



ASCENDER GUIDES





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This tab is used to establish and maintain a position record for each position at the LEA. If using PMIS, 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.



Add or modify a record:

| Field | Description |
|------------------------------------|---|
| <p>Position Number</p> | <p>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.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>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.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> |
| <p>Position Description</p> | <p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>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.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> <p>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.</p> |



- 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:

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| 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:

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| Status | <p>Click  to select a position status.</p> <p><i>A - Active</i> - The position is occupied.</p> <p><i>H - Position on Hold</i> - The position is vacant and is not included in the budget.</p> <p><i>I - Inactive</i> - The position is vacant and is not included in the budget.</p> <p><i>P - Proposed</i> - 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.</p> <p><i>V - Vacant</i> - The position is vacant and is included in the budget.</p> |
| Frequency | Click  to select a payroll frequency. This is a required field. |

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| 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> to select the calendar code for the position. This is a required field. |
| Primary Campus | Type the primary campus code, or click <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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. |

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| <p>Supervisor Position</p> | <p>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.</p> <p>If the position number is not known, click . The Positions pop-up window is displayed with a list of all positions.</p> <p>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.</p> |
| <p>Billet</p> | <p>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.</p> |
| <p>Employee Number/Name</p> | <p>Displays the employee number and name.</p> |
| <p>Ignore Pct of Day for Salary Calcs</p> | <p>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%.</p> <p>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.</p> |
| <p>Ignore Pct of Yr for Salary Calcs</p> | <p>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%.</p> <p>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.</p> |

Click **Save**.