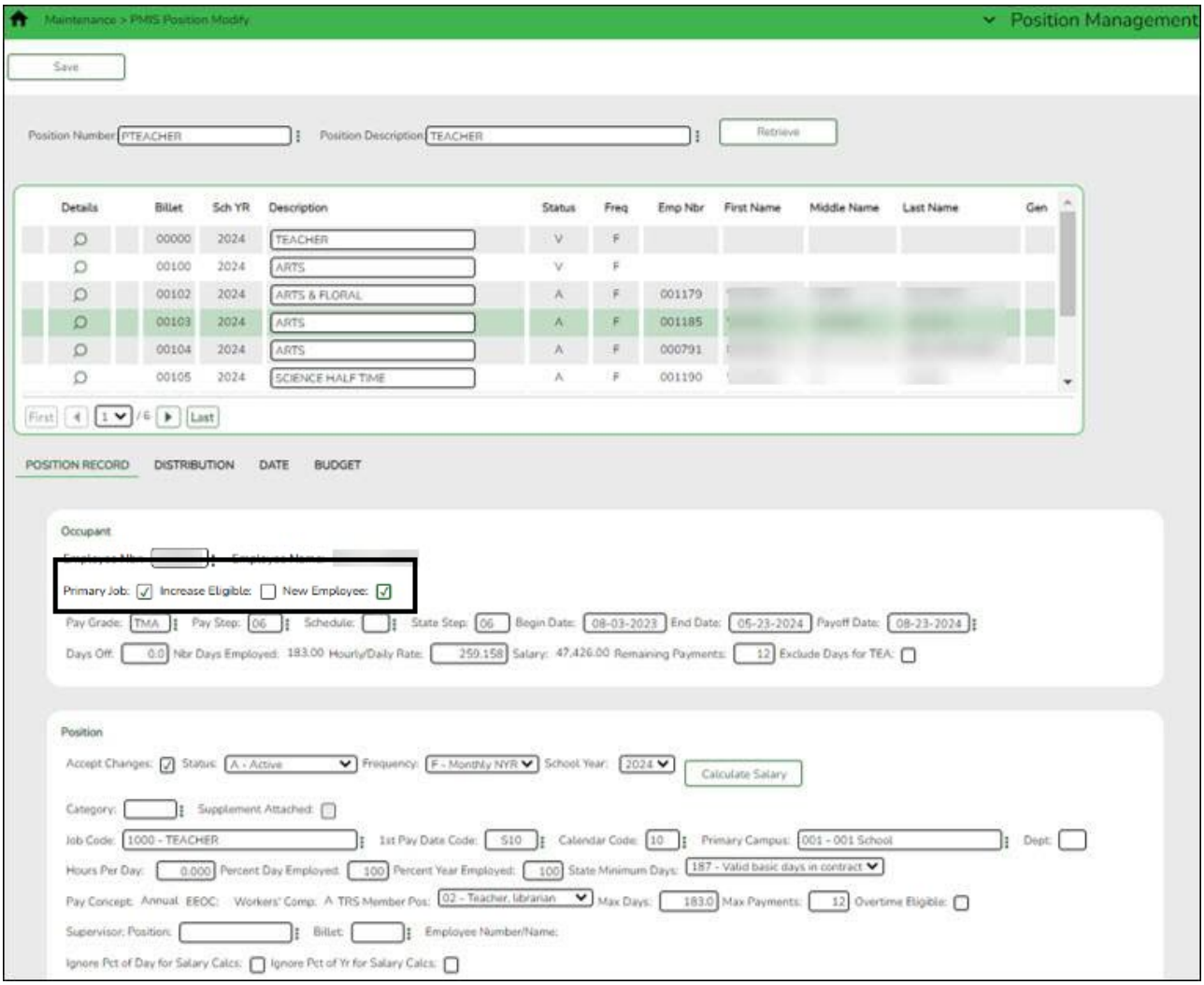
9. Update position records.

   Position Management > Maintenance > PMIS Position Modify > Position Record

   If necessary, update the **Increase Eligible** field to identify the employees who are eligible to receive a salary increase for the new school year when running simulations. Only the employees with this field selected will receive a salary increase.



❑ Clear the **Increase Eligible** field for new employees who are not entitled to a salary increase. Remember that the next year Position Management pay step reflects the same current year Position Management pay step, and the step is increased in the salary simulations if the **Increase Eligible** field is selected.



❑ If necessary, update the **New Employee** field to identify new employees on forecast position records. If selected, the salary simulations will budget the employer contribution for new employees even though they do not have current year payroll records.

Notes:

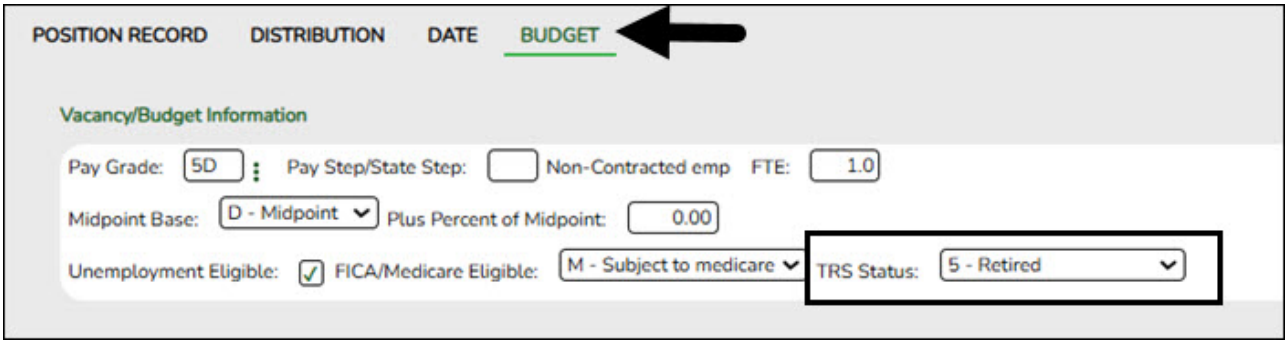
This field is not displayed on supplemental position records.

If the position is changed to any status other than **Active**, the field is disabled.

❑ Clear this field If an employee is no longer new to the LEA.

Position Management > Maintenance > PMIS Position Modify > Budget

If there are retirees who work in the LEA, confirm that the **TRS Status** field is set to *5 - Retired*. If the TRS status is incorrect, there is a possibility that the status will be incorrect (TRS-eligible) when the employee is moved to the current year payroll.


POSITION RECORD
DISTRIBUTION
DATE
BUDGET
Vacancy/Budget Information
Pay Grade: 5D
Pay Step/State Step:
Non-Contracted emp
FTE: 1.0
Midpoint Base: D - Midpoint
Plus Percent of Midpoint: 0.00
Unemployment Eligible:
FICA/Medicare Eligible: M - Subject to medicare
TRS Status: 5 - Retired