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maint_pmispositionadmin_positionrecord

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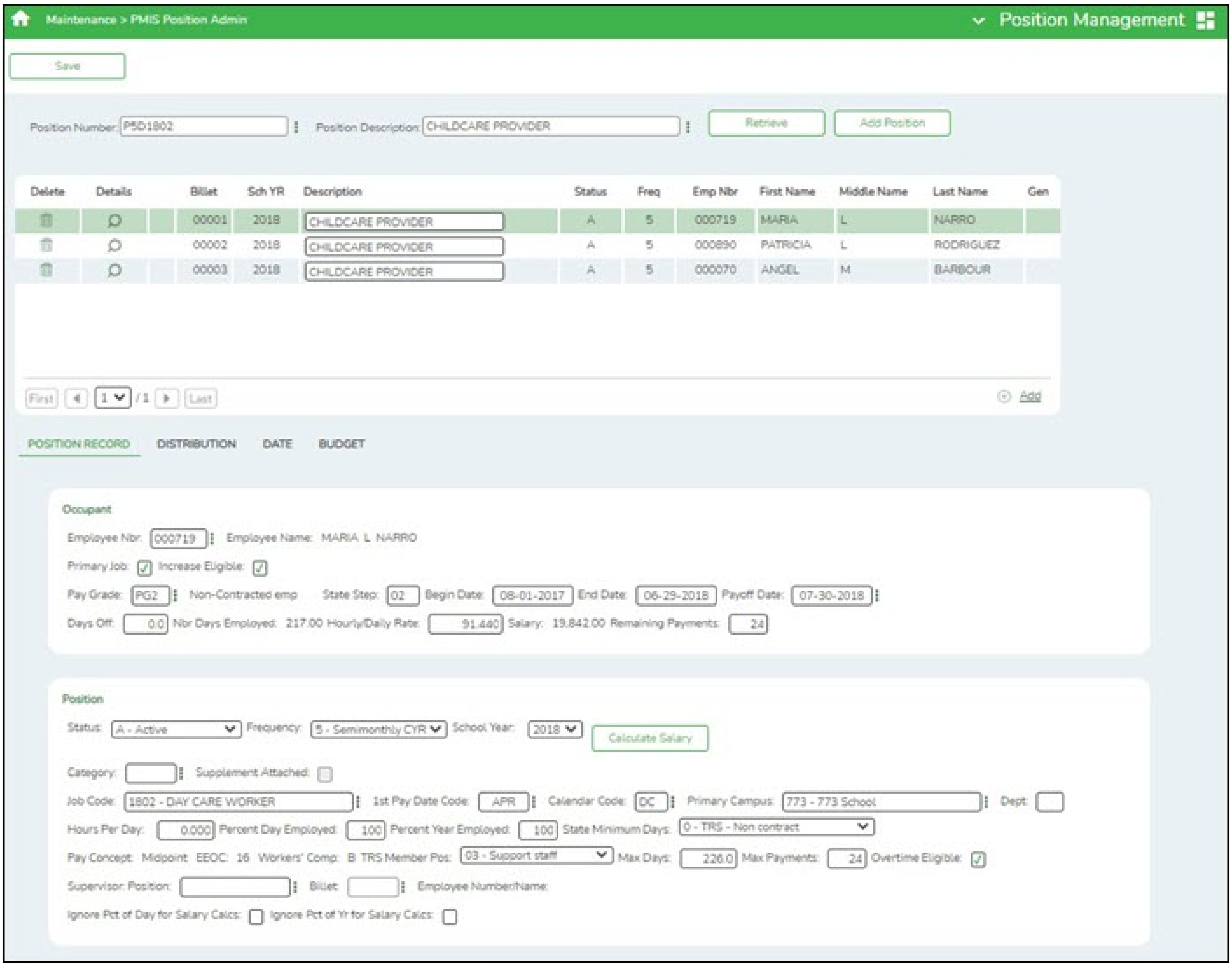
This tab is used to establish and maintain a position record for each position at the LEA. If using Position Management, a position record is established for each position by assigning a position number and billet number to the job. Each position should have a default record with a 0000 billet number. A default record allows you to easily create a new position record using the default record data.



Position Number: P5D1802 Position Description: CHILDCARE PROVIDER

Delete	Details		Billet	Sch YR	Description	Status	Freq	Emp Nbr	First Name	Middle Name	Last Name	Gen
			00001	2018	CHILDCARE PROVIDER	A	5	000719	MARIA	L	NARRO	
			00002	2018	CHILDCARE PROVIDER	A	5	000890	PATRICIA	L	RODRIGUEZ	
			00003	2018	CHILDCARE PROVIDER	A	5	000070	ANGEL	M	BARBOUR	

Occupant

Employee Nbr: 000719 Employee Name: MARIA L NARRO

Primary Job: ☑ Increase Eligible: ☑

Pay Grade: PG2 Non-Contracted emp State Step: 02 Begin Date: 08-01-2017 End Date: 06-29-2018 Payoff Date: 07-30-2018

Days Off: 0.0 Nbr Days Employed: 217.00 Hourly/Daily Rate: 91.440 Salary: 19,842.00 Remaining Payments: 24

Position

Status: A - Active Frequency: 5 - Semimonthly CYR School Year: 2018

Category: Supplement Attached: ☐

Job Code: 1802 - DAY CARE WORKER 1st Pay Date Code: APR Calendar Code: DC Primary Campus: 773 - 773 School Dept:

Hours Per Day: 0.000 Percent Day Employed: 100 Percent Year Employed: 100 State Minimum Days: 0 - TRS - Non contract

Pay Concept: Midpoint EEOC: 16 Workers' Comp: B TRS Member Pos: 03 - Support staff Max Days: 226.0 Max Payments: 24 Overtime Eligible: ☑

Supervisor: Position: Billet: Employee Number/Name:

Ignore Pct of Day for Salary Calcs: ☐ Ignore Pct of Yr for Salary Calcs: ☐

Add or modify a record:

Field	Description
Position Number	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**.
Position Description	Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list. If the position description is not known, click ⋮. The Positions pop-up window opens with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number from the list. Otherwise, click **Cancel**. The position **Description** field in the top grid is only enabled for editing if the **Allow CYR Position Description Changes (Admin only)** field is selected on the District Administration > Options > PMIS District Options page.

❑ Click **Retrieve**. The associated billet and position information is displayed.

❑ Click **+Add** to add additional billet numbers to the existing position.

❑ Click **Add Position** to add a new position record with a billet number of 00000. After the position record is saved, click **+Add** to begin adding additional billet numbers to the position.

❑ Click 🔍 to display the position detail information for the selected billet.

❑ Under **Occupant**, the occupant (employee) data is displayed. The begin and end dates are validated against the appropriate calendar (current or next and calendar code) to calculate the actual number of days. Complete or update the following fields:

Employee Nbr	Type the employee number of the employee in the position, or click ⋮ to select from a list.
Employee Name	Populated based on the selected **Employee Nbr** and is display only.
Primary Job	Select if this is the employee's primary job. An employee may only have one primary job.
Increase Eligible	Select if the employee is eligible to be moved to the next pay step.
Pay Grade	Type the code for the pay grade, or click ⋮ to select from a list. The field can be a maximum of three characters and is a required field.
State Step	Type the state step that the employee has earned based on years of service plus career ladder step(s), if applicable.
Begin Date	Type the beginning date for the selected calendar in the MMDDYYYY format. This is a required field.

End Date	Type the ending date for the selected calendar in the MMDDYYYY format. This is a required field.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format, or click ⋮ to select from a list. When this date and the pay date match, contract payoff occurs. This is a required field.
Days Off	Type the number of days the employee was scheduled to work but did not work. This number is deducted from the actual days.
Nbr Days Employed	Displays the number of days that the employee is employed by the LEA per year.
Hourly/Daily Rate	Type the hourly or daily rate for the position.
Salary	Displays the annual salary amount for the pay grade, pay step, maximum days, and local schedule.
Remaining Payments	Type the number of remaining payments to be made to the employee during the current contract period. This is a required field.
Exclude Days for TEA	Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.

☐ Under **Position**, the position data remains the same regardless of the occupant. Typically, position data changes only occur annually. Complete or update the following fields:

Status	Click ⌄ to select a position status. *A - Active* - The position is occupied. *H - Position on Hold* - The position is vacant and is not included in the budget. *I - Inactive* - The position is vacant and is not included in the budget. *P - Proposed* - The position is vacant, never filled, and may become a vacant or active position. A proposed position can be included in the budget if needed. *V - Vacant* - The position is vacant and is included in the budget.
Frequency	Click ⌄ to select a payroll frequency. This is a required field.
School Year	Type the school year in the YYYY format. This is a required field. If the year is the same as the **Current Year** on the District Administration > Options > Position Management page, the current year salary, first pay date codes, and job code are used for validation.
Category	Type the code used to categorize positions, or click ⌄ to select a code from the Category Code list. The field can be a maximum of five characters.
Supplement Attached	Select if there is a supplement position record tied to this position.
Job Code	Type a job code to identify the job, or click ⋮ to select a code from the Job Codes list. The field can be a maximum of four characters (e.g., 0001 = Superintendent, 1003 = 10 month - 3rd Grade Teacher). This is a required field.
1st Pay Date Code	Type a first pay date code, or click ⋮ to select the code designating the first pay date for the position. This is a required field.

Calendar Code	Type a calendar code, or click ⋮ to select the calendar code for the position. This is a required field.
Primary Campus	Type the primary campus code, or click ⋮ to select a primary campus. This is a required field.
Dept	Type the code used to categorize the department associated with the position. The field can be a single digit.
Hours Per Day	Type the number of hours per day an employee works. This data is used for the positions with salaries based on an hourly rate.
Percent Day Employed	Type the number that represents the total percent of the day that the position works. For example, if the position works only 50% of the day, enter 50.
Percent Year Employed	Type the number that represents the total percent of the year that the position works. For example, if a position works every other day (50%) or 4 days out of the week (80%). This field is used to reduce the actual days worked which, in turn, reduces the calculated salary.
State Minimum Days	Click ⌄ to select the minimum number of state days required for the position.
Pay Concept	Displays the method used to calculate the employee's pay.
EEOC	Displays any notation related to the Equal Employment Opportunity Commission.
Workers' Comp	Displays the type of workers' compensation insurance used for the account.
TRS Member Pos	Click ⌄ to select the employee's TRS classification. This is a required field.
Max Days	Type the maximum number of days that the position is eligible to work. This number is used when calculating the annual pay based on a daily rate, and when calculating the annual salary using the annual salary table. This is a required field.
Max Payments	Type the maximum number of payments allowed. This is a required field.
Overtime Eligible	Select if the position is eligible to receive overtime pay.
Supervisor Position	Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled. If the position number is not known, click ⋮. The Positions pop-up window is displayed with a list of all positions. To search for specific positions, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a position number item from the list. Otherwise, click **Cancel**.
Billet	Type the billet number of the supervisor, or click ⋮ to select a billet for the position. The field can be a maximum of five numeric characters.
Employee Number/Name	Displays the employee number and name.

Ignore Pct of Day for Salary Calcs	Select to ignore the percent of day and allow full salary amounts to be calculated even if the percent of day value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day** and **Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.
Ignore Pct of Yr for Salary Calcs	Select to ignore the percent of year and allow full salary amounts to be calculated even if the percent of year value does not equal 100%. This field is only displayed if the **Display Options to Ignore Pct of Day** and **Pct of Year for Position Records** field is selected on the District Administration > Options > Position Management page.

❏ Click **Save**.